

## COUNCIL SUMMONS

**You are hereby summoned to attend a meeting of the LLWCHWR TOWN COUNCIL to be held at the Welfare Hall, Woodlands Road, Loughor and to 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 on Monday NEXT the 7<sup>th</sup> February, 2022 commencing at 7.15pm.**

**Press and Public are invited to attend online but should give prior notice to the Clerk at [clerk@llwchwrtaowncouncil.gov.uk](mailto:clerk@llwchwrtaowncouncil.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 Meeting of Council held on the 17<sup>th</sup> January, 2022.  
(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 17<sup>th</sup> January, 2022 (copy enclosed)
7. To receive the Minutes of the Functions Sub-Committee held on the 17<sup>th</sup> January, 2022.  
(copy enclosed).
8. To receive a Presentation by Anne Robinson Local Area Coordinator.
9. To receive a report on current policing activity.
10. To consider correspondence received, if any.
11. To receive reports from Members attending meetings/functions.
12. To consider the Report of the Clerk (copy enclosed).
13. To consider the Planning Report (copy enclosed).
14. Any other business which the Chair determines to be urgent.
15. 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).

**Dated this 3<sup>rd</sup> February, 2022**

**Clerk to the Council**

**CYNGOR TREF LLWCHWR**

## LLWCHWR TOWN COUNCIL

### Minutes of the Meeting of Llchwyr Town Council held at the Welfare Hall, Woodlands Road, Loughor and 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> January, 2022.

**PRESENT:** Councillor Jeff Bowen (Chair)

Councillors Wendy Evans,  
Will Evans, H. Huelin, I. James, P. Parsons, C. Phillips, C. Richards, K. Roberts, R. V. Smith, W. Smith,  
J. Williams P. Williams and R. Williams.

(At the Welfare Hall and by Remote Access: 7.20 pm – 7.41 pm)

#### **110. MAYORS ANNOUNCEMENTS**

- (i) On the 9<sup>th</sup> December, 2021 the Mayor and Mayoress attended a demonstration at the West Street Gymnastics Centre—it was a lovely evening and the youngsters impressed with their agility—they work very hard and a joy to see.
- (ii) On the 21<sup>st</sup> December the Mayor presented a Grant in the sum of £200.00 to OneHeart Drummers at the Welfare Hall.
- (iii) Also on the 21<sup>st</sup> December the Mayor presented Cheques to the four winners of the Council's Christmas Lights Competition.

#### **111. APOLOGIES**

There were apologies for absence from Councillors S. Beynon and D. Walters.

#### **112. DECLARATIONS OF INTEREST**

Councillor J. Williams declared an interest in minute 121(c)(i) and withdrew from the meeting while the matter was discussed.

#### **113. MINUTES OF COUNCIL**

It was **RESOLVED** that the Minutes of the Meeting of Council held on the 6<sup>th</sup> December, 2021 be confirmed as a correct record.

#### **114. MATTERS ARISING**

There were no matters arising.

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

The Minutes of the Meeting of the Welfare Hall Management Committee/ Trustees held on the 6<sup>th</sup> December, 2021 were noted and agreed.

#### **116. FUNCTIONS SUB COMMITTEE**

The Minutes of the Meeting of the Functions Sub Committee held on the 6<sup>th</sup> December, 2021 were noted and agreed.

**117. BUDGET WORKING PARTY**

The Minutes of the Meeting of the Budget Working Party held on the 10<sup>th</sup> January 2022 were noted and agreed.

**118. POLICE REPORT**

Sgt.Paul Rees had submitted a written Report and which was included in the Report of the Clerk.

**119. CORRESPONDENCE**

No correspondence had been received.

**120. MEMBERS REPORTS**

There were no Reports from Members.

**121. REPORT OF THE CLERK**

(a) Police Matters

Sgt.Rees had made his Report.

(b) Accounts for Payment

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

Microsoft Teams	£4.56
Vision ICT	£1,104.00
N.Havard(postage)	£66.00

(c)Grants

(i)West Street Gymnastics Club

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Council would award a Grant of £600.00.

(ii)CASS

The Clerk's Report was **NOTED**

(iii)Chroma Music Community

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Council would award a Grant of £100.00.

