

Items 7 to 20

Council – 13 October 2022

Reports of the Clerk

7. Record of Payments

The table outlines a list of payments. The “Payments Raised at the Meeting” element of the table require a decision of Council. The payments were made in line with the Annual Council resolution of 19 May 2022 (Minute 23 “Constitutional Matters” refers).

Payments	£
Clerk Salary (September 2022)	414.01
CCS Pension Fund (Clerk) (September 2022)	162.06
One Voice Wales Training	35.00
HB Enoch Owen Payroll Services	39.60
Councillor Phil Crayford - Allowance	150.00
Determined by Council	
Tenovus Cancer Care. Donation. Council - 6 October 2022	100.00
Royal British Legion. Poppy Wreath. Council - 6 October 2022	23.98
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.

8. Financial Reporting (For Information)

i) Bank Accounts - Reconciliation

The Bank Accounts Monthly Reconciliation has been e-mailed to all Councillors.

9. Correspondence (emailed to all Councillors)

One Voice Wales. Training
Swansea Council – Weekly Planning Applications
Swansea Council – Weekly Planning Decisions
Planning Aid Wales - Training
Swansea Rural Development Partnership. Invitation to “Stories of a Changing Landscape, a Farmer’s Perspective” on 26 October 2022
Welsh Government. A Fairer Council Tax Consultation

Swansea Council. Commons Registration Act 1965 Section 13 Application - CL49 Llangyfelach Common
Home-Start Cymru. #TogetherWeCan - Volunteer Recruitment Campaign
Keep Wales Safe. Help Us Help You
Joint One Voice Wales / Society of Local Council Clerks Conference – 9 November 2022
Welsh Local Government Association. Important survey for town and community councils and key partners
One Voice Wales. Guidance on Preparing a Council's Training Plan Including a Model Plan Template
Urdd Gobaith Cymru - Gorllewin Morgannwg / West Glamorgan. Request for a donation
Ramblers - Our paths our future

10. Feedback from Delegates on Outside Bodies (Verbal) (For Information)

11. General / ICT Matters (Verbal)

12. Workplan (For Information)

The Workplan is a living document that will continue to develop.

Council Date	Workplan Items
All Dates	Standard Items. Discussed each month: a) PCSO Report. b) Record of Payments. c) Financial Report. d) Correspondence. e) Feedback from Delegates on Outside Bodies. f) General / ICT Matters. g) Workplan. h) Planning Applications & Planning Matters - Swansea Council. i) Highways, Footpaths, Cycleways & Bridleways - Swansea Council. j) Training. k) Llangyfelach Ward Councillor Update. Additional Items. Discussed as required.
January	➤ Budget & Precept for Next Financial Year. ➤ Set Amounts for Grants & Donations Policy.
February	➤ Review of Standing Orders. ➤ Review of Financial Regulations. ➤ Personnel Committee - Clerk's Appraisal.
March	➤ Review of Asset Register. ➤ Consider Requests for Grants and Donations.
April	-
May	➤ Constitutional Matters.

Annual Meeting	➤ All Committees (Finance, Personnel). Elect Chair & Vice-Chair.
June	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	➤ Consider Requests for Grants and Donations. ➤ Christmas Tree, Illuminations & Festivities.
August	No Meetings.
September	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday. Finance Committee. 6 Month Budget Monitoring.
October	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday.
November	➤ Consider Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December	➤ Finance Committee. Draft Budget for Next Year.
To be confirmed	Agree the External Auditors Report.

13. Planning Applications & Planning Matters - Swansea Council (Verbal)

14. Highways, Footpaths, Cycleways & Bridleways - Swansea Council

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

The Clerk will provide a verbal update.

- ii) Steps Linking Pengors Road to Cae Eithin, Llangyfelach

Councillors expressed concern relating to the Steps crumbling at the last meeting

Swansea Council state that it is not possible to provide a date on repairs to these steps as there has been a request for the steps to be converted into a ramp instead from a member of the public via the Better Communities (People). The Construction Team will carry out a feasibility study in line with the guidelines of an Equality Impact Assessment to ensure the Disability Discrimination Act is adhered too. They will advise the Council further in due course as to progress with the ramp.

