



Minutes of Meeting of Council

Held At / Via: Multi-Location Meeting - Llangyfelach Church Hall, Llangyfelach & Microsoft Teams

On Thursday, 14 July 2022 at 6.00pm.

Present: Councillor Phil Crayford (Chair) Presiding

Councillors: Paul Baker, Peter Gibson, Mike Glover, Jamie Jewell, Sharon Phillips & Mark Tribe

Clerk to the Council: Huw Evans

43 Apologies for Absence

Apologies for absence were received from Councillors Tom Fenn & Adrian Roberts.

44 Disclosures of Personal & Prejudicial Interests

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no following interests were declared.

45 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) 9 June 2022.

46 Announcements of the Chair of Council

i) Floral Planters & Displays

The Chair of Council referred to the recent roll out of the floral planters and displayed throughout Llangyfelach. He stated that the planters needed to be rolled out to include Bryntywod in the future.

47 Public Question Time

There were no questions.

48 PCSO (Police Community Support Officers) Report

There was no report.

49 Local Area Coordinator Report

The Local Area Coordinator, Beth Pike introduced herself and outlined the work of the Local Area Coordinator. Further information is available at www.swansea.gov.uk/localareacoordination

50 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 2022-2023” of the Annual Council held on 19 May 2022. The “Payments Raised at the Meeting” element of the table required a decision of Council.

Payments	£
Clerk Salary (June 2022)	413.81
CCS Pension Fund (Clerk) (June 2022)	162.06
HMRC – PAYE Income Tax & NI Contributions 2021-2022	0.20
HMRC – PAYE Income Tax & NI Contributions 2022-2023	310.40
HB Enoch Owen – Payroll Services	39.60
AdvantEDGE Finance Software. Annual Fee. Year 3 of 5 Year Contract.	264.00
Introduction to the Certificate in Local Council Administration (CiLCA) – Course attended by Clerk on 5 July 2022	70.00
Determined by Council	
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Payments Raised at the Meeting	
-	

Resolved that:

- 1) The Payments & Receipts be noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.

51 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.

ii) **Community Council Giving Gifts**

The Clerk stated that he had consulted with One Voice Wales regarding the possibility of the Community Council giving a gift to an individual as a thanks to their eminent service to the Community Council. One Voice Wales gave clear advice that no gifts can be purchased using public money.

52 Correspondence

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

Correspondence	Actions
One Voice Wales. Training Dates	Noted.
Dogs Trust Service for your Community	Noted.
City and County of Swansea. Decision List Week ending 24 June 2022	Noted.
One Voice Wales. Information Update	Noted.
Ystadau Cymru. Assets Collaboration Programme Wales Phase 3 (ACPW3) Grant Scheme	Noted.
Sustainable Futures. Shaping Wales' Future.	Noted.
One Voice Wales. Wales Nature Week	Noted.
One Voice Wales. Hello and welcome from the Local Places for Nature officer!	Noted.
One Voice Wales. Young Traders Market	Noted.
Public Sector Executive. Connecting the Welsh Public Sector	Noted.
Swansea Council. Recruitment of a Community / Town Councillor to the Standards Committee	Noted.
Society of Local Council Clerks. News Bulletin	Noted.
Welsh Government. Finance & Governance Toolkit	Noted.
Ystadau Cymru. Newsletter	Noted.
Welsh Government. Statutory Guidance relating to the Local Government and Elections (Wales) Act 2021	Noted.
One Voice Wales. Good Councillor's Guide 2022	Noted.
One Voice Wales. National Forest for Wales funding announcement	Noted.
Planning Aid Wales. Training	Noted.
Natural Resources Wales. Resilient Communities Grant Launch	Noted.

53 Feedback from Delegates on Outside Bodies

There was no feedback.

Councillor Sharon Phillips & Mark Tribe stated that they would be attending the One Voice Wales – Swansea Area Committee on 18 July 2022.

54 General / ICT Matters

None.

55 Workplan (For Information)

The Council Workplan was presented.

56 Planning Applications & Planning Matters - Swansea Council

i) Planning Process

The Clerk stated that the Community / Town Councils Forum would be holding a session on the Planning Process in the coming months.

57 Highways, Footpaths, Cycleways & Bridleways - Swansea Council

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

The Clerk provided an update.

Resolved that the update be noted.

58 Training

The Clerk referred to the One Voice Wales training list and urged Councillors to undertake training in line with the Community Council Training Plan adopted by Council on 9 June 2022. He also urged Councillors to consider additional training in line with their developmental requirements.

Training	Date	P Baker	P Crayford	T Fenn	P Gibson	M Glover	J Jewell	S Phillips	A Roberts	M Tribe	H Evans (Clerk)
Code of Conduct. All. Within 6 Months of Election. Deadline 04.11.2022	20.06.2022	1	0	0	1	0	0	0	1	0	1
	29.06.2022	0	1	0	0	1	1	1	0	1	1
Understanding the Law. All. Within 6 Months of Election. Deadline 04.11.2022											
Chairing Skills. Chairs / Vice-Chairs & Clerk. Within 6 Months of Election	21.06.22			NA	NA		NA		NA	1	
The Council Meeting. All. Within 6 Months of Election											
Local Government Finance. All Finance Cttee & Clerk. Within 6 Months of joining Finance Cttee		NA		NA			NA		NA	NA	
The Council. All. Once within Council Term.											