(iv)Penyrheol Amateur Boxing Club

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Council would award a Grant of £300.00

(d)Christmas Lights Competition

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

(e) Budget

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

- 1-the Budget for the Welfare Hall as attached (Appendix A) be accepted
- 2-the Budget for the Town Council as attached (Appendix B) be accepted
- 3-the Precept for 2022/2023 be set as £92,170.00
- 4-the salary of the Caretaker be increased as set out in the Report
- 5-the salaries of the Caretaker and the Clerk be referred to the Ad Hoc Pay and Performance Sub Committee.

(f)RBS

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Council enter into a three year Contract with the Company as set out in the Report and that payment of the fees referred to in the Report be authorised.

(g)St.Michael's Church

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Clerk seek further clarification.

(h)Defibrillator Maintenance

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Council enter into a Contract with the Company being Option 1 referred to in the Report.

(i)OneVoiceWales training

The Clerk's Report was **NOTED** and it was **RESOLVED** that the payment referred to be authorised

(j)Elections May 2022

The Clerk's Report was **NOTED** and it was **RESOLVED** that permission be granted to Swansea Council to utilise the Welfare Hall for Elections in May 2022.

(k)Local Area Coordinator

The Clerk's Report was **NOTED** and it was **RESOLVED** that the posters referred to be placed on the Council's website and NoticeBoards(space permitting) and that the Local Area Coordinator be invited to a Town Council Meeting.

(l)Swansea Council-Floral Displays

The Clerk's Report was **NOTED** and it was **RESOLVED** that payment be authorised and it be **FURTHER RESOLVED** that payment be authorised for wildflower planting but the Clerk to inform Swansea Council that areas around Cwmladron Roundabout would benefit from time to time being fallow.

(m)Globe Field Christmas Lights

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

**122. PLANNING REPORT**

**1-** The Council considered the following planning applications upon which the observations of the Town Council had been requested

- (i) 2021/3115 Lower Loughor - Area 2  
48,Culfor Road,Loughor,Swansea SA4 6TY

Mr.Paul Davies-Single storey rear extension and access steps to rear garden

(application for a Certificate of Proposed Lawful Development)

It was **RESOLVED** that there would be no objection.

- (ii) 2021/3242 : Kingsbridge - Area 2

10 Belgrave Close, Gorseinon, Swansea, SA4 4BQ

Mr & Mrs Jeff & Norma Skidmore- Non-Material Amendment to Planning Permission

2021/2469/FUL granted 26th November 2021 to relocate the side kitchen window and utility door.

It was **RESOLVED** that there would be no objection.

- (iii) 2021/3205 Lower Loughor - Area 2

15 Glanymor Park Drive, Loughor, Swansea, SA4 6UQ

Mrs Helen Williams- To lop 2 Horse chestnut trees and 4 Pine trees covered by TPO 656

It was **RESOLVED** that there would be no objection.

**123. URGENT ITEMS**

There were no urgent items.

**124. 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.

**125. FURTHER REPORT OF THE CLERK**

- (a) Payments

It was **RESOLVED** that the payments referred to in the Report be authorised

- (b) Receipts and Payments  
The Clerk's Report was **NOTED**

Chair

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Meeting of the Welfare Hall Management Committee/Trustees held at the Welfare Hall, Woodlands Road, Loughor and 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> January, 2022.

**PRESENT:** Councillor I. James (Chair)  
Councillors J. Bowen, Wendy Evans,  
Will Evans, H. Huelin, P. Parsons, C. Phillips, C. Richards, K. Roberts, R. V. Smith, W. Smith,  
J. Williams P. Williams and R. Williams.

(At the Welfare Hall and by Remote Access: 7.14 pm – 7.19 pm)

**39. APOLOGIES**

There were apologies for absence from Councillors S. Beynon and D. Walters.

**40. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**41. MINUTES**

It was **RESOLVED** that the minutes of the Meeting held on the 6<sup>th</sup> December, 2021 be confirmed as a correct record.

**42. MATTERS ARISING**

There were no matters arising.

**43. REPORT OF THE CLERK**

(a) Payments

It was noted that the following payment had been made by Direct Debit-  
Virgin Media £70.80

(b) Users of the Welfare Hall

The Clerk's Report and verbal update were **NOTED** and it was **RESOLVED** that delegated power be granted to the Clerk in conjunction with the Mayor, the Chair of the Welfare Hall Management Committee/Trustees and Deputy Mayor to amend

and alter the Council's Covid-19 Precaution Policy as appropriate as and when the Welsh Government Law or Guidance is changed or amended in respect to the Covid pandemic.

