

## **COUNCIL SUMMONS**

**You are hereby summoned to attend a meeting of the LLWCHWR TOWN COUNCIL to be held on Monday NEXT the 2<sup>nd</sup> November,2020 commencing at 7.15pm.**

**The Meeting will be held on a remote basis in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings)(Wales) Regulations 2020 and by means of Google Meet.Press and Public are invited to attend online but should give prior notice to the Clerk at [clerk@llwchwrTownCouncil.gov.uk](mailto:clerk@llwchwrTownCouncil.gov.uk) and detail any question they wish to submit.The agenda will be as follows-**

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 Annual Meeting of Council held on the 15<sup>th</sup> October 2020 (copy enclosed)
5. To consider matters arising from the Minutes, if any.
6. To receive a report on current policing activity.
7. To consider correspondence received, if any.
8. To receive reports from Members attending meetings/functions.
9. To consider the Report of the Clerk (copy enclosed).
10. To consider the Planning Report (copy enclosed).
11. Any other business which the Chair determines to be urgent.
12. 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.
13. To consider the Further Report of the Clerk (copy attached).

Dated this 28<sup>th</sup> October,2020

N.G.Havard  
Clerk to the Council

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the ExtraOrdinaryMeeting of**

## Llwchwr Town Council

### held on a remote basis in accordance with the provisions of the Local Authorities(Coronavirus)(Meetings)(Wales) Regulations 2020 and by means of Google Meet held on the 15<sup>th</sup> October,2020

**PRESENT:** Councillor Will Evans(Chair)

Councillors S.Beynon, J.Bowen,Wendy Evans, I.James,P.Parsons,C.Phillips,C.Richards,  
R.Smith,  
and J.Williams,

(Remote Access 10.30 a.m -11.45 a.m.)

#### **167.MAYOR'S ANNOUNCEMENTS**

The Clerk reported that a Delegated Decision had been made on the 2<sup>nd</sup> September,2020 whereby the Mayor and Deputy Mayor had agreed to continue in their respective roles until the next scheduled AGM in May 2021.The Clerk had secured further advice which confirmed that it was in order for both the Mayor and Deputy Mayor to sign their respective Declarations of Acceptance of Office at the commencement of the Meeting provided the Clerk was in attendance and witnessed the signatures.

The Mayor and Deputy Mayor both then read out their respective Declarations of Acceptance of Office and signed same.

The Mayor then made the following announcements-

a)On the 9<sup>th</sup> March the Mayor presented a cheque to Eric Davies Chair of Penyrheol Amateur Boxing Club in the sum of £300.00;

b)On the 17<sup>th</sup> March the Mayor presented a cheque to Richard Goodwin the Events and promotions manager of the City of Swansea Pipeband in the sum of £200.00

c)On the 23<sup>rd</sup> July the Mayor presented cheques to the following organisations-

i)Loughor Bowls Club-£200.00

ii)Casllwchwr Ladies Bowls Club-£200.00

iii)3<sup>rd</sup> Lliw Valley Scouts -£200.00

iv)Wales Air Ambulance-£300.00

v)Parc Williams Bowling Club-£200.00

d)On the 4<sup>th</sup> August the Mayor presented a cheque for £10,000.00(received as Grant Monies from the Welsh Government) to Food with Friends at St.Catherine's Church.

e)On the 18<sup>th</sup> August the Mayor presented a cheque to Jeff Bowen Chair of Loughor Events Committee in respect of a Christmas tree.

f)On the 17<sup>th</sup> September the Mayor presented a cheque for £200.00 to the Marie Curie Nurses.

#### **168. APOLOGIES**

There were apologies for absence from Councillors H.Huelin,W.Smith, R.Williams and P.Williams

#### **169. DECLARATIONS OF INTEREST**

Councillor Will Evans declared an interest in Minute No179 and withdrew from the Meeting while the matter was discussed.

