

THREE CROSSES COMMUNITY COUNCIL
Cyngor Cymuned Y Crwys

MINUTES OF THE INAUGURAL MEETING OF THE THREE CROSSES
COMMUNITY COUNCIL REVISED 6th June 2012

HELD AT THREE CROSSES COMMUNITY CENTRE, SWANSEA ON
THURSDAY, 17 MAY 2012 AT 7.00 P.M.

PRESENT:

Community Councillor
Paxton R Hood-Williams
Anwen Jenkins
Daniel P Jones

Community Councillor
Philip W Place
Warren Smart

Temporary Clerk:
Huw G Evans

1. **ELECTION OF CHAIR OF THE COMMUNITY COUNCIL FOR 2012-2013 MUNICIPAL YEAR**

A nomination was received for Community Councillor P R Hood-Williams. The nomination was proposed by D P Jones and seconded by W Smart.

RESOLVED that Community Councillor P R Hood-Williams be appointed Chair of Council for the 2012-2013 Municipal Year.

**Community Councillor P R Hood-Williams (Chair of the
Community Council) Presiding**

2. **ELECTION OF VICE CHAIR OF COMMUNITY COUNCIL FOR 2012-2013 MUNICIPAL YEAR**

A nomination was received for Community Councillor P W Place. The nomination was proposed by D P Jones and seconded by W Smart.

RESOLVED that Community Councillor P W Place be appointed Vice Chair of Council for the 2012-2013 Municipal Year.

3. **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

4. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST**

The Temporary Clerk gave advice regarding any potential personal and prejudicial interests that Community Councillor may have on the agenda.

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Following this advice the following interests were declared:

- 1) Community Councillor P R Hood-Williams declared a personal interest in all matters relating to the City and County of Swansea;

5. **DATES OF COUNCIL MEETINGS**

A number of issues in relation to principles of frequency of meetings were discussed.

RESOLVED that the Community Council will:

- 1) Meet on the third Thursday of each month at 7:30pm except in August when council will be in recess
- 2) Consider closer to the time whether or not to meet during December;
- 3) Not miss 2 consecutive monthly meetings.

6. **APPOINTMENT OF TEMPORARY CLERK TO THE COMMUNITY COUNCIL**

The matter of appointing a Temporary Clerk and the issue of recruiting a Permanent Clerk was discussed.

RESOLVED that:

- 1) Community Councillor W Smart carries out the duties of Temporary Clerk to the Community Council;
- 2) The Temporary Clerk in conjunction with the Chair of the Community Council liaise with the Upper Killay Community Council and if possible place a joint advert in order to advertise for a Clerk to the Three Crosses Community Council.

7. **ADOPTION OF STANDING ORDERS, CODE OF CONDUCT AND FINANCIAL REGULATIONS**

The matter of the adoption of Constitution, Standing Orders, Code of Conduct and Financial Regulations was discussed. Issues relating to version control of these documents were also considered.

RESOLVED that:

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- 1) The Constitution, Standing Orders, Code of Conduct and Financial Regulations be adopted;
- 2) A footer to be used on the documents in order to ensure accurate version control tracking.

8. **FILLING OF VACANCY**

Item deferred

9. **ESTABLISHMENT OF SUB COMMITTEES AND MEMBER SPECIFIC RESPONSIBILITIES**

RESOLVED that the following sub-committees are created for the management of the hall and finance.

RESOLVED that areas of responsibility be created and that the named Community Councillor have responsibility for that area within the Community Council:

Area Of Responsibility	Community Councillor Responsible
Assets/ Infrastructure	D P Jones
City Matters	P R Hood-Williams
Communications	A Jenkins
One Voice Wales Representative	P R Hood-Williams
Planning & Footpaths	P W Place
Schools	W Smart

10. **CORRESPONDENCE**

The Chair of the Community Council reported that the Community Council had received the following communications:

a) **Letter from Mavis, Elaine and David C Morgan – Dated 23 April 2012**

The letter offered congratulations to the Three Crosses Community Council and acknowledged the ambition of the late Dave Morgan to see the Community Council established.

RESOLVED that:

- 1) The Chair of Council to thank the Morgan family for the letter;
- 2) The Temporary Clerk (Huw G Evans) informs Democratic Services within the City and County of Swansea that Community Councillor W Smart will be acting as Temporary Clerk;

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- 3) The Temporary Clerk (Huw G Evans) ask Planning within the City and County of Swansea to send all Planning correspondence to Community Councillor P W Place.

11. **FINANCIAL REPORT / ACCOUNTS FOR PAYMENT / STAFF / CONTRACTS**

The Chair of the Community Council reported that the precept for the Three Crosses Community Council had been set at £30,075. This precept would be passed to the Community Council in 3 instalments, the first was due imminently and the remaining ones due on 31 October and 31 December 2012 respectively.

Discussions ensued regarding the cost benefit and efficiency of a "paperless" filing system and that Community Councillors need to have financial activity notices in a timely fashion.

