



Minutes of Meeting of Council

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

On Monday, 12 October 2023 at 6.00pm.

Present: Councillor Sharon Phillips (Vice-Chair) presiding

Councillors: Mike Glover, Jamie Jewell, Julie Rees, Adrian Roberts & Mark Tribe

Clerk to the Council: Huw Evans (PSLCC)

90 Apologies for Absence

Apologies for absence were received from Councillors Paul Baker & Peter Gibson.

91 Disclosures of Personal & Prejudicial Interests

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

- 1) Councillors Julie Rees & Mark Tribe declared a Personal Interest in Minute 111 "Community Council Vacancy - Co-option".

92 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) 11 September 2023.

93 Announcements of the Chair of Council

There were no announcements.

94 Public Question Time

Darryl Bishop asked a question in relation to Minute 103 "Christmas Tree, Illuminations & Festivities". He asked for permission to place reindeers and a sleigh during the Christmas period on the Village Green opposite the Plough & Harrow. The Clerk explained that the Village Green was owned by Swansea Council and that permission should be sought from them. The Clerk will contact Mr Bishop to advise him on process.

95 Community Reports

i) PCSO (Police Community Support Officers) Report

There was no update.

ii) LAC (Local Area Co-ordinators) Report

There was no update.

96 Record of Payments, Receipts & Bank Reconciliation

The Clerk outlined those Payments and Receipts made since the last meeting of Council. The payments were made in line with Minute 23 “Constitutional Matters” of the Annual Council held on 11 May 2023. He also stated that the Bank Accounts - Reconciliation information had been shared with all Councillors.

Payments (Expenditure)	£
Clerk Salary (September 2023)	426.13
CCS Pension Fund (Clerk) (September 2023)	168.49
HMRC. PAYE Income Tax & NI. QTR 2. 2023-2024	319.40
HB Enoch & Owen. Payroll Services. QTR 2. 2023-2024	41.40
One Voice Wales. Training. The Council (19.07.2023) & Local Government Finance (20.07.2023). Cllr Adrian Roberts	76.00
Determined by Council	
Robert Morgan & Sons Ltd. Christmas Tree - Nordman Fir 22ft. (Council - 13 July 2023)	448.80
Microsoft 365 Subscription. (Council - 11 September 2023)	79.99
Payments Raised at the Meeting	
Pentagon. www.llangyfelachcommunitycouncil.org.uk Wordfence Website Security Licence Annual. 20.10.2023-20.10.2024	120.00
Receipts (Income)	
Bank Interest (September)	13.97

Resolved that:

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

97 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 & Events	Noted.
One Voice Wales. News Bulletin	Noted.
Audit Wales. Consultation on Fee Scales 2024-25	Noted.
One Voice Wales. Welsh Ombudsman's Public Consultation: Our Equality Plan 2023-2026	Noted.
Swansea Bay University Health Board. The Bevan Commission - Public Conversation Events	Noted.
Black Mountains College. Climate Adaptation Course for Parish and Town Councillors	Noted.
Dangos. Financial awareness training in Wales	Noted.
Welsh Blood Service. Blood Donations Required	Noted.
Swansea Council. Customer Charter and Service Standards: have your say	Noted.
Senedd Cymru. Consultation: Scrutiny of the Welsh Government Draft Budget 2024-25	Noted.
Electrical Safety Fund Opening - 2023	Noted.
One Voice Wales. Funding Update.	Noted.
Swansea Council. A Second Opportunity to Apply for Rural Anchor Funding	Noted.
Audit Wales. September Newsletter	Noted.
Gower Power. Community Share Offer Live	Noted.
One Voice Wales. D-Day 80 - 6 JUNE 2024	Noted.
Wales Air Ambulance. Community Council Appeal 2023	Resolved that a donation of £100 be made.
Swansea Council. School organisation - Future plans for Special Schools in Swansea	Noted.
Older People's Commissioner for Wales. Support to capture older people's experiences of GP services	Noted.
One Voice Wales. Community Review Documents	Noted.

98 Feedback from Delegates on Outside Bodies

i) One Voice Wales - Swansea Area Committee - 9 October 2023 @ 7.00pm

The Clerk stated that Councillors Mike Glover & Adrian Roberts are the Council representatives. Councillor Adrian Roberts stated that he had attended and provided feedback.

99 Workplan (For Information)

The Council Workplan was presented.

100 Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways

There were no issues raised.

101 Training Plan

The Clerk stated that the Training Plan was adopted on 13 April 2023. It sets out the training requirements for Community Councillors and Staff. The monthly One Voice Wales, Planning Aid Wales and other relevant training schedules have been circulated. Councillors should regularly review their training requirements in line with the Training Plan & Training Matrix. To attend training, liaise with the Clerk.

