



## **Minutes of Meeting of Council**

**Held: Multi-Location Meeting: At: Llangyfelach Church Hall, Llangyfelach & Remotely via Microsoft Teams**

**On Thursday, 14 April 2022 at 6.00pm.**

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

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

**Clerk to the Council:** Huw Evans

### **221 Apologies for Absence**

Apologies for absence was received from Councillors Margaret Boyter & Phil Crayford.

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

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

- i) The Clerk of the Council, Huw Evans declared a Personal & Prejudicial Interest in Minute 229 "Correspondence", specifically the item relating to the "Draig Arian Explorer Scouts. World Scout Jamboree Fundraising" as his children and a child of close friends had made the application on behalf of the Draig Arian Explorer Scouts. The Clerk withdrew from the Meeting prior to the item being considered.

### **223 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 March 2022.

### **224 Announcements of the Chair of Council**

- i) **Councillors Standing Down at Local Government Elections – 5 May 2022**

The Chair stated that Councillors Margaret Boyter & Gareth Sullivan had chosen not to re-stand for Election on 5 May 2022. Their Term of Office ends on 9 May 2022.

The Chair thanked Councillors Boyter and Sullivan for their service to Llangyfelach Community Council. He paid special tribute to Councillor Gareth Sullivan as he was a founding member of the Community Council which was formed on 15 November 1979.

**ii) Councillor Margaret Boyter - Illness**

The Clerk stated that Councillor Boyter was currently unwell and wished her a speedy recovery.

**Resolved** that a bouquet of flowers be sent to Councillor Boyter.

**iii) Local Government Elections – 5 May 2022**

The Clerk stated that Councillors Paul Baker, Phil Crayford, Tom Fenn, Peter Gibson, Mike Glover, Sharon Phillips, and Mark Tribe had been re-elected unopposed. Jamie Jewell and Adrian Roberts had also been elected unopposed. The new Term of Office commences on 9 May 2022.

**225 Public Question Time**

There were no questions.

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

There was no report. Councillor Mark Tribe stated that he had been in contact with the PCSO recently and had been informed that there was now an additional PCSO in post covering the Llangyfelach & Clase area. Councillor Tribe would seek to speak with the PCSO in relation to the indiscriminate parking throughout the village.

**227 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. The “Payments Raised at the Meeting” element of the table required a decision of Council.

<b>Payments</b>	<b>£</b>
Clerk Salary inc. Backdated National Pay Settlement (March 2022)	492.54
CCS Pension Fund (Clerk) (March 2022)	192.80
HMRC – PAYE Income Tax & NI Contributions. QTR 4 (January-March) 2022	326.40
HB Enoch Owen – Payroll	72.60
<b>Determined by Council</b>	
One Voice Wales. Annual Membership 2022-2023. Council – 10 March 2022	390.00

Swansea Council. Supply & Fix of Defibrillator Post on Heol Pentre Felen. Council – 13 May 2021	175.00
<b>Payments Raised at the Meeting</b>	
One Voice Wales. The Council as an Employer. Module 3. Councillor Peter Gibson. 22 March 2022	30.00
Pentagon. <a href="http://www.llangyfelachcommunitycouncil.org.uk">www.llangyfelachcommunitycouncil.org.uk</a> domain & Hosting Renewal 05.04.2022-05.04.2023.	290.39
Ronald Dolbear. Internal Audit 2021-2022.	300.00

The Clerk stated that the Annual Meeting held on 13 May 2021 resolved that the Clerk of the Council be delegated authority to make payments providing permission has been given in writing (e-mail) from two of the three following Councillors: Chair of Council, Chair of Finance Committee and Councillor Gareth Sullivan.

It was proposed that Councillor Peter Gibson be also added to that list, thereby making the rule two from four approvals being required.

**Resolved** that:

- 1) The Payments be noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.
- 3) The Clerk of the Council be delegated authority to make payments providing permission has been given in writing (e-mail) from two of the four following Councillors: Chair of Council, Chair of Finance Committee, Councillor Peter Gibson and Councillor Gareth Sullivan.

## 228 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.

## 229 Correspondence

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

Correspondence	Actions
Draig Arian Explorer Scouts. World Scout Jamboree Fundraising	£100 donation be given.
One Voice Wales. Training – March & April 2022	Noted.
One Voice Wales. National Forest for Wales News	Noted.

Pontarddulais Town Council. Swansea LDP - an assessment of the impact of the upgrade at M4 Junction 48 and the wider implications of remote working practices	Noted.
One Voice Wales. Local Elections (Miscellaneous and Consequential Amendments) (Wales) Regulations 2022	Noted.
One Voice Wales. Co-ordinating Volunteers to respond to emergency situations in Wales	Noted.
City And County of Swansea. Community and Town Council Elections 2022	Noted.
City and County of Swansea. Swansea Council - Decision List Week ending 11 March 2022	Noted.
One Voice Wales. Ystadau Cymru-request for best practice example on Community Asset Transfers	Noted.
One Voice Wales. Tell us your views - Age Cymru seeks the current experiences of the Covid-19 pandemic and thoughts on recovery from people aged 50 or over	Noted.
Mynydd y Gwair Community Fund. Support for Queen's Jubilee. £500 Donation	Noted.
One Voice Wales. Have your say on the new 'Innovation Strategy for Wales'	Noted.
Law Commission. Law Commission's report on Regulating Coal Tip Safety in Wales	Noted.
One Voice Wales. Big Meadow Search	Noted.
City and County of Swansea. Elections – 5 May 2022	Noted.
One Voice Wales. The Corporate Joint Committee (General) (No.2) (Wales) Regulations 2022 (covering email for stakeholders)	Noted.
One Voice Wales. Smarter working: a remote working strategy for Wales	Noted.
One Voice Wales. Can you help? - Nature and us	Noted.
One Voice Wales. Manifesto for The Future	Noted.
City and County of Swansea. Weekly List 12 - week ending 25 March 2022	Noted.
One Voice Wales. Applications for the Welsh Government Apprenticeship Scheme 2022 are now open!	Noted.

