



Minutes of Meeting of Council

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

On: Thursday, 11 September 2025 at 6.00pm

Present: Councillor Sharon Phillips (Chair) Presiding

Councillors: Paul Baker, Peter Gibson, Jamie Jewell, Daniel Lorey & Mark Tribe

Clerk to the Council: Huw Evans

59 Apologies for Absence

Apologies for absence were received from Councillors Mike Glover, Julie Rees & Adrian Roberts.

60 Disclosures of Personal & Prejudicial Interests

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

61 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) 8 July 2025.

62 Announcements of the Chair of Council

The Chair of Council made no announcements.

63 Public Question Time

Several questions were asked in relation to Minute 69 "Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways". The issues raised related to fly-tipping and the outcome of a recent traffic survey.

Councillor Mark Tribe, stated that he would report the fly-tipping in the vicinity of Vivians Row, Pantlasau. He also outlined the findings of the traffic survey in the vicinity of the DPD site and Felindre.

64 Community Reports & Invited Presentations

i) PCSO (Police Community Support Officers) Report

Councillor Mark Tribe provided an update on behalf of the absent PCSO.

ii) Area Co-ordinators Report

SallyAnne Rees introduced herself as the Area Co-ordinator covering the Llangyfelach Community Council area. She outlined the work of an Area Co-ordinator and stated that additional information could be found at www.swansea.gov.uk/localareacoordination

65 Expenditure, Income, Bank Account Transfers & Bank Reconciliation

The Clerk outlined all Payments, Receipts, Bank Account Transfers & Bank Reconciliations since the last meeting of Council. The payments were made in accordance with Minute 21 "Constitutional Matters" of the Annual Council held on 8 May 2025.

Expenditure (E)		£
E27	Clerk Salary (July 2025)	452.33
E28	CCS Pension Fund (Clerk) (July 2025)	178.89
E32	Clerk Salary (August 2025) & Back Pay	524.85
E33	CCS Pension Fund (Clerk) (August 2025)	207.59
Expenditure - Previous Council Decision		£
E26	AdvantEDGE - Finance Software. 5-Year Contract Renewal. Council 08.07.2025	308.40
E29	Amazon Business - GGN INTL LTD. 24x Litter Grab Pickers. Council 08.07.2025	55.80
E30	Lite (Lighting & Illumination Technology Ltd). Pea Lighting for 2x Cherry Trees on Village Green. Council 10.06.2025	2,746.75
E31	Swansea Council. Floral Decorations across the Community 2025. Council 14.11.2024 & 12.12.2024	5,666.00
E34	2025-2026. IRPW Councillor Payment. Vice-Chair of Council. Annual Council 08.05.2026	500.00
E35	Microsoft 365 Subscription. Council 11.09.2023	104.99
Income (I)		£
I06	Bank Interest (July 2025)	31.72
I07	Precept	23.94
I08	Bank Interest (August 2025)	10,000.00
Bank Account Transfers (T)		£
T07	12.08.2025. Business Reserve to Current Account	10,000.00

Resolved that:

- 1) The Expenditure, Income, Bank Account Transfers & Bank Account Monthly Reconciliations be approved and noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.

66 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.
One Voice Wales. Cost of Living Crisis Support Team Update	Noted.
Llais. Monthly Newsletter	Noted.
Parish Online. Newsletter	Noted.
Public Services Ombudsman for Wales. Quarterly Newsletter.	Noted.
Creative Play. Playground Upgrades: Best Outdoor Play Equipment 2025	Noted.
www.Finding-Fitness.co.uk Climbing Track	Noted.
Kompan. Outdoor Community Fitness	Noted.
One Voice Wales. South West Wales Bus Reform - Publicity Help	Noted.
One Voice Wales. Stakeholder Workshop on Sustainable Land Management (SLM) Indicators. 04.08.2025. 10.00am-1.00pm	Noted.
Repair Café Wales. Volunteer Organiser	Noted.
Nationwide Swansea. Digital Lessons	Noted.
Turley. Schedule 1B – Publicity & Consultation Before Applying for Planning Permission Notice Under Articles 2c & 2D – Town & Country Planning (Development Management Procedures) (Wales) Order 2012. Stoford Properties Limited are intending to apply for planning permission for the demolition of existing buildings and development of a storage and distribution facility (Use Class B8) including ancillary office (Use Class B1), associated parking, outdoors storage and landscaping and ancillary works on land at Penllergaer Business Park	Noted.
Pre-application Consultation - Major Planning Application: 43no Affordable Dwellings, Land adj to Clase Primary School, Swansea, SA6 7JX	Noted.
Recruitment of a Community / Town Councillor to the Standards Committee	Noted.

67 Delegates Feedback on Outside Bodies

There was no delegate feedback.

68 Workplan (For Information)

The Council Workplan was presented.

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

There were no matters.

70 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, Councillors should liaise with the Clerk.

The Clerk stated that he had been awarded the Principles of Internal Auditing Local Councils (PIALC) Wales qualification on 18 August 2025.

Resolved that the update be noted.

71 Llangyfelach Ward Councillor Update

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council provided a verbal report outlining his work within the Ward.

Resolved that the update be noted.

72 Ffair Nadolig Llangyfelach Christmas Fair

The Clerk stated that the Ffair Nadolig Llangyfelach Christmas Fair was scheduled for Friday, 5 December 2025. He provided an update on arrangements made and still to be made.

