

## COUNCIL SUMMONS

**You are hereby summoned to attend a meeting of the LLWCHWR TOWN COUNCIL to be held on Monday NEXT the 30<sup>th</sup> April 2018 at the Welfare Hall, Loughor, commencing at 7.15pm, for the transaction of the following business:-**

1. Mayor's Announcements
2. Apologies for absence.
3. To receive disclosures of Personal Interests from Members under the Council's Code of Conduct.  
(Note: Members are requested to identify the item number and subject matter that their Personal Interest relates to. Where the Personal Interest is a Prejudicial Interest they must withdraw from the meeting while that item of business is discussed.)
4. To confirm the Minutes of the Meeting of Council held on the 9<sup>th</sup> April 2018 (copy enclosed)
5. To consider matters arising from the Minutes, if any.
6. To receive the Minutes of the meeting of the Welfare Hall Management Committee held on the 9<sup>th</sup> April 2018 (copy enclosed with the papers for the Welfare Hall Management Committee Meeting of the 30<sup>th</sup> April 2018).
7. To receive the Minutes of the meeting of the Functions Sub-Committee held on the 5<sup>th</sup> March 2018 (copy enclosed).
8. To receive a report on current policing activity.
9. To consider correspondence received, if any.
10. To receive reports from Members attending meetings/functions.
11. To consider the Report of the Clerk (copy enclosed).
12. To consider the Planning Report (copy enclosed).
13. Any other business which the Chairman determines to be urgent.
14. To consider passing a resolution to exclude the press and public during consideration of the next item of business due to the confidential nature of the matters to be considered.
16. To consider the Further Report of the Clerk (copy attached).

**Would members please ensure that they sign the Attendance Register.**

Dated this 25 April 2018

Clerk to the Council

**CYNGOR TREF LLWCHWR**  
**LLWCHWR TOWN COUNCIL**

**Minutes of the Meeting of**  
**Llwchwr Town Council**  
**held on 9 April 2018**

**PRESENT:** Councillor C. Phillips (Chairman)  
Councillors S. Beynon, J. Bowen, Wendy Evans, William Evans,  
H. Huelin, I. James, P. Parsons, C. Richards, K. Roberts, R. V. Smith,  
W. Smith, D. Walters, J. Williams, P. Williams and R. Williams.

(Welfare Hall, Loughor: 7.15m – 8.00 pm.)

**162. MAYORS ANNOUNCEMENTS**

The Mayor congratulated Mr N. Havard on his appointment of Clerk to the Council. She also congratulated Councillor R. Williams on having been awarded the Good Neighbour, Volunteer of the Year Award. The Mayor informed the meeting that on the 27<sup>th</sup> March she had attended the opening of the Southern Section of the Heart of Wales Trail which had been well attended. On the 2<sup>nd</sup> April she had attended the Egg Rolling Competition in Parc Williams. She had also presented cheques and had her Portrait Photograph taken.

**163. APOLOGIES**

There were apologies for absence from Councillor A. Davis.

**164. DECLARATIONS OF INTEREST**

The following declarations of interest were made.  
Councillors William Evans and C. Richards declared an interest in Minute 175(j).

**165. MINUTES OF COUNCIL**

It was **RESOLVED** that the minutes of the Meeting of Council held on the 5<sup>th</sup> March 2018 be confirmed as a correct record.

**166. MATTERS ARISING**

There were no matters arising.

**167. MINUTES OF THE APPOINTMENT COMMITTEE**

The Minutes of the Meeting of the Appointments Committee held on the 23<sup>rd</sup> March and 27<sup>th</sup> March 2018 were **NOTED**.

**168. WELFARE HALL MANAGEMENT COMMITTEE**

The Minutes of the Meeting of the Welfare Hall Management Committee held on the 5<sup>th</sup> March 2018 were **NOTED**.

**169. FUNCTIONS SUB-COMMITTEE**

The Minutes of the Meeting of the Functions Sub-Committee held on the 5<sup>th</sup> February 2018 were **NOTED**.