The issue of staff and contracts were also discussed together with the need to amend contracts and staff contracts to clearly show that these people are contracted to the Three Crosses Community Council.

RESOLVED that:

- 1) Wherever possible the Community Council will distribute information via electronic media and increase its use of its web site once created;
- 2) All information relating to the financial activity of the Community Council to be circulated 3 clear working days in advance of the meetings together with the agenda.
- 3) The Temporary Clerk liaise with Tony Cross, Clerk to Llanrhidian Higher Community Council in order to separate the contracts of staff and maintenance and to create new contracts for those concerned and to carry out any necessary transfer of employment issues.

12. **VILLAGE SURVEY FEEDBACK, PROJECT PROPOSALS AND CONSIDERATIONS**

The Chair of the Community Council reported on the following issues:

a) **Land Bounded by Chapel Rd, Pant-y-dwr and Ty'r Mynydd Rd**

He stated that the area of land between Chapel Road and Pant y Dŵr had been earmarked as a potential recreational area together with a Village Pond. This land is owned by the Beaufort Estate.

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b) **Japanese Knotweed at the Wern**

He stated that there was an issue of Japanese Knotweed at the Wern. The Community Council needed to contact the owner of the land in order to progress a solution to the problem. The land is rented by the community council

c) **Issues Tracker Register**

Community Councillor W Smart outlined the importance of an Issues Tracker Register. The register would be a simple but effective way of recording the work of the Community Council over a period of time and also show the reasons why some ideas were not progressed.

d) **Play Equipment at the Park**

The need for the new play equipment at the Park is to be added to the list of things to consider in the near future.

e) **Removal of Grass Cuttings from the Bank of the Park**

Issues relating to grass cuttings not being collected at the Bancwere raised by a member of the public to Cllr Place

f) **Community News Letter**

A "Crwys News" or other appropriately named newsletter be established as a regular feature of the Community Council. The first edition should focus on how the Three Crosses Community Council had been established.

It should also include a biography or "player profile" including photos of the Community Councillors.

RESOLVED that:

- 1) The Chair of the Community Council approach the Local Agent of the Beaufort Estate and invite the Agent to a future meeting;
- 2) The Chair of Council to contact the owner of the land at the Wern and set up a meeting to progress the matter
- 3) Community Councillor W Smart work on the creation of an Issues Tracker Register;
- 4) The issue of new play equipment at the park be added to the list of priorities for the Community Council;

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- 5) The Temporary Clerk contact the contractor responsible for grass cutting to check the contract specification and obtain a cost for the removal of the grass cuttings.
- 6) The Community Councillors work together to create the "Crwys News" newsletter, Cllr Jenkins to lead on this item

13. **PLANNING APPLICATIONS**

Note: The Chair of the Community Council (Cllr Hood-Williams) withdrew from the meeting during consideration of this item.

Community Councillor P W Place (Vice Chair of the Community Council) Presiding

The Vice Chair of the Community Council reported that the City and County of Swansea had sent out 3 Planning Applications for the Community Council to comment on. The Planning Applications and the comments of the Community Council being as follows:

No.	Address	Comments
2012/0532	Detached outbuilding at 8 Bryn y Môr, Three Crosses	None
2012/0600	Detached dwelling at Picton House, 41, Tir Mynydd Road, Three Crosses	None
2012/0625	2 * Two storey rear extensions and single storey rear extension at 20 Chapel Road, Three Crosses	None

RESOLVED that the Community Council offer no comment in relation to the Planning Applications received.

Cllr Hood-Williams (Chair of the Community Council) returned to the chair

14. **CITY AND COUNTY OF SWANSEA MATTERS**

The Chair of the Community Council reported that he had not received any response to his questions about the cutting of the bus service to Three Crosses.

He stated that he would keep chasing the City and County of Swansea for a response and he would also introduce an option of the bus company providing a circular service between Duvant, Killay and Three Crosses.

RESOLVED that the verbal update be noted.

15. **FOOTPATHS, CYCLE PATHS AND BRIDLEWAYS**

The Chair of the Community Council reported on the following issues:

a) **Overhanging Hedge at Footway between The Joiners and Coed Lan**

He stated that the City Council needs to identify the landowner and then approach them in order to have the hedge cut back.

b) **Overhanging Hedge at Chapel Road**

He stated that the hedge was pushing into the road and needed cutting back. City and County of Swansea have been approached and have the matter in hand

RESOLVED that:

- 1) The Chair of the Community Council liaise with the City and County of Swansea on both matters

16. **DATE, TIME AND VENUE OF NEXT MEETING**

RESOLVED that next meeting of the Three Crosses Community Council be held at 7.30 p.m. on Thursday, 21 June 2012 at the Three Crosses Community Centre.

The meeting ended at 7.55 p.m.

CHAIR OF THE COMMUNITY COUNCIL