

## **COUNCIL SUMMONS**

**You are hereby summoned to attend a meeting of the LLWCHWR TOWN COUNCIL to be held on Monday NEXT the 7<sup>th</sup> June,2021 commencing at 7.15pm.**

**The Meeting will be held on a remote basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021 and by means of Microsoft Teams.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 17<sup>th</sup> May,2021 (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/Trustees held on the 26<sup>th</sup> April,2021(copy enclosed)
7. To receive the Minutes of the Functions Sub-Committee held on the 26<sup>th</sup> April,2021 (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 Chair 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.
15. To consider the Further Report of the Clerk (copy attached).

Dated this 1<sup>st</sup> June,2021

N.G.Havard  
Clerk to the Council

**CYNGOR TREF LLWCHWR**

## **LLWCHWR TOWN COUNCIL**

### **Minutes of the Annual General Meeting of Lluchwr Town Council**

**held on a remote basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021 and by means of Microsoft Teams held on the 17<sup>th</sup> May,2021**

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

Councillors S.Beynon,J. Bowen,Wendy Evans,H.Huelin,I.James,P.Parsons,  
C.Phillips,C.Richards,R.V.Smith, W.Smith,D.Walters,and J.Williams.

(Remote Access 7.01 p.m. – 7.27 p.m.)

#### **1. MAYOR'S ANNOUNCEMENTS**

a)The Mayor was pleased to announce that Her Majesty the Queen had sanctioned with effect from the 22<sup>nd</sup> April 2021 the Appointment to Dame of Ruth Lewis BEM in respect of the Most Venerable Order of the Hospital of St.John of Jerusalem-the Mayor and Councillors offered their congratulations and it was Resolved that the Clerk send a further letter of congratulations.

b)The Mayor announced that he had made,on the 11<sup>th</sup> May,two Grant Presentations outside the Welfare Hall and,observing Covid-19 Regulations to respectively the Loughor Town Trust in the sum £6,186.33 and accepted by Councillor Ron Williams in his role as Chair of the Trust and Councillor Ireen James in her role as Secretary of the Trust and the sum of £500.00 to Heart of the Community @LoughorRugbyFootballClub as represented by Marc O' Kelly the Chair.

c)The Mayor congratulated the three local Members of the Senedd who had been re-elected in the recent Elections namely Rebecca Evans for Gower,Julie James for Swansea West and Mike Hedges for Swansea East as well two local Councillors in the Castle and Llansamlet Wards of Swansea Council.

#### **2. APOLOGIES**

There were apologies for absence from Councillors  
A.Davis,K.Roberts,P.Williams and R.Williams

#### **3. DECLARATIONS OF INTEREST**

Councillor Jeff Bowen declared a prejudicial interest in minute 11 and left the Meeting while the item was discussed.

#### **4. ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2021/2022**

The Mayor asked for nominations for the Office of Mayor. It was moved by

Councillor C. Richards and seconded by Councillor C. Phillips that Councillor Jeff Bowen be elected Mayor for the Municipal Year 2021/2022.

The motion was unanimously carried.

Councillor Jeff Bowen formally accepted and was duly installed and accepted the Chain of Office of Mayor.  
(Councillor Jeff Bowen Chair)

Councillor Jeff Bowen signed the Declaration of Acceptance of Office of Mayor of Llŵchwr Town Council.

Mrs. Mary Bowen was installed as Mayoress and presented with the Chain of Office of Mayoress by the Mayor, Councillor Jeff Bowen.

**5. INAUGURAL SPEECH OF THE MAYOR**

The Mayor, Councillor Jeff Bowen, thanked Councillor C. Richards for proposing him and Councillor C. Phillips for seconding the proposal. Councillor Bowen thanked Members for their support in electing him to the Office of Mayor and that he was honoured and privileged to undertake the duties and responsibilities of the office. The Mayor looked forward to meeting as many of the community and for as busy a year as possible. The Mayor stated he wished to promote the Loughor Inshore Rescue Lifeboat and Centurion LifeGuard Club-the Mayor noted that safety in the water had been a concern of his for many years.

The Mayor further noted that he would not be able to carry out his duties in the forthcoming year without the support of the Mayoress.

