



Minutes of Meeting of Council

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

On Monday, 7 September 2023 at 6.00pm.

Present: Councillor Peter Gibson (Chair) presiding

Councillors: Mike Glover, Sharon Phillips, Julie Rees, Adrian Roberts & Mark Tribe

Clerk to the Council: Huw Evans (PSLCC)

66 Apologies for Absence

Apologies for absence were received from Councillors Paul Baker & Jamie Jewell.

67 Disclosures of Personal & Prejudicial Interests

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

68 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 July 2023.

69 Announcements of the Chair of Council

There were no announcements.

70 Public Question Time

Natalie Evans asked a question in relation to Minute 74 "Correspondence", specifically "Groundworks Wales. Save our Wild Isles Community Fund". She outlined several suggestions that she had asked whether the Council could support her application.

The Chair of the Council, Councillor Mark Tribe and Clerk to the Council outlined the application process and offered to provide any guidance possible.

71 Community Reports**i) PCSO (Police Community Support Officers) Report**

There was no update.

ii) LAC (Local Area Co-ordinators) Report

There was no update.

72 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 (July 2023)	426.13
CCS Pension Fund (Clerk) (July 2023)	168.49
Clerk Salary (August 2023)	425.93
CCS Pension Fund (Clerk) (August 2023)	168.49
One Voice Wales. Training. The Council Meeting (09.05.2023) Training (Cllr Sharon Phillips)	38.00
Determined by Council	
Donation to Swansea & West Welsh Gymnastics. (Council - 13 July 2023).	250.00
Payments Raised at the Meeting	
-	
Receipts (Income)	
Bank Interest (July)	13.61
Bank Interest (August)	14.42
Precept	10,000.00

Resolved that:

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

73 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.

74 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.
Groundwork Wales. Save Our Wild Isles Community Fund	Noted.
Swansea Bay University Wales Health Board. Statement Minor Injuries Unit at Neath Port Talbot Hospital	Noted.
Department for Levelling Up, Housing & Communities. The Community Ownership Fund- Round 3 Window 1	Noted.
Thanks for 20 - News August 2023	Noted.
Natural Resources Wales & Welsh Government. Delivery of the Nature Networks Map	Noted.
Rural Anchor Team. New Funding for Rural Swansea	Noted.
Llais Cymru. Communication and Engagement Update 10.08.2023	Noted.
Public Services Ombudsman for Wales. Press release 09 08 2023 - Annual Report 2022-2023	Noted.
Aquarius Mental Health. Civility & Respect Training - Swansea	Noted.
One Voice Wales. Community Green Spaces - nominations call out	Noted.
Rural Anchor Team. Crowdfund Swansea - funding for community projects	Noted.
Swansea Rural Development Partnership News	Noted.
RISE & Shine August 23: Changing Places Update	Noted.
Cwmpas. Community Tourism Hack	Noted.
APSE Online Seminars - Making space for nature in our burial grounds	Noted.
Swansea Replacement Local Development Plan – Call for Candidate Sites	Noted.

75 Feedback from Delegates on Outside Bodies

i) Special Meeting of Community/Town Council Forum - 25 September 2023 @ 4.30pm

The Clerk stated that Councillors Mike Glover & Jamie Jewell are the Council representatives on the Forum. The next meeting will be an opportunity to meet with representatives of the Local Democracy & Boundary Commission for Wales regarding the Community Review and Community / Town Council Size Policy.

76 Workplan (For Information)

The Council Workplan was presented.

77 Planning Applications & Planning Matters - Swansea Council

There were no issues.

78 Highways, Footpaths, Cycleways & Bridleways - Swansea Council

There were no issues.

79 Training

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.

Resolved that the update be noted, and the Training Matrix checked by Councillor for accuracy.

80 Llangyfelach Ward Councillor Update

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

81 Community Council Vacancy - Notice of Co-option

The Clerk stated that the Notice of Co-option had been re-issued and placed on the Council website and in the Notice Board on 10 June 2023. Closing date for applications is 30 September 2023. Councillors were encouraged to promote the vacancy.

Resolved that the update be noted.

82 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. The Clerk stated that he had purchased a 20ft Nordman Fir Tree.

Councillors discussed the timings and specific details of the event. The details included purchasing 300-350 Selection Boxes, potential road closures and utilising the PCSO's to assist.

The Clerk reminded Council that Councillors Peter Gibson, Sharon Phillips and Julie Rees had delegated authority to discuss the Christmas event with Organisations operating within the community to ensure a successful Christmas Event.

Resolved that:

- 1) The Clerk purchase 300-350 Selectin Boxes.
- 2) Councillor Mark Tribe liaise with the PCSO's to arrange support and assistance during the Event on 1 December 2023.
- 3) Councillor Julie Thomas discuss parking for the Brass Band at Bethel Chapel.
- 4) The Clerk be authorised to arrange an electrical safety inspection of the Christmas Tree pit.
- 5) Councillors Peter Gibson, Sharon Phillips and Julie Rees discuss the event with all relevant parties.
- 6) The Clerk liaise with Swansea Council regarding the possibility of a road closure outside the Church Hall.

83 Christmas Newsletter

The Clerk stated that traditionally, the Council produces the Llangyfelach Community Council - Christmas Newsletter. This is distributed in December each year and contains of articles by the local Groups operating within the area. Councillors Peter Gibson and Paul Baker led the work for the previous newsletter.

Resolved that the Clerk seek quotations and be delegated authority in consultation with Councillors Paul Baker & Peter Gibson to award the work to the most suitable quoter.

84 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.

Resolved that the Clerk purchase a Poppy Wreath.

85 Microsoft 365 Subscription

The Clerk stated that he Microsoft 365 as the software package and cloud storage for the Council's business needs. The cost is currently £79.00 per annum. Council resolved previously to continue with this annual subscription. The payment for 2023-2024 was paid on 1 September 2023.

Resolved that the Clerk be authorised to continue with the annual subscription until the next review in 5 years.

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

The Clerk stated that the Council must pay an annual General Data Protection Regulation (GDPR) / Data Protection Act 2018 fee. The normal cost is £40; however, as the Council pays via direct debit, the fee is reduced to £35. The next payment is due on 10 October 2023.

Resolved that the spend be authorised and the update noted.

87 Daffodil Bulbs

The Clerk stated that Swansea Council offers its Councillors the opportunity to purchase sacks of daffodil bulbs for planting in the community. The cost is approximately £90.00 for a 25kg sack of daffodil bulbs which includes planting. A sack will cover between 4-5m². The deadline for 2023-2024 has passed; however, the Clerk has been in contact with Swansea Council to see whether the Community Council could partake in the scheme in the future.

Swansea Council confirmed that the Community Council could participate in the scheme for 2024-2025 onwards.

Resolved that the Clerk liaise with Swansea Council seeking to be included on future correspondence lists.

88 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 Councillors consider the issue and that the item be added to the next Council meeting agenda.

89 Budget Monitoring 2023-2024

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 2023 be noted.
- 2) The Financial Budget Comparison 2023-2024 be noted.

Next Council Meeting

6.00pm on Thursday, 12 October 2023.

The meeting ended at 7.30p.m.

Chair