Clerk / Responsible Financial Officer: Mrs Susan Rodaway

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**ordinary meeting of Mawr Community Council (MCC)**

**Held remotely via Zoom on Monday 22nd May 2023 at 7.00 pm.**

**MINUTES**

**PRESENT**: Cllr. L. Frame (LF), Cllr. C. Williams (CW), Cllr. M. Davies (MD), Cllr. D. James (DJ), Cllr. M. Tribe (Llangyfelach and Felindre) arrived 20.35,

**APOLOGIES**:Cllr. LJ. Thomas – maternity leave,

For lateness (arrived 20.35): Cllr. M. Tribe (Llangyfelach and Felindre),

**ABSENT**: Cllr. B. Rowlands (Clydach and Craig Cefn Parc); Cllr. M. Bailey (Clydach and Craig Cefn Parc), Cllr. G. Walker (Clydach and Craig Cefn Parc); Cllr. K. Griffiths (Pontarddulais and Garnswllt); Cllr. P. Downing (Pontarddulais and Garnswllt)

**County Councillor Reports***None received prior to the meeting. Brief update from Cllr Tribe on his arrival at 20.35.*

**Questions for County Councillors (limited to 10 minutes):** *None*

**Declarations of Interest:** *None*

**Questions from the public relating to items on this agenda** (limited to 10 minutes): *None*

1. **2023/54 Chairperson’s Address**

*The Chair provided an update, including a reminder for the Felindre Market on 27/05/23*

1. **2023/55 Minutes of the Meeting of Full Council held on 18th April 2023**

Accuracy and approval.
*Proposer: DJ; Seconder: MD; All agreed.*

1. **2023/56 Minutes of the Meeting of the Annual Meeting of Council held on 16th May 2023**

Accuracy and approval.
*Proposer: MD; Seconder: CW; All agreed.*

1. **2023/57 Planning**
2. [2023/0872/PNA](https://planningapps.swansea.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RT9IEVEV00E00) Agricultural Building (Application for Prior Notification of an Agricultural Building) | Bryn Maen Farm Rhydypandy Road Morriston Swansea SA6 6PB Decided No Prior Approval Required
*No action required.*
3. **2023/58 Admin**
4. To consider application for Co-option for Garnswllt Ward.
*One application received from Victoria Morgan-Beattie and her application form was discussed. All Councillors commented on the wealth of experience in public forums she has and that she would be a worthy addition to the Council.*
5. To agree to Co-opt to fill one vacancy in Garnswllt Ward.
*Council agreed to Co-opt Victoria Morgan-Beatie as Cllr for Garnswllt Ward.*

*Proposer: DJ; Seconder: MD; All agreed.*

1. To note the Notice of Vacancy was published on 12/05/2023
*Noted*
2. Training Reports from Councillors who have attended training since the last meeting.
*Cllr Williams provided a report on the Eco-training she had attended. She suggested all interested Cllrs should take advantage of this training if offered again. She informed the meeting it was very informative and she felt it would be useful to discuss the duty to protect and improve Biodiversity placed upon the Council, with the wider community and Hall Committees.*
3. To agree purchase of books for Clerk.
*It was agreed to purchase two books from the SLCC bookshop. The Clerk’s Manual and The Guide to Local Council Administration.
Proposer: DJ; Seconder: CW; All agreed.*
4. **2023/59 Finance, Employment and Policy**
5. To agree payments for May 2023

*Proposer MD; Seconder: DJ; Agreed all.*

1. To note closing balances for April 2023.
*Noted*
2. To discuss and agree to explore potential for borrowing.
*The Clerk explained the rules around borrowing. Loans can only be approved for Capital projects. No further action to be taken at this time as Council is seeking Grant funding in the first instance. This will be reviewed on a regular basis.*
3. Agree Cleaning Schedules for all three halls to send out to interested parties for quotations.

*It was noted that the Garnswllt schedule hadn’t been received. Cllrs resolved it would be created from the CCP schedule, with minor amendments, and then all schedules will be circulated to interested parties by the Clerk.
Proposer DJ; Seconder: MD; Agreed all.*

1. To note intention for Policy working group to review new Standing Orders once received.
*Noted. Working Party meeting planned for 05/06/2023.*
2. To note successful funding application of £3000 for Summer Playscheme from Swansea Council Children and Young People.
*Noted. The Council thanked Terrie Cousins, Grants Officer, for her continued efforts.*
3. To agree scope and dates of Summer Playscheme for all three communities.
*Due to the reduction in funding, it was agreed to run three sessions a week, with one week in CCP, one in Felindre, and one in Garnswllt in August.*

*Proposer CW; Seconder: MD; Agreed all.*

1. To agree recruitment process and terms of engagement for Summer Playscheme workers.
h), i) and j) taken together at j).