The Mayor concluded by thanking Members for the great honour of nominating him to be Mayor.

**6. ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2019/2020**

The Mayor, Councillor Jeff Bowen asked for nominations for the Office of Deputy Mayor for the Municipal Year 2021/2022. It was moved by Councillor R. Smith and seconded by Councillor W. Smith that Councillor Peter Parsons be elected as Deputy Mayor for the Municipal Year 2021/2022.

The motion was unanimously carried.

Councillor Peter Parsons formally accepted and was installed and accepted the Chain of Office of Deputy Mayor. The Mayor welcomed the Deputy and looked forward to working with him.

Councillor Peter Parsons signed the Declaration of Acceptance of Office of Deputy Mayor of Llŵchwr Town Council.

The Deputy Mayor said he was honoured to serve as Deputy and thanked Members for their support.

**7. VOTE OF THANKS TO THE OUTGOING MAYOR**

The Mayor called upon Councillor R.V.Smith to propose a vote of thanks to the outgoing Mayor, Councillor William Evans. Councillor R.V.Smith said he had great pleasure in proposing a vote of thanks on behalf of the Council. Councillor Evans had now been Mayor for the past two years; he was the only Councillor who had accomplished this but there had of course been extremely unusual circumstances in the last 12 months. Prior to March 2020 the Mayor had hosted the signature Events of the Town Council such as the Annual Dinner and Cawl a Chan as well as the Quiz at the Reverend James. Councillor Smith also noted the Councillor Will Evans as Mayor had presided over the long held aspiration of the Town Council to unveil the Christmas Lights. Councillor Evans had also raised a large sum of money for his Charity despite the pandemic as well as raising money for eg foodbanks. Councillor Smith thanked the outgoing Mayor and Mayoress for their efforts and wished them a peaceful year of rest.

**8. PRESENTATION TO THE IMMEDIATE PAST MAYOR**

The Mayor stated that the immediate past Mayor had been presented with a framed photograph of himself and would be presented in the near future with a Past Mayor's medallions and pin badges. The Mayor paid tribute to the manner in which he had undertaken his duties and responsibilities as Mayor throughout the Municipal Year.

**9. RESPONSE BY THE IMMEDIATE PAST MAYOR**

The immediate Past Mayor, Councillor William Evans thanked Councillor R.V.Smith for the vote of thanks and his kind words. It had been a unique two years and he wished to thank all his fellow Councillors for their help and support as well as the Clerk. It had been a difficult period during the pandemic but Councillor Evans was pleased that money had been raised for the Town Hall Restoration Fund. The Mayor wished to thank the Mayoress for her unwavering support.

Councillor Evans concluded by offering his best wishes to the new Mayor, Councillor Jeff Bowen.

**10. MINUTES**

- (a) The minutes of the Annual Meeting of Council held on the 15<sup>th</sup> October 2020 were **NOTED** by the Council.
- (b) It was **RESOLVED** that the Minutes of the Meeting of Council held on the 26<sup>th</sup> April 2021 be confirmed as a correct record. There were no matters arising.

(Councillor Jeff Bowen left the meeting while the following item was under discussion and the meeting was chaired by Councillor Peter Parsons for this item).

**11. MAYOR'S ALLOWANCE**

It was **RESOLVED** that the Mayor's Allowance for 2021/2022 be £700.00.

**12. DATES OF TOWN COUNCIL MEETINGS IN 2019/2020**

It was **RESOLVED** that meetings of the Town Council in the 2019/2020 Municipal Year be held at 7.15pm on the following dates at the Welfare Hall, Loughor.

Monday 7 June 2021	Monday 1 November 2021	Monday 4 April 2022
Monday 5 July 2021	Monday 6 December 2021	Monday 25 April 2022
<i>August recess</i>	Monday 17 January 2022	Monday 16 May 2022 (Annual Meeting)
Monday 6 September 2021	Monday 7 February 2022	
Monday 4 October 2021	Monday 7 March 2022	

