



## Minutes of Meeting of Council

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

**On: Thursday, 14 October 2024 at 6.00pm.**

**Present:** Councillor Peter Gibson (Chair) Presiding. (Minutes 114-123 only)

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

**Clerk to the Council:** Huw Evans

**Councillor Sharon Phillips (Vice-Chair) Presiding**

**100 Apologies for Absence**

Apologies for absence was received from Councillor Jamie Jewell.

**101 Disclosures of Personal & Prejudicial Interests**

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

**103 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) 10 October 2024.

**104 Announcements of the Chair of Council**

There were no announcements.

**105 Public Question Time**

There were no questions asked.

**106 Community Reports**

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

There was no report.

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

There was no report.

**107 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 (October 2024)	442.49
CCS Pension Fund (Clerk) (October 2024)	175.00
Pentagon. www.llangyfelachcommunitycouncil.org.uk Wordfence Website Security Licence Annual. 20.10.2024-20.10.2025	120.00
<b>Determined by Council</b>	
B&M. 312x Cadbury Selection Boxes. Council 10.10.2024	371.28
Heartbeat Trust UK. 2x Bleed Kits. Council 10.10.2024	190.00
Heartbeat Trust UK. 2x Defibrillators. Council 10.10.2024	3,790.00
Cllr Wendy Lewis, Armed Forces Champion - Swansea Council. Remembrance Day Wreath. Council 09.09.2024	25.00
Information Commissioners Office (ICO). GDPR Annual Registration. Council 09.09.2024	35.00
Dell Latitude 7440 Laptop including: <ul style="list-style-type: none"> <li>• 5-year Dell Pro Support Enhanced Coverage for Business Package. £152.00.</li> <li>• 5-year Dell Accidental Damage Protection Package. £45.08.</li> <li>• Dell Eco Loop Premier Briefcase. £55.43.</li> </ul> Council 09.07.2024	1,459.71
<b>Payments Raised at the Meeting</b>	
Wales Air Ambulance. Donation. Community Council Appeal 2024	200.00
One Voice Wales. Training - Module 5 The Council Meeting. 29.10.2024. Councillor Paul Baker	40.00
See Minute 115 - Christmas Tree, Illuminations & Festivities	-
Society of Local Council Clerks (SLCC) - Principal Membership 2025	205.00
Requests for Grants & Donations. 6 <sup>th</sup> Llangyfelach Scout Group	748.99
As outlined within the Minutes	-
<b>Receipts (Income)</b>	
Bank Interest (October 2024)	41.15
<b>Bank Account Transfers</b>	
14.10.2024. Business Reserve Account to Current Account	5,000.00

**Resolved that:**

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

**108 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.
Eisteddfod yr Urdd Dur a Môr, Parc Margam a'r Fro 2025	Noted.
One Voice Wales. Biodiversity resources Feedback required	Noted.
One Voice Wales. Annual Financial Timetable of Actions	Noted.
Planning Aid Wales. Upcoming Network Event	Noted.
Cenin. Upper Lliw Energy Brochure	Noted.
Welsh Blood Service. Save Lives! Donate Blood!	Noted.
One Voice Wales. Cost of Living Crisis Support Team. Funding News	Noted.
One Voice Wales. Response to the Senedd Inquiry for Community and Town Councils	Noted.
Antur Cymru. Invitation: Shaping the future of Welsh Town Centres	Noted.
Environment Centre. Free - Fruit Trees Workshops x3	Noted.
Department of Work and Pension. Scam Alert	Noted.
Environment Centre. Green Fair posters and B&Q grants	Noted.
One Voice Wales. £1.5 Million Funding for Safe and Warm Hubs Across Wales	Noted.
One Voice Wales. Wales & VE Day 80 - 8 May 2025	Noted.
One Voice Wales. Pethau Bychain Nature Network	Noted.
One Voice Wales. Wellbeing Economy Cymru Festival of Ideas	Noted.
One Voice Wales. Practice Development Note (9) Terms of Reference for Council Meetings	Noted.
Welsh Government. New consultation: Legislation (Procedure, Publication and Repeals) (Wales) Bill	Noted.
North & Mid Wales Truck Road Agent. M4 J41 Pentyla / Baglan - J47 Penlle'r-gaer Fibre Network Upgrade Works	Noted.
Wales Air Ambulance. Community Council Appeal 2024	<b>Resolved</b> that a donation of £200 be given.
One Voice Wales. Pay Agreement for 2024- 2025	Noted.
Llais. November 2024 Newsletter	Noted.
Heddwch ar Waith. Peacebuilding Network. Role of Peace Ambassador	Noted.

