



## **Minutes of Meeting of Council**

**Held Remotely via Microsoft Teams**

**On Thursday, 8 July 2021 at 6.00pm.**

**Present:** Councillor Mike Glover (Chair) presided

**Councillors:** Paul Baker, Phil Crayford, Tom Fenn, Peter Gibson, Sharon Phillips, Gareth Sullivan & Mark Tribe

**Temporary Clerk to the Council:** Jeremy Parkhouse

### **46 Apologies for Absence**

An apology for absence was received from Huw Evans, Clerk to the Council.

### **47 Disclosures of Personal & Prejudicial Interests**

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, the following interests were declared:

Councillor Mark Tribe declared a Personal Interest in Minute 68 "Requests and Donations – Llangyfelach PTFA and took no part in discussions on this item.

### **48 Minutes of Council**

**Resolved** that the Minutes of the Council Meeting(s) held on the following date(s) be approved and signed as a correct record:

- i) 10 June 2021.

### **49 Announcements of the Chair of Council**

The Chair thanked the previous Chair of Council (Councillor Peter Gibson) for his excellent work over the past two years.

### **50 Urgent Item**

The Chair stated that pursuant to paragraph 100B(4)(b) of the Local Government Act 1972, he considered that the report "Dispensation for Councillor Leave of Absence – Community Councillor Margaret Boyter" should be considered at this meeting as a matter of urgency.

**51 Dispensation for Councillor Leave of Absence – Community Councillor Margaret Boyter (Urgent Report)**

**Reason for Urgency:** Councillor Margaret Boyter asked for dispensation for Councillor leave under Section 85 of the Local Government Act. Councillor Boyter had until 10 August 2021 to attend a meeting; however, there was no other Council prior to 10 August 2021. This meeting was Councillor Boyter's last opportunity for the dispensation request to be considered.

Councillor Margaret Boyter has notified the Clerk to the Council that due to her caring responsibilities she may be absent from Council meetings for some time. This could result in her being in breach of the Local Government Act 1972 whereby failure to attend meetings of the Authority for a period of 6 consecutive months could result in her ceasing to be a member of the Council.

**Resolved** that Councillor Margaret Boyter be granted dispensation not to attend meetings for the period up to and including 10 December 2021 in accordance with Section 85 of the Local Government Act 1972.

**52 Public Question Time**

No questions had been submitted.

**53 PCSO (Police Community Support Officers) Report**

No report received.

Councillors noted the satisfaction survey that had been circulated and required a response by 27 July 2021. The unsatisfactory poor communication problems surrounding the current Llangyfelach PCSO were highlighted. Councillor Gareth Sullivan added that he was due to meet with the Llangyfelach PCSO but a date was yet to be confirmed. It was proposed that Councillor Phil Crayford drafts a response and circulates to the Council for approval prior to the deadline on 27 July 2021.

**Resolved** that the proposal be approved.

**54 Record of Payments**

The Clerk outlined those payments made since the last meeting of Council. The payments were made in line with Minute 23 "Constitutional Matters 2021-2022" of the Annual Council held on 13 May 2021.

<b>Payments</b>	<b>£</b>
Clerk Salary (June 2021)	406.89
CCS Pension Fund (Clerk) (June 2021)	159.27
Phillips Services (Wales) Ltd	298.72
HMRC – PAYE Income Tax & NI Contributions	305.00
HB Enoch Owen – Payroll Services	39.60

Heartbeat Trust UK – Defibrillator @ Junction of Heol Pentre Felen & Bryn Hedydd.	1,250.00
Heartbeat Trust UK – 7-year care package for defibrillator at Llangyfelach Church Hall	250.00
Came & Co. Insurance – Year 2 of 3-year deal.	406.77

**Resolved** that the payments be noted / approved.

## 55 Financial Reporting

### i) Bank Accounts - Reconciliation

The Clerk stated that the Bank Accounts - Reconciliation information had been shared with all Councillors.

**Resolved** that the Bank Accounts – Reconciliation report be noted.

## 56 Correspondence

The actions / comments made as in relation to the correspondence reported:

Correspondence	Actions
One Voice Wales. Remote Training Sessions – June & July 2021.	Noted.
Dyfed Powys Police. Mobile Phone Upgrade Scams are on the increase UK wide.	Noted.
Swansea Council. Economic Recovery Fund.	Noted.
Keep Wales Tidy. Free Garden Packages for your Community.	Noted.
Welsh Government. Programme for Government.	Noted.
Swansea Council. Planning Decision List.	Noted.
Swansea Council. Patch in Llangyfelach Ward 2021.	Noted.
One Voice Wales. Response to Welsh Government Consultation on Power to Trade. 11 June 2021.	Noted.
Planning Aid Wales. The Value of Engagement in Planning Training - 12 July 2021.	Noted.
Older People's Commissioner's Newsletter.	Noted.
Swansea Council. Planning Weekly List 25 - Week ending 18 June 2021.	Noted.
Swansea Council. CrowdFund Swansea: Find out how you can fund your local project at our online workshop.	Noted.