**170. APPOINTMENT OF MAYOR ELECT FOR THE MUNICIPAL YEAR 2018/2019**

It was **RESOLVED** that Councillor I. James be appointed the Mayor Elect for the Municipal Year 2018/2019.

**171. APPOINTMENT OF DEPUTY MAYOR ELECT FOR THE MUNICIPAL YEAR 2018/2019**

It was **RESOLVED** that Councillor William Evans be appointed the Deputy Mayor Elect for the Municipal Year 2018/2019.

**172. POLICE REPORT**

There was no police report.

**173. CORRESPONDENCE**

(i) **RBS Training**

It was reported that the earliest the new Clerk could receive training would be the 30<sup>th</sup> May 2018

It was **RESOLVED** that the new Clerk be given training on the RBS Software system on the 30<sup>th</sup> May 2018 at a cost of £399.00 plus travelling at 0.45p per mile and VAT.

(ii) **Well-being of Future Generations Act**

It was reported that the City and County of Swansea were to provide training on the above Act on the 14<sup>th</sup> May 2018.

It was **RESOLVED** that consideration of the matter be deferred to the next meeting of Council.

**174. MEMBERS REPORTS**

It was **NOTED** that Councillor R Williams as a Governor of Pontybrenin Primary School had attended a Ministerial visit to the school.

Councillor R Williams and Councillor P Williams had attended the Gower Lions Annual Dinner which was a very good evening.

**175. REPORT OF THE CLERK**

(a) Police Matters

It was **NOTED** that the crime statistics were very low.

(b) Accounts for Payment

It was **RESOLVED** that the following payments be authorised

A W Davies - postage for this meeting -	£8.40
Swans CD – Removing Malware and reinstalling Norton -	£50.00
A W Davies – Step Ladder -	£84.99
A W Davies – Council Glassware -	£560.00
A W Davies – postage for meeting 23.03.18 and stamps -	£56.00
A W Davies – Ink for Printer Cartridge -	£55.00
A W Davies – Postage for Chain of Office -	£29.60
City and County of Swansea – Election Costs (May 2017 -	£315.00
Lloyds Bank Commercial Services Ltd – Algebra Stationery supplies –	

	£97.47
Cariad – Two Defibrillators -	£2600.00
Stuart Rees – Balance of costs of rendering the Hall -	£2500.00

- (c) Anti- Litter Campaign in Loughor  
It was **NOTED** that the letter picking was ongoing.
- (d) Council Grants
- (i) 1<sup>st</sup> Loughor Brownies and 2<sup>nd</sup> Llwhchwr Guides  
It was **RESOLVED** that each group be awarded a grant of £100.00.
  - (ii) Age Cymru Swansea Bay  
It was **NOTED** that the organisation was seeking financial support.
  - (iii) Cariad  
It was **RESOLVED** that a grant of £500.00 be awarded subject to the medical response vehicle being based in Gorseinon Fire Station.
  - (iv) Letter of Thanks  
It was **NOTED** that a letter of thanks had been received from the Penyrheol Amateur Boxing Club.
- (e) Local Development Plan  
It was **NOTED** that there was nothing to report.
- (f) Presentation on the Review of the Electoral Arrangements for the City and County of Swansea  
It was reported that the Local Democracy and Boundary Commission would be undertaking a review of the electoral arrangements for the City and County of Swansea City. Before the review begins the Commission would like to hold a presentation to explain the process and answer questions. The presentation would be held on the 3<sup>rd</sup> May at 5.30 pm in the Guildhall  
It was **RESOLVED** that the Council be represented by Councillor R V Smith and the Clerk..
- (g) One Voice Wales/SLCC Joint Event – 16 May 2018  
It was **RESOLVED** that the Clerk be authorised to attend the event being held in the Metropole Hotel in Llandrindod Wells at a cost of £75.00 plus VAT.
- (h) Abergelli PowerStation Public Consultation  
It was **NOTED** that the results of the consultation period had been published and updates would be published as work progressed.
- (i) Smart Pension  
It was **NOTED** that the March payment in the sum of £9.70 had been paid by Direct Debit.
- (j) The Thomas and Elizabeth Williams Scholarship Fund  
It was **NOTED** that Mr Peter Bowen has concerns over the operation of the Fund in Swansea though members were satisfied the funds had been

applied in accordance with the terms of the scheme..

