



Minutes of Meeting of Council

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

On Thursday, 13 April 2023 at 6.00pm.

Present: Councillor Phil Crayford (Chair) Presiding

Councillors: Paul Baker, Peter Gibson, Mike Glover, Jamie Jewell, Sharon Phillips, Julie Rees & Adrian Roberts

Clerk to the Council: Huw Evans

218 Apologies for Absence

Apologies for absence were received from Councillor Mark Tribe.

219 Disclosures of Personal & Prejudicial Interests

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

220 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 March 2023.

221 Announcements of the Chair of Council

i) Resignation of Councillor Phil Crayford, Chair of Council

The Chair of Council stated that he would be handing his letter of resignation to the Clerk following the meeting. He stated that he had enjoyed his 13 years with the Community Council and that he was confident that it was safe hands for the future.

On behalf of the Council, Councillor Peter Gibson paid tribute to Councillor Crayford's work as a Councillor.

The Clerk indicated that he would inform Swansea Council and place the appropriate notices on the Council's website and in the Notice Board on the Village Green. The vacancy would be advertised in the coming days.

222 Public Question Time

No questions were asked.

223 Community Reports**i) PCSO (Police Community Support Officers) Report**

There was no update.

ii) LAC (Local Area Co-ordinators) Report

There was no update.

224 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 (March 2023)	425.93
CCS Pension Fund (Clerk) (March 2023)	166.80
HMRC - PAYE Income Tax & NI Contributions	319.60
HB Enoch Owen. Payroll Services. P60 & Payroll Submission to HMRC	74.10
Bowen Hopkins Ltd. Christmas Light Check & Repair	156.00
Determined by Council	
Llamau – Donation. Council - 9 March 2023	100.00
Macmillan Cancer Support - Donation. Council - 9 March 2023	100.00
Swansea Council. Floral Decorations within the Community. Council - 9 February 2023.	4,068.07
Payments Raised at the Meeting	
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Resolved that:

- 1) The Payments & Receipts be noted.
- 2) The Clerk be authorised to pay as outlined.

225 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) VAT Reclaim 2022-2023

The Clerk stated that he had submitted the VAT Reclaim 2022-2023 submission to HMRC.

iii) Financial Accounts 2022-2023

The Clerk stated that he had submitted the Financial Accounts 2022-2023 to the Internal Auditor.

226 Correspondence

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

Correspondence	Actions
One Voice Wales. Training	Noted.
Swansea Council. Weekly Planning Applications	Noted.
Swansea Council. Weekly Planning Decisions	Noted.
Planning Aid Wales. Training	Noted.
Planning Aid Wales. The Value of Planning in Welsh Communities Network Event	Noted.
Welsh Government. Digital Health of Community & Town Councils	Noted.
Swansea Council. Local Government Pension Scheme (LGPS) - Employer Contribution Rates 2023/2024	Noted.
Welsh Government. Childcare & Playwork Community Mentors Wanted	Noted.
20's Plenty for Us. Thanks for 20	Noted.
Swansea Council. Local Development Plan Review & Replacement	Noted.
Welsh Government. Planning Policy Wales: Net Benefit for Biodiversity & Ecosystems Resilience	Noted.
Welsh Government. Consultation - Penn Review Local Authority Ethical Standards Framework and Code of Conduct	Noted.
Welsh Government. Electoral Reform	Noted.
Versus Arthritis. Information Session on Inflammatory Arthritis (Rheumatoid & Psoriatic) - 26 April 2023	Noted.
Blachere Illuminations. Christmas Lights	Resolved that Councillors Peter Gibson, Sharon Phillips & Julie Rees meet with the representative of Blachere Illuminations and to feedback to the Council.

227 Feedback from Delegates on Outside Bodies

i) Mynydd y Gwair Community Fund

Councillor Paul Baker stated that the next round of grants would shortly be available from the Mynydd y Gwair Community Fund. The theme would be Sustainability & Youth.

228 Workplan (For Information)

The Council Workplan was presented.

229 Planning Applications & Planning Matters - Swansea Council

No matters were raised.

230 Highways, Footpaths, Cycleways & Bridleways - Swansea Council

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

The Clerk stated that the Puffin Crossing was now operational.

ii) Llanmoor Homes - Development Site (off Llangyfelach Road)

The Clerk stated that Swansea Council had asked whether the Council had any comments on the proposed Traffic Regulation Orders as part of the Llanmoor Homes development.

Discussions ensued relating to loss of parking for those residents without off street parking affected by the development.

Resolved that a response be sent to Swansea Council suggesting that:

- 1) The proposed Prohibition of Waiting At Any Time Traffic Regulation Order along Swansea Road be extended further along Swansea Road.
- 2) Swansea Council consider creating a layby on Swansea Road to enable those residents affected by the development a location to park their vehicles.