#### **170. MINUTES OF COUNCIL**

It was **RESOLVED** that the Minutes of the Meeting of Council held on the 2<sup>nd</sup> March 2020 be confirmed as a correct record.

#### **171. MATTERS ARISING**

The Clerk gave an update-

a)Minute 144-Negotiations had been ongoing with Mr.Erasmus but stopped on the outbreak of the pandemic;negotiations may possibly resume when the Welfare Hall fully re-opens.

b)Minute 160 (c )-the matter cannot proceed until a Wayleave Agreement has been entered into between Swansea Council and WPD.

c)Minute 160 (d)-two applicants had been shortlisted for the Post.Advice had been obtained from OVW that it was permissible to hold an interview by remote access if both candidates agreed.The Clerk had written to both the candidates to ascertain if they still wished to proceed-one candidate had so far replied.

#### **172. WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES**

The Minutes of the Meeting of the Welfare Hall Management Committee/Trustees held on the 2<sup>nd</sup> March were confirmed and agreed.The Clerk updated Members as follows-

a)Minute 55 (f)-the fence had now been repaired;the Council had received monies from its Insurers but an excess was payable.

b)the Licence with the Gorseinon Car Scheme had been negotiated in respect of the former Police Office and should proceed to completion shortly.

#### **173. FUNCTIONS SUB-COMMITTEE**

The Minutes of the Meeting of the Functions Sub-Committee held on the 2<sup>nd</sup> March were confirmed and agreed.

**174. MINUTES OF COUNCIL**

It was **RESOLVED** that the Minutes of the Meeting of Council held on the 26<sup>th</sup> March 2020 be confirmed as a correct record.

**175. MATTERS ARISING**

There were no matters arising.

**176. WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES**

The Minutes of the Meeting of the Welfare Hall Management Committee/Trustees held on the 26<sup>th</sup> March were confirmed and agreed

**177. MINUTES OF COUNCIL**

It was **RESOLVED** that the Minutes of the Meeting of Council held on the 18<sup>th</sup> June 2020 be confirmed as a correct record.

**178. MINUTES OF COUNCIL**

The Minutes of the Annual Meeting of the Council held on the 13<sup>th</sup> May 2019 were **NOTED** by the Council.

**179. MAYOR'S ALLOWANCE**

It was **RESOLVED** that the Mayor's Allowance for 2020/2021 be £700.00.

**180. DATES OF TOWN COUNCIL MEETINGS IN 2020/2021**

It was **RESOLVED** that Meetings of the Town Council in the 2020/2021 Municipal Year be held at 7.15 p.m. on the following dates at the Welfare Hall Loughor

**2020**

Monday 2nd November

Monday 7th December

**2021**

Monday 18<sup>th</sup> January

Monday 8<sup>th</sup> February

Monday 8<sup>th</sup> March

Monday 5th April

Monday 26<sup>th</sup> April

Monday 17th May –Annual General Meeting

It was **FURTHER RESOLVED** that-

a)the Scheme of Delegated Decision Making that had been resolved in the respective Meetings of the Town Council and the Welfare Hall Management Committee/Trustees dated the 26<sup>th</sup> March,2020 should cease with immediate effect.A vote of thanks was given to those involved in the Delegated Decision making process.

b)the Council would resume its normal cycle of Monthly Meetings as per the Schedule above albeit that some or all of these meetings may be held on a remote access basis utilising Google Meet.The Meetings would commence at 7.00 p.m.

#### **181. APPOINTMENT OF COMMITTEES**

It was **RESOLVED** that-

- i) the Electoral Review Sub-Committee and the Local Development Plan Sub-Committee be removed from the Constitution.
- ii) that in respect of all other of the Council's Committees the existing membership be retained.

#### **182. APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES**

It was **RESOLVED** that the existing membership of such Bodies be retained.