Volunteer Befrienders for RNID (Royal National Institute for Deaf People).	Noted.
Welsh Government. Consultation on Qualifications of Clerks in Wales Regulations.	Noted.
Dyfed Powys Police. Neighbourhood Watch - Free Webinars About Scams in July.	Noted.
Welsh Government. Climate Change Newsletter.	Noted.

## 57 Delegates on Outside Bodies

Councillor Mark Tribe reported that he would be attending the One Voice Wales Swansea Area Committee on Monday, 19 July 2021.

## 58 General / ICT Matters

None.

## 59 Workplan (For Information)

The Council Workplan was presented 'for information'.

## 60 Planning Applications & Planning Matters - Swansea Council

Councillor Mark Tribe requested an update regarding the proposal to build 7 dwellings at Bryntywod. Councillor Gareth Sullivan added that the application had not been formally submitted and it was noted that the Council would consider all applications.

## 61 Highways, Footpaths, Cycleways & Bridleways - Swansea Council

### i) Road Safety - Crossing B4489 at Junction of Swansea Road & Pengors Road, Llangyfelach

The Clerk provided an update report outlining the request made to the Leader and Cabinet Member for Environment Enhancement & Infrastructure Management of Swansea Council seeking their intervention to prioritise the installation of the crossing of the B4489 in the vicinity of the junction of Swansea Road and Pengors Road, Llangyfelach.

It was added that the Leader of the Council had responded stating that he was very appreciative of the Community Council's offer to contribute towards the scheme and Swansea Council officers were currently considering all potential funding opportunities. A delay would also be a benefit to the Council as any road crossing surveys were likely to take place in September once the children had returned to school.

Councillor Peter Gibson highlighted that a road traffic accident had occurred earlier at the location and Councillors proposed that details of the accident be sought from South Wales Police.

**Resolved** that:

- 1) The response be noted.
- 2) The Clerk provides an update from the Leader of Swansea Council in September 2021.
- 3) The Clerk contacts South Wales Police at Morriston Police Station for details of the road traffic accident that occurred at the location on 8 July 2021.

## **62 Training**

The Clerk had circulated the One Voice Wales training list 'for information'.

## **63 Llangyfelach Ward Councillor Update**

Councillor Gareth Sullivan provided a verbal update regarding the playground development at Fairview Road. He added that the application had been returned to the suppliers for adjustments to be made and he would circulate the amended development plans to the Council, once received. Additional funding was also being sought for a CCTV camera.

**Resolved** that the contents of the report be noted.

## **64 Playground at Fairview Road - Community Budget Capital - Play**

An update was provided at Minute 63 above.

## **65 Defibrillators within the Llangyfelach Community Council Area**

The Clerk provided an update on the defibrillators within the Llangyfelach Community Council area and Councillors discussed progress as follows:

### **i) Defibrillator at Junction of Heol Pentre Felen & Bryn Hedydd**

Heartbeat Trust UK had been instructed and paid to install the defibrillator. It was noted that the defibrillator was facing the wrong way as Heartbeat Trust had suggested and it was recommended that it be turned around to face the road. It was added that the offer by Heartbeat Trust regarding flyers should be accepted and progressed by Councillor Phil Crayford.

- ii) **Defibrillator at Griffiths Waste Management, Bryntywod**  
Councillor Phil Crayford stated that Griffiths Waste Management (GWM) had agreed that their fence could be used to house the cabinet purchased by the Council to store the GWM defibrillator.
- iii) **Defibrillator at Llangyfelach Church Hall**  
Councillor Phil Crayford reported that the defibrillator had been moved but there was an issue with the positioning of the bollards, protection of the access area out of the Church Hall and the siting of the defibrillator.

It was proposed that Councillors Phil Crayford and Gareth Sullivan arrange a further meeting on site with Swansea Council Officers.

