

LLANGYFELACH COMMUNITY COUNCIL.

CYNGOR CYMUNED LLANGYFELACH.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL HELD ON THURSDAY 10 MAY 2018.

Present: -

P. Baker. (New Chairperson). P. Gibson
P. R. Crayford. K. Roderick.

Minute No. 19/2018. – Election of Chairman & to receive the New Chairman's Declaration of Acceptance of the Office as Chairman.

Councillor P. Baker was elected unanimously as the Council's Chairman for the Council's year of office, commencing 10 May 2018 & signed the Declaration of Acceptance of the Office as Chairman of the Council.

NOTED.

Minute No. 20/2018. – Vote of Thanks & Appreciation to last year's Chairman.

Councillor P. Baker moved a Vote of Thanks & Appreciation, on behalf of the Council to Councillor Mrs. M.E. Boyter for her work for the benefit of residents of the Llangyfelach Ward & for the Council's appreciation for her diligence as the past year's Chairman of the Council.

AGREED.

Minute No. 21/2018. – Election of Vice-Chairperson.

Councillor P. Gibson was elected unanimously as the Council's Vice-Chairman for the Council's year of office, commencing 10 May 2018.

AGREED.

Minute No. 22/2018. – Apologises for Absence.

The Clerk reported that he had received a verbal apologies from Councillor M.A. Glover. that he would be unable to attend tonight's Council meeting due to a prior appointment, & Councillor Mrs M. E. Boyter due to a family interest.

NOTED.

(38/2018).

Minute No. 23/2018. – Declaration of Interests from Members.

The Clerk reported that there were no Declarations of Interests from Members.

AGREED.

Minute No. 24/2018. – Address by Rev. A. Porter & Mr Gordon Stacey regarding the Community Council's Use of the Church Hall.

Mr Stacey informed Members that unfortunately the Rev. Porter was unable to attend tonight's Council meeting. He sought clarification of some of the points the Council had raised about the Hiring Agreement for the use of the Church Hall for Council meetings.

RESOLVED that:-

- (A). the Clerk would write to Mr Stacey regarding some of the Conditions contained in & Omissions from this Agreement, on which the Council required clarification & possible amendment.
- (B). the Council pay the sum of £385.00. for the use of the Church Hall, from 10 May 2018 to 31 March 2019. for one evening per month (excluding August) plus an extra evening in December for the Visit of Father Christmas to Llangyfelach, subject to the Church refunding any part of this advance rental sum, for the non-use of the Church Hall, if the Council do not agree to sign the Hiring Agreement.

Minute No. 25/2018. - To consider the Minutes of the Council Meeting held on 12 April 2018.

The Minutes of the Council Meeting held on 12 April 2018 were considered and accepted as a true record.

NOTED.

Minute No. 26/2018 – To consider Matters arising from the Council Meeting held on 12 April 2018

The Clerk referred to **Minute No.16/2018. Item (C).** and reported that the Minute No. referred to therein as Minute No.136/2017 was incorrect & should have read Minute No. 135/2017 (B). The Clerk requested that the Minute be amended accordingly.

AGREED.

Minute No. 27/2018. – To consider matters referred to this Council, from previous Council Meetings or arising from previous Council Meetings.

- (A). **Minute No. 181/2017. (B). of the 2017 March Council - 6th Llangyfelach Scout Group – Assistance towards creating a community area at the rear of the Scout Hall, Llangyfelach.**

(39/2018).

This matter was refer to the April 2018 Council Meeting, which in turn referred this matter to the May Council Meeting.

RESOLVED that the Clerk obtain further information regarding the cost & details of this work

Minute No. 28/2018. – To receive questions from Members of the Public.

The Clerk reported that no Members of the Public were present.

NOTED.

Minute No. 29/2018. – To consider the Council’s Investment Strategy for 2018/2019.

RESOLVED to approve the 2018/19 Investment Strategy & the Chairman be authorised to sign the Strategy on behalf of the Council.

Minute No. 30/2018. – To consider the 2018-2019 Community Council’s Risk Management Assessment Schedule.

RESOLVED to approve the Schedule.

Minute No. 31/2018. – Appointment of Committees & the Appointment of Chairman & Vice-Chairman of those Committees.

The Clerk drew to Members attention that the Chairman & Vice Chairman of the Council were to be Members of all Committees and all Members of the Council can attend **ALL Council Committee Meetings but ONLY the appointed Committee Members can VOTE in the relevant Committee Meetings.**

RESOLVED that the existing Members of Committees for last year continue until the new Co-opted Members are appointed & then the Membership of Committees can be reviewed.

Minute No. 32/2018. – Appointment of Council’s Representatives to External Bodies.

RESOLVED that the existing Representatives for last year continue until the new Co-opted Members are appointed & then the Membership of these External Bodies can be reviewed. The Clerk’s attendance at these Meetings be an approved duty.

Minute No. 33/2018. – The Society of Local Council Clerk’s Meetings.