- iii) Footpath Linking Swansea Road (B4489) to Heol Fach, Llangyfelach.

Councillors expressed concern relating to the Footpath at the last meeting. The footpath going downhill towards the Junction 46 roundabout peters out but there is a steep rough footpath up to Heol

Fach. Given the Active Travel works on the A48 and on Heol Fach, it would greatly assist if the short missing part from the B4489 was included.

The Clerk has contacted Swansea Council and awaits a reply.

15. Training

The Community Council Training Plan adopted by Council on 9 June 2022 sets out the training requirements for Community Councillors and Staff. The monthly One Voice Wales Remote Training Schedule has been circulated. Councillors should regularly review their training requirements to meet the Training Plan. To attend training, liaise with the Clerk. The table outlines progress against the Community Council Training Plan:

One Voice Wales & the Society of Local Council Clerks (SLCC) have recently shared their “Guidance on Preparing a Council’s Training Plan Including a Model Plan Template”. The Clerk will consider this guidance against what the Council has previously adopted.

Training	Date										
		P Baker	P Crayford	Vacancy	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.											
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	Vacancy	P Gibson	M Glover	J Jewell	S Phillips	A Roberts	M Tribe	H Evans (Clerk)

Key:	1 - Attended	0 – Not Attended	NA - Not Applicable
-------------	---------------------	-------------------------	----------------------------

Recommended that the training update be noted.

16. Llangyfelach Ward Councillor Update (Verbal)

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council shall provide a verbal update relating to his Ward work.

17. Christmas Tree, Illuminations & Festivities

Councillors Phil Crayford & Sharon Phillips and the Clerk shall provide a verbal update relating to their work on the Christmas Tree, Illuminations and Festivities to be held on Friday, 2 December 2022.

The Clerk stated that he had informed Swansea Council of the intention to hold the event via their Organising an Event in Swansea webpage.

<https://www.swansea.gov.uk/organisinganevent>

Recommended that the update be noted.

18. Christmas Newsletter

The Clerk is in process of seeking quotes for the Christmas Newsletter. Councillors Peter Gibson and Paul Baker are co-ordinating the content of the

newsletter and will also arrange its distribution throughout the Community Council area.

Recommended that the Clerk be delegated authority to award the quotation deemed most suitable in consultation with the Chair of Finance Committee, Councillor Paul Baker & Councillor Peter Gibson.

19. Remembrance Sunday

Remembrance Sunday is 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. The Clerk has placed an order for a Poppy Wreath which the Chair of Council will lay on behalf of the Community Council.

Recommended that the update be noted.

20. Community Council Notice Boards in Llangyfelach

The Community Council currently has one notice board located on the Village Green outside the Church Hall / Plough & Harrow. The Council resolved at its Annual Meeting that the Clerk investigate costs and logistics of placing a Notice Board at the junction of Heol Pentre Felen & Bryn Hedydd, Llangyfelach near to the defibrillator and possibly one in Bryntywod.

The existing notice board is used to display formal notices, a copy of the Annual Audit Return and the contact details of the Council & Community Councillors. Formal notices tend to be a single side of A4 paper as is the contact details sheet; however, the Annual Audit Return tends to be 8 x A4 pages.

The Clerk suggests that the Annual Audit Return be displayed in the current Notice Board only and any smaller satellite Notice Boards advise the public of that fact and direct them to the Council's website. This approach would allow for smaller Notice Boards, if required to be placed at other locations. A Cabinet size of 4-6 x A4 sheets should suffice.

Costs for a Notice Board of this size ranges vastly (approximately £850-£2,000) depending on what it is made of and whether the Council wishes to brand it. Four examples are set out below:



In addition to the purchase price, a street licence to erect the sign is required and there is the cost of installation. If Swansea Council installed the Notice Board, the cost would be approximately £550.

Recommendation. The views of Council are sought.

Huw Evans
Clerk to Llangyfelach Community Council