(c) Flooding at the Hall

The Clerk's Report and verbal update were **NOTED**.

(d) Fire and Intruder Alarm Systems

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

(e) Refurbishment Works

The Clerk's Report and verbal update were **NOTED** and it was **RESOLVED** that the Clerk action and implement the items referred to in the Report.

(f) Receipts and Payments

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

**44. URGENT ITEMS**

There were no urgent items.

**Chair**

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the Meeting of the Functions Sub Committee  
held at the Welfare Hall, Woodlands Road, Loughor and 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> January 2022.**

**PRESENT:** Councillor Jeff Bowen (Chair)

Councillors Wendy Evans, Will Evans, H. Huelin, I. James, P. Parsons, C. Phillips,  
C. Richards, K. Roberts, R. V. Smith, W. Smith, J. Williams P. Williams and R. Williams.

(At the Welfare Hall and by Remote Access: 7.42 pm – 7.45 pm)

**39. APOLOGIES**

There were apologies for absence from Councillors S.Beynon and D.Walters.

**40. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**41. MINUTES**

It was **RESOLVED** that the Minutes of the Meeting held on the 6<sup>th</sup> December, 2021 be confirmed as a correct record.

**42. MATTERS ARISING**

There were no matters arising.

**43. CLERK'S REPORT**

(i)Council Events

The Clerk's Report was **NOTED** and it was **RESOLVED** that the Cawl a Chan in respect of 2022 be cancelled.

**44. OTHER COUNCIL FUNCTIONS**

No other functions were discussed.

Chair

Agenda Item 12

LLWCHWR TOWN COUNCIL

Date 7<sup>th</sup> February, 2022

REPORT OF THE CLERK

CONTENTS

1-Police Matters

2-Accounts for Payment

3-Grants

4-Swansea Council



5-Corporation Road/Speed bumps

6-Councillor Safety

7-Defibrillators

Dated this 3<sup>rd</sup> February,2022.

## **Agenda Item 12**

### **LLWCHWR TOWN COUNCIL**

#### **FULL COUNCIL**

**Date 7<sup>th</sup> February,2022**

#### **Report of the Clerk**

### **CONTENTS**

#### **1-Police Matters**

The Clerk contacted Sgt.Rees to check if he was attending and has received the following reply-

“Nigel,

Thanks for the email.

I am off on Monday, but I am aware I am due to attend this month. Is it possible that I could do an input/report on the evening of Wednesday 9<sup>th</sup> ? Any time is suitable for me.

Iestyn the PCSO for the area is off now until Thursday 10<sup>th</sup> February. Do you/councillors have regular contact with him ?

Regards

Paul”

#### **2-Accounts for Payment**

The following Accounts need to be authorised-

Microsoft Teams	£4.56
Supplies for Fire Safety(incl.VAT)	£416.33
Information Commissioner fee	£40.00
OVW-template	£ 25.00
Norton	£16.99

### **3-Grants**

#### **(i)Gorseinon Visual Impaired Support Group(to be considered under S.1 LGA 2000 well-being powers**

The Clerk has received the following e mails from the local area coordinator and the organisation itself.The organisation has not previously received any Grant funding from the Council.The organisation has supplied financial records which indicate a bank balance of £839.00 on the 13<sup>th</sup> January,2022.

Members are requested to indicate whether they would wish to award any Grant funding.

“ I visited the Gorseinon Visual Impaired Support Group who meet the 1<sup>st</sup> Wednesday of every month at Gorseinon Institute. They have around 15 members meeting at present, having lost quite a few of their more elderly members in recent years. Some of their members live in the Loughor area and spoke about how much value they get from attending the group.

They are wanting to approach town councils in the area to see if there is any possibility of having a donation to support the group with room hire, refreshments etc. I am just wondering if this is the sort of community resource the Town Council would consider supporting and, if so, how would they go about submitting a request to Llchwyr Town Council please?

Any information would be much appreciated.

Many thanks.

Anne”

“I would like to thank the Community council on behalf of the Gorseinon group and Vision impaired West Glamorgan for considering to give our Gorseinon group a donation of money.