(k) Welsh Government Taskforce on Unadopted Roads

It was **NOTED** that the above taskforce had been set up.

(l) Council Newsletter 2017/18

It was **NOTED** that the same organisations would be used for delivering the Newsletter as last year.

**176. PLANNING REPORT**

(i) The Council considered the following planning applications upon which the observations of the Town Council had been requested.

(a) It was **RESOLVED** that there would be no objection to the following:-

(i) No.2018/0416 – 34 Pantycelyn, Gorseinon – Mr and Mrs Turner  
Proposed single storey rear extension;

(ii) No.2018/0376 – Land adjacent to 85 Bryn Road, Loughor - Mr

M

Durrant - Proposed one pair of semi-detached dwellings;

(iii) No. 2018/0623 – 90 Belgrave Road, Gorseinon – Mr K Leddy  
Proposed two storey rear extension;

(iv) No.2017/2223 – 28-30Pengry Road, Loughor – Miss Jena Evans  
Proposed variation of condition 6 and 12 of planning permission  
2009/0273 to allow the requirements of the conditions to be  
Considered post commencement of works and beneficial  
occupation of the development;

(v) 2018/0557 – Kingsbridge Centre, Swansea Road, Gorseinon – Mr  
C Lloyd - Proposed subdivision of unit to provide new car sales,  
Fenestration alterations and addition of car park bays;

(vi) 2018/0621 – Gorseinon Campus, Belgrave Road – Mr P Harris  
Proposed installation of new sprinkler tank and pump house kiosk  
on a reinforced concrete raft (Application for a certificate of  
proposed lawful development);

(vii) 2018/0676 – 88 Loughor Road, Gorseinon – Mr P Benbow  
Proposed two storey part single storey rear extension.

**177. URGENT ITEMS**

The Mayor welcomed back Councillor Bowen after his operation.

(i) New Data Protection Regulations

It was **NOTED** that new regulations would come into force in May.

(ii) Twinning Visit to Ploermel

The Deputy Mayor reported that she had been invited to visit Ploermel.

It was **RESOLVED** that the Deputy Mayor be authorised to represent  
the Council on the visit and to take appropriate regalia.

(iii) Eligibility Criteria for Holding Office of Mayor

It was **NOTED** that the current criteria would need minor alteration.

**178. EXCLUSION OF THE PRESS AND PUBLIC**

It was **RESOLVED** that the press and public be excluded from the  
meeting during the discussion of the next item due to the confidential  
nature of the matter under discussion.

**179. FURTHER REPORT OF THE CLERK**

(a) Payments

It was **RESOLVED** that the following payments be authorised

(i) A W D – salary (March) -	£1964.83
(ii) A W D – office expenses (March) -	£83.33
(iii) HMRC – Town Council PAYE/NI (March) -	£772.48
(iv) NL – Wages (March) -	£1278.34
(v) HMRC – Welfare Hall PAYE/NI (March) -	£316.22

(b) Receipts and Payments

The current receipts and payments of the Council were **NOTED**.

Chairman

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the meeting of the**

**FUNCTION SUB-COMMITTEE**

**held on 5 March 2018**

**PRESENT:** Councillor C. Phillips (Chairman)  
Councillors S. Beynon, Wendy Evans, William Evans,  
I. James, P. Parsons, R. V. Smith, W. Smith, D. Walters,  
J. Williams, P. Williams and R. Williams.

(Welfare Hall, Loughor: 8.15 – 8.35 pm)

**43. APOLOGIES FOR ABSENCE**

There were apologies for absence from Councillors J. Bowen,  
H. Huelin, C. Richards and K. Roberts.

**44. DECLARATIONS OF INTEREST**

There were no declarations of interests.

**45. MINUTES**

It was **RESOLVED** that the minutes of the meeting held on the 5<sup>th</sup>  
February 2018 be confirmed as a correct record.

