



Minutes of Meeting of Council

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

On: Thursday, 12 December 2024 at 6.00pm.

Present: Councillor Sharon Phillips (Vice-Chair) Presiding

Councillors: Mike Glover & Adrian Roberts

Clerk to the Council: Huw Evans

124 Apologies for Absence

Apologies for absence was received from Councillors Paul Baker, Peter Gibson & Julie Rees.

125 Disclosures of Personal & Prejudicial Interests

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

126 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) 14 November 2024.

127 Announcements of the Chair of Council

The Vice-Chair thanked those that braved the weather and attended the successful Ffair Nadolig Llangyfelach Christmas Fair and paid tribute to all that helped make it such a success.

128 Public Question Time

There were no questions asked.

129 Community Reports

i) PCSO (Police Community Support Officers) Report

There was no report.

ii) LAC (Local Area Co-ordinators) Report

There was no report.

130 Expenditure, Income, Bank Account Transfers & Bank Reconciliation

The Clerk outlined the Expenditure, Income, Bank Account Transfers & Bank Reconciliations since the last meeting of Council. Expenditure was made in accordance with Minute 19 "Constitutional Matters" of the Annual Meeting of Council held on 9 May 2024.

Minutes of Llangyfelach Community Council (12.12.2024) Cont'd

Expenditure (E)		£
E59	Clerk Salary (November 2024) & Back Pay	520.86
E60	CCS Pension Fund (Clerk) (November 2024)	206.01
E66	Low Cost Printing. Additional Christmas Newsletters x75	175.00
Expenditure - Previous Council Decision (E)		£
E46	Amazon. Tally Clicker Counter x2. Council 14.11.2024	12.30
E49	The Range. Tinsel, Hanging Candy Cane & Bow. Council 14.11.2024	75.70
E50	Amazon. Heavy Duty Black Plastic Bins x5. Council 14.11.2024	117.30
E51	Lights4Fun. 1m Reindeer & Sleigh with Presents LED Figure & 90cm Snowman Christmas Figure. Council 14.11.2024	289.98
E58	Swansea Council. Floral Decorations within Community 2024. Council 07.11.2023	5,313.00
E61	Low Cost Printing. Christmas Fair Posters. Council 14.11.2024	23.00
E62	Low Cost Printing. Selfie Boards x2. Council 14.11.2024	96.00
E63	Bowen Hopkins Ltd. Electrical Pit Inspection & Replacement Commando Socket. Council 14.11.2024	210.00
E64	Swansea Council. Hire of Land Train for Christmas Fair. Council 14.11.2024. Note: Land Train cancelled due to weather. Refund pending from Swansea Council	200.00
E65	St John Ambulance Cymru. Donation - Performed at Llangyfelach Fair. Council 14.11.2024	200.00
E67	Keter UK Ltd. 2x Nova Storage Boxes 880L. Council 14.11.2024	260.00
E68	Robert Dyas. Coleman Event Shelter Performance XL Bundle. Council 14.11.2024	310.94
E69	Argos. 9x Stackable Storage Boxes. Council 14.11.2024	96.00
E70	Pontarddulais Town Band. Performed at Christmas Fair. Council 14.11.2024	175.00
E71	Crazy Characters. x3 Disney Characters at Christmas Fair. Council 14.11.2024	350.00
Expenditure - Raised at the Meeting (E)		£
E72	Pentagon. Website Maintenance & Support 01.11.2024-31.10.2025	900.00
E73	One Voice Wales. Training - Module 2 The Councillor. 09.12.2024. Councillor Paul Baker	40.00
E74	HB Enoch & Owen. Payroll Services. QTR 3 - 2024-2025	43.20
E75	HMRC. PAYE Income Tax & NI. QTR 3 - 2024-2025	353.80
E76	Clerk Salary (December 2024)	452.33
E77	CCS Pension Fund (Clerk) (December 2024)	178.89
-	As outlined within the Minutes	-
Income (I)		£
I11	Swansea Council Community Fund. Councillor Mark Tribe. Donation towards Defibrillators & Bleed Kits	1,990.00
I12	Bank Interest (November 2024)	28.03