The money will very much help toward the cost of hiring the room and refreshment for members as we move forward into further face to face meetings. It will also offer support to members who are unable to get to face to face groups but attend the conference call groups instead.

I have attached the balance sheet for the group. The focus this year will be to re build the group and reach more people with sight loss. The current funds will go towards paying for the cost of volunteers, promoting and transporting members who are unable to use public transport.

If a cheque can be made payable to Vision Impaired West Glamorgan and sent to my personal address.

I am not sure when we will have our office up and running again at Swansea Vale so it is easier for it to come to me for me to then bank.

We would very much like to create awareness around the needs of people with sight loss across the Swansea area and the work we do. Therefore I would like to ask Councillors through the Clark if we are able to provide the community council with a newsletter that they could promote to residents within their ward area. Please let me know if this something you feel you could support us with.

My address is 54 Garfield Avenue, Litchard, Bridgend, CF31 1QA

If you have any queries please let me know.

With kindness

Anita Davies

Locality Development Manager

Sight Life “

The Clerk has also received the following additional information-

“Hi Nigel

The group meets at the Gorseinon Institute on the first Wednesday of each month at 10am.

I have the use of a small room for my office at Swansea Vale Resource centre where the sensory team are based.

I support the groups and people with sight loss in the Swansea area.

I am currently still set up at home for home working.

I hope this helps and I look forward to hearing from you,

With kindness

Anita “

(ii)Casllwchwr Ladies Bowling Club(to be considered under S.19 Local Government  
(Miscellaneous Provisions)Act 1976

The Clerk has received the following request and financial information from the Club.

**“Casllwchwr Ladies Bowling Club  
Loughor**

(based at Parc Williams bowling green)

Affiliated to the Welsh Ladies Bowling Association and the Carmarthenshire County Ladies Bowling Association.

Club Secretary:  
Hilary Bevan  
55 Bryn Road  
Loughor  
Swansea SA4 6PG  
Tel: 01792 539114  
Mobile: 07772736269  
E.mail: hilary.bevan@yahoo.co.uk

19<sup>th</sup> January 2022

To: Town Council Clerk  
Mr Nigel Havard

**Request for Grant Award for Casllwchwr Ladies Outdoor Bowling Club**  
**Based at Parc Williams Loughor**

I am writing to Llŵchwr Town Council on behalf of the above ladies bowls team.

During recent years we have received generous financial awards from Llŵchwr Town Council which has enabled our Club to progress and grow and to be able to provide an opportunity for ladies and girls in the community to participate in and learn how to play bowls.

The Club is now hoping to install a number of storage or gym lockers into the Club's pavilion so that members do not have to carry their bowls back and forth into park Williams; it will also provide safe storage for our equipment.

Mrs Hilary Bevan  
(Club Secretary)  
Casllwchwr Ladies Outdoor Bowling Team

The Club has a current balance of £533.00.

The Club has received previous Grant funding from the Council as follows-

5/2/2018	£200.00
3/5/2019	£200.00
2/3/2020	£200.00
20/4/2021	£200.00

4 - **Swansea Council**

The Clerk has received the following e mail from Swansea Council and Members are requested as to whether they wish to forward a response on behalf of the Town Council.

**“Have your say on how Swansea Council works and sets priorities**

A new law was passed in 2021- the Local Government and Elections (Wales) Act. This changes the way councils measure and improve their performance.

It means we will constantly review and self improve on how every aspect of the council works together as an organisation.

The Well-being of Future Generations (Wales) Act 2015 requires Swansea Council to set well-being objectives - read about them in our last [Corporate Plan 2017-2022](#).

We now need to review and refresh our well-being objectives to prioritise the steps of our Corporate Plan for 2022.

**Tell us your views about what Swansea Council has done, what we should do and the way we do it.**

[Please complete the survey online here](#)

Alternatively please print the form below and return by post.

[Local Government and Elections survey print version \(PDF\) \[282KB\]](#)

### **Group responses**

Responses from group discussions held by organisations are also welcome.

The toolkit presentation is designed to support facilitators/chairs. Responses should be recorded using the record sheet below.

Please return to

Strategic Delivery Unit, Swansea Council, Civic Centre, Oystermouth Road, Swansea, SA1 3SN.

### **5-Corporation Road/Speed Bumps**

The Mayor and Councillor Richards received the following e mail which Members are asked to consider;Members will have been forwarded two videos prior to the Meeting.