**13. APPOINTMENT OF COMMITTEES**

It was **RESOLVED** that

- (a) the Welfare Hall Management Committee shall comprise all Members of the Council;
- (b) the Functions Sub-Committee shall comprise Councillors S. Beynon, J. Bowen, Wendy Evans, William Evans, I James, P. Parsons, C. Phillips, C. Richards, R. V. Smith, D Walters J. Williams, P.M. Williams and R. Williams.
- (c) the Budget Working Party shall comprise Councillors J. Bowen, William Evans, I. James, P. Parsons, C. Phillips, R V Smith, C. Richards and the Chair of the Welfare Hall Management Committee.
- (d) the Joint Working Party with the Town Trust shall comprise Councillors Wendy Evans, C. Phillips, R. V. Smith, D. Walters, and P.M. Williams.
- (e) Regalia and Plate Sub-Committee shall comprise Councillors J. Bowen, William Evans, I. James, P. Parsons, C. Phillips, C. Richards, R. V. Smith, P.M. Williams and R. Williams.

- (f) Newsletter and IT Sub-Committee shall comprise Councillors J. Bowen, William Evans, I. James, C. Richards, W. Smith, D. Walters, J. Williams and R. Williams.
- (g) Health and Safety and Working Practices Sub-Committee shall comprise Councillors J. Bowen, William Evans, H.Huelin,I.James, C. Phillips, D. Walters, P. M. Williams and R. Williams.
- (h) Projects Sub-Committee membership shall comprise Councillors J.Bowen, Wendy Evans, William Evans, I.James, P. Parsons, C. Richards, W. Smith, D. Walters, J. Williams, P. M. Williams and R. Williams.
- (i) Ad Hoc Pay and Performance Sub-Committee shall comprise Councillors S. Beynon, J. Bowen, Wendy Evans, William Evans, H.Huelin,I. James, C. Richards, P. M. Williams and R. Williams.

**14. APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES**

It was **RESOLVED** that

- (a) the Council's representatives on the One Voice Wales Area Committee be Councillor Ireen James and the Clerk.
- (b) the Council's representative on the One Voice Wales Larger Councils Committee be Councillor Ireen James.
- (c) the Council be represented at meetings of the Gorseinon and Llchwyr Lantern Parade by Councillors S.Beynon, I. James, P. M. Williams and the Clerk.
- (d) the Council be represented on the Community and Town Councils' Forum by the Mayor and the Clerk.

**15. APPOINTMENT OF INTERNAL AUDITOR**

It was **RESOLVED** that Mr Lyn Llewelyn be appointed internal auditor for the Municipal Year 2021/2022.

**16. ATTENDANCE OF MEMBERS 2020/2021**

It was **NOTED** that a list of attendances by Members for the Municipal Year 2020/2021 was presented to Council.

**17. ANNUAL INVESTMENT STRATEGY 2021/2022, FINANCIAL RISK ASSESSMENT 2021/2022 and ASSET REGISTER 2021/2022**

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

**18 URGENT ITEMS**

There were no urgent items.

Chair

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the Welfare Hall Management Committee /Trustees  
held on a remote basis in accordance with the provisions of the Local  
Authorities(Coronavirus)(Meetings)(Wales) Regulations 2020 and by means of Microsoft  
Teams held on the 26<sup>th</sup> April,2021.**

**Present:** Councillor I.James(Chair)

Councillors J. Bowen,  
Will Evans,H.Huelin,P.Parsons,  
C.Phillips,C.Richards,K.Roberts,R.V.Smith,W.Smith,D.Walters,and J.Williams.

(Remote Access: 7.04 pm – 7.16 pm)

**95. APOLOGIES**

There were apologies for absence from Councillors S.Beynon,A.Davis, and Wendy Evans.

**96. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**97. MINUTES**

It was **RESOLVED** that the minutes of the meeting held on the 12<sup>th</sup> April,2021 be confirmed as a correct record.

**98. MATTERS ARISING**

In respect of Minute No.93(c ) Councillor C.Phillips confirmed that she was in the

process of putting together material for the proposed podcast and it was **FURTHER NOTED** that when such material became available it would be forwarded to the Clerk who pending the Meeting of the Committee/Trustees in June would seek the consent of the Mayor, Deputy Mayor and the Chair of the Welfare Hall Management Committee/Trustees to such wording.