Bank Account Transfers (T)		£
T09	07.11.2024. Business Reserve to Current Account	1,500.00
T10	11.11.2024. Business Reserve to Current Account	2,500.00
T11	12.11.2024. Business Reserve to Current Account	2,000.00
T12	18.11.2024. Business Reserve to Current Account	6,000.00

Resolved that:

- 1) The Expenditure, Income, Bank Account Transfers & Bank Account Monthly Reconciliations be approved and noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.

131 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.
One Voice Wales. Recruitment Induction and Retention of Clerks Guide - Amended Version	Noted.
Swansea Philharmonic Choir's Newsletter - November 2024	Noted.
Swansea Council. Tackling Poverty	Noted.
One Voice Wales. National Conference 2024 Report	Noted.
Senedd Cymru. Consultation: Wales COVID-19 Inquiry Special Purpose Committee - UK-Covid Inquiry Module 1 Report	Noted.
Parish Online. Newsletter	Noted.
One Voice Wales. Guidelines about Naming Domains and Websites	Noted.
Ystadau Cymru. Conference	Noted.
Welsh Government. Publication of consultation papers - Planning resilience and preserving trees	Noted.
One Voice Wales. Cost of Living Crisis Project 'Meals that Matter' Webinar	Noted.
One Voice Wales. Top 10 Things to do for Councils	Noted.
Statkraft UK. Swansea Greener Grid Park Community Liaison Group	Noted.

Transport for Wales. December rail timetable changes bring improvements for passengers	Noted.
One Voice Wales. Information on RAAC in Buildings	Noted.
Environment Centre. St Thomas Postcode Gardener launch & tree planting	Noted.
One Voice Wales. Guidelines about Email and Procurement	Noted.
Urdd Gobaith Cymru. Fund For All Appeal	Noted.
Mumbles Community Council. Green Heroes December Event	Noted.
Welsh Government. Dementia Action Plan Survey. https://www.gov.wales/dementia-action-plan-survey	Noted.
Welsh Government. M4 Fibre Network Upgrade Works	Noted.
Llais. Winter Care Awareness Event	Noted.
One Voice Wales. Pethau Bychain - Nature Network	Noted.
One Voice Wales. 2024 Local Policy and Innovation Partnership (LPIP) Community Survey	Noted.
One Voice Wales. Inquiry Launch: Community cohesion	Noted.
Swansea Council. Proposed new model for Specialist Teaching Facilities (STFs) across Swansea	Noted.
Police & Crime Commissioner. Police & Crime Plan consultation Police Funding survey	Noted.
Welsh Government. Have Your Say 2024: A message to older people	Noted.
Society of Local Council Clerks (SLCC). News Bulletin	Noted.
One Voice Wales. National Awards	Noted.
Swansea Bay University Health Board. Independent Review of Maternity and Neonatal Services	Noted.
One Voice Wales. Sharing NESO's consultation on the SSEP and linked methodologies	Noted.
Welsh Government. Day and Respite Opportunities Questionnaire	Noted.
Natural Resources Wales. Review of deliberative engagement in Wales	Noted.

132 Delegates Feedback on Outside Bodies

There was no feedback.

133 Workplan (For Information)

The Council Workplan was presented.

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

i) Road Safety Grant 2024/25 - Clasemont Road

Council considered the road safety proposals for Clasemont Road as outlined by Swansea Council. Council agreed that there was a need to put road safety measures in place; however, they favoured a reduction of road speed to 30mph only.

Resolved that the consultation response be sent to Swansea Council.

135 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.

136 Llangyfelach Ward Councillor Update

There was no report.

137 Remembrance Sunday

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.

