



KILLAY COMMUNITY COUNCIL

CYNGOR CYMUNED CILÂ

MONTHLY MINUTES
Wednesday 28th January 2026
7.15pm multi-location meeting

Present (In person):		
Cllr Jim Robinson (Chair)	Cllr Jan Evans	Cllr Joanne Fitton
Cllr Nigel Fletcher	Cllr Rhiannon Barrar	Cllr Peta Walsh
City Cllr L Gibbard	Cllr Sarah Gee	
Present Remote		
Cllr Bethany Rowe	Cllr Joanne Fitton	Cllr Ian Mortimer
1. Apologies for absence		
City Cllr Jeff Jones	Cllr Dawn Morse	Cllr Mary Jones
Cllr Tyrone Lewis		
Two members of the community attended the meeting as observers; they are considering submitting an application to become Community Councillors.		
2. Declaration of Personal and Prejudicial Interest.		<i>To be actioned by</i>
<p>In accordance with the provision of the Code of Conduct, Council members must declare a personal and/or prejudicial interest at the commencement of such matters being discussed, or when the interest becomes apparent.</p> <p>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.</p> <p>For members who are attending the meeting remotely, any interest is disclosed verbally and recorded by the Clerk.</p> <ul style="list-style-type: none">Cllr J Fitton declared a personal & prejudicial interest in item 11 – Donations.		
3. Acceptance of Minutes of Meeting held on 26th November 2025		<i>To be actioned by</i>
The minutes of the meeting circulated previously were accepted as being a true and accurate record.		
4. Matters arising from Minutes of meeting held on 26th November 2025		<i>To be actioned by</i>
<ul style="list-style-type: none">Item 8 page 3 – Planning Cllr Fletcher confirmed that an email had been sent to CCS Planning regarding the change of use of The Refinery Café, seeking clarification on the reason for the delay. No response had been received to date.		

<ul style="list-style-type: none"> • Item 9 page 3 – Events Cllr Robinson advised that, as a result of the new housing development at Hendrefoilan Estate (St Modwen development), the community boundaries will change. This will impact the route of the Father Christmas Parade. It was agreed that this item would be added to the July agenda. • The Clerk informed Council that the Father Christmas Sleigh would not be available on 30 November. It was therefore agreed that the event would revert to the original date of Monday, 23 November. • Item 12 page 4 – Review of Standing Orders Cllr Robinson confirmed that these will be completed in the next three weeks. 	<p style="text-align: right;"><i>July Agenda</i></p> <p style="text-align: right;"><i>Cllr Robinson</i></p>
<p>5. Correspondence received</p>	<p style="text-align: right;"><i>To be actioned by</i></p>
<p>All-important correspondence has been circulated previously.</p> <p>Communication with Swansea City Council. (NF) Cllr Fletcher reported two recent instances of a lack of direct communication with the Swansea City Council: the Old Carriage Driveway matter, where KCC had not been contacted directly by the City Council and had been reliant on information from other bodies; and the recent public survey regarding the Flood Alleviation Scheme.</p> <p>Cllr Fletcher expressed the view that KCC should be informed of such schemes prior to information appearing in the local press or entering the public domain.</p> <p>It was therefore agreed that Cllr Fletcher, via the Clerk, would write to CCS requesting that KCC be notified in advance of any significant schemes being made public.</p> <p>Cllr Robinson asked how often CCS holds Forum meetings. It was agreed that Cllr Fletcher, via the Clerk, would contact CCS to request this information.</p>	<p style="text-align: right;">Cllr Fletcher/ S Bagley</p> <p style="text-align: right;">Cllr Fletcher/ S Bagley</p>
<p>6. Reports</p>	<p style="text-align: right;"><i>To be actioned by</i></p>
<p>The following reports were received from the relevant members. All reports had been circulated prior to the meeting:</p> <p>a) Chair’s Report (JR) All matters were covered within the agenda.</p> <p>b) City Councillors’ Reports (MJ; JJ; LG) – appendix 1 and 2 Reports had been circulated previously.</p> <p>c) Clerk’s Report (SB) No separate report. All matters were covered within the agenda.</p> <p>d) Publicity (JR; BR; SG) – appendix 3 Cllr Gee had previously circulated a report entitled “<i>So What Has Killay Community Council Done for Me?!</i>” Members were invited to forward any comments to Cllr Gee.</p> <p>e) Gardening Committee (JE; PW; DM; MJ) No matters were reported.</p>	