**99. REPORT OF THE CLERK**

(a) Payments

It was **RESOLVED** that the following payment be authorised-

Caretaker's Annual Telephone Allowance	£50.00
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(b) Users of the Welfare Hall

The Clerk's Report and verbal update were **NOTED** and it was **FURTHER NOTED** that potentially the Welfare Hall may possibly be able to re open in June but that this would be subject to receiving advice from Swansea Council and OVW on the detailed Guidance to be issued by the Welsh Government-risk assessments would need to be carried out and it was likely there would be compulsory use of sanitisers, face masks and social distancing. The matter would be discussed at the June Meeting of the Committee/Trustees but if decisions were required prior to the meeting then the matter(s) would be referred to the Mayor, Deputy Mayor and Chair of the Welfare Hall Management Committee/Trustees in conjunction with the Clerk.

(c) Environmental Issues in the Hall

The Clerk's Report was **NOTED** and it was **RESOLVED** that Surveying Cymru be authorised to carry out a survey for the sum indicated.

(d) Receipts and Payments

The Clerk's Report was **NOTED** .

**100. URGENT ITEMS**

There were no urgent items.

**Chair**

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the Functions Sub Committee**  
**held on a remote basis in accordance with the provisions of the Local**  
**Authorities(Coronavirus)(Meetings)(Wales) Regulations 2020 and by means of Microsoft**  
**Teams held on the 26<sup>th</sup> April,2021.**

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

Councillors J. Bowen,H.Huelin,I.James,P.Parsons,C.Phillips, C.Richards,K.Roberts,  
R.V.Smith, W.Smith,D.Walters,and J.Williams.

(Remote Access: 7.45 pm – 7.47 pm)

**23. APOLOGIES**

There were apologies for absence from Councillors S.Beynon,A.Davis,and Wendy Evans.

**24. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**25. MINUTES**

It was **RESOLVED** that the minutes of the meeting held on the  
12<sup>th</sup> April,2021 be confirmed as a correct record.

**26. MATTERS ARISING**

There were no matters arising.

**27. CLERK'S REPORT**

(i)Awards Evening 2021

The Clerk's Report was **NOTED** and it was **FURTHER NOTED** that the Awards  
Evening for the Municipal Year 2020/2021 is to be cancelled.

**28. OTHER COUNCIL FUNCTIONS**

No other matters were discussed.

Chair

**LLWCHWR TOWN COUNCIL**

**Date 7th June,2021**

**REPORT OF THE CLERK**

**CONTENTS**

1-Police Matters

2-Accounts for Payment

3-Grants

4- Lluchwr Castle

5- Wales for Europe

6-Annual Return for the Year ended 31<sup>st</sup> March,2021.

7-St.Michael's Church

8-Christians against Poverty

**Dated this 1<sup>st</sup> June,2021**

**LLWCHWR TOWN COUNCIL**

**Date 7<sup>th</sup> June,2021**

**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)- 2021/0874 Kingsbridge - Area 2

Llewitha Villa, Swansea Road, Fforestfach, Swansea, SA5 4NR

Mr. Douglas Andrew Lewis- Single storey rear extension

(ii)- 2021/1157 Kingsbridge - Area 2

Land North Of Garden Village, Swansea,

Mr. S. Phillips- Non- Material Amendment to Planning Permission 2016/1478 granted 12th December 2019 to amend the wording of conditions 9, 10 and 32

(iii)- 2021/1216 Upper Loughor - Area 2

74A Waun Road, Loughor, Swansea, SA4 6QN

Mrs Abi Hobson- To lop one Horse Chestnut and one Oak tree covered by TPO No. 495

(iv)- 2021/1167 Upper Loughor - Area 2

72 Waun Road, Loughor, Swansea, SA4 6QN

Mrs. Rees- Single storey rear extension (Application for a Certificate of proposed Lawful Development)

(v)- 2021/1177 Kingsbridge - Area 2

16 Pantycelyn, Gorseinon, Swansea, SA4 6BH

Mr Steve Lawrence- Two storey side extension

**Agenda Item 15**

**Not for publication due to the confidential nature of the Report**

**LLWCHWR TOWN COUNCIL**

**Date 7<sup>th</sup> June,2021**

**FURTHER REPORT OF THE CLERK**

**1-Payments**

N. Havard –Salary	£1,667.58
N. Havard – Office Expenses	£110.00
HMRC – Tax/N.I.	£861.48
Travelling expenses	£99.18
N. Livings – Salary	£1,297.00
HMRC – Tax/N.I.	£225.31

**2- Local Government and Elections (Wales) Act 2021**

The Clerk sets out an extract of the advice received from OVW with particular reference to the general power of competence.

