



## Minutes of Meeting of Council

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

**On: Tuesday, 4 June 2024 at 6.00pm.**

**Present:** Councillor Peter Gibson (Chair) Presiding

**Councillors:** Mike Glover, Jamie Jewell, Sharon Phillips, Julie Rees, Adrian Rees & Mark Tribe

**Clerk to the Council:** Huw Evans

**21 Apologies for Absence**

An apology for absence was received from Councillor Paul Baker.

**22 Disclosures of Personal & Prejudicial Interests**

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

**23 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) 9 May 2024.

**24 Announcements of the Chair of Council**

**i) Life Saved following the use of a Council provided Defibrillator**

The Chair of Council stated that the Council provided defibrillator outside Llangyfelach Church Hall had been used on 31 May 2024 which led to a life being saved. The Chair of Council thanked those involved and wished a speedy recovery to the unwell person.

The Clerk stated that the defibrillator had been taken away by the Paramedics and that he was working with the Heartbeat Trust UK for its return. Heartbeat Trust UK had committed to placing a loan defibrillator at the Church Hall should it not be replaced by 5 June 2024.

**25 Public Question Time**

There were no public questions.

**26 Community Reports**

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

There was no report.

**ii) LAC (Local Area Co-ordinators) Report**

There was no report.

**27 Payments, Receipts & 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 19 “Constitutional Matters” of the Annual Meeting of Council held on 9 May 2024.

<b>Payments (Expenditure)</b>	<b>£</b>
Clerk Salary (May 2024)	331.89
CCS Pension Fund (Clerk) (May 2024)	175.00
<b>Determined by Council</b>	
-	
<b>Payments Raised at the Meeting</b>	
-	
<b>Receipts (Income)</b>	
Bank Interest (May 2024)	41.90
<b>Bank Account Transfers</b>	
-	

**Resolved that:**

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

**28 Correspondence**

The actions / comments made as in relation to the correspondence reported:

<b>Correspondence</b>	<b>Actions</b>
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.
Welsh Government. Local Places for Nature.	Noted.
Gorseinon Town Council. Vacancy for Deputy Town Clerk.	Noted.
Community Transport Association. Wales Conference 23 May 2024 - The Future of Inclusive Transport.	Noted.

Welsh Government. Training. Free Places Scheme.	Noted.
Mynydd y Gwair Wind Farm Community Fund.	Noted.
Local Democracy & Boundary Commission for Wales. Swansea Community Review.	Noted.
One Voice Wales. Online Launch of new Resources for Biodiversity. 11am-1pm 21 May 2024.	Noted.
Swansea Philharmonic Choir. Charity summer concert in aid of Breast Cancer Now. 8 June 2024. <a href="http://www.swanseaphilchoir.org">www.swanseaphilchoir.org</a>	Noted.
One Voice Wales. Innovative Practice Conference on 3 July 2024.	Noted.
UK Parliament. Safety of Lithium-ion Batteries and e-bikes and scooters.	Noted.
Swansea Council. Update to Swansea Local Development Plan 2023 - 2038 (LDP2).	Noted.
One Voice Wales. New Climate Toolkit Workshops.	Noted.
One Voice Wales. Guidance on Working Digitally.	Noted.
Thanks for 20. Update on Welsh speed limit review from 20's Plenty for your Council.	Noted.
One Voice Wales. Recruitment & Retention of Clerks / Responsible Finance Officers.	Noted.
Senedd. Holocaust Memorial Day 2025. For a Better Future.	Noted.
One Voice Wales. Pre-election Period Timetable of Actions.	Noted.
Swansea Council. Recruitment of a Community / Town Councillor Representative to the Standards Committee.	Noted.

**29 Delegates Feedback on Outside Bodies**

There was no feedback.

**30 Workplan (For Information)**

The Council Workplan was presented.

**31 Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways**

**i) Parking Concerns throughout Llangyfelach**

The Clerk stated that he would provide an update at a future meeting relating to Councillors ongoing concern at the indiscriminate parking throughout Llangyfelach particularly on Pengors Road, Swansea Road and the estate around Heol Pentre Felen.

He would follow up on arrangements to invite a Highways Officer and a representative of South Wales Police to a future meeting of Council to allow them to outline the work they are doing to combat the problem and to highlight what the community can do to assist with the issue.

**ii) Potential Use of land at end of Fairview Road as Car Parking for the staff of Llangyfelach Primary School.**

The Clerk seek to arrange a meeting between Councillors Jamie Jewell, Julie Rees, Mark Tribe and Swansea Council to establish whether part of the land at end of Fairview Road could be utilised as car parking for the staff of Llangyfelach Primary School or used for another positive purpose.

**iii) Llangyfelach Scout Group - Erection of Boundary Fence & Gates**

The Clerk stated that Llangyfelach Scout Group had received planning permission to erect a boundary fence and gates at their Scout Hut.

**32 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, Councillors should liaise with the Clerk.

The Clerk stated that he had recently obtained the Financial Introduction to Local Council Administration (FILCA) qualification.

**Resolved** that the Clerk be congratulated on his achievement and that the update be noted.

**33 Llangyfelach Ward Councillor Update**

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

**34 Swansea Community Review**

The Clerk stated that the Local Democracy and Boundary Commission for Wales (LDBCW) had published their Draft Proposals Report in relation to the review of the community arrangements of the County of Swansea on 16 May 2024.

