**MINUTES OF MEETING**

**Held on THURSDAY, 21st April 2022 7.30pm**

|  |  |
| --- | --- |
|  | **PRESENT**: |

|  |  |  |
| --- | --- | --- |
|  | **Community Councillor** | **Community Councillor** |
|  | Cllr Paxton R Hood-Williams (PHW) | Cllr Daniel Jones (DJ)-Via Teams  Cllr Kevin White (KW) |
|  | Cllr Debbie Male (DM)  Cllr Warren Smart (WS) | Cllr Lindsay Glover (LG)  Cllr Annie Gallagher (AG) |
|  |  |  |

|  |  |
| --- | --- |
|  | **Clerk:** Cllr W Smart (Temp) |
|  |  |

**Meeting commenced 7.30pm via Teams**

**Cllr P R Hood-Williams, Chair of the Community Council presiding**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **HEADING** | **ACTION** |
|  | **Pre-Meeting**  No public representation |  |
|  | **1.0 CHAIRMAN’S REPORT** |  |
| **1897** | The Chairman welcomed all the Councillors to the hybrid community council meeting, Cllr Dan Jones was present via teams. The chair reported on the Community Council election. There had been only four nominations all of whom are current community councillors, disappointment was expressed that no new people had come forward for consideration. The remaining spaces would be filled with co-option at the May meeting |  |
|  | **2.0 APOLOGIES FOR ABSENCE** |  |
| **1898** | Apologies received from Cllr Debbie Male who was late due to work commitments (Cllr Male attended from Item 6) |  |
|  | **3.0 DISCLOSURES OF PERSONAL PREJUDICIAL INTEREST** |  |
| **1899** | As City Councillor for the Fairwood ward, Cllr Hood-Williams submitted a declaration of interest, regarding all C&CS matters. |  |
|  | **4.0 TO APPROVE THE MINUTES OF THE PREVIOUS MEETINGS** |  |
| **1900** | The minutes of the monthly meeting held on 17th March. 2022 had been circulated prior to the meeting. The minutes were approved by all councillors present Proposed by Cllr Glover and seconded by Cllr Gallagher. Cllr White abstained as he was not present at the March 2022 monthly mtg. |  |
| **5.0 MATTERS ARISING**   |  |  |  | | --- | --- | --- | | **1870 Village Defibrillators** |  |  | | Issued closed |  |  | | **1871 External Audit Process** |  |  | | Action completed – the process has started and Cllr Glover had offered to assist the clerk |  |  | | **1872 Benches** |  |  | | Action completed – order placed |  |  | | **1873 Damaged Manhole cover** |  |  | | Action completed – contractor instructed by the clerk to complete the work @ £463.04 |  |  | |  |  |  | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **1880 Village Event- Confirm date** | |  |  | | Discuss the possibility about the event on the banc, Cllr Glover offered to contact the school PA chair about this. Cllr Smart offered to raise at school governors meeting. | | Complete PTA will hold an event on 16/7/22 | **Closed** | | **1881 Village Event – Contact Supplier** | |  |  | | Cllr Smart to speak to commercial marquee about the event. | | Complete- provisional booking made | **Closed** | | **1882 Village Event- Sub Committee** | |  |  | | Agreed to hold an event sub-committee meeting in 2wks time, Cllr Smart to set this up as a teams call on 31/3/22. | | Event held 31/3/22 | Closed | | **1884 Capital Projects – Fitness group** | |  |  | | Cllr Smart will investigate if we can have a fitness group started in the community. | | Not completed | Open  Carried forward | | **1892 Footpath at Joiners** |  |  | | Cllr Male asked if horses are allowed to use the footpath from the Joiners to Coed Lan, there are reports of mess.  Cllr Hood Williams to query this with CCS | | Completed – no PROW exists | Closed | | | |
|  | **6.0 Clerk Appointment** |  |