“The Act provides eligible community councils with a general power of competence, with the aim of bringing about more effective, capable and innovative local government.

The general power will allow eligible community councils to act in their communities’ best interests, generate efficiencies and secure value for money outcomes. They will also be able to raise money by charging for discretionary services and to trade.

It is considered the general power will allow eligible community councils to be more innovative, and move away from a position where they have to identify a specific power in order to undertake a particular activity, to one in which it is assumed they can do something unless there is a statutory restriction preventing it.

The conditions which community councils must meet, in order to be able to resolve themselves an ‘eligible community council’ are:

- at least two-thirds of the total number of members of the council have been declared to be elected whether at an ordinary election or at a by-election,
  - the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations, and
  - the council satisfies the audit condition.
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- The power to exercise the general power of competence for eligible community councils will come into force on 5 May 2022. Ahead of this, there will be consultation on guidance and the regulations specifying a ‘relevant professional qualification’ for a clerk. It is envisaged that this will be a sector specific qualification such as the Certificate in Local Council Administration (CiLCA).”

Full Welsh Government Guidance with respect to the qualification of the Clerk has not been received but the assumption of Ovw is that it will be the CiLCA qualification.

The Clerk, although full legally qualified, does not possess this qualification.

The Clerk has made some preliminary enquiries with SLCC and received the following reply- “Thank you for your enquiry about the CiLCA bursary. If you have been in post for a minimum of 12 months you are able to do CiLCA straightaway rather than proceed through ILCA first. You can undertake CiLCA this year using the bursary scheme, however you will also have to do the L07 in Isolation for Wales (standalone) when its available in order to use the General Power of Competence.

We do not think L07 will be available (as a standalone module or included in the syllabus) until early 2022, as we are awaiting information from Welsh Government.

Alternatively you could wait until next year to register for the CiLCA bursary scheme as the bursary runs until 28 Feb 2022.

I hope this helps to answer your query. If you have any more questions or queries, please do not hesitate to contact me. “

The cost to register for CiLCA is £410.00

The reference to the bursary is that it is the Clerk's understanding that the Welsh Government are attempting to encourage Clerk's to undertake CiLCA by paying certain fees.

The Clerk sets out below an extract from the SLCC website-

“Welsh Government has agreed to cover the costs of clerks who wish to undertake their CiLCA qualification in 2021-22. Initially funding will be available for up to 50 clerks but this could be varied depending on demand. This bursary funding will be open to clerks and their deputies from any local council in Wales, regardless of the council's budget.

**The criteria to receive a 2021-22 CiLCA Wales Bursary is as follows:**

- Bursary will cover the registration costs for the qualification, either face to face or webinar training and up to 5 sessions of group mentoring. There are 50 bursaries available and you will be notified within 7 days of receipt if you have been awarded one. They are awarded on a first come basis
- The bursary scheme is open to any clerk or deputy clerk regardless of the council's budget.
  - The training element must be undertaken within the financial year.
- The registration of CiLCA must take place within 30 days of receiving your code to input on the SLCC website, or your bursary will be terminated and offered to another applicant. Please note that the bursary covers the cost of the registration fee, training and mentoring provided by the SLCC. Any additional support required would be at the cost of the applicant.”

It is the Clerk's understanding that there are 735 Town and Community Councils in Wales and that the majority do not possess the CiLCA qualification.

The Clerk can make further enquiries as to what exactly is involved in attempting to achieve the qualification and whether a bursary is available but it may be prudent, at this stage, for Members to confirm that they would wish the Clerk to embark on this qualification in order that the Town Council can utilise the general power of competence. The Clerk would also like to add that such further study was not contemplated when he commenced employment duties with the Council and the Clerk proposes a scale point increase for two years in his salary.

Members views are sought.

### **3-Receipts and Payments**

The current receipts and payments are attached.

**Dated this 1<sup>st</sup> June, 2021**

**Clerk to the Council**