**Resolved** that:

- 1) The updates be noted.
- 2) Heartbeat Trust UK be requested to turn around the defibrillator to face the road at the Junction of Heol Pentre Felen and Bryn Hedydd.
- 3) Heartbeat Trust UK be requested to proceed with producing a generic flyer covering all areas, in liaison with Councillor Phil Crayford.
- 4) The flyers be circulated to the Council prior to delivery / publishing on the Community Council website.
- 5) The Council proceeds with erecting the cabinet on the fence of Griffiths Waste Management to house their defibrillator.
- 6) Councillor Gareth Sullivan arranges a further meeting with Councillor Phil Crayford and Swansea Council Officers at Llangyfelach Church Hall and reports back to the Council.

## 66 Swansea Council – Large Floral Planters

The Clerk reported that Alan Hughes, Horticultural Services Officer with Swansea Council had offered to meet up with Community Council representatives to discuss suitable locations for the placement of floral planters in future years. This included identifying suitable lighting columns.

**Resolved** that:

- 1) Councillors Peter Gibson and Sharon Phillips meet with Alan Hughes, Swansea Council to discuss suitable locations / lampposts.
- 2) Once suitable locations have been agreed, the potential prices be discussed by the Council.

## **67 Promotion of Llangyfelach Community Council**

The Clerk reported that the Council needed to inform the public of its work within the Community and to signpost the Community Councillors to assist the public when seeking to make contact.

It was proposed that Plaques be designed and purchased to be placed on or alongside assets etc. provided by the Community Council for the Community. Such items would include Defibrillators, Benches, Floral Displays etc. The proposed design of the plaques was provided.

It was further proposed that photographs be taken of the Community Councillors, together with their contact details, to be placed on the Website / Community Notice Board on the Village Green and at other suitable locations.

Councillor Phil Crayford added that he had been in discussions with a company who could produce the plaques.

**Resolved** that:

- 1) The plaque design be agreed.
- 2) The Council proceeds with the introduction of plaques to highlight the fact that the Community Council has provided the assets throughout the Community.
- 3) Councillor Phil Crayford purchases 6 plaques coloured black on white to be placed on publicly visible Llangyfelach Community Council assets.
- 4) The Clerk arrange for photographs of the Councillors to be taken and placed the Website / Community Notice Board on the Village Green and at other suitable locations.

## **68 Consider Requests for Grants & Donations – Llangyfelach PTFA**

Noted that Councillor Mark Tribe took no part in the discussions regarding this item.

The Clerk reported that Llangyfelach PTFA (Parents, Teachers & Friends Association) had submitted a request for a donation towards their School's Art Project. The Llangyfelach PTFA is a Registered Charity which sought to raise funds for resources to enhance children's education and the facilities in School in general.

An extract of the letter of application was provided and it was noted that the Association had provided all the documentation that had been requested.

Councillors were reminded that should they decide to award a grant to Llangyfelach PTFA, the Council would have to follow its "Grants & Donations Policy" adopted by Council on 14 January 2021.

It was added that the Council must satisfy itself that the donation would benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed activity.

Councillors noted that a specific financial request had not been stipulated and that the estimated cost of the project was between £4,500 and £5,500.

Councillor Gareth Sullivan stated that he would be donating £1,000 towards the project from his community budget.

The Council debated the merits of the application and its current spending commitments / recent donations made / financial position.

Councillor Peter Gibson proposed that the Council also donates £1,000 towards the project. This was seconded by Councillor Gareth Sullivan.

Councillor Tom Fenn proposed that an amended amount of £500 be donated. There was no seconder to the proposal and the amendment was lost.

**Resolved** that the Council donates £1,000 towards the Llangyfelach PTFA project.

## 69 Came & Co. Insurance

The Clerk reported that the Council insurance was currently provided by Came & Co. Insurance. The Council had signed up to a 3-year deal in July 2020 and the Insurance year runs from 1 June each year. The payment for year 2 had recently been paid and the premium was £406.77.

**Resolved** that the update be noted.

## 70 Y Llwyni, Llangyfelach - Asset Transfer

The Clerk reported that Swansea Council were seeking clarity on what the Community Council wished to do in relation to the potential asset transfer of Y Llwyni, Llangyfelach. They stated that the final legal documentation was sent to the Community Council's solicitor in October 2018 to which the Community Council did not respond.

In October 2019, Councillor Gareth Sullivan arranged a site meeting to discuss the issue of asset transfer further. It appeared that the delay was caused due to the question of responsibility of the trees on the site being passed to the Community Council. Swansea Council stated that if they were to exclude the maintenance obligation for the trees, it would somewhat defeat one of the main purposes of the transfer from the perspective of Swansea Council.

**Resolved** that the item be deferred to the 9 September 2021 meeting.

**Next Council Meeting**

6.00pm on Thursday, 9 September 2021.

The meeting ended at 6.52 p.m.

**Chair**