



Minutes of Annual Meeting of Council

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

On Thursday, 11 May 2023 at 6.00pm.

Present:

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

Clerk to the Council: Huw Evans

1 Election of Chair of Council

Resolved that Councillor Peter Gibson be elected Chair of Council for the Municipal Year 2023-2024.

Councillor Peter Gibson (Chair) Presiding

2 Election of Vice-Chair of Council

Resolved that Councillor Sharon Phillips be elected Vice-Chair of Council for the Municipal Year 2023-2024.

3 Apologies for Absence

There were no apologies for absence.

4 Disclosures of Personal & Prejudicial Interests

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

5 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) 13 April 2023.

6 Announcements of the Chair of Council

i) Former Councillor Phil Crayford

The Chair of Council thanked former Councillor and former Chair of Council Phil Crayford for his work.

7 Public Question Time

There were no questions.

8 Community Reports

i) PCSO (Police Community Support Officers) Report

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

ii) LAC (Local Area Co-ordinators) Report

There was no update.

9 Record of Payments & Receipts

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 2022-2023” of the Annual Council held on 19 May 2022.

Payments (Expenditure)	£
Clerk Salary (April 2023)	426.13
CCS Pension Fund (Clerk) (April 2023)	168.49
Determined by Council	
-	-
Payments Raised at the Meeting	
Pentagon. Domain Hosting Renewal. www.llangyfelachcommunitycouncil.org.uk	296.39
Clerk Salary (May 2023). Inclusive of additional 24 hours due to Clerk achieving CiLCA Qualification.	1,021.82
CCS Pension Fund (Clerk) (April 2023). Inclusive of additional Pension Contributions due to Clerk achieving CiLCA Qualification.	421.23
Receipts (Income)	
Swansea Council Precept	10,000.00
VAT Return 2022-2023	1,095.51
Bank Interest	9.42

Resolved that:

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

10 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 Return 2022-2023

The Clerk stated that he had received the VAT Return 2022-2023 from HMRC.

11 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.
Versus Arthritis Information Session on Inflammatory Arthritis (Rheumatoid & Psoriatic) - 26 April 2023	Noted.
One Voice Wales. Local Places for Nature Questionnaire	Noted.
One Voice Wales. Emergency Alerts	Noted.
One Voice Wales. Nature Wise Eco Literacy Course (Moondance)	Noted.
Welsh Blood Service. Can you help?	Noted.
Mudiad Meithrin Clwb Cwtsh. Welsh Learner Sessions for Swansea beginning May 2023	Noted.
Faye Whiley PhD Study. Attitudes Towards Species Reintroduction	Noted.
Adam Davis on behalf of Tonia Antoniazzi. Funding advice day for residents and groups in Gower	Noted.
One Voice Wales. Motions for 2023 Annual General Meeting	Noted.
One Voice Wales. Written Statement: Democratic Health of Community and Town Councils	Noted.
Society of Local Council Clerks (SLCC). Does your council need current planning advice? Planning Summit	Noted.

Mynydd y Gwair Wind Farm Community Fund. Round 12	Noted.
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12 Feedback from Delegates on Outside Bodies

i) One Voice Wales - Swansea Area Committee

The Clerk stated that he had attended the meeting; however the main items had not been discussed and the meeting had been re-arranged for 11 May 2023.

13 Workplan (For Information)

The Council Workplan was presented.

14 Planning Applications & Planning Matters - Swansea Council

There were no issues.

15 Highways, Footpaths, Cycleways & Bridleways - Swansea Council

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

The Clerk stated that as instructed he had responded to Swansea Council regarding 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. Councillor Mark Tribe stated that in his capacity as a Swansea Councillor, he would be contacting each of the affected residents to seek their concerns.

Resolved that the Clerk seek an update regarding Llangyfelach Community Council's suggestion that Swansea Council consider creating on Swansea Road to enable those residents affected by the development a location to park their vehicles using Residents Permits.

16 Training

The Clerk reminded Council that the Training Plan adopted on 13 April 2023 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.

Resolved that the update be noted.

17 Llangyfelach Ward Councillor Update

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

18 Certificate in Local Council Administration (CiLCA) Qualification

The Clerk stated that he had achieved the Certificate in Local Council Administration (CiLCA) qualification. For the purposes of legislation, he is now a Qualified Clerk. The Personnel Committee held on 13 April 2023 recommended that the Clerk be paid an additional 24 hours pay on achieving the qualification. This recommendation was approved by Council on 13 April 2023.

The Society of Local Council Clerks (SLCC) organise a Professional Development Scheme (PDS). The Scheme aims to develop the Clerks career and grow their professional development. The cost of joining the Scheme is £55 per annum. Should Council resolve to pay the annual fee, the Clerk would become a Principal of the Society of Local Council Clerks and use the letter PSLCC after his name.

Resolved that:

- 1) The Clerk be congratulated on his achievement.
- 2) The annual fee for the Clerk to join the Professional Development Scheme be paid annually.

19 Community Council Insurance

The Clerk stated that Council insurance policy was due for renewal annually on 1 June. The Clerk had sought a renewal cost and other quotes. The Clerk stated that he had reduced the renewal quote by approximately £130 per annum.