RESOLVED that the Clerk be appointed as the Council’s representative & the Clerk’s attendance at these Meetings be an approved duty.

Minute No. 34/2018. – Consideration of Payment of Annual Subscriptions (if any).

The Clerk reported that he was not aware of any outstanding subscriptions, other than **(40/2018).**

those mentioned in tonight's Correspondence however there may be some, in future Council Correspondence.

NOTED.

Minute No. 35/2018. – Consideration of the Chairman's Allowance.

RESOLVED unanimously to pay the sum of £250.00. to this year's Chairman, Councillor P. Baker.

AGREED.

Minute No. 36/2018. – To consider any matter relating to the Llangyfelach Ward, including the Review of Electoral Arrangements for the City & County of Swansea .

RESOLVED to refer this matter to the next Council Meeting.

Minute No. 37/2018. – Correspondence from Came & Company regarding the renewal of the Council's insurance policy - Quotations for Renewal of Council's Insurance Policy.

The Clerk reported on the details of 3 No. Quotations for the Renewal of the Council's Insurance Policy (from 1 June 2017 to 31 May 2018) received from Came & Company, together with a core cover comparison chart & other relevant documents. (Copies of which had been sent to every Member).

The Quotations were as follows:-

Inspire via AXA.....	£337.11.
Hiscox.....	£872.58.
Ecclesiastical.....	£953.25.

In addition for all 3 quotations there was an additional Administration fee of £50.00. per quotation

Came & Company having checked the three insurance providers & recommend that the Council accept the Inspire quotation for the total Annual Premium of £387.11.

RESOLVED that the Council accept the Insurance Quotation from Inspire for the Council's insurance policy & pay the sum of £387.11. (No VAT applicable) to Came & Company.

Minute No. 38/2018. – Update on the Data Protection Regulations, the Data Protection Bill & the requirement for the Council to appoint a Data Protection Officer by 25 May 2018 (Copies of all these documents were Emailed to Members).

RESOLVED to refer these matters to the June Council.

(41/2018).

Minute No. 39/2018. – To consider any matters relating to Highways & Footpaths.

Since the imposition of the yellow lines & the introduction of parking zones from 10 to 11 a.m. the Members considered there was a serious risk to children, who are picked up in Heol Pentrefelin Road.

RESOLVED that the Clerk write to the City & County of Swansea's Highways Department:-

- (A). about the above risk to children and
- (B). requesting that 2 No. Average Speed cameras be placed – one outside Llangyfelach Chapel on Swansea Road & the other on Swansea Road, going out of the village of Llangyfelach towards Clase.

Minute No. 40/2018. – To consider & approve/determine (if thought appropriate) all Correspondence received, including Invoices etc. & Requests for Payment (See tonight's Correspondence for details).

The Clerk referred to the system of reporting Correspondence. A total of 48 Items of Correspondence had been received as per the List of Correspondence with the Council's Agenda; of which 42 had been **NOTED**.

Decisions resolved on the **List of Correspondence** are as follows and based on the **No.** given in the List of Correspondence enclosed with the Council's Summons and Agenda.

(A). Correspondence No. 3. (B). – Came & Company - Quotations for Renewal of Council's Insurance Policy.

RESOLVED that the Council accept the Insurance Quotation from Inspire for the Council's insurance policy & pay the sum of £387.11. (No VAT applicable) to Came & Company.

(B). Correspondence No. 5. - Resignation of Community Councillor D. Belton as from 12 April 2018

RESOLVED that the Clerk write to ex Councillor Belton expressing the Council's regret at his resignation & their Thanks & Appreciation, for his work for the benefit of residents of the Llangyfelach Ward & for the Council's appreciation for his diligence & assistance over his years as a Member of the Council.

(C). Correspondence No 11. A. – Pentagon - Job No. 10222 for the Domain Registration for Llangyfelachcommunitycouncil.org.uk & Plan 3 Hosting from 5 April 2018 to 5 April 2019.

RESOLVED to pay Pentagon the sum of £276.60. (incl. VAT) for the above.

(42/2018).

(D). **Correspondence No. 11. B. – Swan CD. Ltd.**

RESOLVED to pay Swan CD Ltd the sum of £70.00. (incl £11.67. VAT) for the purchase of 2 No. H.P. compatible black laser toners for the Council's printer.

(E). **Correspondence No. 11. C. – Swan CD. Ltd.**

RESOLVED to pay Swan CD Ltd the sum of £35. 00. (incl £5.83.VAT) for the purchase & installation of Norton Security software on the Council's computer.

(F). **Correspondence No. 20. – 2018/19 National Salary Award.**

RESOLVED to refer this Item to the June Council.

Minute No. 41/2017 – To consider matters, relating to Finance,

(1). **Balances.**

The Clerk reported that as at today's date, the Clerk had been verbally informed, by the Bank that the Council's Current Account stood at £15,035.44. and the Reserve Account at £21,930.16.

NOTED.

(2). **Payments Received.**

(A). City & County of Swansea (First part of Precept).....£8,000.00..