**46. MATTERS ARISING**

There were no matters arising.

**47. CLERK'S REPORT**

(a) Cawl a Chan

It was reported that the Cawl A Chan held on Friday  
16<sup>th</sup> February 2018 had been a success and was well supported by the  
community.

It was **NOTED** that the ticket money had amounted to £192.00 and the  
profit on the bar was £67.47 which had been paid into the Town  
Council accounts while the raffle raised £174.10 which had been paid  
into the Mayor's account

(b) Annual Dinner

It was **NOTED** that

(i) the invitations had been drafted and would go out shortly;

- (ii) the food had been ordered;
- (iii) raffle prizes would be needed;
- (iv) the Hall would need to be opened at 10.30 am on the day to be setup;
- (v) the MC would be Councillor R V Smith;
- (vi) guests would be met by Councillor William Evans;
- (vii) the entertainment would be provided by the Bus Pass Cowboys;
- (viii) two bouquets would be presented, one to the Mayor by last year's Mayor and one to the guest speaker by the current Mayor.

(c) Awards Evening 2017

It was **NOTED** that the Council would hold an Awards Evening on Friday 11 May 2018 and members were asked to consider suitable Recipients and to provide background information on the recipients.

(d) Other Council Functions

It was **NOTED** that there were no other functions at present.

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Chairman



**Agenda Item 11.**

**LLWCHWR TOWN COUNCIL**

**30 April 2018**

**REPORT OF THE CLERK**

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11. Independent Remuneration Panel for Wales
12. Council Newsletter 2017/18

**LLWCHWR TOWN COUNCIL**

**30 April 2018**

**PLANNING REPORT**

1. Planning Applications

At the time of writing this report, notification has been received of the following planning applications upon which the observations of the Town Council have been requested:-

- (i) No.2018/0712 – Garngoch Cottage, Swansea Road, Fforestfach – Mr C Collins – Proposed two storey part single storey side/rear extension incorporating a garage/utility room, first floor rear extension, addition of chimney on West elevation, replacement doors and windows;
- (ii) No.2018/0757 – Unit B1 Kingsbridge Business Park, Mardy Trading Estate, Gorseinon – Virgin Media Ltd – Installation of 2 replacement condensers

Dated this 25 April 2018

Clerk to the Council

**Agenda Item 11.**

**LLWCHWR TOWN COUNCIL**

**30 April 2018**

**REPORT OF THE CLERK**

1. Police Matters  
There are no matters to report.
  
2. Accounts for Payment

A W Davies - postage for this meeting -	£TBA
A W Davies – Bar Supplies -	£98.63
A W Davies – Bar Supplies -	£2.95
I James – Plastic Bowls -	£7.00
Vimla Dasi – Annual Dinner Entertainment -	£60.00
Jan Thomas – Annual Dinner Bouquets -	£50.00
P K Johnson – Fees re – rendering and painting -	£250.00
P Owens – External painting of Hall -	£650.00
  
3. Council Grants
  - (i) Bopath Children’s Therapy Centre Wales  
A request for financial support has been received from the above. The organisation provides specialist therapy for children suffering from cerebral palsy. The Council has not supported them in the past.
  
4. Anti-Litter Campaign in Loughor  
There is nothing to report at this time.
  
5. Local Development Plan  
There is nothing further to report at this time.
  
6. BNP Paribas – Leasing charges  
The Council may wish to note that the quarterly leasing charge for the photocopier in the sum of £182.40 will be paid by Direct Debit on or after the 4<sup>th</sup> May 2018.
  
7. One Voice Wales/SLCC Joint Event – 16 May 2018  
The Council may wish to note that the Clerk has been booked to attend the above event.
  
8. Eligibility Criteria for the Appointment of the Mayor and the Deputy Mayor  
At the last meeting of Council concern was expressed that the Council’s Eligibility Criteria was out of date due to changes in legislation. The Clerk has checked the existing Eligibility Criteria and can confirm that it has already been amended and meets current requirements. A copy of the Criteria is attached for information. The Council may wish to note the position.
  
