



Minutes of Meeting of Council

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

On: Monday, 9 September 2024 at 6.00pm.

Present: Councillor Peter Gibson (Chair) Presiding

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

Clerk to the Council: Huw Evans

59 Apologies for Absence

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

60 Disclosures of Personal & Prejudicial Interests

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

61 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 July 2024.

62 Announcements of the Chair of Council

- i) Get Well Soon - Former Community Councillor Gareth Sullivan**

The Chair of Council stated that former Councillor Gareth Sullivan was unwell. He wished him a speedy recovery on behalf of the Council.

63 Public Question Time

There were no public questions.

64 Community Reports

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

Councillor Mark Tribe presented an update on behalf of the PCSO. He stated that illegal parking remained a problem and that the Police were monitoring the issue in the vicinity of Heol Pentre Felen.

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

There was no report.

- 65 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 (July 2024)	774.29
CCS Pension Fund (Clerk) (July 2024)	175.00
Clerk Salary (August 2024)	442.49
CCS Pension Fund (Clerk) (August 2024)	175.00
Determined by Council	
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Payments Raised at the Meeting	
Donation - Funding of Book. Gardening Life of Herbert (Bert) Stacey. Council - 9 July 2024	250.00
AdvantEdge - Finance Software. Year 5 of 5-Year Contract. Council - 9 July 2024	298.80
Receipts (Income)	
Bank Interest (July 2024)	42.15
Bank Interest (August 2024)	37.64
Precept	10,000.00
Bank Account Transfers	
10.07.2024. Business Reserve Account to Current Account	1,500.00
28.08.2024. Business Reserve Account to Current Account	1,000.00
30.08.2024. Current Account to Business Reserve Account	8,500.00

The Clerk referred to the Minute 57 “Laptop & Printer for the Clerk”, which was agreed by Council at its meeting on 9 July 2024. The Clerk asked that the spend limit for the printer be increased to £400 excluding VAT as this would enable a printer with a better ink value to be purchased.

Resolved that:

- 1) The Payments & Receipts be noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.
- 3) The Clerk be authorised to purchase a replacement printer up to a value of £400 excluding VAT.

66 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.
Environment Centre. Lotto Abertawe	Noted.
Lichfields. Statutory Pre-Application Consultation: Maes Melin BESS [LICH-DMS.FID458137]	Noted.
Welsh Government. Retailers in your area - Swansea	Noted.
One Voice Wales. Innovative Practice Conference 2024 Report & 'Save the Date'. National Conference on Wednesday 16 October 2024 at Llanelwedd	Noted.
Democracy and Boundary Commission Cymru. Guide to the 2026 Review of Senedd constituencies	Noted.
Audit Wales. Presentation to Larger Councils Committee	Noted.
Llais. Launch of Llais Maternity Experience Survey 2024	Noted.
One Voice Wales. Biodiversity Resources – Feedback Needed	Noted.
Environment Centre. Calling for: community led green space projects	Noted.
One Voice Wales. Apply for a free garden pack today	Noted.
One Voice Wales. Calling for: community led green space projects	Noted.
RSPCA. Hedgehog Fact Sheet. sttiggywinkles.org.uk	Noted.
Environment Centre. August Newsletter	Noted.
NatWest Business. Important News about your account	Noted.
Eden Project Communities. Introduction to Eden Project Community Action Online Course	Noted.
Tenovus Cancer Care. How can we support you	Noted.
Save a Life Cymru. Information	Noted.
VE DAY 80. 'A Shared Moment of Celebration' - 8 May 2025	Noted.
Natural Resources Wales. Free resources to help tackle fly-tipping in your communities	Noted.
One Voice Wales. Guidance on powers and policies which relate to Local Councils	Noted.
One Voice Wales. News from the Cost-of-Living Crisis Support Team	Noted.

One Voice Wales. The Digital Community of Practice Update	Noted.
Cyber Resilience Centre for Wales. August 2024 newsletter	Noted.
Swansea Council. Resilient Swansea	Noted.
Environment Centre. Low Carbon Food Growing - webinar	Noted.
One Voice Wales. Councils Connect: Youth Engagement & Cost of Living Initiative	Noted.

67 Delegates Feedback on Outside Bodies

i) One Voice Wales - Swansea Area Committee - 15 July 2024

The Clerk provided feedback from the Committee.

68 Workplan (For Information)

The Council Workplan was presented.

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

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

The Clerk stated that he had received several responses from Swansea Council relating to the proposal. There was likely a need for planning permission to be obtained.