**“From:** Jeff Davies <[jeff.davies.uk@googlemail.com](mailto:jeff.davies.uk@googlemail.com)>

**Date:** 23 January 2022 at 3:12:00 pm GMT

**To:** [christine.richards@swansea.gov.uk](mailto:christine.richards@swansea.gov.uk), [jeffbowen3@hotmail.com](mailto:jeffbowen3@hotmail.com)

**Subject: Corporation Road / Speed Bumps**

Hi both,

As a resident of lower Loughor, I would like to bring to your attention the speeding problem that I encounter on a daily basis - particularly on Corporation Road by the monument.

I have frequently witnessed motor vehicles driving in excess of 30mph past and over the crossings (both of which are obstructed and ill-placed).

Whilst I am aware that there have been recent installations of speed signs, these are insufficient to combat the speed problem.

As you know, these crossings are frequently used by children, mothers, parents and the elderly. From my recent observations, pedestrians are often ignored and vehicles are driving way too fast to even remotely stop in time. In fact, cars actually speed up once coming around the corner (from castle street!) I will gladly provide video evidence of a near miss (which is not an isolated incident).

I would therefore like to propose serious consideration for raising both crossings and converting these into speed bumps to combat the speeding issue.

I look forward to hearing from you.

Many thanks,  
Jeff Davies”

## **6-Councillor Safety**

Councillor Richards has brought to the attention of the Clerk a Report recently presented to Swansea Council-

### **Report of the Head of Democratic Services**

**Council – 2 December 2021**

#### **Councillor Safety & Support**

**Purpose:** To provide support to all Councillors in discharging their role by agreeing in principal to the council funding appropriate security measures where councillors are at personal risk or significant threat.

**Policy Framework:** Local Government (Democracy) (Wales) Act 2013.

Local Government (Wales) Measure 2011

Independent Remuneration Panel for Wales Annual Report.

**Consultation:** Access to Services, Finance, Legal, Democratic Services Committee.

**Recommendation(s):** It is recommended that:

- 1) Where a Councillor is at personal risk or significant threat of harm in carrying out their role that consideration is given to funding appropriate security measures.
- 2) Authority be delegated to the Head of Democratic Services and the Chief Finance Officer to consider and determine any request for such funding.
- 3) A document relating to the Personal Safety of Councillors be included in the Local Government 2022 Candidate Packs.

Report Author: Huw Evans

Finance Officer: Ben Smith

Legal Officer: Tracey Meredith

Access to Services Officer: Rhian Millar

## **Introduction**

- 1.1 At its meeting on 29 January 2019, the Democratic Services Committee considered the “Personal Safety for Councillors” report. This was circulated to Councillors at that time.
- 1.2 Following the tragic murder of Sir David Amess MP on 15 October 2021, that report together with a list of additional online resources directed at a Councillors Personal Safety and Online Abuse was circulated via email to Councillors.
- 1.3 The Council report of 29 January 2019 included a section on Lone Working. The report may be viewed at:



<https://democracy.swansea.gov.uk/documents/s53371/Personal%20Safety%20for%20Cllrs.pdf?LLL=0>

1.4 The additional resources may be viewed at:

- i) [Councillors' guide to handling intimidation | Local Government Association](#) (Welsh version).
- ii) [Personal safety | Local Government Association](#) (Welsh version).
- iii) 'Rules of engagement' [infographic](#) for Councillors to use on social media to give all users a clear 'code' by which they should operate (also in Welsh).
- iv) 'Rules of engagement' [infographic](#) for Candidates to use on social media to give all users a clear 'code' by which they should operate (also in Welsh).
- v) 'Handling online abuse' [infographic](#) - a quick reference guide for Councillors with steps they can take to protect themselves online and seek support where needed. (also in Welsh).
- vi) [Improving digital citizenship: A practical guide for councillors | Local Government Association](#) (Welsh version).
- vii) Research and Good Practice [Improving digital citizenship: Research and good practice | Local Government Association](#) (Welsh version).

1.5 Additionally, the Welsh Local Government Association (WLGA) will be writing a letter on behalf of the WLGA to Police and Crime Commissioners and Chief Constables to ensure that they also consider the risks, abuse and threats Councillors, particularly senior Councillors, face.