Swansea Council for Voluntary Services (SCVS). Swansea Winter Wellbeing Grants 2024-25	Noted.
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**109 Delegates Feedback on Outside Bodies**

There was no feedback.

**110 Workplan (For Information)**

The Council Workplan was presented.

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

**i) Presentation - Penlle'r-gaer Solar Park**

This item was withdrawn.

**112 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.

**112 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 keen to secure volunteers to act as Litter Picker Guardians throughout the community.

**113 Remembrance Sunday**

The Vice-Chair outlined the recent success of Llangyfelach's Remembrance Sunday event held on 10 November 2024. It was estimated that almost 300 people attended.

The Clerk reminded Councillors to submit pictures / designs of Remembrance Memorials, so that they could assist with formulating the Council's ambitions to place a permanent one on the Village Green.

**Resolved** that the update be noted.

**Councillor Peter Gibson (Chair) Presiding**

**114 Christmas Newsletter**

Councillor Peter Gibson provided an update. He stated that the Christmas Newsletter was being printed and would be delivered to households throughout the community shortly.

**Resolved** that the update be noted.

**115 Christmas Tree, Illuminations & Festivities**

Councillors Peter Gibson, Mike Glover, Sharon Phillips & Julie Rees (Members of the Christmas Event Sub-Group) provided feedback on their work since the last meeting of Council. They set out the timings for the event and outlined many of the key issues that needed to be addressed on the day.

Councillor Sharon Phillips allocated tasks to each Community Councillor for the event. She thanked Councillor Daniel Lorey for his assistance and leadership on all aspects relating to health and safety.

The Clerk referred to the Council Meeting of 10 October 2024 where it was resolved that he prepare & submit a Rural Event Fund Grant Application. Following consultation between the Clerk, Chair & Vice-Chair of Council, a grant application for £5,755.39 was submitted. It sought funding for items to improve the Christmas Event including new Christmas lights, hiring venues and a Father Christmas suit together with all aspects of the Christmas Event.

The Clerk stated that the grant application had been successful and that the full amount was awarded. He stated that the monies would be claimed following the Christmas Event and in compliance with the stringent grant conditions. The grant included the following items. As the event is only a few weeks away, several items outlined have been purchased:

<b>Description</b>	<b>£</b>
Hire of Llangyfelach Church & Church Hall	300.00
Hire of Llangyfelach Scout Hall	150.00
Hire of Swansea Council Land Train	200.00
Pontarddulais Town Band	175.00
St John Ambulance Cymru. First Aid Cover. Donation	200.00
22ft Nordman Fir Christmas Tree & Delivery	535.20
Inspection of Electrical Pit for Christmas Tree Lights	75.00
Cadbury Selection Box x416. Note: x300 already purchased	495.04
Father Christmas Suit	326.40
Father Christmas Wig & Beard Set	44.40
Father Christmas Bell	13.99
Mickey & Minnie Mouse Christmas Characters. Crazy Characters	250.00
High Vis Vests with Bilingual Council Logo x25	195.24
Festive Lights. Festoon Lights. 80Metres. Church Path.	813.83
Festive Lights. Festoon Poles 2.4m x20 - To hang the lights	699.80
Festive Lights. Christmas Tree Lights. 300M	1,017.68
Crowd Control Barriers x4 & Delivery	204.47
LAP Rechargeable LED Work Light 1000lm x3	59.34

Councillors congratulated the Clerk on the successful application and thanked the Rural Anchor Team for the grant. They asked the Clerk to submit a further grant application should additional monies be available for items raised at the meeting.

The Clerk suggested that the Christmas Event should be given a dedicated name, as it would assist with promoting it. Llangyfelach was once famous for its historic fair and to honour the village history, it was suggested that the Christmas Event be named bilingually as “Ffair Nadolig Llangyfelach Christmas Fair”.