#### **183. APPOINTMENT OF INTERNAL AUDITOR**

It was **RESOLVED** that Mr. Lyn Llewelyn be appointed Internal Auditor for the Municipal Year 2020/2021.

#### **184. ATTENDANCE OF MEMBERS**

It was **NOTED** that a list of attendances by Members for the Municipal Year 2019/2020 was presented to Council and it was **FURTHER NOTED** that

- i) Councillor Jeff Bowen had been in attendance at the Town Council Meeting dated the 2<sup>nd</sup> March 2020 and
- ii) Councillor Kelly Roberts had been granted a dispensation from November 2019

#### **185. ANNUAL INVESTMENT STRATEGY 2020/2021, FINANCIAL RISK ASSESSMENT 2020/2021, AND ASSET REGISTER 2020/2021**

It was **RESOLVED** that the above Strategy, Assessment and Register be adopted.

#### **186. CLERK'S REPORT**

The Clerk's Report was **NOTED** and it was **FURTHER NOTED** that-

- i) in the penultimate paragraph of the Clerk's Report the reference should be to Deputy Mayor "Jeff Bowen" and the AGM in "May 2021."
- ii) paragraph 15 of Appendix 3 should read-"2<sup>nd</sup> September 2020-Councillor Will Evans to continue as Mayor and Councillor Jeff Bowen to continue as Deputy Mayor until the next scheduled AGM in May 2021."

#### **186. URGENT ITEMS**

The Mayor permitted a request by Councillor C. Phillips that consideration be given to a Memorial for the people of Llchwyr Community who have died from the Covid-19 coronavirus. It was **RESOLVED** to have an Agenda item for the next Meeting of Council to be held on the 2<sup>nd</sup> November 2020.

**Chair**

**LLWCHWR TOWN COUNCIL**  
**Date 2<sup>nd</sup> November 2020**  
**REPORT OF THE CLERK**

**CONTENTS**

- 1-Police Matters
- 2-Accounts for payment
- 3-Remembrance Sunday
- 4-Covid 19 Memorial
- 5-Voice of the Council

**Dated this 28<sup>th</sup> October 2020**

**Agenda Item 9**

**LLWCHWR TOWN COUNCIL**  
**FULL COUNCIL**  
**Date 2<sup>nd</sup> November,2020**  
**Report of the Clerk**

**CONTENTS**

**1-Police Matters**

No report has been received.

**2-Accounts for Payment**

The following payment needs to be authorised-

Royal British legion-wreaths

£100.00

Bugler

£40.00

**3-Remembrance Sunday**

The Clerk sets out below the current advice on the Welsh Government's website-

**“Can Acts of Remembrance take place at War Memorials or Cenotaphs?”**

Acts of Remembrance that are outdoors at War Memorials or Cenotaphs are permitted to take place on 7 or 8 November. Indoor services are not permitted.

Up to a maximum of 30 individuals, including event organisers, are permitted to gather outdoors and can take part in an Act of Remembrance. Those who organise an event will have a duty of care to those attending to make it as safe as possible and uphold guidance around physical distancing and hygiene.

**Can services of Remembrance be held in a place of worship?**

No - places of worship will not be open to the public for Acts of Remembrance.

## **Can parades or marches be held to mark Remembrance this year?**

No, parades should not take place.

## **Can people travel to participate in Acts of Remembrance?**

A person has a reasonable excuse to leave the place where they are living to attend an event to commemorate Remembrance that is held on 7 of 8 November.”

Consequently the Clerk has e mailed the Church Authorities, the Royal British Legion and Gorseinon Town Council as follows-

“Hi John,

I have now spoken to the Mayor,Councillor Will Evans about the proposed arrangements affecting Loughor and should be grateful if you could forward this to Gorseinon’s Mayor Cllr.Malcolm Curtice so that everyone is in the loop.I have also copied in Mr.Phillip Sillick and Andrew.

The preference for Loughor is to hold a Service/Wreath laying at the Loughor War Memorial at 11.00 am on Sunday the 8<sup>th</sup> November.