## **2. Independent Remuneration Panel for Wales' Determinations**

2.1 The Independent Remuneration Panel for Wales' Annual Report states that the Authority must support the work of its Councillors and Statutory Co-opted Members to enable them to carry out their duties.

2.2 To support their work, the Council provides access to e-mail, telephone, data, ICT etc. However, the Authority must also support the safety of Councillors.

2.3 The following in *italics* is an extract from the IRPW Annual Report:

*“As a result of their legitimate actions as a Councillor and elected Members personal security may become significantly, adversely affected. In keeping with their existing responsibilities, it is the duty of the Democratic Services Committee to fund or provide support necessary to enable a Councillor to discharge their role reasonably and safely. This may require the funding of appropriate security measures to protect Councillors from personal risk or significant threat. Risk assessment and liaison with relevant bodies such as the Police and Security Services would normally inform the selection of required provision”.*

- 2.4 In light of recent events, the Committee need to consider how such support should be provided.

### **3. Responsibility of the Democratic Services Committee**

- 3.1 Whilst the Democratic Services Committee is under a duty to fund and provide the support necessary to enable councillors to discharge their roles reasonably and safely it is not practicable to bring individual requests to the Committee, particularly as some requests may be urgent.
- 3.2 It is proposed that the Head of Democratic Services and Chief Finance Officer be delegated authority to consider any requests to provide funding for appropriate security measures by Councillors.
- 3.3 Any such request will be considered on its merits but there will be an expectation that security measures have been advised by the police or security services. The relevant bodies would normally inform the required provision of support and any funding would be reasonable and proportionate.

### **4. Democratic Services Committee – 8 November 2021**

- 4.1 The Democratic Services Committee held on 8 November 2021, considered the report and recommended to Council that:
- i) Where a Councillor is at personal risk or significant threat of harm in carrying out their role that consideration is given to funding appropriate security measures.
  - ii) Authority be delegated to the Head of Democratic Services and the Chief Finance Officer to consider and determine any request for such funding.

### **5. Financial implications**

5.1 It is difficult to outline the financial implications; however, any payment would be reasonable and proportionate and be based on a risk assessment and liaison with police/security services. The monies would be found within existing budget where possible.

## **6. Legal Implications**

6.1 The Local Government (Democracy) (Wales) Act 2013 amended the Local Government Measure 2011 to provide that Democratic Services Committees may review any matter relevant to the support and advice available to members of that Authority. The IRPW clearly view considerations for safety and funding of security measures to be within the remit of the Committee.

## **7. Integrated Assessment Implications**

7.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

7.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the

process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

7.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

7.4 An IIA screening has been undertaken and no adverse implications have been noted."

Councillor Richards also raised the following point-

"I have just sat through a report presented to City & County of Swansea on Councillor Safety. It strikes me that we should probably not be advertising Councillors' [ and staff] personal addresses on our Council web-site nor in our newsletters."

The Clerk requested advice from OVW and received the following reply-

"Hi Nigel,

Thank you for your request for advice.

Safety of Councillors is a topical issue at the present time and understandably so. The statutory guidance relating to the publication of information about councillors on websites is attached. You will note that in Para 5 it states that:

'In addition, the council must publish electronically information about each of its members, including a list of the council's members, each member's name, information about how they may be contacted, party affiliation (if any) and any office held or committee they belong to

within the Council. If the community concerned is divided into community wards, the ward each member represents must be shown.'

It does not state that their home address and telephone number be provided just that contact details be provided. This could include a Council e-mail address or contact via the Clerk.

Regards,

Paul

Paul R. Egan BA, Chartered MCIPD, CiLCA, F.Inst LM, FIPSM

Deputy Chief Executive and Resources Manager”

The Clerk then contacted the Head of Democratic Services of Swansea Council to ascertain if there had been any follow up actions following the Report and received the following reply-

“The IRPW determined some years back (outlined in each of their Annual Reports) that Councils must help with Cllr Safety. My report merely formalised our process within Swansea by allowing myself as Head of Democratic Services and Chief Finance Officer to consider requests. We have not assigned any money to this as each case will need to be considered on merit. I don't expect many requests to come in but should they we will need to listen to the Police advice prior to acting. So, there are no additional funding or documents”

Members views are sought generally

## **7. Defibrillators**

Members will recall that at the last Meeting the Council opted to enter into a maintenance contract with Life Support Training and Safety in respect of the following units-

1-Welfare Hall

2-Gorseinon Fire Station

3-Loughor Inshore Rescue Station

4-Jireh Evangelical Church

5-Garden Village Stores

6-Clubhouse Garden Village F.C.