**Recommended that:**

- 1) The Clerk be congratulated on the successful grant application and the Rural Anchor Team be thanked for the grant.
- 2) The Clerk be tasked with submitted an additional grant request seeking funding for the items raised at the meeting. Regardless of the outcome of the additional grant application, the Clerk is asked to purchase:

<b>Description</b>	<b>£</b>
1m Reindeer & Sleigh with Presents LED 3D Figure. 90cm Snowman Christmas Figure.	241.65
10L Heavy Duty Black Plastic Rubbish Refuse Bin Waste with Locking Lid. x6	97.74
Click Counter. x2	10.24
Tinsel Gingerbread. x16 Candy Cane Spray. x10 Hanging Candy Cane. x2 LED Tinsel Snowflake Red Tinsel Bow XL	75.70
Snow Machine Hire. Price. To be confirmed (TBC).	TBC
Christmas Event Promotional Posters. x2 A3 & x1 A2. Photo Selfie Boards. Nadolig Llawen & Merry Christmas. x2	120.00
Christmas Character	100.00
Replace 16amp Commando Sockets in Electrical Pit	100.00

- 3) The Christmas Event be named bilingually “Ffair Nadolig Llangyfelach Christmas Fair”.
- 4) The update be noted.

**116 Swansea Community Review - Final Recommendations**

The Clerk stated that the Democracy & Boundary Commission Cymru (DBCC) published the Swansea Community Review Final Recommendations on 5 November 2024. The Report can be viewed on the DBCC website at <https://www.dbcc.gov.wales/reviews/11-24/swansea-community-review-final-recommendations>

The Welsh Government shall consider the recommendations and if it thinks fit, shall give effect to them either as submitted, or with modifications. Any further comments concerning the Final Recommendations should be made as soon as possible but not later than 6-weeks from the date the date of the publication of the Final Recommendations. Comments should be made to the Welsh Government at [LGPolicy.Correspondence@gov.wales](mailto:LGPolicy.Correspondence@gov.wales)

**Resolved** that the update be noted.

**117 Appropriate Sum under Section 137(4) (A) of the Local Government Act 1972 - Section 137 Expenditure Limit for 2025-2026 (For Information)**

The Clerk stated that the Welsh Government had provided formal notification that the appropriate sum for the purposes of section 137(4) (a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for 2024-2025 is £11.10 per elector.

Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes.

**118 Society of Local Council Clerks (SLCC) - Principal Membership 2025**

The Clerk stated that his Membership of the Society of Local Council Clerks (SLCC) lapses on 31 December. The renewal membership letter has been received. Membership allows access to The Clerk magazine, conferences, courses, specialist advice notes, guidance notes and model documents. The cost being £205.

**Resolved** that the Clerks SLCC Principal Membership fee be paid by Council.

**119 Laptop Replacement for the Clerk & Disposal of Asset**

The Clerk stated that Council at its meeting on 9 July 2024 resolved to authorise the Clerk to purchase a new laptop to replace the current Dell Vostro 15 laptop. The Clerk was authorised to spend up to £1,000 exclusive of VAT. On 5 November 2024 the Clerk purchased a Dell Latitude 7440 laptop as a replacement.

In accordance with the Council resolution of 9 May 2024, the Clerk in consultation with the Chair & Vice-Chair of Council, Chair of the Personnel Committee & Councillor Mike Glover was also authorised to purchase a:

- 5-year Dell Pro Support Enhanced Coverage for Business Package. £152.00.
- 5-year Dell Accidental Damage Protection Package. £45.08.
- Dell Eco Loop Premier Briefcase. £55.43.

The Clerk stated that the total spend was £1,459.71 inclusive of VAT; however, the Clerk would claim the VAT back from HMRC.

**Resolved that:**

- 1) The purchase of the Dell Latitude 7440 Laptop, Briefcase, Pro Support Protection & Accidental Damage Package Clerk be approved.
- 2) The Dell Vostro 15 laptop be removed from the Asset Register and disposed of.

**120 Model Financial Regulations (Wales) 2024 & Council's Bank Accounts**

The Clerk stated that new Model Financial Regulations had been issued to replace the 2019 version. He stated that he was in the process of following the guidance to ensure they were amended to reflect local choice for Llangyfelach Community Council.

The Model Financial Regulations (Wales) 2024 relating to Electronic Payments suggest that a person should be appointed as the Service Administrator and that at least one Councillor authorise the online approval process. The Regulations also suggest that authorised signatories have access to the Councils online Bank Accounts.