9. Wildflower Planting

The cost of the wildflower seeds will amount to £280.00 plus VAT. The only area that can be planted is the Cwmladron Roundabout. The Council has previously confirmed it wished to be involved and this report is to confirm the cost so that the scheme can proceed.

10. Briefing Session/Interactive Workshop on Well-being of Future Generations Act (Wales) 2015

The above matter has been deferred from the last meeting of Council. It is a briefing session and workshops aimed at community and town councillors. The session will cover the meaning of the Act; how it will affect community and town councils; how the act can be used; and Swansea Public Service Board and the Local Well-being Plan. The session will take place on Monday 14<sup>th</sup> May at 6.00 pm to 7.30 pm in Committee Room 1 in the Civic Centre. The Council may wish to consider whether to be represented.

11. Independent Remuneration Panel for Wales

The Clerk has previously reported on the changes being introduced by the panel and recommended that the matter be dealt with at the Annual Meeting of Council. However the Clerk attended a meeting with the members of the panel on the 11<sup>th</sup> April 2018. The Panel's proposals are aimed at getting more people to stand as town and community councillors and not be placed in a position of not being able to afford to. There are some payments which are mandatory and some discretionary. The Council is also required to publish payments it

makes.

At present there is a requirement to publish this information but it only affects the Mayor's allowance. The type of form to be used can be downloaded from the Panel's website.

The Council is required to pay an annual payment to members in respect of the costs incurred in carrying out their role of member. This payment is in the sum of £150.00 and is payable to every member for telephone usage, information technology, consumables etc. The Council cannot resolve not to make this payment. A member can decide they do not want to accept the payment but they must do it in writing to the Clerk.

The Council can make an additional annual payment of £500 to up to 5 members for specific responsibilities. This is aimed at Committee chairmen. The Council has two standing committees as well as Council. It is recommended that only the Council and two committees should be considered and it is open to the Council to decide whether to make any such payments. The Council is authorised to make payments in respect of travel costs for approved duties. The payments must be the actual costs of travel by public transport or the HMRC mileage allowances. It is recommended that this provision be adopted with effect from the Annual Meeting. The same would apply to an overnight stay and financial loss compensation.

The Council must provide for the reimbursement of cost of care for dependent children and adults up to a maximum of £403 per month. This is a mandatory requirement but is subject to the provision of receipts.

The Council is authorised to make a Civic Head payment to the Mayor up to a maximum of £1500.00 and a payment to the Deputy of up to £500.00. This is a discretionary payment and could be in addition to the £150.00 for costs and expenses and a chairman's allowance of up to £500.00.

Any member in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council other

than travel and subsistence expenses and costs of care though they can still hold a senior role.

In summary the Council must

- (i) pay each member £150.00 for costs and expenses;
- (ii) provide for the reimbursement of care costs up to £403 per month on production of receipts;

The Council may

- (i) make payments for members travelling costs, overnight stay and financial loss allowances for approved duties in accordance with the Panel's limits and subject to receipts as appropriate;
- (ii) make payments for specific responsibilities of £500.00.
- (iii) make a payment to the Mayor of up to £1500.00;
- (iv) make a payment to the Deputy Mayor of up to £500.00.

It is recommended that the payments which the Council must make be adopted and take effect from the date of the Annual Meeting of Council.

In relation to the payments the Council may make, it is recommended that (i) above be adopted; (ii) above members decide if they wish to make any payment

and if, so to take effect from the Annual Meeting; and in relation to (iii) and (iv) decide whether a payment to the Deputy is required (the Mayor currently receives an allowance) and determine the amount at the Annual Meeting.

#### 12. Council Newsletter 2017/18

The Council Newsletter for 2017/2018 is currently with the printers and it is hoped that it will be available for delivery soon. The Clerk has obtained street lists for each of the Council wards and has visited the ATC who have confirmed that they will deliver in Upper Loughor and Kingsbridge. The Clerk hopes that Councillor Bowen has made arrangements with the Centurion Lifeguards and Council William Evans with the Garden Village Football Club to deliver in Lower Loughor and Garden Village respectively.

Dated this 25 April 2018

Clerk to the Council