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The Councillor. All. Once within Council Term.											
Effective Staff Management. All Personnel Cttee. Within 6 Months of Election				NA		NA	NA		NA	NA	NA
The Council as an Employer. All Personnel Cttee. Within 6 Months of Election	28.06.2022			NA		NA	NA		NA	1	NA
Advanced Local Government Finance. All Finance Cttee & Clerk. Before end of Year 2 of Council Term		NA		NA			NA		NA	NA	
Introduction to Community Engagement. Two Cllrs. Once within Council Term		NA	NA	NA	NA		NA		NA		NA
Community Engagement Part 2. Two Cllrs. Once within Council Term		NA	NA	NA	NA		NA		NA		NA
Health & Safety. Two Cllrs & Clerk. Once within Council Term		NA		NA		NA	NA	NA	NA	NA	NA
Creating a Community Plan. Two Cllrs. Once within Council Term		NA	NA	NA	NA		NA		NA		NA
Information Management. Two Cllrs & Clerk. Once within Council Term			NA	NA	NA			NA	NA	NA	
Equality & Diversity. Two Cllrs. Once within Council Term		NA	NA	NA			NA	NA	NA	NA	
Mediation and Conciliation. Two Cllrs & Clerk. Once within Council Term		NA		NA	NA	NA		NA	NA	NA	
Planning. Two Cllrs. Once within Council Term			NA	NA	NA	NA	NA	NA	NA		
Training	Date	P Baker	P Crayford	T Fenn	P Gibson	M Glover	J Jewell	S Phillips	A Roberts	M Tribe	H Evans (Clerk)

Key:	1 - Attended	0 - Not Attended	NA - Not Applicable
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Resolved that the training update be noted.

59 Llangyfelach Ward Councillor Update

Councillor Mark Tribe, Llangyfelach Ward Councillor submitted a verbal report outlining his work within the Ward.

60 Playground at Fairview Road – Provision of Two Benches

The Clerk stated that both concrete plinths were in place and that the Clerk would contact Swansea Council in the coming month to arrange installation of the benches.

61 Swansea Communities Feasibility Study

Councillors Paul Baker & Peter Gibson provided an update following their meeting with Officers of the Swansea Rural Development Programme (RDP). The Swansea RDP Local Action Group had offered to pay for a feasibility study up to £10,000 to consider uses for land within Llangyfelach. They stated that they would be holding further meetings in due course and would provide updates.

Resolved that the update be noted.

62 Christmas Tree, Illuminations & Festivities

Councillors discussed the Christmas Tree, Illuminations & potential Festivities in readiness for December. Discussions ensued in relation to reducing the cost of elements of the celebrations whilst maintaining the previous highlights.

Resolved that:

- 1) The Clerk liaise with the Insurer to ensure that the Council is adequately covered for its proposed Christmas Festivities specifically the tree and illuminations.
- 2) The Clerk share the Christmas Tree and Illuminations specifications with Councillor Phil Crayford, Sharon Phillips, Peter Gibson & Mark Tribe.
- 3) Councillor Sharon Phillips collect the Council's Christmas Illuminations from storage for inspection.
- 4) Councillors Phil Crayford (Chair of Council & Chair of Finance Committee), Sharon Phillips (Vice Chair of Council), Peter Gibson, Mark Tribe be delegated authority in consultation with the Clerk to:
 - i) Inspect the Christmas Tree pit to make it a better shape for future Christmas Trees.
 - ii) Progress the Council's Christmas Tree, Illuminations & Festivities planning.

63 Consider Requests for Grans & Donations

There were no requests for Grants & Donations.

64 Notice Board at Junction of Heol Pentre Felen & Bryn Hedydd, Llangyfelach

The Clerk referred to the decision at the last meeting to place a Notice Board near to the Defibrillator at the Junction of Heol Pentre Felen and Bryn Hedydd. He stated that Swansea Council had informed him that a licence and planning permission was required to site the Notice Board on the highway. Councillors discussed types, sizes, and styles of Notice Boards.

Resolved that the Clerk email examples of Notice Boards for further consideration at the next Council Meeting.

65 Certificate in Local Council Administration (CiLCA)

The Clerk (Huw Evans) was appointed on 1 June 2020. A condition of employment was that the Clerk undertake the Certificate in Local Council Administration (CiLCA) in due course. The Society of Local Council Clerks (SLCC) advise that a Clerk should be in post for at least 12 months prior to commencing the CiLCA qualification. The Clerk attended the Introduction to CiLCA course on 5 July 2022.

The Clerk sought permission to commence the CiLCA qualification along with all relevant courses / qualification suggested by One Voice Wales (OVW) & the Society of Local Council Clerks (SLCC). This includes ILCA, CiLCA, Community Engagement and Commenting on Planning Applications.

The Community Council will need to pay for the qualifications and courses and associated costs; however, the Clerk will seek to access the financial bursary that is available from One Voice Wales and the Welsh Government. It should be noted that the course is

Resolved that:

- 1) The Clerk be authorised to undertake the CiLCA and other relevant courses / qualification at the expense of the Council providing the Chair of Council, Vice Chair of Council and Chair of Personnel Committee authorise each element of the spending in advance.

Next Council Meeting

6.00pm on Thursday, 8 September 2022.

The meeting ended at 7.45p.m.

Chair