The Council currently banks with NatWest. NatWest does offer this more secure sign-off system which they call "Bankline"; however, the Bank is unable to transfer the Council's accounts to it. The Council would have to open two new Bank accounts with NatWest and then close its current accounts to gain access to Bankline. Unfortunately, the Payee details and Direct Debits would not be transferred when creating new accounts, so the Clerk would have to set them up again.

The Clerk asked for authority to set up the new accounts with NatWest or another Bank as required. It is also an opportune time to review the signatories on the accounts. The Clerk suggested that 2-4 Councillors are added as signatories and that the Clerk is designated the Service Administrator with signatory authority.

**Resolved that:**

- 1) The Clerk be authorised to set up new bank (Current & Reserve) accounts with NatWest or another Bank as required.
- 2) Three Councillors (Paul Baker, Peter Gibson, Sharon Phillips) and the Clerk be added as signatories to the new Bank Accounts. Any two out of the four to authorise, normally the Clerk and a Councillor.
- 3) The Clerk be designated the Service Administrator of the Bank Accounts.
- 4) The Clerk shall present the Model Financial Regulations (Wales) 2024 to reflect local choice to Council for adoption once the new Bank Accounts are in operation.



**121 Floral Decorations within the Community**

Traditionally, the Council purchases Floral Decorations from Swansea Council and has then placed within the Community. Not all areas, within the community are appropriate and have been ruled out by Swansea Council on safety grounds or inadequate infrastructure. Swansea Council has provided a quote, repeating the Community Council' previous order for Floral Decorations.

<b>To supply &amp; maintain:</b>	<b>£ including VAT</b>
1x 3 Tier Square @ Village Green.	£534.00
2x Barrier Troughs @ Pengors Road.	£252.00
28x Lamppost Baskets @ Heol Pentre Felen x14. Post: 1, 2, 4, 7, 8, 10, 12, 15, 17, 19, 21, 23, 28 & 30.	£4,200.00
Swansea Road x14. Post: 125, 126, 128, 131, 132, 133, 135, 136, 138, 140, 141, 144, 145 & 146.	
2x Planters * @ A48 / Bryntywod. Flowers & Watering only.	£380.00
<b>Total</b>	<b>5,366.00</b>

**Note:** \* - The 2x Planters at Junction of A48 / Bryntywod are owned by the Community Council.

**Resolved that:**

- 1) The Floral Decorations as outlined be purchased.
- 2) The Clerk investigate the possibility of having a Lamppost Basket added to the two lampposts on the junction of the A48 & Bryntywod and if suitable for them to be added to the order..

**122 General Power of Competence (GPoC) Declaration**

The Clerk stated that the Local Government & Elections (Wales) Act 2021 outlined the eligibility for a Community Council to have the General Power of Competence (GPoC).

The GPoC permits qualifying authorities to do “anything that an individual generally can do”. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended is not otherwise prohibited. The GPoC enables eligible Community Councils to act in their communities’ best interests, generate efficiencies and secure value for money outcomes.

The freedom of GPoC is available to Community Councils that meet three criteria for eligibility set out in the Local Government & Elections (Wales) Act 2021 (Part 2, Section 30). Llangyfelach Community Council & the Clerks currently meet all three criterion as outlined in the report.

**Resolved that:**

- 1) Llangyfelach Community Council declares that it has the General Power of Competence (GPoC).
- 2) The decision be published on the Council's website within 7 working days of this meeting.
- 3) The declaration of GPoC be reviewed at the Annual Meeting of Council and added to the Workplan.

**123 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:

<b>Organisation</b>	<b>£</b>
Funding of Book. Gardening Life of Herbert (Bert) Stacey.	250.00
Remaining Budget	1,250.00

Two request had been received from 6<sup>th</sup> Llangyfelach Scout Group. The requests are for the purchase of an Oven for £449.00 and a Petrol Mower for £299.99.

The Chair of Council, Vice-Chair of Council & Clerk have seen a Summary of the Applicant's (Organisation's) Accounts for the last financial year.

**Resolved** that a donation of £748.99 be made.

**Next Council Meeting**

6.00pm on Thursday, 12 December 2024.

The meeting ended at 7.48 p.m.

**Chair**