

LLANGYFELACH COMMUNITY COUNCIL.

CYNGOR CYMUNED LLANGYFELACH.

**MINUTES OF THE COUNCIL MEETING
HELD ON THURSDAY 12 DECEMBER 2019.**

Present: -

P. Gibson. (Chairman).

M.S.Tribe..

P.R. Crayford.

Minute No. 143/2019. – Apologises for Absence.

The Clerk reported that he had received verbal apologies from Councillors M.A. Glover P. Baker & D.G.Sullivan (Prior Appointments) & Councillor Mrs M. E. Boyter (Holidays) & that they would be unable to attend tonight's Council meeting.

NOTED.

Minute No. 144/2019. – Declaration of Interests from Members.

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

AGREED.

Minute No. 145/2019. - To consider the Minutes of the Council Meeting held on 14 November 2019.

The Minutes of the Council held on 14 November 2019 were considered and accepted as a true record

AGREED.

Minute No. 146/2019 – To consider Matters arising from the Council Meeting held on 14 November 2019.

Nothing was raised under this Minute.

NOTED.

Minute No. 147/2019. – To consider Matters referred to this Council, from previous Council Meetings or arising from previous Council Meetings

The Clerk informed Members that the name of Councillor D.G.Sullivan had been

(120/2019).

omitted from the Members Present at the October 2019 Council Meeting & he requested that this omission be rectified.

AGREED.

Minute No. 148/2019. - To receive questions from Members of the Public.

The Clerk reported there were no members of the Public present.

NOTED.

Minute No. 149/2019. – To consider & approve or amend the Report of the Clerk To the Council on the Council’s Duty under Section 6 of the Environment (Wales) Act 2016 prior to to the publication of the approved Report which has to be made by the Council for the Council’s Website.

The Clerk’s Report was approved.

AGREED.

Minute No. 150/2019. - To consider any matters relating to the Llangyfelach Ward, Llangyfelach.Ward.

Nothing was raised under this Minute.

NOTED.

Minute No. 151/2019. – To consider any matters relating to Highways & Footpaths,

Nothing was raised under this Minute.

NOTED.

Minute No. 152/2019. – Latest position on transfer of land at Y Llwyni, Llangyfelach.

The Clerk reported that he had tried to contact Mr Bignall of the Swansea Council’s Park’s Department regarding the new Tree Survey that Members stated he had promised them in their site meeting on this land. He had been informed by Sketty Park that Mr Bignall was, at present, extremely busy & out of the office due to the high winds & damage to trees in the Swansea area but they would Email Mr Bignall to contact me.

NOTED.

Minute No. 153/2019. – To consider & approve/determine (if thought appropriate) all Correspondence received, (Copies of which had been Emailed to each Member) plus Invoices etc. & Requests for Payment (See detail in tonight’s Correspondence & the separate Schedule of Payments to be Made).

The Clerk referred to the system of reporting Correspondence decisions & referred to
(121/2019)

the New Method of Reporting List of Correspondence (**Minute No. 41/2019** refers). **All Council correspondence was to be Emailed to each Member, who could require any of these items to be placed on an Essential List of Correspondence which was to be prepared for discussion at the next Council meeting.**

Of the total Correspondence received, no request was received from a Member. The following Items were considered to be important & given a No. in a List of Essential Correspondence enclosed with the Council's Summons & Agenda. Decisions resolved on the Essential List is as follows:-

(A). **Correspondence No. 1. – Request from Wales Audit Office for Payment of Audit fee for 2018/19 Audit of Council's Accounts.**

RESOLVED to give a pay the Wales Audit Office the sum of £190.45 (No VAT payable) for the above audit.

(B). **Correspondence No. 2. – Acceptance Form with Terms & Conditions for the offer of £15,000. towards the provision of Play Equipment, from the Mtnydd y Gwair Local Community Fund.**

RESOLVED that the Chairman complete the Form & the Clerk be authorised to sign the Form as the Council's duly authorised officer.

(C). **Correspondence No. 3. – Invoice No. 35796 for the 2019 Christmas Newsletter.**

RESOLVED to pay the sum of £2,468.00. (No VAT payable) to Blank Group Ltd. for the above Christmas Newsletter.

(D) **Correspondence No. 4. – Purchase of 2019 Confectionary for Father Christmas.**

RESOLVED to pay the sum of £125..00. (No VAT payable) to Llangyfelach Stores for Sweets for 2019 Visit of Father Christmas to Llangyfelach.

(E). **Correspondence No. 5. – Purchase of small Christmas Tree by Llangyfelach Community Council's for it's representation at Llangyfelach Church's Christmas Tree Festival.**

RESOLVED to to pay the sum of £50..00. (No VAT payable) to Llangyfelach Stores for the purchase of the above tree.