7-Parc Williams Pavilion

8-Llwchwr Workingmens Club

9-Loughor Rugby Club”

The main terms are as follows-

Option 1.

All inclusive service agreement for existing identified defibrillators

To include the following key items:

- Monthly visual inspections of Cabinet and Unit
- 6 Monthly full function check in-line with manufacturers instructions.
- 24hr inclusive replacement of adult or Paediatric pads in the event of emergency use, and unit return to service check.
- 24hr call out in the event of unit or cabinet damage and public concerns.
- Replacement of unit batteries if indicated as a failure upon self-test.
- 6 monthly serviceability checks. (service check labels applied)
- Application and use of anti-tamper security labels on pads and battery compartments
- Cabinet check and clean, routine maintenance of locks and hinges (excludes malicious damage)
- Cabinet Alarm function check and replacement of batteries/switches as req
- Provision of initial or replacement AED prep kit if used or missing on commencement of agreement.
- Short term provision of FOC rental unit in the event of repairs or malicious damage to existing unit that cannot be repaired on site. (1 month limit), discounted rate thereafter.
- Location reviews undertaken as requested request

Cost £75.00 per annum per unit based on a 3 year agreement. “

The Company carried out a preliminary survey and found that –

1-the unit at the Jireh needed replacement pads and batteries

2-the unit at Parc Williams Pavilion had apparently been vandalised and was damaged beyond repair.

The Council have asked the Company in conjunction with Calon Heart to effect repairs to the Jireh unit.

As regards the unit at ParcWilliams it would seem a new unit is required.

The Council sought quotations from the Company,HeartBeat Trust and Calon Heart.

Calon Heart declined to bid.

The Quotation from the Company is set out below-

The AED plus comes with Zoll manufacturers carry case, 1 set of CPR-D pads with @5 year shelf life, also included in the pad pack is and AED prep kit and one set of batteries. 1 £1,095.00

PS-002 Mindray C1a Defibrillator Mindray C1a Defibrillator, comes supplied with new battery, child/adult pads, AED prep kit 1 £870.00

All Inclusive service agreement. Included in all New Defibrillator sales , Our All inclusive 3 year service Agreement to cover all pad and battery replacement during life of agreement, maintenance of cabinet and ongoing care and inspection both units and cabinet via guardian service, 24hrs replacement line, security tagging of units & Pads. priority free of charge loan service if defective or stolen, full details provided with Service agreement schedule. Period of cover is 3 years dated from payment date and terminates 36 months following that date. discounted rates for year 4. 1 £0.00

Total £1,965.00-no VAT

HeartBeat Trust who Members will recall supplied the units at the Penuel Chapel and The Reverend James have now responded.The Trust's price for the Council's machines was as follows-

“The total cost of providing a defibrillator is **£1,250** and this includes the following.

- Zoll AED Plus Fully Automatic Defibrillator with CPR real time feed back (prompts that tell you whether you are carrying out CPR correctly)

- External weatherproof AED Cabinet (usually unheated, but with a locking facility)
- Installation of the above equipment
- Ready Access Kit (scissors, razor, face mask, etc.)
- Defibrillator carry bag
- Adult AED/CPR Pads

In addition, and included within the above price, is the Heartbeat Trust (HBT) "Care Package" that provides maintenance and insurance cover for a 7 year period.

- Replacement **batteries** at the normal service date (5 years) or whenever the defibrillator is used up to a maximum of four sets within the 7 years.
- Replacement **pads** at the normal service date (5 years) or whenever the defibrillator is used up to a maximum of four sets within the 7 years.
- **Insurance against vandalism or theft** of the defibrillator over a 7 year period, even where the cabinet is kept unlocked, as recommended."

In respect of the prospective unit at Parc Williams the Trust have now replied-

Zoll defibrillator prices are due to increase in the next few weeks, but we are carrying stock at the old prices. Therefore, happy to confirm that the prices and offerings in my original email below are correct (until, at least, the stock runs out and we have to buy more!).