I believe this is also the understanding of the Church Authorities in view of the e mail we all received from Adrian yesterday –

“I’ve now received guidance from the Welsh Government relating to Remembrance Sunday. It is as follows;

### ***Remembrance Sunday:***

Events, including services of worship, can be held to commemorate Remembrance Sunday provided such events are held outdoors on 7<sup>th</sup> or [8<sup>th</sup> November](#) and have no more than 30 people attending. Social distancing measures should be in place at such events”

It would also be the wish for Loughor’s Deputy Mayor,Councillor Jeff Bowen to attend Gorseinon’s Service if at all possible.

The Police have been asked to confirm road closures and direct traffic around the Memorial for a short time-we are expecting a formal response from the Area Superintendent in the next few days.

The Town Council have not been in contact with other potential attendees eg Armed Forces,Cadets,Scouts,Police,Fire etc and should be grateful if the British Legion could confirm whether these arrangements are in hand.It is likely that if all these organisations confirm attendance then the total will reach 30 being the Guidance limit;quite possibly members of the public might also wish to attend-it is not apparent how and who will limit the number of people attending to 30.

Loughor would also wish there to be a Service at Kingsbridge Cemetery at 2.00 pm on the Sunday;again I should be grateful if the Legion and Andrew could please confirm that arrangements are in hand so that this can go ahead.

Regards

Nigel”

The Town Council have to make it clear that it is not the organiser of the Service and not responsible for enforcing Welsh Government Guidelines.

Thanks to the assistance of Councillor Christine Richards a Bugler has been engaged.

It has now been confirmed to the Mayor by the Police that they will not be in attendance on the Sunday, will not be laying a Wreath at that time and consequently they will not be closing roads or directing traffic.

The Clerk may be able to give a verbal update at the Meeting.

The Mayor has confirmed that he will be attending the Service at the War Memorial on Sunday the 8<sup>th</sup> November and will be laying a Wreath; the Deputy Mayor will attend Gorseinon's Service and will lay a Wreath.

#### **4-Covid-19 Memorial**

The Clerk sets out the Minute from the AGM held on the 15<sup>th</sup> October, 2020

##### **“URGENT ITEMS**

The Mayor permitted a request by Councillor C. Phillips that consideration be given to a Memorial for the people of Llŵchwr Community who have died from the Covid-19 coronavirus. It was **RESOLVED** to have an Agenda item for the next Meeting of Council to be held on the 2<sup>nd</sup> November 2020.”

Members views are sought generally as to the form of such Memorial eg plaque, bench, and the size and design of such Memorial.

#### **5-Voice of the Council**

Members had a general discussion at the AGM on the 15<sup>th</sup> October, 2020 concerning “a Voice of the Council”.

Members views are sought generally as to this concept.

The Clerk has downloaded a general policy document concerning community engagement from the SLCC website and this is set out in Appendix 1; the Clerk also sets out in Appendix 2 a Statement by Burry Port and Pembrey Town Council-Members may find these documents of some interest.

**Dated 28<sup>th</sup> October, 2020**

**Clerk to the Council**

#### **APPENDIX 1**

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#### **Wonderland Parish Council Community Engagement – Statement of Intent**

**COMMUNITY ENGAGEMENT: STATEMENT OF INTENT AIMS AND OBJECTIVES**



Wonderland Parish Council aims to ensure that through the use of a wide range of approaches to public consultation and community engagement it actively encourages residents to inform its decision-making process and make an input into decisions which affect their day to day lives in the parish.

Wonderland Parish Council is committed to creating and maintaining effective working relationships with all sectors of the community.

The Council recognises that there are different levels of engagement and will endeavour to involve the community in the following ways:

- Inform people about its work and the services it provides
- Consult with and seek out the views of the community
- Encourage community participation in local government
- Collaborate with individuals, community groups and organisations where appropriate, to achieve agreed aims for the benefit of the Parish
- Build up effective working relationships within the community and encourage a sense of ownership of assets, infrastructure and new projects.