f) Public Rights of Way (RB; BR; SG; NF) – see also appendix 4

Cllr Barrar reported that 1,000 Walking Maps had been delivered to the Clerk on 17 December 2025. Whilst the maps were generally satisfactory, a minor spelling error was noted in the heading and the maps had been folded incorrectly. Cllr Barrar contacted Chris Dale (CCS), who agreed to arrange for the maps to be reprinted and correctly folded.

The original 1,000 maps had since been refolded by the Clerk and were currently being stored, pending confirmation as to whether CCS would permit KCC to retain them.

Following discussion, it was agreed that the original maps would be kept as a reserve supply, subject to the error being corrected, possibly with a small sticker placed over the title to correct the error if required.

Cllr Barrar proposed that a plastic storage folder be purchased to ensure the maps were kept clean and in good condition; this was agreed.

The distribution of the maps was discussed and a number of potential locations were suggested. A proposal to order plastic display stands for use at public locations was agreed.

7. Financial Report (SB/JR)

To be actioned by

i) Statement of bank details - circulated previously (SB) – appendix 5

ii) The following payments were proposed by Cllr Evans seconded by Cllr Fletcher and approved for payment:

J Robinson	.Com Domain	Hostinger	£18.17
S Bagley	Expenses	Clerk Expenses	£28.40 Dec
S Bagley	Expenses	Clerk Expenses	£31.40 Jan

iii) Discussion and acceptance of Precept figures. Appendix 6

The proposed Budget for 2026/2027 had previously been considered by the Finance Committee and their recommendations had been circulated to full Council for discussion and approval.

Cllr Robinson invited comments from Members.

Cllr Gee proposed that a separate meeting be arranged to discuss Events. This was agreed. Cllr Robinson requested that all Councillors forward to the Clerk their availability for a Wednesday in March in order to schedule the meeting.

Cllr Robinson and Cllr Fletcher explained to Council the process relating to election fees payable by KCC. This applies to all Community Councils where an election is required. The cost of holding an election would be in the region of £9,000.00 and would arise in the event of a contested vacancy.

The Precept of £28,500.00 was proposed by Cllr Fletcher and agreed by full Council. The Clerk will notify CCS Finance of this decision.

Cllr Robinson explained to the two members of the public the meaning of the “Precept”, advising that it represents an annual charge of £12.50 for a Band D property in Killay, added to the Council Tax.