231 Training

The Clerk stated that the Local Government & Elections (Wales) Act 2021 placed a duty on each Community Council to adopt a Training Plan within six months of the Ordinary Election held on 5 May 2022. Llangyfelach Community Council adopted its Training Plan on 9 June 2022. On 26 September 2022, One Voice Wales published Guidance on Preparing a Council's Training Plan Including a Model Plan Template.

The Clerk has reviewed the Training Plan and taken on board the Guidance issued by One Voice Wales. A new Training Plan, outlined in Appendix A of the report has been drafted and is recommended for adoption.

The Chair of the Personnel Committee stated that the Personnel Committee had met earlier that day and carried out the Clerk's appraisal.

The Clerk provided an update regarding his progress with the Certificate in Local Council Administration (CiLCA) qualification. The Society of Local Council Clerks estimate that the qualification takes approximately 200 hours to complete, and that the Council should pay up to 70% of the hours.

Recommended that:

- 1) The Training Plan be adopted by Council.
- 2) The Clerk be paid an additional 24 hours pay on achieving the Certificate in Local Council Administration (CiLCA) qualification.

232 Llangyfelach Ward Councillor Update

The Vice Chair gave a verbal update on behalf of Councillor Mark Tribe, Llangyfelach Ward Councillor. She outlined his work within the Ward.

233 Annual Report 2022-2023

The Clerk stated that Section 52 of the Local Government and Elections (Wales) Act 2021 requires that all Community Councils must prepare and publish an Annual Report about the Council's Priorities, Activities and Achievements during that financial year. It is to be published as soon as reasonably practicable after the end of the financial year.

Resolved that the Annual Report 2022-2023 attached at Appendix A of the report be approved and published.

234 Action Plan 2023-2024

The Clerk stated that to aid the compilation of the Annual Report, it would assist if the Council set out an Action Plan detailing the Council's aims, objectives, and actions for a forthcoming year.

Resolved that the Action Plan 2023-2024 attached at Appendix A of the report be approved and published.

235 Managing the Christmas Event

The Clerk stated that the Council traditionally holds its Christmas Event annually on the first Friday of December. The Christmas Event seeks to celebrate the magic of Christmas and to bring the community together.

The Christmas Event seeks to be a partnership between the Community Council, Llangyfelach Church & Llangyfelach Scouts and other interested volunteers.

The Clerk had drafted a Managing the Christmas Event Procedure setting out the steps required to ensure a well-managed and safe Christmas Event.

Resolved that the Managing the Christmas Event Procedure be adopted.

236 Public Participation Strategy

The Clerk stated that Section 40 of the Local Government & Elections (Wales) Act 2021 places a duty on each Principal Council to prepare and publish a Public Participation Strategy. There is no requirement for a Community Council to have such a Strategy.

The Clerk proposed that Llangyfelach Community Council adopt a Public Participation Strategy to assist the different groups within the community to engage with the Council and influence its decisions.

Resolved that the Public Participation Strategy as outlined in Appendix A of the report be adopted.

237 Independent Remuneration Panel for Wales (IRPW) Annual Report 2023-2024

The Clerk stated that the IRPW Annual Report www.gov.wales/independent-remuneration-panel-wales sets out "Contribution towards Costs of Care and Personal Assistance (CPA)" and "Payments to Members of Community & Town Councils". He stated that the Independent Remuneration Panel for Wales (IRPW) defined Llangyfelach Community Council as a Group 4 Council as its Electorate is within the 1,000-4,999 range.

Resolved that:

- 1) The IRPW Annual Report be noted.
- 2) Determination 43 relating to "Contribution towards Costs of Care and Personal Assistance (CPA)" be noted.
- 3) The Reimbursement for Extra Costs Working from Home payment of £156 a year be noted.
- 4) The Reimbursement for Consumables be paid as a single payment of £52 a year for the cost of office consumables required to carry out their role. **Note:**
 - i) The payment shall be made at the start of each financial year.
 - ii) Should a Councillor resign during the year, the Councillor shall repay the Council on a quarterly pro-rata basis.

- 5) Determination 45 "Payments for members undertaking a senior role is an annual amount of £500" be **not** made.
- 6) Determination 46 "Payments in respect of travel costs for attending approved duties" be made.
- 7) Determination 47 "Reimbursement of Subsistence Expenses for a particular duty requiring an overnight stay" be made.
- 8) Determination 48 "Financial Loss Compensation" at the prescribed rates for attending approved duties be made.
- 9) Determination 49 "Attendance Allowance for members" be set at £30.
- 10) Determination 50 "Payment to Chair of Council (Civic Head) up to a maximum of £1,500" be **not** made
- 11) Determination 51 "Payment to Vice Chair of Council (Deputy Civic Head) up to a maximum of £500" be **not** made
- 12) Determination 52 "Application of the Remuneration Framework by relevant Group is contained in in [Table 11](#) of the IRPW Annual Report be noted.
- 13) Determination 53 "Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance" be noted.
- 14) Any IRPW Payments shall be made via the Council's independent Payroll Provider.

Next Council Meeting

6.00pm on Thursday, 11 May 2023.

The meeting ended at 7.02 p.m.

Chair