It was suggested that a page within the Christmas Magazine be dedicated to seeking suggestions for use of the land; however, it was important to be cautious the land was owned by Swansea Council. Additionally, a budget would be required to meet any aspiration for the land use.

Resolved that the Council explore use of the area via the Christmas Magazine.

70 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.

71 Llangyfelach Ward Councillor Update

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

72 Placing Bleed Kits within Defibrillator Cabinets

The Clerk stated that the 3x Bleed Kits had been placed within the Council's Defibrillators. They were officially launched on 9 August 2024 by the High Sheriff with Community Councillors Sharon Phillips & Mark Tribe in attendance.

Resolved that the update be noted.

73 Additional Defibrillators within Llangyfelach Community Council Area

The Clerk stated that he was in dialogue with the Heartbeat Trust UK regarding the decision of Council (Council - 9 July 2024) to place two additional defibrillators and bleed kits with the community.

Resolved that the update be noted.

74 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 2024.

Resolved that the spend be authorised annually and the update noted.

75 Daffodil Bulbs

The Clerk stated that Swansea Council offers its Councillors and Community / Town Councils the opportunity to purchase sacks of daffodil bulbs for planting within the community. The cost is approximately £90.40 for a 25kg sack of daffodil bulbs which includes planting. A sack will cover between 4-5m².

Resolved:

- 1) The Clerk be authorised to purchase 3 sacks of Daffodil Bulbs.
- 2) The Daffodil Bulbs be planted in the vicinity of:
 - The entrance to Bryntywod.
 - Pant-lasau near the Cottages on way to Morryston Hospital.
 - Turning up to Heol Pentre Felen and Swansea Road. Just above the speed camera lay-by.

76 Action Plan 2024-2025

The Clerk stated that the Action Plan 2024-2025 was adopted by Council on 11 April 2024. Council at its meeting on 4 June 2024 resolved that the Action Plan 2024-2025 be reviewed following its consideration of the Internal Auditors report 2023-2024.

The Chair of Council stated that the Council needed to be bold and ambitious to find ways to improve the community. Councillors discussed several suggestions aimed at achieving this ambition.

Resolved that the following be added to the Action Plan 2024-2025:

Specific (Aim / Priority)	Time-Bound (When)
Purchase Daffodil Bulbs for planting within the community.	July / August

Aspirational Suggestions
Exercise Trail with equipment within the community. Bicycle Repair Station on cycle path. Constructing a Remembrance Memorial on the Village Green. Monthly Farmers Market.

77 Microsoft 365 Subscription

The Clerk stated that he utilises Microsoft 365 as the software package and cloud storage for the Council's business needs. The cost is currently £79.00 per annum. The payment for 2024-2025 was paid on 1 September 2024. Council on 11 September 2023 resolved that this annual subscription continue until a further review in Autumn 2028.

Resolved that the update be noted.

78 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 10 November 2024. Traditionally, the Council purchase a Poppy Wreath which the Chair of Council lays on behalf of the Community Council.

Councillors discussed the Remembrance Sunday commemoration and sought ways to enhance it to remember those that gave their lives. Councillors were keen to purchase additional Statues for the day and to examine the potential of placing a permanent Remembrance Memorial on the Village Green.

Resolved that:

- 1) A Poppy Wreath be purchased.
- 2) A "Unknown Tommy" Statue (left facing) & an "Unknown Women in War Statue (right facing) with the message "Lest We Forget" be purchased from Royal British Legion Industries <https://rbli.co.uk/> together with additional irons to support them and the original Statues.
- 3) Councillors seek design suggestions for a permanent Remembrance Memorial to be placed on the Village Green. This will allow the Clerk to explore the suggestion with Swansea Council.

79 Christmas Newsletter

The Clerk stated that traditionally, the Council produces the Llangyfelach Community Council's - 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:

- 1) 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.

80 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.

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) Councillor Mark Tribe liaise with the PCSO's to arrange support and assistance during the Event on 6 December 2024.
- 2) Councillor Julie Thomas discuss parking for the Brass Band at Bethel Chapel.
- 3) The Clerk be authorised to arrange an electrical safety inspection of the Christmas Tree pit.
- 4) A Sub-Group comprising Councillors Peter Gibson, Mike Glover, Sharon Phillips and Julie Rees be created. They shall be tasked with discussing the event with all relevant parties and to feedback to Council.
- 5) The Clerk continue to liaise with relevant parties and to book as required to ensure the success of the event.

81 Budget Monitoring 2024-2025

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 2024 be noted.
- 2) The Financial Budget Comparison 2024-2025 be noted.

Next Council Meeting

6.00pm on Thursday, 10 October 2024.

The meeting ended at 8.07 p.m.

Chair