138 Christmas Newsletter

The Clerk stated that there had been a slight problem with the delivery of the Newsletter and that 75 additional copies were printed.

Resolved that the update be noted.

139 Ffair Nadolig Llangyfelach Christmas Fair

The Vice-Chair, Councillor Sharon Phillips stated that the Fair held on 6 December 2024 had been a huge success despite the weather and Storm Darragh. She thanked everyone that gave their time to ensure its success. Discussions were held relating to the Christmas Fair in 2025 including date, timings, hire of Land Train, Brass Band, Choirs & First Aid Cover etc.

The Clerk stated that Bowen Hopkins Ltd had been appointed by the Council to inspect the Electrical Pit, Village Green on an annual basis. Following the 2024 inspection, a Commando Plug was replaced. Bowen Hopkins Ltd, also recommended that the Electrical Pit be tanked due to ongoing water egress. They will provide a quote for this work in 2025.

The Clerk stated that the Council had been successful in obtaining a second grant from the Rural Event Fund, taking the grant over £6,000. The Clerk shall submit the relevant documentation as outlined in the grant conditions.

Resolved that:

- 1) The update be noted.
- 2) Bowen Hopkins Ltd be asked to tank the Electrical Pit.
- 3) The Clerk complete and submit all relevant information relating to the Grant Claim.
- 4) The Rural Event Fund Team be thanked for the grant.
- 5) The Clerk be authorised to purchase Father Christmas spectacles, a belt and boots.
- 6) The Ffair Nadolig Llangyfelach Christmas Fair 2025 be held on Friday, 5 December 2025.
- 7) The Clerk be tasked with booking the Land Train, First Aid Cover, and a Brass Band for the Fair 2025.

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

The Clerk stated that Council held on 14 November 2024, resolved that two new Bank Accounts be opened. An application to create two new Bank Accounts (Current & Reserve) with NatWest Bank has been submitted. The accounts will have the "Bankline" ability which is advised as part of the Model Financial Regulations (Wales) 2024. The signatories on the accounts will be Councillors Peter Gibson, Sharon Phillips, Paul Baker & the Clerk. The process may take 3 months.

Resolved that the update be noted.

141 Floral Decorations within the Community

The Clerk stated that Council at its meeting on 14 November 2024 resolved to continue with Floral Decorations within the Community. The Clerk was asked to include two additional Lamppost Baskets at the junction of A48 & Bryntywod (Posts 877 & 879. Swansea Council have confirmed that the posts are suitable and have provided an amended quotation of £5,666.

Resolved that the update be noted.

142 Pea Lighting on the Cherry Trees on Village Green

The Clerk stated that the Council's Action Plan 2024-2025 includes the ambition to place Pea Lighting on the Cherry Trees at the Village Green. The Clerk has scheduled a meeting with a specialist Company to discuss the matter in January 2025. The Clerk will provide feedback and bring a formal report to a future Council Meeting.

Resolved that the update be noted.

143 Precept & Draft Budget 2025-2026

The Clerk stated that a Community Council must calculate its budget requirement for each financial year in accordance with Section 50 of the Local Government Finance Act 1992 and issue a precept to the billing authority. The billing authority collects the precept (charge) on behalf of Town and Community Councils under Section 41 of the above Act.

Swansea Council has stated that the Council Tax Base 2025-2026 for Llangyfelach Community Council has been calculated as **976** Band D equivalent properties.

The Clerk prepared a budget for consideration with no proposed increase to the Precept. The Clerk presented the draft budget for consideration. He stated that Earmarked Reserves had been created for Election Costs (£5,000) and Councillors Allowance (£6,000).

Resolved that:

- 1) The Precept for 2025-2026 be set at £30,000.
- 2) The Budget 2025-2026 as outlined in Appendix A of the report be approved.

Next Council Meeting

6.00pm on Thursday, 9 January 2025.

The meeting ended at 6.40 p.m.

Chair