| **1901**  **1902**  **1903**  **1904**  **1905**  **1906**  **1907** | There have been several exceptionally good applicants for the role of clerk to the community council which will make the selection process difficult.  Cllr Smart had issued redacted application letter and CVs to each councillor for independent assessment and presented a summary at the meeting. Cllr smart commented on the extremely high standard of applications for the role. One applicant has withdrawn from the process.  Discuss the next steps in the process, selected applicants are to be invited to interview on Thursday 28/4/22 starting at 7pm. Three councillors will form this sub-committee Cllr Glover, Cllr Gallagher, Cllr Smart. Cllr Jones, Cllr Hood-Williams and Cllr White were not available for 28/4/22. Cllr smart to arrange this  Cllr Jones asked the clerk to write back to all applicants thanking each one for their application. Cllr Smart to complete this  Cllr White suggested checking OVW for suitable information about clerk interviews, Cllr Glover will prepare the questions. Agree to complete 3no 20min interviews.  Cllr Hood-Williams would not be available for this sub-committee mtg, so Cllr White proposed that the power to chair is delegated, Cllr Smart seconded this and all agreed.  Discuss the clerk appointment relative to the change in community council. The community councillor term expires on 9/5/22 in line with CCS. Agreed that the clerk could be appointed before or after the May 2022 community council meeting. | Cllr Smart 19/5/22  Cllr Smart 19/5/22 |
|  | **7.0 Clerks Report** |  |
| 1908  1909  1910  1911  1912 | The clerk displayed the email received since the last meeting for all to discuss as required   * Information posters received on pollination – Clerk to forwarded to all * Several OVW messages received – all noted * Training opportunities for councillors received – discussed training details. Discuss the training required for a new clerk of councillor and Cllr Glover offered to produce a training plan/matrix. * Query received from Helen Rhiannon regarding a written booking procedure for the community centre – Cllr White agreed to put on the website. Discuss a definition of the term “regular use,” agreed that this would be when five or more sessions are booked at the same time. Proposed by Cllr Jones and seconded by Cllr White * Correspondence received from Swansea Bay stars of the night project, supported by the bat conservation trust. Forwarded for feedback, Kevin Arbuckle supported the idea of bat walks which had been successful in the past. | **Cllr Smart 19/5/22**  **Cllr Glover 19/5/22** |
| 1913  1914 | * Email complaint received from Sara John about speeding traffic at Rhean Fawr farm. A lengthy discussion followed about the viable options for traffic control at this location. Cllr Hood-Williams has arranged a meeting next week with CCS traffic officer to look at what improvements could be made * Discuss the siting of a defib at the Wern, a site meeting had been planned and then postponed to next week. Cllr Hood-Williams is to meet Wales ambulance officers to agree a location Cllr Jones proposed that Cllr Hood-Williams agree this on behalf of the community council and Cllr White seconded this | **Cllr Hood Williams 19/5/22**  **Cllr Hood Williams 19/5/22** |
| 1915  1916  1917  1918 | * Notification received from Film Bank Media for the renewal of the Film Club (PVS) licence. The club is no longer running so agreed to defer this until someone comes forward to run the film club. Corrspondance noted and to be filed * Correspondence received from Mid and West Wales fire service – noted * Correspondence received with an invitation for the launch of the Gower Pilgrims Way walk, this had been circulated and members of the walking group would attend on behalf of the council and report back. * Correspondence received from OVW Swansea area committee, there is a meeting on 25/4/22. Cllr Male agreed to attend on behalf of the council | **Cllr Smart 19/5/22**  **Cllr male 19/5/22** |
|  | **8.0 Sub-Committee Reports** |  |
| **1919** | No sub-committee reports to discuss |  |
|  | **9.0 Summer event 2022** |  |