The Clerk stated the Nordman Fir Christmas Tree had been ordered and that he had received an invoice of £576.66 which required payment.

Councillor Sharon Phillips provided an update on the work of the Christmas Fair Working Group and stated that the Group would be meeting again shortly. She stated that items for Father Christmas were required specifically boots and a belt.

Councillors discussed the potential of providing elements that may boost Christmas cheer throughout the community. Suggestions included smaller planted Christmas Trees and Christmas Lamppost lights. This would be considered further in the future.

Resolved that:

- 1) The update be noted.
- 2) The Clerk be authorised to pay the invoice for the Nordman Fir Christmas Tree.
- 3) The Clerk continue to liaise with relevant parties and to book as required to ensure the success of the Christmas Fair.

73 Christmas Newsletter

The Clerk stated that traditionally, the Council produces the Llangyfelach Community Council - Christmas Newsletter. Councillors Peter Gibson and Paul Baker lead on producing the newsletter.

The Clerk stated that he had sought quotes.

Resolved that the quote from Low Cost Printing be accepted.

74 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 9 November 2025. Traditionally, the Council purchase a Poppy Wreath which the Chair of Council lays on behalf of the Community Council.

The Chair of Council stated that several residents of Llangyfelach were knitting Poppies which would be placed on trees etc. on the Village Green. She also suggested that the Council's Remembrance Statues be placed at random locations throughout the community.

Resolved that:

- 1) A Poppy Wreath be purchased.
- 2) One of the Remembrance Statues be placed in the vicinity of Vivians Row,

75 Permanent Remembrance Memorial on Village Green

The Clerk stated that Council at its meeting on 10 April 2025 resolved to commission a Permanent Remembrance Memorial on the Village Green. It is hoped that the Memorial will be in situ prior to Remembrance Sunday.

The Clerk was also tasked with obtaining a cost to install a spotlight to light up the front of the Remembrance Memorial. The Clerk has investigated options that utilise the electricity supply that will be used to power the Pea Lighting on the 2x Cherry Trees on the Village Green.

The Clerk has liaised with Swansea Council as the landowner and contractor carrying out the works. They have advised that an inground industrial uplighter be used. The price to purchase the uplighter, run the power cables and to install it would be in the region of £2,500.

Resolved that the spotlight be not purchased.

76 Microsoft 365 Subscription

The Clerk utilises Microsoft 365 as the software package and cloud storage for the Council's business needs. The cost for 2025-2026 has risen to £104.99. In accordance with the resolution of Council on 11 September 2023, to continue with this annual subscription, the payment was made on 1 September 2025. The continued subscription will be reviewed in Autumn 2028.

Resolved that the update be noted.

77 Change of Council Meeting Date - March 2026

The Clerk asked that the Council meeting scheduled for Thursday, 12 March 2026 be changed to 6.00pm on Tuesday, 3 March 2026.

Resolved that the March Council meeting be held at 6.00pm on Tuesday, 3 March 2026.

78 General Data Protection Regulation (GDPR) / Data Protection Act 2018. Renewal Fee

The Clerk stated that Council must pay an annual General Data Protection Regulation (GDPR) / Data Protection Act 2018 fee. The normal cost is £52; however, as the Council pays via direct debit, the fee is reduced by £5 to £48. The next payment is due on 10 October 2025.

Resolved that the spend be authorised.

79 Review of Grants & Donations Policy

The Clerk stated that Council at its Meeting on 8 July 2025 resolved that the Clerk review the Grants & Donations Policy and bring suggestions to a future meeting of Council. The Clerk's report reminded all that the Policy rules sought to ensure that appropriate financial systems were in place to protect the Council, the Community and the public purse. The safeguards in place ensure accountability, transparency and an audit trail.

Councillors considered the report carefully and a discussion ensued.

Resolved that:

- 1) The amended Grants & Donations Policy & the Application Form as outlined in Appendices 21A & 21B of the report be approved and published online.
- 2) Grant / Donation requests continue to be considered four-monthly.

80 Budget Monitoring 2025-2026

The Clerk stated that in accordance with the Local Government Finance Act 1992, the Community Council must agree a budget and set a precept for the following financial year. In preparation of that process, it is considered good governance to ensure regular Budget Monitoring.

He outlined the Community Council's Bank Balances and Financial Budget Comparison as of 31 August for the previous and current year.

Resolved that:

- 1) The Bank Balances as of 31 August 2025 be noted.
- 2) The Financial Budget Comparison 2025-2026 be noted.

81 Exclusion of the Public

Resolved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to the Clerk.

(Closed Session)

82 Model Contract of Employment for Local Councils - The Clerk

The Clerk stated that in February 2024, a new Model Contract of Employment was endorsed by the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).

He stated that it had been considered by the Personnel Committee at its meeting earlier on 11 September 2025. The Personnel Committee recommended that the Model Contract be adopted as amended. The Chair of the Personnel Committee also stated that the Clerk had his appraisal on 11 September 2025 and that the Personnel Committee recommended that the Clerk's salary band be amended and that the monthly working hours be increased to 18-hours with effect from 1 September 2025.

Resolved that:

- 1) The Model Contract of Employment for the Clerk as amended be adopted.
- 2) The Clerk's salary band be amended and that the monthly working hours be increased to 18-hours with effect from 1 September 2025

Next Council Meeting

6.00pm on Thursday, 9 October 2025.

The meeting ended at 7.15 p.m.

Chair