The Clerk stated that he would like to undertake the FILCA (Financial Introduction to Local Council Administration) qualification. The qualification is administered by the SLCC (Society for Local Council Clerks) and costs £144.

Resolved that:

- 1) The update be noted.
- 2) The Clerk be authorised to undertake the FILCA qualification, and the Council fund the cost.

102 Llangyfelach Ward Councillor Update

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

103 Christmas Tree, Illuminations & Festivities

The Clerk stated that the Christmas Event was scheduled for Friday, 1 December 2023. Father Christmas, the Sleigh, St John Ambulance Cymru First Aid Cover & Pontarddulais Brass Band had been booked and a 20ft Nordman Fir Tree purchased. The Clerk stated that he had completed Swansea Council's Event Planning webform.

The Vice-Chair provided feedback from the Christmas Event planning meeting. Councillors discussed the timings and specific details of the event including lighting the path to the Church, Illuminations and tasks for Councillors and Clerk. Councillor Mark Tribe stated that he would match fund the £300 allocated for illuminations, taking the pot to £600.

The Clerk was asked to delay purchasing the 300-350 Selection Boxes until after the next meeting of Council, as the price may reduce after Halloween and Bonfire Night.

Resolved that:

- 1) The update be noted.
- 2) Councillor Sharon Phillips be tasked with identifying appropriate illuminations at a cost of up to approximately £600. Once identified, the Clerk is authorised to make the purchase.

104 Christmas Newsletter

The Clerk stated that he had sought three quotations for the Christmas Newsletter; however, only one was returned. The final price would depend on the number of pages within the newsletter.

Resolved that Low Cost Printing be awarded the contract to design and print the newsletter.

105 Remembrance Sunday

The Clerk stated that 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 12 November 2023. Traditionally, the Council purchase a Poppy Wreath which the Chair of Council lays on behalf of the Community Council. The Clerk stated that a wreath had been ordered.

Resolved that the update be noted.

106 Street Naming & Numbering at Pentref Rhostir, Llangyfelach

Llanmoor Homes (www.llanmoor.co.uk) is the developer for the Pentref Rhostir, Llangyfelach development. The developer has asked the Council for suggestions for street naming. The developer states that from experience members of the Community often have far greater knowledge of the history of the area.

Resolved that any suggestions for street naming be forwarded to Councillor Mark Tribe, the Llangyfelach Ward Councillor on Swansea Council.

107 Swansea Community Review

The Clerk outlined the Swansea Community Review currently being undertaken by the Local Democracy & Boundary Commission for Wales. The Initial Consultation Period opened on 25 September 2023 and closes on 19 November 2023.

He explained the process of the review and urged people to read about the review at <https://www.ldbc.gov.wales/reviews/09-23/swansea-community-review> and submit consultation responses to consultations@boundaries.wales or in the post to: Local Democracy and Boundary Commission for Wales, Hastings House, Fitzalan Place, Cardiff, CF24 0BL.

Resolved that the item be added to the Council meeting scheduled for 7 November 2023.

108 Audit Wales - Completion of Audit 2021-2022 & 2022-2023

The Clerk stated that Audit Wales have completed the Audit of the Council's Accounts for 2021-2022 & 2022-2023. The Council received an Unqualified audit, meaning that in the opinion of Audit Wales, there are no concerns. Despite this, Audit Wales have made some recommendations which the Clerk shall address prior to the next Annual Return.

Resolved that:

- 1) The update be noted.
- 2) The Clerk ensure that the recommendations made by Audit Wales are addressed.

109 Review of Council Policies

The Clerk stated that he had reviewed the following Policies and was satisfied that they remain effective and relevant and that no changes are required:

Policy & Weblink	Adopted by Council
Data Protection Policy	8 December 2022
Disciplinary Policy	8 December 2022
Environmental Policy	8 December 2022
Equality and Diversity Policy	8 December 2022
Health and Safety Policy	8 December 2022
Risk Management Policy	8 December 2022
Safeguarding Policy	8 December 2022

The Clerk stated that the full list of Council Policies could be viewed at www.llangyfelachcommunitycouncil.org.uk/policies/

Resolved that the Policies listed above be re-adopted and be reviewed again in October 2026 or sooner if there is a material change.

110 Exclusion of the Public.

The Public Bodies (Admission to Meetings) Act 1960, Section 1(2) allows the Council to exclude the public for the whole or part of a meeting if it resolves that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution.

Resolved that the public be excluded from the next item to allow the Council to conduct interviews.

111 Community Council Vacancy - Notice of Co-option

Two applications had been received for the Community Council vacancy. Councillors interviewed the candidates and considered their written submissions and CV's.

Resolved that Daniel Lorey be Co-opted as a Llangyfelach Community Councillor.

Next Council Meeting

6.00pm on Tuesday, 7 November 2023.

The meeting ended at 7.47p.m.

Chair