<https://www.ldbc.gov.wales/reviews/05-24/swansea-community-review-draft-proposals>

He stated that the Commission would welcome any comments on its Draft Proposals. The 8-week consultation period began on 16 May 2024 and closes on 10 July 2024 and any representations should be sent to the Commission. The Commission will carefully consider any representations made to them during the consultation period before they prepare their Final Recommendations Report.

**Resolved** that the report be noted.

**35 Placing Bleed Kits within Defibrillator Cabinets**

Councillor Julie Rees stated that the High Sheriff of West Glamorgan 2024-2025 (Melanie James) had launched an initiative to roll out simple life saving bleed control kits. The intention being for them to be placed within existing Defibrillator Cabinets. A catastrophic bleed can result from many causes including stabbings, impalement, dog bites, road accidents, workplace accidents, falling through or onto glass etc. and these Bleed Kits could save lives.

The Bleed Kit initiative will be run through the Heartbeat Trust UK charity which currently manages two of the Council's defibrillator. The Welsh Ambulance Service are happy to register the bleed kits. The Bleed Kits are approximately £80 plus VAT each. There is a 5-year life on the kit which is due to a small bandage that will need replacing after 5 years at a cost of £5.

The Defibrillator Cabinets within Llangyfelach Community Council area are located at:

- Llangyfelach Church Hall, Heol y Geifr, Llangyfelach.
- Junction of Heol Pentre Felen & Bryn Hedydd.
- Gavin Griffiths Group. Beechwood House, Bryntywod, Llangyfelach, Swansea SA5 7LP. Note: The Council owns this Cabinet; however, the Defibrillator is owned and maintained by the Gavin Griffiths Group. The Group have confirmed they are willing for a Bleed Kit to be placed within the Defibrillator Cabinet.

Councillors discussed the possibility of adding additional Defibrillators within the Community and the possibility of the Bleed Kits being maintained and insured.

**Resolved** that:

- 1) 3 x Bleed Kits be purchased and placed within the Defibrillator Cabinets.
- 2) The Clerk liaise with the High Sheriff about the possibility of a maintenance and insurance policy.
- 3) The Clerk liaise with Heartbeat Trust UK to identify areas within Llangyfelach Community that may benefit from a Defibrillator being placed there. The Clerk to bring a report back to a future meeting.

**36 Internal Auditors Report 2023-2024**

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 2026-2027 (Council - 9 May 2024).

The Internal Auditors Report 2023-2024 made three recommendations:

- The Council develops a vision statement to better match funding to aspirations.
- The Council continues to develop spending plans annually in line with the precept need.
- The Council considers introducing a budget revision process to ensure flexibility in efficient and effective budget delivery.

Discussions ensued relating to the three recommendations.

- Recommendations 1 & 2: Councillors stated that the Council's Action Plan 2024-2025 adopted by Council on 11 March 2024 and the Action Plan 2023-2024 adopted by Council on 13 April 2023 addressed Recommendations 1 & 2; however, they accepted that a regular review and greater ambition would assist.
- Recommendation 3: A 3-4 monthly budget revision process be introduced to ensure flexibility in efficient and effective budget delivery.

**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. Noted. The Council's Annual Action Plan is the tool used to develop a vision statement to better match funding to aspirations.
  - ii) Recommendation 2. Agreed. The Council shall continue to develop its spending plans annually in line with the precept need. The Annual Action Plan will be the Council's tool to develop this.
  - iii) Recommendation 3. Agreed. A 3-4 monthly budget revision process be introduced to ensure flexibility in efficient and effective budget delivery.
- 4) The Action Plan 2024-2025 adopted on 11 March 2024 be reviewed at the next meeting of Council.

### **37 Annual Governance Statement 2023-2024**

The Clerk submitted the Annual Governance Statement 2023-2024. He outlined the content of the response to be submitted to the External Auditor.

**Resolved** that the Annual Governance Statement 2023-2024 be approved, signed, and submitted to the External Auditor together with any evidence required to support the submission.

**38 Independent Remuneration Panel for Wales (IRPW) Annual Report 2024-2025**

The Clerk stated that the IRPW Annual Report [www.gov.wales/independent-remuneration-panel-wales](http://www.gov.wales/independent-remuneration-panel-wales) sets out “Contribution towards Costs of Care and Personal Assistance (CPA)” and “Payments to Members of Community & Town Councils”. He stated that the Independent Remuneration Panel for Wales (IRPW) defined Llangyfelach Community Council as a Group 4 Council in line with its Electorate.

**Resolved that:**

- 1) The Independent Remuneration Panel for Wales Annual Report be noted.
- 2) The Reimbursement for Consumables & Other Set Payments (Senior Role, Chair & Deputy Chair) be paid annually each January.
- 3) Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the payment on a basis of 1/12 of the fee being equal to a month. The Council may decide to waive this requirement by way of a formal decision.
- 4) The Optional Payments listed below be payable on request from the relevant Councillor at the maximum rate set out:

<b>Group 4</b>	<b>(Electorate 1,000 to 4,999)</b>
Extra Cost Payment	Mandatory for all members
Senior Role	Optional up to 3 members. £500 per Councillor. Payable to Chair of Personnel Committee
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory for all members

- 5) All IRPW Payments shall be made via the Council’s independent Payroll Provider.

**Next Council Meeting**

6.00pm on Tuesday, 9 July 2024.

The meeting ended at 7.50 p.m.

**Chair**