(3). **Payments to be Made.**

(A). D. Jenkins (Clerk's Gross Salary for May '18.....£
Less Tax deducted.....
(Net May Salary to be paid in May '18)..... **Deferred to the
June Council Meeting.**

(B). Post Office Ltd – for HM. Revenue & Customs
(Tax deduction from Clerk's Gross Salary
to be paid in May '18).....£
N.I.Employee's Contribution. NIL
Add. Council's N.I. Employer's Contribution.....
(Total Tax & N.I.C's to be paid to Inland Revenue)..... **Deferred to the
June Council Meeting.**

(C). Came & Company (Council's insurance policy
payment for June 2018 to May 2019)..... £387.11.

(D). Councillor P. Baker (Chairman's Allowance).....£250.00.

(43/2018).

- (E). Pentagon (Registration of Domain Name & Plan 3
Hosting (Job No. 10222)£276.60.
- (F). Swan CD Ltd. (Purchase 2 No. Toners).....£70.00.
- (G). Swan CD Ltd. (Purchase/installation of Norton
Security software).....£35.00.

RESOLVED that these payments be made.

Minute No. 42/2018. – To consider any other matters relating to Finance, including a Bank Reconciliation Statement as at 31 April 2017.

The Clerk reported that as a Bank Reconciliation Statement as at 31 March 2018 had been reported to the April Council meeting, he had not prepared a Bank Reconciliation Statement; as in accord with previous Council suggestions, such Statements would suffice at the end of every three months.

NOTED & AGREED.

Minute No. 43/2018. - To consider any matters relating to the Christmas Festivities 2018.

Nothing was raised under this Minute.

NOTED.

Minute No. 44/2018. – Clerk’s Matters.

- (A). Authority for the Clerk to attend all meetings of One Voice Wales, such attendance to be an approved duty**

AGREED.

- (B). Authority for the Clerk to attend & vote on behalf of the Council at meetings of the Community/Town Council’s Forum, if the Council’s representative is not present. The Clerk’s attendance at such meetings to be an approved duty**

AGREED.

- (C). Authority for the Clerk to attend all Meetings of the Society of Local Council Clerks, such attendance to be an approved duty**

AGREED.

- (D). Authority for the Clerk to offer, if he considers it appropriate, to the County Archivist for their safe keeping, any Council’s Minutes prior to 31 March 2012.**

(44/2018).

which are in his possession.

AGREED.

- (E). Authority for the Clerk to purchase minor office equipment, stationery & computer supplies etc. required for Council purposes.**

AGREED.

- (F), To grant delegated powers to the Clerk to pass Observations, on behalf of the Council, on all Planning Matters received during the Council's summer recess & during the Christmas & New Year periods, following consultation with the Council's Chairman of the Planning Committee, if the time limit set by the LPA or developer would be exceeded prior to the next Council meeting.**

AGREED.

Minute No. 45/2018. – Purchase & Disposal of Books & Equipment etc.

- (A). Authority for the Clerk to dispose of various books & Council correspondence including planning applications etc. if he considers it appropriate.**

AGREED.

- (B). Authority for the Clerk to dispose of items of Council equipment, not working & not economically repairable, to the City & County of Swansea's tip.**

AGREED.

- (C). Authority for the Clerk to purchase Acts of Parliament, Welsh Government/Welsh Assembly Acts &/or documents, Wales Audit Office publications.**

AGREED.

Minute No. 46/2018. Planning Matters.

(A). Weekly Lists of Registered Planning Applications.

The following planning applications were discussed and Observations passed at the Annual General Meeting of the Council, held at 7.00.p.m.on 10 May 2018 at the Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

Week No.	Plan.Appl.No.	Location.	Proposed Development.
14/2018.	2018/0751/FUL.	46, Heol Pentrefelin, Llangyfelach, Swansea. SA6. 6BY.	Demolition of existing garage & construction of two storey side extension & a single storey rear extension.

(45/2018).

Council's Observations.

There were no Council Observations.

2018/0792/FUL.	4. Y Wern, Llangyfelach, Swansea. SA6. 6ES.	Single storey rear extension.
----------------	--	-------------------------------

Council's Observations.

There were no Council Observations.

15/2018.	2018/0288/FUL.	5, Heol Fach, Llangyfelach, Swansea. SA5. 7JH.	Side extension & associated roof, replacement roof & an increased building footprint comprising forward projection from front elevation.
----------	----------------	---	--

Council's Observations.

There were no Council Observations.

2018/0864/FUL.	34, Heol Pentrefelin, Llangyfelach, Swansea. SA6. 6BY.	Single storey side extension.
----------------	---	-------------------------------

Council's Observations.

There were no Council Observations.

16/2018.	-	-	-
17/2018.	-	-	-

(B). Any Other Planning Matters.

None.

Minute No. 47/2018. – Date of Next Council Meeting.

RESOLVED that the next Council Meeting will be held on 14 June 2018.

Approved by the Council & signed by the Chairman.....

Dated 14 June 2018.

(46/2018).