| **1920**  **1921**  **1922**  **1923**  **1924**  **1925**  **1926** | Cllr Smart had contacted the marquee supplier made a provisional booking for 16/7/22 and passed this on to Cllr Gallagher. Cllr Gallagher has been in contact with the supplier and has secured assistance from a local resident who will kindly supply the generator free of charge.  Cllr Smart and Cllr Hood-Williams have already discussed the event with the Poundffald, Dai and Kath are happy to support the event as they have done in previous years by supplying the bar and running the hog roast.  Cllr Jones offered to assist with the BBQ.  Cllr White raised the issue of sufficient lighting, for the outside areas near the toilets. Agreed to source LED lights.  Cllr Glover will produce the tickets for the event, agreed to keep the same price as in 2019, there is interest in the village to have an event after lockdown.  Councillors reviewed the previous costs for the event, the entertainment was last £270, agreed to allow £300 this year.  A meeting is to be arranged to discuss further  To Do: -   * Book toilets – Cllr Gallagher * Book security – Cllr Smart * Book entertainment - Cllr Smart |  |
|  | **9.0 Community Communication and Website** |  |
| **1927**  **1928**  **1929** | The next newsletter is due in June 2022, so we need to start collecting the information in May. Agreed that this could be deferred if necessary due to the summer event  Cllr Smart to issue the latest council minutes to Cllr White for upload to the website  Agreed that the new clerk will have the task of updating the web site with council documents |  |
|  | **10. Accounts for Payment** |  |
| **1930**  **1931**  **1932**  **1933**  **1934** | Cllr Smart had circulated three outstanding late invoices for acceptance following the March meeting, all 3 suppliers had been waiting for payment for some time due to the handover of clerk duties. These were approved by councillors outside the meeting and the Accounts for March 2022 were amended accordingly.  The six-monthly fire safety inspection had been completed in the period. - Noted  The accounts for April 2022 were presented to councillors for approval and approval was proposed by Cllr Male and seconded by Cllr Gallagher, all present agreed.  A quote has been received for installation of the new bench and for a repair to the community centre manhole cover, this work has been instructed but the invoice is not yet due for payment.  BT have written to the council regarding the renewal of the line rental, this is £219 as per last year, but on seeking to renew the monthly change is also different from £20.45 to £36, the clerk is to investigate this by next month | **Cllr Smart**  **19/5/22** |
|  | **12.0 CAPTIAL PROJECTS** |  |
| **1935** | None planned. Discuss at the new council meeting |  |
|  | **11.0 PLANNING APPLICATIONS** |  |
| **1936**  **1937**  **1938**  **1939**  **1940**  **1941**  **1942** | Cllr Smart took the chair and Cllr Hood-Williams left the room  2022/0876  Neutral comment – planning officers to consider overlooking  2022/0812  Discussed and no comment  2022/0298  Discussed and no comment  2022/0564  Discussed the application and concerns over the size of the room compared to the house, application from details were read through and accepted, there is no comment to CCS  Cllr Hood-Williams returned to the chair  Tirmynydd road development has not yet been submitted for planning, discussed and agreed the need for a public meeting once this application is notified.  2no oak trees have been felled during the month for the forthcoming development at the chapel graveyard. No other progress.  A developer has been undertaking site investigation works at the water tower field, no proposals for development- Noted |  |
|  | 12.0 FOOTPATHS AND BRIDLEWAYS |  |
| **1943** | LH56 (Chapel Rd to Pant Y Drw) – there is a step in the path that needs to be filled, difficult to pass at present with wheelchairs or pushchairs. CCS are due to repair but no fixed date yet. | **Cllr Hood Williams 19/5/22** |
|  | **13.0 CITY COUNCIL MATTERS** |  |
| **1944** | The community centre will be used for the election on 5/5/22 | **Note** |
|  | **14.0 DELEGATES REPORTS** |  |
|  | None. |  |
|  | **DATE OF NEXT MEETING** |  |
| 1945 | Meeting ended at 21:24  Next meeting is the first meeting of the new council to be held on 19th May 2021 @ 7.30pm |  |