That said, I just noticed that the price quoted was for both a Zoll AED Plus Automatic Defibrillator and an external weatherproof cabinet. If you are only looking to replace the defibrillator, the cost will be **£895.00** (plus, £20.00 towards carriage). We would be prepared to offer the HBT care package within this price also.

The Clerk has asked the Trust to check whether both a cabinet and a defibrillator is required but at the time of writing this Report has not received a reply. The Clerk may be able to give a verbal update.

The Clerk also e mailed the Trust to clarify the terms of the maintenance contract in respect of the units at the Penuel and Reverend James and received the following reply-

1. The HBT Care Package is in force for both units
2. The units are self inspecting on a weekly basis and should there be any operational fault, or if the batteries have run low, it will change the green tick at the top right hand side of the defibrillator to a red cross. It is most unusual for the defibrillator to become inoperable, but whenever a red cross appears this should be reported to HBT who will attempt to address the problem - usually, it is just a matter of replacing either the pads or batteries - or will replace the defibrillator with a loan unit whilst it is being repaired, or a new unit if it cannot be repaired within the 7 year cover period. At present HBT monitors the status of the defibrillator, but only on a 3 month basis when we have to verify to the "Circuit" that it is still operational. However,



3 months is too long a period and we feel that the checks should be done at least monthly. All that is required is to check that the defibrillator is still within the cabinet and is displaying a green tick. We encourage local people to become "champions" and keep a watchful eye on the defibrillator whenever they are passing by and to report any problem to us. It is an informal arrangement without liability. Sometimes, champions are identified by the organisation who has sponsored/funded the defibrillator. HBT often recruits champions from the community awareness training sessions that we run free of charge. Covid restrictions have hampered the arrangement of such training, but this is still something that we are planning to do in this area. In the case of both Penuel Chapel and Rev. James PH, our "champions" might easily be the staff, customers or parishioners. Equally, (and you only need a couple of people) it could be a neighbour who regularly walks their dog past these defibrillators!

3. Both units have been registered with the Welsh Ambulance Service through the new registration system called the "Circuit".

Members will note that the Company physically check the machines once a month and the Trust every three months.

**Dated this 3<sup>rd</sup> February,2022.**

**Agenda Item 13**

## **LLWCHWR TOWN COUNCIL**

**Date 7<sup>th</sup> February,2022**

### **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)2022/0049 Kingsbridge - Area 2

8 Clos Y Maerdy,Gorseinon,Swansea SA4 4EA

Mr.& Mrs.Greg Roe-Two storey side extension.

(ii) 2022/0172 Lower Loughor - Area 2

167 Glebe Road, Loughor, Swansea, SA4 6SJ

Mrs Cerys Jones- Two storey side/rear extension with front dormer extension

The Clerk has also received the enclosed letter from Swansea Council upon which the observations of the Town Council are sought-the letter has previously been forwarded to Members.

**Application No:** 2021/1820/FUL  
**Site Location:** Land To The South West Of Beili Glas Farm Loughor Swansea  
**Proposal:** Residential development of 98 dwelling comprising 37 affordable dwellings and 61 private dwellings with associated access, landscaping, drainage and associated works (Amended layout & description)

I am writing to inform you that I have received amended plans relating to the above development. .

The plans can be viewed online at <http://property.swansea.gov.uk>. Alternatively the application can be viewed electronically at Contact Swansea in the Civic Centre, Oystermouth Road, Swansea during normal office hours.

Should you wish to make any observations on this proposal, these can be made by emailing [planning@swansea.gov.uk](mailto:planning@swansea.gov.uk) or online at the application inspection site. Alternatively written views may be sent to the above address. Any comments should be received in this office within 14 days from the date of this letter. Whilst observations received outside of this period will normally be taken into account when the application is determined, this cannot be guaranteed.

Please note that upon receipt, your email/on-line comments or written observations will be available to view on-line at <https://www.swansea.gov.uk/planningsearch> by virtue of the Local

Government (Access to Information) Act 1985 and you will not therefore receive an acknowledgement letter from the Authority.”

The letter is dated the 27<sup>th</sup> January,2022.

**Agenda Item 16**

**LLWCHWR TOWN COUNCIL**

**Date 7<sup>th</sup> February,2022.**

**FURTHER REPORT OF THE CLERK**

**CONTENTS**

**1-Payments**

**2-Receipts and Payments**