## **THE COMMUNITY**

Wonderland Parish Council seeks to engage with all sections of the community regardless of age, ability, gender, ethnicity, faith or sexual orientation i.e. parishioners (particularly hard to reach groups such as the young, disenfranchised, disaffected and the elderly), the local business community, the many clubs, organisations and societies which are active in the parish, its partners such as Wiltshire Council and the neighbourhood policing team, the Church and our elected divisional member for Wiltshire Council. The Parish Council is also committed to engaging with any persons who appear to it to have an interest in matters relating to the economic, social and environmental well-being of its area.

## **PROVISION OF INFORMATION TO THE COMMUNITY AND OPPORTUNITIES FOR COMMUNITY INVOLVEMENT**

Wonderland Parish Council recognises that members of the community may wish to engage with it at different levels and in a variety of ways, from the occasional email or letter with a suggestion on how a service could be improved, to attendance at meetings etc. Wonderland Parish Council will therefore use many ways to actively seek the views of its parishioners and involve them in its work: This model document is intended as an example only. Councils will need to consider the content carefully and adapt it to meet their individual circumstances.

•**Publications:** The Parish Council will communicate with parishioners through regular articles in the monthly parish magazine, as well as the annual report which will contain up to date information about payments and receipts and monies held by the council on parishioners' behalf, and the local press when appropriate.

•**Website:** The Parish Council website <http://www.wonderland.org.uk> a community resource which publishes information about the Parish, its Council, and the many organisations which flourish in Wonderland Parish Council agendas, minutes, accounts and other documents will be regularly posted on this website for parishioners' information. Parishioners are invited to contact the Parish Council via the website, or email at [wonderland@virginmedia.com](mailto:wonderland@virginmedia.com) Wonderland Parish Council is committed to develop and improve the website and will actively encourage parishioners to use it to exchange information through the Parish News and Notice Board as a means of improving communication.

•**Direct Access:** The Parish Council will display a list of all Parish Councillors (addresses and telephone numbers included) together with other important points of contact on all of its notice boards. This medium will also be used to directly advertise other important events e.g. notices relating to the annual audit of accounts; casual vacancies, elections and forthcoming meetings etc. Details of the Parish Council's publication scheme and the address of the Wiltshire Council Monitoring Officer will also be displayed on the website for parishioners' information.

•**Co-option:** With the exception of the Full Council, Wonderland Parish Council encourages the involvement of the community in the work of the Council through cooption. Any standing committee or working party of the council may wish to coopt interested members of the community onto any standing committee or working party.

•**Meetings:** Notice of all Council meetings is given on the parish notice boards and on the website. Parishioners are encouraged to attend Full Council and Committee Meetings and time is set aside at all meetings for public participation at all these meetings. Parishioners are also actively encouraged to attend the Annual Parish Meeting, which is advertised as above.

•**Surveys:** Wonderland Parish Council will undertake surveys and other related forms of information gathering from time to time to ascertain the community's views on a particular issue.

•**Specific Projects:** From time to time Wonderland Parish Council will undertake specific projects for the benefit of the community. The normal method for undertaking these is via working parties set up under a standing committee. Co-option (see above) is used to ensure that the community is fully represented.

## **OPPORTUNITIES FOR FORMAL REPRESENTATIONS TO THE COUNCIL**

Representations to Wonderland Parish Council will normally be considered at the next meeting of the relevant standing committee. If, however, they require the provision of information only, then the clerk will provide it in accordance with the council's publication scheme. The Parish Council has a Code of Practice for handling complaints, which is available from the clerk, published on the website and reviewed annually. The publication of agendas on the Parish Council's notice boards and website gives parishioners the opportunity to make representation to the council before agenda items are discussed. All formal representations received are responded to in writing.

