



## **Minutes of Meeting of Council**

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

**On Tuesday, 6 September 2022 at 6.00pm.**

**Present:** Councillor Phil Crayford (Chair) Presiding

**Councillors:** Peter Gibson, Jamie Jewell, Sharon Phillips, Adrian Roberts & Mark Tribe

**Clerk to the Council:** Huw Evans

### **66 Apologies for Absence**

Apologies for absence were received from Councillors Paul Baker & Mike Glover.

**Note:** Tom Fenn resigned as a Councillor on 6 September 2022 prior to the meeting commencing.

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

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

### **68 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) 14 July 2022.

### **69 Announcements of the Chair of Council**

#### **i) Former Councillor Tom Fenn**

The Chair of Council stated that Tom Fenn has resigned as a Councillor shortly prior to the meeting commencing due to work pressures. The Chair thanked Tom for his work as a Councillor.

He Clerk outlined the process to be followed to seek a new Councillor. The necessary notices would be posted on the Council's website and notice board shortly.

**70 Public Question Time**

Reverend Anthony Ported asked several questions in relation to Minute 82 “Christmas Tree, Illuminations & Festivities”. The questions mainly related to the Christmas event and the participation of the community. He also asked for financial support from the Council.

The Chair of Council responded and asked the Clerk to draft a letter to the Welsh Government to seek guidance in relation to Section 8 of the Local Government Act 1894 which prohibits the Community Council from funding work on property relating to the affairs of the church.

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

There was no report.

**72 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.

<b>Payments</b>	<b>£</b>
Clerk Salary (July 2022)	413.81
CCS Pension Fund (Clerk) (July 2022)	162.06
Clerk Salary (August 2022)	414.01
CCS Pension Fund (Clerk) (August 2022)	162.06
One Voice Wales Training	70.00
Audit Wales 2019-2020 Audit Fee	200.00
Audit Wales 2020-2021 Audit Fee	465.00
Microsoft 365 Subscription	79.99
<b>Determined by Council</b>	
-	
<b>Payments Raised at the Meeting</b>	
One Voice Wales Training	35.00

**Resolved that:**

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

**73 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.

#### 74 Correspondence

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

<b>Correspondence</b>	<b>Actions</b>
Swansea Rural Development Partnership News - July 2022	Noted.
One Voice Wales. Managing meadows for Insects	Noted.
Welsh Government. Resilient Communities Grant Update	Noted.
Welsh Government. The section 6 biodiversity and ecosystem resilience duty	Noted.
One Voice Wales. Training	Noted.
Swansea Council – Weekly Planning Applications	Noted.
Swansea Council – Weekly Planning Decisions	Noted.
Planning Aid Wales - Training	Noted.
Social Care Wales. Resourceful Communities Partnership Language & Accessibility Requirements	Noted.
Welsh Government. St David Awards	Noted.
Welsh Government. Nature Networks Fund	Noted.
Audit Wales. Consultation on Fee Scales 2023-2024	Noted.
Tenovus Cancer Care request for financial support	<b>Resolved</b> that a donation of £100 be made.
One Voice Wales. Innovative Practice Conference – 14 September 2022	Noted.
One Voice Wales. Extending the Well-being of Future Generations Act's well-being duty	Noted.
Welsh Government. A Fairer Council Tax Consultation	Noted.
Welsh Government. Living Safely with COVID	Noted.
Swansea Council Code of Conduct Training Presentation & Public Services Ombudsman for Wales Guidance	Noted.

#### 75 Feedback from Delegates on Outside Bodies

There was no feedback.

**76 General / ICT Matters**

**i) Councillor E-Mail Addresses**

**Resolved** that the Clerk assist the Councillors with creating Gmail Community Council E-Mail addresses.

**77 Workplan (For Information)**

The Council Workplan was presented.

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

None raised.

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

**i) Puffin Crossing - Crossing B4489 at Junction of Swansea Road & Pengors Road, Llangyfelach**

The Clerk provided an update.

**Resolved** that the update be noted.

**ii) Steps linking Pengors Road to Cae Eithin**

Councillors expressed concern relating to the steps linking Pengors Road to Cae Eithin. It was stated that some were crumbling.

**Resolved** that the Clerk raise the issue with Swansea Council.

**iii) Footpath linking Swansea Road (B4489) to Heol Fach**

Councillors expressed concern relating to the footpath linking Pengors Road to Cae Eithin.

