



# KILLAY COMMUNITY COUNCIL

(CYNGOR CYMUNED CILÂ)

MONTHLY MINUTES  
Wednesday 28<sup>th</sup> February 2018  
7.15 pm

<b>Present:</b>	
Councillor Nigel Fletcher (Chair)	Councillor Peta Walsh
Councillor Jim Robinson (Vice Chair)	Councillor Dudley Vyse
Councillor Tyrone Lewis	Councillor Mary Idris
Councillor Sue John	Councillor Jan Evans
Councillor Joanne Fitton	Councillor Jackie Rose
Councillor Jeff Jones	Clerk to the Council Mrs Sue Bagley
<p>Prior to the start of the meeting Mr Anthony Hamilton-Shaw from 'Cariad' gave a presentation on Defibrillators, designed to inform KCC Councillors of the workings of the Defibrillator, grant funding that is available to purchase these and the possibility of KCC installing them locally.</p> <p>Councillors will discuss this as an agenda item after Mr Hamilton-Shaw has left. Cllr Fletcher thanked Mr Hamilton-Shaw and his colleague for his time and talk and informed him that KCC would be in touch when a decision has been made.</p>	
<b>1. Apologies for absence:</b>	
Councillor Bill John	Councillor Martin Quaile
<b>2. Declaration of Interests</b>	
In accordance with the provision of the Code of Conduct, Council members must declare an interest at the commencement of such matter being discussed, or when the interest becomes apparent. Members disclosing an interest must enter the Agenda number of the item, together with their interest, onto the relevant form supplied by the Clerk during each meeting.	
<b>3. Acceptance on Minutes</b>	
Minutes from the previous meeting held on 24 <sup>th</sup> January 2018 (circulated previously) were read, agreed and carried unanimously.	
<b>4. Matters arising from previous meeting – 24<sup>th</sup> January 2018</b>	
<b>Page 1</b> ➤ The unbanked cheque for the donation to Gower First Responders in August 2017 made payable to 'Cariad' for £200 has now been resolved. A new cheque has been written and the previous cheque has been destroyed and will show in the end of year accounts as cancelled.	

<p><b>Page 2</b></p> <ul style="list-style-type: none"> <li>➤ Further to the meeting between Cllr Fletcher and the Clerk with ALM on 12<sup>th</sup> December 2017, the Clerk has chased ALM Group regarding the quotation for the Christmas Lighting. To date there had been no reply.</li> <li>➤ Cllr P Walsh confirmed that she had been in contact with Hendrefoilan School regarding her post as Governor of the School.</li> <li>➤ <b>Item (c)</b> The Clerk confirmed that a letter of thanks has been sent to Mrs Pat Evans (Internal Auditor) and a letter of Engagement sent to Mr Ron Dolbear who will commence his duties from April 2018.</li> <li>➤ <b>Item (d)</b> Cllr Robinson confirmed he is happy to continue updating the website.</li> <li>➤ Cllr Jeff Jones referred to an item raised in the previous meeting (in which he was not in attendance), in regard to a Labour Party newsletter. Cllr Jones commended the action taken by KCC stating that any Community Councillor participating in political activities does so independently of KCC and any actions or comments made do not represent the view of KCC.</li> </ul>	
<p><b>13. Defibrillators</b></p>	
<p><i>With permission from Councillors this item has been brought forward for discussion.</i></p> <p>Following a full and informative presentation prior to the meeting, a detailed discussion took place in which it was concluded that Councillors were happy to approach Cariad for an application form.</p> <p>The Clerk will obtain the Big Lottery Fund-Awards for All form and complete a draft application. Mr A Hamilton-Shaw (Cariad) will be consulted before the application is submitted.</p>	<p>Mrs S Bagley</p>
<p><b>5. Correspondence</b></p>	
<p>Correspondence has been received from the following:</p> <ul style="list-style-type: none"> <li>➤ Clerks Direct provided to Cllr Sue John who will report any relevant information to Council.</li> <li>➤ Walk for Life.</li> <li>➤ Gower Landscape partnership.</li> <li>➤ Stepping Stones - thanking KCC for chocolates they recently donated.</li> <li>➤ Thank you letter from Miss Maisy Grey for the £75.00 donation to attend her forthcoming Guide Trip to Malta.</li> <li>➤ Notification of contribution from Town/Community Councils for 2017 election charges at a cost of £285. This is an administrative fee towards the City Council Election Fees and will be invoiced by CCS in April.</li> <li>➤ Welsh Government Independent Review panel to look at Community &amp; Town Council Sectors in Wales.</li> </ul>	
<p><b>6. Reports</b></p>	
<p><b><u>(a) Cllr Nigel Fletcher (Chair)</u></b></p> <p>No specific items to report.</p> <ul style="list-style-type: none"> <li>➤ Cllr Fletcher requested that Councillors use as appropriate the Reply and Reply To All options when responding to emails to minimize emails received.</li> <li>➤ Cllr Fletcher will present the Killay Community Chess Cup to the first winner of the Library Chess Tournament on Sunday 3<sup>rd</sup> March at 2.00pm.</li> </ul>	