Planning Aid Wales. Latest news and information from Planning Aid Wales	Noted.
Swansea Council. Events at Switched on Energy Hub	Noted.
Swansea Council. Important Digital Services Information - Recent email scam	Noted.
Welsh Government. Preparation and Publication of Statutory Financial Accounts for 2021-22	Noted.

**230 Feedback from Delegates on Outside Bodies**

There was no feedback.

**231 General / ICT Matters**

There were no matters raised.

**232 Workplan (For Information)**

The Council Workplan was presented.

**233 Planning Applications & Planning Matters - Swansea Council**

No Planning Application or Planning Matters were raised.

**234 Highways, Footpaths, Cycleways & Bridleways - Swansea Council**

There were no matters raised.

**235 Training**

The Clerk referred to the One Voice Wales training list and urged Councillors to undertake training.

He also referred to Section 67 “Community Council Training Plans” of the Local Government & Elections (Wales) Act 2021 which places a duty on each Community Council to make and publish a Training Plan setting out its proposals in relation to the provision of training for the Councillors and Staff of the Community Council.

**Resolved** that the update be noted.

**236 Llangyfelach Ward Councillor Update**

There were no matters raised.

### **237 Playground at Fairview Road – Provision of Benches & a Bin**

The Clerk stated that quotes had been sought and received for the installation of two concrete plinths at the playground to accommodate the two benches. Only one quote was received; however, that quote has since been withdrawn as the Builder has taken up a full-time contract out of the area. The Clerk will commence a further quotation process and asked for any relevant contact details for Builders to be passed to him.

The benches had been ordered from a local composite bench supplier at a cost of £1,242. The location of the benches had been agreed between Councillors Phil Crayford and Mark Tribe and Swansea Council.

Councillor Peter Gibson raised a concern in relation to the Fairview Road playground due the big gaps in the fenced area surrounding the playground. This could lead to children wandering out of the playground without the parent being aware.

#### **Recommended that:**

- 1) The Clerk re-commence the quotation process for the concrete plinths.
- 2) The Clerk ask Swansea Council to address the problem of the gaps in the fence at the Fairview Road playground to ensure child safety.
- 3) The update be noted.

### **238 Floral Planters @ Llangyfelach**

The Clerk stated that following the Council resolution of 10 March 2022, Councillors Peter Gibson & Sharon Phillips met with Swansea Council regarding the siting of the Floral Displays in Llangyfelach. The aim being to provide floral displays within the community. The Clerk stated that the order had been submitted for:

- **20 x Lamppost Baskets**  
Heol Pentre Felen. Post Numbers: 2, 4, 12, 15, 17, 19, 21, 23, 28 & 30.  
Swansea Road. Post Numbers: 131, 132, 133, 135, 136, 138, 141, 144, 145 & 146.
- **1 x 4 Tier Unit**
- **2 x Barrier Troughs**

#### **Recommended that:**

- 1) The update be noted.
- 2) The Clerk be authorised to pay Swansea Council when the invoice is received.

### **239 Community Councillor – email Addresses**

The Clerk stated that the email addresses used by the Community Councillors differ in format slightly. Some use initials, some full names and some use the full name of the Community Council.

He proposed that the format be standardised for all Councillors following the Local Government Elections on 5 May 2022. The proposed format being [firstname.surname@llangyfelachcc.org.uk](mailto:firstname.surname@llangyfelachcc.org.uk)

**Resolved** that the proposed format be adopted.

### **240 Swansea Gymnastics Squad – Elite Training Camp, Portugal - June 2022 - Request for a Grant**

The Clerk stated that a Swansea Gymnastics Squad has asked for a donation of £500 towards their Elite Training Camp, Portugal in June 2022. Fifteen (15) girls will be travelling with the majority living in the Llangyfelach area.

**Resolved** that a donation of £250 be given.

### **241 Internal Auditors Report for the Year Ended 31 March 2022**

The Internal Auditor submitted his Internal Auditors Report for Year Ended 31 March 2022. The Internal Audit Report made one recommendation as outlined:

*“The Council continues to develop spending plans annually in line with the precept to ensure reserves do not become disproportionate to need.”*

**Resolved** that:

- 1) The Internal Auditor be thanked for his Internal Audit Report.
- 2) The Clerk be authorised to pay the £300 invoice to the Internal Auditor for his work.
- 3) The Internal Auditors Report be accepted.

### **242 Annual Governance Statement 2021-2022 – Year Ended 31 March 2022**

The Clerk submitted the Annual Governance Statement 2021-2022 – Year Ended 31 March 2022. He outlined the content of the response together with the evidence to be submitted to the External Auditor.

**Resolved** that the Annual Governance Statement 2021-2022 – Year Ended 31 March 2022 be approved, signed, and submitted to the External Auditor together with any evidence required to support the submission.

**Next Council Meeting**

6.00pm on Thursday, 19 May 2022.

The meeting ended at 6.50 p.m.

**Chair**