*Cllr Tribe arrived at 20.35 with further apologies for lateness and requested to provide his update at this point. The Chair and meeting agreed.*

*He informed the meeting he had offered assistance for setting up the hall for the upcoming market and he had applied for Residents only parking following a request.*

1. To agree to form Working Party for recruitment process and interviews for Summer Play Workers.
h), i) and j) taken together at j).
2. To agree Policy Working party to review and update all policies required for Summer Playscheme.
*h), i) and j) taken together. Working Party agreed for Fri May 26th 2023.
Proposer: MD; Seconder: DJ; Agreed all.*
3. To note application for Democratic Engagement Grant to improve community engagement and consultation.
*Noted.*
4. To agree appointment of Safeguarding and Deputy Safeguarding Officers for MCC.
*Defer to later meeting.
Proposer: MD; Seconder: DJ; Agreed all.*
5. Update from Grants Officer on items not already covered elsewhere on the agenda.
*None required.*
6. **2023/60 Estates and Health & Safety**
	* 1. To discuss current position of MUGA at CCP following discussions with Swansea
		Council and (potential) funders.
		*Update received. The Chair, Vice Chair and Grants Officer are awaiting meetings with contractors to establish if a Planning Application and a complete re-build are necessary or if it is possible to re-surface and upgrade the existing site.*
		2. To discuss and agree a pre-planning application for MUGA in CCP.
		*If required.* *Proposer: MD; Seconder: CW; Agreed all.*
		3. To agree to apply for pre-planning permission for playground in Felindre as a reported outcome from the feasibility study in order to move the project forward.

*Pending plans from Potential contractors.*
*Proposer: MD; Seconder: CW; Agreed all.*

**2023/61** **Motion to suspend Standing Orders to complete the agenda.**
*Proposer: MD; Seconder: CW; Agreed all.*

* + 1. To discuss and agree to investigate the process for creating a byelaw to make not picking up dog fouling an offence enforceable by Mawr Community Council.
		*The Cllrs discussed the merits and pitfalls of this proposal and decided to continue with display of new signage and monitoring for now with regular reviews of the situation. No further action required at this time.*
		2. To agree extension to temporary fencing until a permanent option is agreed.
		Following a discussion regarding permanent fencing, LF and DJ agreed to review the area requiring fencing in order to get like for like quotations. In the meantime, it was proposed to extend the contract for a further 28 days from June 5th. *Proposer: MD; Seconder: CW; Agreed all.*
		3. To agree to get quotes for fencing at Playing Field and Community Garden at CCP.
		*Proposer: DJ; Seconder: CW; Agreed all.*
		4. To discuss and agree to apply for funding for upgrade to fire safety system at Felindre Welfare Hall.
		*Proposer: DJ; Seconder: MD; Agreed all.*
		5. Update from Biodiversity Project Coordinator on items not already covered elsewhere on the agenda
		*None required.*
		6. To receive update on Craig Cefn Parc Welfare Hall on items not already covered elsewhere on the agenda.
		*Update received including quotes had been received for decorating.*
		7. To receive update on Felindre Welfare Hall on items not already covered elsewhere on the agenda.
		*Update received including electrical issues identified following approved works beginning. Further quotes are required for extended work schedule. Felindre Craft and Food Market has 34 confirmed stalls to date.*
		8. To receive update on Garnswllt Welfare Hall on items not already covered elsewhere on the agenda.

*Update received including the modular staging has been ordered and the Hall Committee would like external paths re-surfaced and render replaced on the hall.*

**8. 2023/61 Correspondence**
*Moved to “In camera” section of the meeting
Proposer: DJ; Seconder: MD; Agreed all.*

**9**. **2023/62 To note the date of the next Ordinary Meeting as 12/06/2023** *Noted*

***2023/63*** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
Proposer: DJ; Seconder: MD; Agreed all.*

**8. 2023/64 Correspondence***The Clerk updated Cllrs on further correspondence received from a member of the public and discussed the potential requirement to move to the Council Vexatious Complaints Policy in order to minimise the negative impact on the Clerk’s time. The Clerk informed Council she would keep them updated. Cllrs agreed to the Clerk’s use of the policy should the correspondence continue.*

**10. 2023/65 To discuss and agree a way forward for employee overtime payment request.** *The Clerk informed Cllrs of the recent communication received along with supporting documentation. Cllrs agreed to seek legal advice on the most appropriate way forward for all concerned.
Proposer: DJ; Seconder: MD; Agreed all.*