**(b) City Councillor - Jeff Jones**

- Cllr Jones reported on several planning issues to be discussed on the agenda.
  - Planning permission has been approved for the Stephenson Road Development. Cllr Jones advised that funding may be provided under Section 106 of the Town and Country Planning Act 1990 for road safety measures.
  - Cllr Jones has also “called in” a retrospective Planning Application for retention of an outbuilding at 489 Gower Road following receipt of a petition.
  - Cllr Jones reported that road conditions around Killay are appalling. However CCS funds are not available and the CCS patch team is working as best they can.
  - The poor condition of a grass verge outside the betting shop on Gower Road, due to vehicle damage has been reported.

**(c) Clerk to the Council – Mrs Sue Bagley.**

- The Clerk confirmed that children from Hendrefoilan School will celebrate St David's day at the Precinct on 1<sup>st</sup> March weather dependent. The Manager of the Co-op at the Precinct has kindly donated 150 Welsh Cakes to KCC and if the weather is unsuitable the Welsh Cakes will be taken directly to the School.  
A letter of thanks will be sent to Mr Mike Williams Manager of the Co-op Store.
- Carol Hodson is due to retire from Killay Library at the end of March and a card/flowers was suggested as a thank you. The Clerk agreed to confirm the exact date of retirement.
- Two further traders have paid for their Christmas lights.
- The vacancy notice for co-option as KCC Councillors for the North and South Wards has been displayed in the Notice Boards.
- Clerk’s expenses for February of £29.52 (Telephone £25.60 - stamps £3.92) were approved.
- The Clerk apologised for not listing the Petty Cash amount of £107.00 on the latest cheque list - this will be shown in March.

Mrs S Bagley

Mrs S Bagley

**(d) Social Media & Marketing**

- Reference a request from City Cllr J Raynor, regarding the electronic publication of members Register of Interests, Cllr Fletcher had read the Local Government (Democracy)(Wales) Act 2013 section 55-Community Council websites. Cllr Fletcher confirmed that the KCC website is compliant with the legislation.
- Cllr Robinson advised that KCC use 145 pages of the allocated space on the website. It was recommended that website space can be increased by deleting all previous agendas. It was agreed that only the current agenda needs to be accessible. It was also agreed that the minutes be displayed under the heading ‘Meetings’.
- Cllr Robinson is currently trying to update the Killay traders map section.
- Cllr Fitton reported that regular community events and updates will be put on Facebook.

**(e) Gardening Committee (JE)**

- Cllr J Evans requested permission to purchase bedding plants (100 Begonias) at a cost of £80.00 - this was approved.
- Bench plaques. The ‘Killay Chamber of Trade’ plaque is now obsolete. The Stuart Perry plaque will be reinstated - all were in agreement.  
This plaque will be surface mounted and Cllr Robinson kindly agreed to carry out this work.
- Cllr S John reported that framework on the new benches is already showing signs of rusting. Cllr J Jones will report to CCS Parks department.

Cllr J  
Robinson  
Cllr J Jones

#### **(f) Footpaths**

- Cllr Vyse reported that all footpaths are in good order.
- The lifebelt is currently in the centre of the pond and the safety sign has been snapped off. Cllr J Jones agreed to report this.
- Cllr Fitton advised that CCS Officers have been surveying the Pill boxes in the woods for a specific species of bat. Cllr Fitton will find out further details and report back.

Cllr J Jones

Cllr Fitton

### **7. Planning Report**

*Councillor J Jones left the meeting at 8.15pm and did not return to the meeting.  
Due to the absence of Cllr Quaille the following information was obtained from CCS website.*

#### **Planning decisions (Week ending: 19<sup>th</sup> January – 23<sup>rd</sup> February)**

**Application 2017/2492/FUL** - 4 Kennington Close, Killay, Swansea SA2 7EF  
Two storey, part single storey rear extension – **Refused**

**Application 2017/2538/FUL** - 29 Goetre Fach Road, Killay Swansea, SA2 7SG  
Increase in ridge height, front dormer, single storey rear extension, addition of door to side elevation and installation of rear roof lights. - **Approved**

**Application 2018/0025/NMA** - 311 Gower Road, Killay, Swansea, SA2 7AE  
Non Material Amendment to planning Permission 2008/2081 granted 20th September 2009 to allow for the chimney and fenestration alterations - **Approved**

#### **Planning Applications (Week ending: 22<sup>nd</sup> January - 23<sup>rd</sup> February)**

**Application 2018/0191/FUL** - Mr K Thomas 489 Gower Road Killay.  
Retention of detached outbuilding in front garden.  
No comments made on this application. (See also City Councillors report Item 6B)

### **8. Financial Report**

A list of cheques written during February circulated previously were accepted and agreed by Council, signed and dated by Cllr N Fletcher.