City Councillor L Gibbard left the meeting at 8.05

All Councillors

S Bagley

8. Planning Report (JF; SG; MI) – appendix 7	<i>To be actioned by</i>
<p>Report previously circulated.</p> <p>Members of the public may also view Planning Applications and submit representations directly via the relevant online planning portal: https://property.swansea.gov.uk/online-applications/search.do?action=weeklyList</p> <p>Cllr Fletcher stated that there were no contentious matters to discuss.</p> <p>A plan of the proposed storage development was circulated for information – Appendix 8</p>	
9. Events	
<p>Father Christmas Grotto – 6 December, Siloam Chapel Hall Twenty-one children attended the Grotto. Whilst those who attended enjoyed the event, it was considered to have been poorly attended overall. This will be discussed further at the Events meeting scheduled for March.</p> <p>Carol Service – Siloam Chapel Hall The Carol Service was unfortunately cancelled.</p> <p>St David’s Day – Killay Precinct, 2 March 2026 at 10.30am The children of Hendrefoilan and Dunvant School will be invited to attend. Refreshments, a drink and Welsh cakes, will be provided for the children.</p> <p>Christmas Lighting – Killay Precinct Cllr Robinson informed Council that he wished to arrange a meeting with Phillips Services to discuss communication with KCC and call-out charges. He considered that call-out costs should be agreed in advance of any work being undertaken. It was also noted that several of the Christmas lighting motifs are showing signs of wear. This matter will be discussed in further detail by the Finance Committee as part of the Christmas Lighting review.</p>	<p>March</p> <p>S Bagley</p> <p>Finance Comm</p>
11. Requests for donations	<i>To be actioned by</i>
<p>The Clerk informed Councillors that she had received a request for financial help from Killay Scouts and Guides.</p> <p>Cllr Fitton declared an interest in this item but it was agreed that she remain as she had knowledge of the problem which could be relevant.</p> <p>The Hall committee are looking for help to repair a significant water leak in their roof, which has resulted in the Hall being out of action until such time as a repair can be carried out. The hall is now closed until further notice. Quotations have been sought and KCC will be informed of these costs once received.</p> <p>Cllr Fitton gave a summary of the problem and stated that the Insurance Company has been informed. Cllr Fletcher proposed that this item be deferred until our next meeting.</p>	<p>February agenda</p>
12. Review of Standing Orders/Financial Orders – update (JF/JR/MJ)	<i>To be actioned by</i>
Matter ongoing.	Cllr Robinson
13. Food Hygiene Training	<i>To be actioned by</i>
<p>Cllr Fletcher reported that he had completed the Hygiene Training Course and found it very useful.</p> <p>Cllr Robinson suggested that additional Councillors undertake the course, and several members agreed to participate.</p> <p>Cllr Fletcher will circulate the course link to all Councillors.</p>	<p>Cllrs SG, BR, JR, LA, PW</p> <p>Cllr Fletcher</p>

14. Information Commissions Office	<i>To be actioned by</i>
Cllr Robinson suggested that KCC be registered with the ICC at a total cost of £52.00. for up to 15 members. The Clerk was instructed to complete the registration form.	S Bagley
15. DBS Policy – was signed off during the September meeting	<i>To be actioned by</i>
The Clerk was instructed to make the necessary arrangements for a Basic Policy	S Bagley
16. Future Killay Markets for 2026 (SG)	<i>To be actioned by</i>
<ul style="list-style-type: none"> • A report had been circulated to all Councillors previously. • Cllr Gee stated that the recommended budget is £441.00, calculated at £21.00 per stall for 21 stalls. This cost is to be shared between KCC and the three ward city councillors, covering one market each. • The funding will cover three markets for the year: 18 April 2026, 18 July 2026, and 21st November 2026. Final details will be confirmed nearer the time. • Cllr Gee noted that the bunting at the Precinct is in poor condition and suggested it be replaced. It was agreed that the existing bunting would be removed and replaced with St David’s Day bunting ahead of 2 March. • Cllr Gee also highlighted the need for weights for the gazebos, and it was agreed that a quotation would be sought. • The matters of marshalling and parking for the markets were also discussed. • Cllr Robinson mentioned that he had received an email from the City Councillors confirming their agreement to fund the markets. The funds are to be paid immediately, and in the event that a market does not take place, KCC may allocate the money to another event. Payment now means that the income will be received in this financial year for expenditure in 2026/27 	Cllr Robinson Cllr Fletcher Cllr Barrar Cllr Gee Cllr Fletcher Cllr Robinson
17. Items for future meeting.	<i>To be actioned by</i>
<ul style="list-style-type: none"> • Cllr Rowe has suggested that an Easter Egg Hunt could be organised for Easter. 	February Agenda
18. Close of meeting at 8.50pm	

Signed 25th February 2026



Chair