**Resolved** that the Clerk raise the issue with Swansea Council.

**80 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		P Gibson	M Glover	J Jewell	S Phillips	A Roberts	M Tribe	H Evans (Clerk)

Minutes of Llangyfelach Community Council (06.09.2022) Cont'd

<b>Code of Conduct.</b> 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
<b>Understanding the Law.</b> All. Within 6 Months of Election. Deadline 04.11.2022											
<b>Chairing Skills.</b> Chairs / Vice-Chairs & Clerk. Within 6 Months of Election	21.06.22			NA	NA		NA		NA	1	
<b>The Council Meeting.</b> All. Within 6 Months of Election											
<b>Local Government Finance.</b> All Finance Cttee & Clerk. Within 6 Months of joining Finance Cttee		NA		NA			NA		NA	NA	
<b>The Council.</b> All. Once within Council Term.											
<b>The Councillor.</b> All. Once within Council Term.											
<b>Effective Staff Management.</b> All Personnel Cttee. Within 6 Months of Election				NA		NA	NA		NA	NA	NA
<b>The Council as an Employer.</b> All Personnel Cttee. Within 6 Months of Election	28.06.2022			NA		NA	NA		NA	1	NA
<b>Advanced Local Government Finance.</b> All Finance Cttee & Clerk. Before end of Year 2 of Council Term		NA		NA			NA		NA	NA	
<b>Introduction to Community Engagement.</b> Two Cllrs. Once within Council Term		NA	NA	NA	NA		NA		NA		NA
<b>Community Engagement Part 2.</b> Two Cllrs. Once within Council Term		NA	NA	NA	NA		NA		NA		NA
<b>Health &amp; Safety.</b> Two Cllrs & Clerk. Once within Council Term		NA		NA		NA	NA	NA	NA	NA	NA
<b>Creating a Community Plan.</b> Two Cllrs. Once within Council Term		NA	NA	NA	NA		NA		NA		NA
<b>Information Management.</b> Two Cllrs & Clerk. Once within Council Term			NA	NA	NA			NA	NA	NA	
<b>Equality &amp; Diversity.</b> Two Cllrs. Once within Council Term		NA	NA	NA			NA	NA	NA	NA	
<b>Mediation and Conciliation.</b> Two Cllrs & Clerk. Once within Council Term		NA		NA	NA	NA		NA	NA	NA	
<b>Planning.</b> Two Cllrs. Once within Council Term			NA	NA	NA	NA	NA	NA	NA		
<b>Training</b>	<b>Date</b>	<b>P Baker</b>	<b>P Crayford</b>		<b>P Gibson</b>	<b>M Glover</b>	<b>J Jewell</b>	<b>S Phillips</b>	<b>A Roberts</b>	<b>M Tribe</b>	<b>H Evans (Clerk)</b>

<b>Key:</b>	<b>1 - Attended</b>	<b>0 - Not Attended</b>	<b>NA - Not Applicable</b>
-------------	---------------------	-------------------------	----------------------------

**Resolved** that the training update be noted.

**81 Llangyfelach Ward Councillor Update**

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

**82 Christmas Tree, Illuminations & Festivities**

Councillors discussed the Christmas Tree, Illuminations & potential Festivities in readiness for December. Councillors were keen to create a bigger community event with other Organisations within the Community participating. The Christmas Festivity Event is scheduled for Friday, 2 December 2022 approximately between 6.00-8.00pm.

Councillors Phil Crayford & Sharon Phillips outlined their progress since the last meeting of Council. The work included sourcing a Sleigh to carry Father Christmas through areas of the community and a Christmas Tree for the Village Green.

**Resolved** that:

- 1) The Clerk notify Swansea Council of the Community Councils intention to organise the event on 2 December 2022.
- 2) Councillor Phil Crayford prepare the route that the Sleigh will take within the Community.
- 3) The Clerk liaise with the Council's Insurer to ensure that it is adequately covered for its proposed Christmas Festivities.
- 4) The Clerk to arrange a Brass Band and First Aid cover for the event.
- 5) The Clerk chase delivery of the lights from storage to enable Councillor Sharon Phillips to inspect them.

**83 Christmas Newsletter**

Traditionally, the Council produces a Christmas Community Newsletter. This is distributed in December each year and contains of articles by local Groups operating within the area. Councillors Peter Gibson and Paul Baker led the work for the previous newsletter.

**Resolved** that Councillor Paul Baker & Peter Gibson work co-ordinate the content of the newsletter and the Clerk obtain quotes for it to be printed.

**84 Remembrance Sunday**

The Clerk stated that Remembrance Sunday was a day to commemorate the contribution of British and Commonwealth military and civilian servicemen and

women in the two World Wars and later conflicts. Remembrance Sunday falls on 13 November 2022.

**Resolved** that:

- 1) A wreath be purchased, and the Chair of Council lay the wreath on behalf of the Community Council.
- 2) The silhouettes previously purchased be put on display.

**85 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 and possibly another elsewhere. 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 produce a report detailing costs associated with Notice Boards.

**Next Council Meeting**

6.00pm on Thursday, 13 October 2022.

The meeting ended at 7.40p.m.

**Chair**