Number 1 Account – Treasurer	£1,683.99
Number 2 Account – Bus Account	£9,370.95
Number 3 Account – Election Account	£3,010.27

Clerk Expenses for December/January were as follows:

- Postage £3.92
- Telephone £25.60

Clerks Expenses for the month were unanimously agreed.

- There were no additional cheques for February requiring approval.
- Cllr Fletcher advised that the Clerk's salary is governed by the National Joint Council Pay

<p>for Council employees. The unions have recommended that the members reject the 2% pay increase offered in a national ballot. Until the result of the ballot is known the Clerk will not receive a salary increase from 1<sup>st</sup> April. When the settlement has been agreed the Clerk will receive any adjustment backdated to 1<sup>st</sup> April 2018.</p> <ul style="list-style-type: none"> <li>➤ The monthly financial statement was accepted and agreed by Council, signed by Councillor Nigel Fletcher (Chair).</li> <li>➤ Cllr S John has checked and signed off the quarterly bank statements</li> </ul>	
<p><b>9. Town &amp; Community Council Forum Meeting - previously circulated.</b></p>	
<p>Cllr N Fletcher and Cllr T Lewis reported on the above meeting held on the 29th January. Main items for discussion were as follows:</p> <ul style="list-style-type: none"> <li>➤ Swansea Local Wellbeing plan - a top level strategic plan, previously out for consultation which has now ended.</li> <li>➤ Introduction of the General Data Protection Act in May 2018. This is an update of the current Data Protection Act. Each Town/Community Council should appoint a Data Protection Officer, usually the Clerk. However, Mr Huw Evans, CCS Democratic services has asked Town/Community Councils to notify him if they want CCS to take on the role on their behalf. KCC have agreed in principal to CCS carrying out this function, although it depends on CCS being able to fund position.</li> </ul> <p>Huw Evans stated that it was the responsibility of each Town/Community Council Clerk to keep abreast of all relevant legislation applicable to the Council. Councils are therefore advised to become a member of One Voice Wales or for Clerks to have membership of the Society of Local Council Clerks. Annual membership is currently £108. KCC should consider SLCC membership if CCS do not adopt the role of Data Protection Officer.</p>	
<p><b>10. Events</b></p>	
<ul style="list-style-type: none"> <li>➤ <b>St David's Day</b> Hendrefoilan School - As previously discussed.</li> <li>➤ <b>Tea Party</b> Cllr Fletcher has spoken to Eileen Neilson from St Hilary's Church and was offered Sat 19<sup>th</sup>, Sun 20<sup>th</sup> or Sunday 27<sup>th</sup> May. Councillors preferred to avoid Sunday and also 19<sup>th</sup> May due to a Royal wedding. Cllr Fletcher agreed to speak to Eileen Neilson for alternative dates Cllrs Walsh/B. John/Fitton/Idris will form the Working Group for this event. Meeting to be arranged.</li> <li>➤ <b>Summer Fun Day</b> This was discussed and a suitable date during school holidays is yet to be decided. The Heads of Schools will be contacted to check the dates of the School Inset days and holidays.</li> <li>➤ <b>Summer Events</b> <ol style="list-style-type: none"> <li>1) Table Top Sale - 25<sup>th</sup> August 2018 (Morning) - details to be discussed at a later date.</li> <li>2) Band Night - 25<sup>th</sup> August (Evening) Group to be booked.</li> <li>3) Songs of praise - Sunday 26<sup>th</sup> August (Evening). Heini is not available. Cllr Fletcher to contact Canon Phillip Gwynne - St Hilary's.</li> </ol> </li> </ul>	<p>Cllr Fletcher Cllr Fletcher</p> <p>Mrs S Bagley</p> <p>Cllr Fletcher</p>
<p><b>11. Requests for donations.</b></p>	
<p>There were no requests for donations received during February.</p>	
<p><b>12. Cloud Storage</b></p>	

<p>Cllr Robinson and the Clerk have met up recently and are in the process of completing the Cloud Storage data. Council will be informed of progress at the meeting.</p>	<p>Cllr Robinson</p>
<p><b>13. Defibrillators</b></p>	
<p>This item has previously been discussed.</p>	
<p><b>14. Items for inclusion on next Agenda</b></p>	
<p>➤ Review of Banking procedures</p>	

Signed Councillor \_\_\_\_\_ **28<sup>th</sup> March 2018**