



Minutes of Meeting of Council

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

On: Tuesday, 9 July 2024 at 6.00pm.

Present: Councillor Peter Gibson (Chair) Presiding

Councillors: Paul Baker, Jamie Jewell, Julie Rees & Mark Tribe

Clerk to the Council: Huw Evans

39 Apologies for Absence

Apologies for absence was received from Councillors Mike Glover, Daniel Lorey, Sharon Phillips & Adrian Roberts.

40 Disclosures of Personal & Prejudicial Interests

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

41 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) 4 June 2024.

42 Announcements of the Chair of Council

There were no announcements.

43 Public Question Time

There were no public questions.

44 Community Reports

i) PCSO (Police Community Support Officers) Report

There was no report.

ii) LAC (Local Area Co-ordinators) Report

There was no report.

45 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.

Payments (Expenditure)	£
Clerk Salary (June 2024)	331.89
CCS Pension Fund (Clerk) (June 2024)	175.00
HMRC. PAYE Income Tax & NI. QTR 1. 2024-2025	663.60
HB Enoch & Owen. Payroll Services. QTR 1. 2024-2025	43.20
Determined by Council	
-	
Payments Raised at the Meeting	
Internal Auditor Fee. 2023-2024. Council - 04.06.2024	300.00
3x Bleed Kits for Defibrillator Cabinets. Council - 04.0.2024	285.00
Note: The Council is unable to claim VAT as was originally hoped.	
Receipts (Income)	
Bank Interest (June 2024)	37.73
Bank Account Transfers	
23.06.2024. Business Reserve Account to Current Account	1,000.00

Resolved that:

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

46 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.
Swansea Council. Recruitment of a Community / Town Councillor Representative to the Standards Committee	Noted.
One Voice Wales. Wales Nature Week. 29 June - 7 July 2024. Celtic Wildflowers - Tour 02.07.2024	Noted.
Tidy Wales Awards 2024 - your time to shine!	Noted.
Environment Centre. Newsletter	Noted.
One Voice Wales. Multi-Location Meetings	Noted.
One Voice Wales. Innovative Practice Conference on Wednesday 3 July 2024	Noted.
One Voice Wales. Launch event video on You Tube - Biodiversity Resources	Noted.
Webinar - Green Prescribing with Keep Wales Tidy	Noted.

Playground Inspiration	Noted.
One Voice Wales. New consultation: Draft priorities for Culture 2024-2030	Noted.
Local Democracy & Boundary Commission for Wales. Swansea Community Review	Noted.
Swansea Council. Briefing on the new South-West Wales Regional Transport Plan	Noted.

47 Delegates Feedback on Outside Bodies

There was no feedback.

48 Workplan (For Information)

The Council Workplan was presented.

49 Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways

i) Parking Concerns throughout Llangyfelach

The Clerk stated that he had not yet managed to arrange a date for a Swansea Council Highways Officer and a representative of South Wales Police to attend 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 stated that he was working 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.

50 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.

Resolved that the update be noted.

51 Llangyfelach Ward Councillor Update

Councillor Mark Tribe, Llangyfelach Ward Councillor submitted a verbal report outlining his work within the Ward. He stated that he was organising regular litter picks throughout the Ward.

52 Placing Bleed Kits within Defibrillator Cabinets

The Clerk stated that he had placed the order for 3x Bleed Kits to be placed within the Council's Defibrillators. He stated that the total cost was £285.

Resolved that the update be noted.

53 Additional Defibrillators within Llangyfelach Community Council Area

The Chair welcomed Doug Dawson, Heartbeat Trust UK to the Council meeting. Doug stated that he had conducted a survey of the area and outlined those areas that could benefit from the provision of a Defibrillator. He outlined images detailing the areas of need.

Doug stated that the www.defibfinder.uk was a useful website to locate Defibrillators within the UK.

The current Defibrillators 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.

Discussions ensued relating to providing Bleed Kits within the new Defibrillators and that the same care package should be entered into with Heartbeat Trust UK.

Councillor Mark Tribe stated that he would fund 50% of the total cost from his Swansea Council Community Budget.

Resolved that:

- 1) Two Defibrillators be placed in the vicinity of:
 - i) Y Llwyni & its junction with the footpath leading to Bryn y Gors.
 - ii) Pengors Road & its junction with the footpath leading to Maes y Dderwen.

Note: The exact location to be agreed between the Chair of Council, Councillor Mark Tribe & Heartbeat Trust UK.

- 2) The two Defibrillators, Cabinets, relevant fixings, Care Package & Bleed Kits be purchased from Heartbeat Trust UK.

54 Christmas Tree, Illuminations & Festivities

The Clerk stated that the Christmas Event was scheduled for Friday, 6 December 2024. Pontarddulais Town Band have been booked to play from 17.30 until Father Christmas arrives at 18.15. They will have a break and then play for a further 30 minutes. The cost being £175.

Councillors discussed some of the specifics of the event such as arranging Father Christmas, Sleigh, First Aid Cover, Christmas Tree and format of the event.

Resolved that:

- 1) The Clerk seek to arrange / purchase Father Christmas, Sleigh, First Aid Cover, an outdoor snow machine & a Christmas Tree.

55 AdvantEDGE - Finance Software. Year 5 of 5-Year Contract

The Clerk stated that the Council had entered a 5-year contract with Edge IT Systems for their AdvantEDGE Finance Software. Year 5 of the contract commences on 10 July 2024 and ends on 9 July 2025. The fee for the year is £298.80.

Resolved that the Clerk be authorised to pay Edge IT Systems the Year 5 fee of £298.80.

56 Action Plan 2024-2025

This item was deferred to the Council Meeting scheduled for 9 September 2024.

57 Laptop & Printer for the Clerk

The Clerk provided an update relating to the purchase of a laptop & printer. He stated that he was authorised to purchase a new laptop for up to £1,000 inclusive of VAT on 14 December 2023. On 9 May 2024 the Clerk was authorised to purchase a new printer. The decision of Council to purchase a printer is approaching six months, therefore for good governance, the Clerk asks that the resolution be reaffirmed. The Clerk intends purchasing both over the coming months.

Resolved that:

- 1) The Clerk be authorised to purchase a replacement laptop up to a value of £1,000 excluding VAT.
- 2) The Clerk be authorised to purchase a replacement printer up to a value of £250 excluding VAT.

58 Consider Requests for Grants & Donations

The Clerk stated that Council had allocated £1,500 of its 2024-2025 budget to its Grants & Donations Policy. To be eligible for a grant / donation applicants must comply with the conditions set out within the Policy.

<https://www.llangyfelachcommunitycouncil.org.uk/policy-procedures/>

Requests for applications are considered every 4 months (July, November & March). To date, the budget has been allocated as outlined:

Organisation	£
-	-
Total	£0

One request had been received from Gordon Stacey seeking funding for a book relating to the Gardening Life of Herbert (Bert) Stacey. Mr Stacey worked in large Victorian Villas including Maesygwernen Hall, Morryston. He was also Head Gardener at Morryston Hospital. Gordon Stacey is seeking to raise £3,000 to print 150 books. All profits from the Books will be donated to The Brain Injury Service and Neuropsychology based at Morryston Hospital (Charity No. 1122805) & Blood Bikes Wales (Charity No. 1143352).

Resolved that a donation of £250 be made.

Next Council Meeting

6.00pm on Monday, 9 September 2024.

The meeting ended at 7.30 p.m.

Chair