## **INVOLVEMENT IN PARTNERSHIPS**

Wonderland Parish Council is committed to partnership working where it is clear that it will be of benefit to the Parish or to fulfil its statutory requirements. For example it is represented on the Wonderland Area Board, Wonderland & Villages Community Area Partnership.

## **ROLE OF COUNCIL MEMBERS AND OFFICERS IN CONSULTATION AND COMMUNITY ENGAGEMENT**

Elected members are powerful advocates for their community and their leadership role enables them to have a major input into the consultation and engagement process. The council maintains a Consultation Committee that reviews and responds to consultation documents from a wide range of local and national bodies. Wonderland Councillors are very accessible:

- Their contact details are published on the notice boards, on the website in the annual report to parishioners and occasionally in the Parish News.

- In a private capacity, they belong to many other local clubs , societies and organisations, where they may, if they so wish promote the work of the Parish Council and be available to parishioners.

## **APPENDIX 2**

### **Pembrey & Burry Port Town Council**

Pembrey & Burry Port Council is committed to real and effective engagement with the community. It has embarked on a programme designed to establish multi channels of communication with the residents and a structure which enables the community to fully participate in the decisions the Council takes.

Public meetings held at which priority issues were communicated by members of the community and local voluntary organisations and six community forums were established, much in line with the themes of the Wellbeing legislation. Each forum is chaired by a Councillor in the first instance and made up of members of the community with an interest in that particular area .They produce short, medium and long term proposals which are incorporated by the Council into the Community Strategy, voted on by the public. A community strategy board made up of representatives from each forum and the Town Council will monitor and scrutinise the delivery of the agreed strategy. Input is not limited to community members of the forums only but is available to all through the Vocaleyes platform on a real time basis. To ensure that the voice of the younger generation is not ignored the Council has established shadow forums in the local schools, both secondary and primary, who have a direct input into the work of the community forums through the Council Community Development Officer

The results of this initiative have been stunning and include the following;

The Resilience forum fed into the Councils Parks policy and are deeply involved in the creation of a different planting strategy, the creation of a sensory garden and a community orchard.

The Health Forum is working to make the town Dementia friendly, set up a Board Games club to combat loneliness and isolation and is pressurising the local NHS for more local GPs

The Economy Forum is pushing local apprenticeships and has convinced the Town Council to lead the way by taking on the first one. It is now working on a local shops discount and rewards pilot. The cohesive forum together with the Council has been rewarded a grant of £8.5K to deliver an intergenerational project on modern technology and is setting up a new youth group

The Culture Forum has been successful in gaining Carmarthenshire's Town of Culture 2020 and is delivering a programme of events including: Youth Workshops and Fundays Art Festival

International Food Festival Wellbeing Days Local Hero Awards Town Eisteddfod and many more events, working with the community and community organisations to engage all ages.

Perhaps one of the most important impacts of this initiative has been the vast improvement in involvement and wellbeing across the whole community. Through community engagement, the individuals of our community can feel included in the decisions made for THEIR community. .

**Agenda Item 10**

## **LLWCHWR TOWN COUNCIL**

**Date 2<sup>nd</sup> November,2020**

### **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 are requested:-

(i) 2019/2145 Kingsbridge - Area 2

Land To The West Of Victoria Road, Gowerton, Swansea, SA4 3AB

EBM Ltd- Construction of a drive thru' restaurant (A3 use), eight industrial units (B2/B8 use) and associated works including new access - Amended Information and Plans Received

(ii) 2020/2046 Kingsbridge - Area 2

42 Beauchamp Walk, Gorseinon, Swansea, SA4 6AE

Mr Adrian Thomas - Single storey rear extension

**Agenda Item 13**

**LLWCHWR TOWN COUNCIL**

**Date 2<sup>nd</sup> November,2020**

**FURTHER REPORT OF THE CLERK**

**CONTENTS**

1-Receipts and Payments

2-Globe Field