Minute No. 154/2019 – To consider matters, relating to Finance, including items Members would like to be included in the 2020-2021 Budget proposals.

(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 £13,493.16. and the Reserve Account at £21,985.80.

NOTED

(122/2019).

(2). Payments to be Made.

- (A). D. Jenkins (Clerk's Gross Salary for Dec '19...£851.15.
Less Tax deducted.....170.20.
(Net Nov Salary to be paid in Dec'19.....£680.95.
- (B). HMRC Direct for Dec' 19:-
Tax.....£170.20.
N.I.Employer's Contribution.....18.24
(Total Tax & N.I.C's to be paid to HMRC).....£188.44.
- (C). Wales Audit Office (Audit fee for 2018/19).....£190.45.
- (D). Blank Group Ltd. (2019 Christmas Newsletter)..... £2,468.00.
- (E). Llangyfelach Stores (Purchase of confectionary
for 2019 Visit of Father Christmas to Llangyfelach)..... £125.00.
- (F). Llangyfelach Stores (Purchase of small Christmas Tree
for Christmas Tree Festival).....£50.00.

RESOLVED that these payments be made.

See also the 2019 Council Schedule of Payments Made.

(3). Members requests for Estimated Costs of suggested Items to be obtained, for consideration & possible inclusion in the Budget for 2020/21,

- (a). Cost of Defibrillator & Casing.
- (b). Cost for the provision of Street Lighting to Pantlassau Road's new pavement provided by the Community Council.
- (c). New Bench on Village Green.
- (d). New Community Garden behind the Scout's Hall, Llangyfelach.

Minute No. 155/2019 – To consider any other matters, relating to Finance,

(A). **Revised Model Financial Regulations for Wales.**

RESOLVED to refer this matter to the Chairman of Finance & the Clerk, to report to a future Council meeting.

(B). **New Bank Mandate.**

RESOLVED that:-

- (a). all Members of the Council sign the new Bank Mandate & be authorised to sign (123/2019).

Council cheques.

- (b) any Two Members are required to sign a Council cheque for payment.
- (c). the Clerk to be authorised to request & be provided with all information & documents from the Council's NatWest Bank on all Council's accounts, Bank Statements, Cheque Books etc. etc.
- (d). the Clerk be authorised to transfer funds from the Council's Business Account to the Council's Current Account & visa versa.

(C). To consider any matters arising from the 2019 Christmas Festivities.

Nothing was raised under this Minute.

NOTED.

Minute No. 156/2019 – Latest information from the Information Commissioner's Office.

The Clerk reported that the latest information from the ICO had been Emailed to Members. for their attention.

NOTED.

Minute No. 157/2019. – Matters relating to the Mynydd y Gwair Community Fund.

The Clerk reported that this Item had been dealt with under Minute No 153/2019. Item (B). above.

Minute No. 158/2019. – Clerk's Matters.

(A). Payment of Council Tax & N.I.Employer's C to HMRC.

The Clerk made a verbal report to Council, that he had been informed by HMRC that the Council's had been in credit at the end of tax year 2018/19 but as at 24 September £75.26 was due on 22 October 2019. No explanation was given despite the Clerk's repeated requests for an explanation before & after that date. On 8 November the Clerk received a letter stating that there was outstanding PAYE/NIEC of £264.16.

Once again there was no explanation. On 3 December the Clerk received a verbal explanation from HMRC Direct that HMRC dealt with payments from the Council on a quarterly basis & not on a monthly period as per the HMRC Payment booklet used by the Council. It was suggested to deal with this debt that the sum of £112.34. be paid & then the Clerk could then revert to the HMRC Payment booklet for period 8. The Clerk discussed this debt with the Chairman & Vice Chairman & a cheque for this amount was forwarded to HMRC. The Clerk request that this payment be ratified.

AGREED

(124/2019).

Minute No.159/2019. Planning Matters.

(A). Weekly Lists of Registered Planning Applications.

The following planning applications were discussed and Observations passed at the Council Meeting of the Council, held at 7.00.p.m.on 14 November 2019 at the Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

Week No.	Plan.Appl.No.	Location.	Proposed Development.
45/2019.	-	-	-
46/2019.	-	-	-
47/2019.	-	-	-

N.B. From 1 June 2017 the City & County of Swansea are no longer providing hard copies of planning applications or the weekly list. Details of the planning applications can be viewed online at <http://property.swansea.gov.uk>

(B). Any Other Planning Matters.

None.

Minute No. 160/2019. – Date of Next Council Meeting.

RESOLVED that the next Council Meeting will be held on 16 January 2020 at the Llangyfelach Primary School, Pengors Road, Llangyfelach, Swansea.

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

Dated 16 January 2020.