Resolved that:

- 1) A three-year Community Council Insurance deal be entered into with Zurich Insurance at a cost of £351.32 per annum.

20 Blachere Illuminations - Christmas Lights

Councillors Peter Gibson & Julie Rees stated that they recently met with the representative of Blachere Illuminations. They highlighted the excellent product on offer from Blachere Illuminations but given the cost, they did not recommend the purchase of additional Christmas Lights.

Discussions ensued regarding the potential of pea lights on the Cherry Trees on the Village Green. The Clerk stated that he would continue dialogue with Swansea Council to seek a price.

Resolved that the update be noted.

21 Hire of Llangyfelach Church Hall 2023-2024

The Clerk stated that he had a price to hire Llangyfelach Church Hall for the Council to meet during 2023-2024. The hire fee being £45 per meeting and there are 11 meetings. The hire charge for the year being £495.

Resolved that the Llangyfelach Church Hall be hired for its meetings during 2023-2024 at a cost of £495.

22 Llangyfelach Feasibility Study – A Rural Development Partnership (RDP) Funded Study

Councillors Paul Baker & Peter Gibson stated that they had been representing the Council with the Llangyfelach Feasibility Study. They stated that the report had been published and should prove a useful tool within the community.

Resolved that the update be noted.

23 Constitutional Matters 2022-2023

The Clerk stated that the Council operates within a legal framework which was outlined within the report. He stated that the Council had to consider the issues outlined within the Constitutional Matters report.

Resolved that:

- 1) A Personnel Committee be appointed comprising 4 Councillors: Chair of Council, Vice-Chair of Council, Councillor Paul Baker & Councillor Jamie Jewell.
- 2) The Personnel Committee Terms of Reference shall be:
 - a) To oversee the performance of the Clerk.
 - b) To oversee & monitor hours and holiday entitlement of the Clerk.
 - c) To monitor and manage any sickness / absence of the Clerk.
 - d) To manage any disciplinary or grievance issues (for or against) relating to the Clerk.
 - e) To manage the pay and training of the Clerk.
 - f) To deal with any other issues referred by the Council.
- 3) The schedule of Council Meetings as outlined be agreed:

8 June 2023	9 November 2023	14 March 2024
13 July 2023	14 December 2023	11 April 2024
14 September 2023	11 January 2024	9 May 2024 (Annual)
12 October 2023	8 February 2024	-

Note: The sequence predominantly being 6.00pm on the 2nd Thursday of each month. Meetings are not usually held during August.

- 4) Councillors be allocated to serve on Outside Bodies as outlined below:

Outside Body	Membership
Community / Town Council Forum	Councillor Mike Glover, Councillor Jamie Jewell & Clerk of Council
One Voice Wales Meetings including Swansea Area Committee	Councillor Mike Glover, Councillor Adrian Roberts & Clerk of Council
South Wales Police Meetings with Representatives of Community Councils including PACT Meetings	Councillor Mark Tribe
Swansea Rural Development Partnership	Councillor Paul Baker

- 5) The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters subject to the process outlined in the report being followed.
- 6) The Clerk of the Council be delegated authority to make payments providing permission has been given in writing (e-mail) from two of the four following Councillors: Chair of Council, Vice-Chair of Council, Councillor of Personnel Committee & Councillor Mike Glover.
- 7) The Clerk e-mail the Bank Account Reconciliation Reports to all Councillors on Monthly basis.
- 8) The Chair of Council, Vice-Chair of Council, Chair of Personnel Committee & Councillor Mike Glover be delegated authority to accept quotations / tenders on behalf of the Council in consultation with the Clerk.

24 Internal Auditors Report 2022-2023

The Internal Auditor for the Council is Ronald Dolbear. He has been retained as the Council's Internal Auditor with his term ending with his Internal Audit Report 2023-2024 (Council - 13 May 2021).

The Internal Auditors Report 2022-2023 was favourable and made three recommendations:

- *The Council continues to develop spending plans annually in line with the precept need.*
- *The Council considers making the function of the Finance Committee part of full Council.*
- *The Council considers introducing a budget revision process to ensure flexibility in efficient and effective budget delivery.*

Discussions ensued relating to the three recommendations.

Resolved that:

- 1) The Internal Auditors be thanked for his Internal Audit Report.
- 2) The Clerk be authorised to pay the £300 invoice to the Internal Auditor for his work.
- 3) The Internal Auditors Report Recommendations be agreed as outlined:
 - i) Recommendation 1. Agreed. The Council's Annual Action Plan form the basis of a Spending Plan to inform the precept required.
 - ii) Recommendation 2. Agreed. The Council shall not reappoint a Finance Committee.
 - iii) Recommendation 3. Agreed. A budget revision process be introduced.

25 Annual Governance Statement 2022-2023

The Clerk submitted the Annual Governance Statement 2022-2023. He outlined the content of the response to be submitted to the External Auditor.

Resolved that the Annual Governance Statement 2022-2023 be approved, signed, and submitted to the External Auditor together with any evidence required to support the submission.

Next Council Meeting

6.00pm on Thursday, 8 June 2023.

The meeting ended at 7.20 p.m.

Chair