Clerk / Responsible Financial Officer: Mrs Susan Rodaway

**To: Aelodau o Cyngor Cymuned Mawr/Members of Mawr Community Council.**

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

**Held remotely via Zoom on Tuesday 16th January 2024 at 7.00 pm.**

**Final Minutes**

**Present:** Linda Frame – Chair (LF), Caroline Williams (CW), Darren James (DJ), Aled Williams (AW), Victoria Morgan-Beattie (VMB), Catherine Evans (CE), Cllr Phillip Downing (PD). **Apologies:** Cllr. Mark Tribe (MT), Cllr. Kevin Griffiths (KG). **Absent:** Cllr. Brigitte Rowlands (BR), Cllr Matthew Bailey (MB), Cllr. Gordon Walker (GW).

**County Councillor Reports:** Reports from Cllr Phillip Downing and Cllr. Mark Tribe received and circulated to all Councillors.

**Declarations of Interest:** Cllr. Darren James declared an interest at agenda item 3. Planning

**Questions from the public relating to items on this agenda** (limited to 10 minutes)  
*A member of the public attended to raise their concerns regarding the proposed development on Mountain Road to be discussed at point 3 of this agenda. Concerns were raised around the extra burden on the unadopted highway resulting in further deterioration of the surface for all residents living along the road. Further concerns were raised regarding excess run-off of water onto surrounding land causing issues with drainage and infrastructure.*

1. **2024/01 Minutes of the Ordinary Meeting of Full Council held on 11th December 2023**

*Proposed: DJ; Seconded: LF; Agreed: VMB, AW; Abstained: LF, CE.  
The chair raised she had a concern regarding the approval of a set of minutes at the December meeting these minutes record. She declined to provide any further clarity as she was seeking a second source of advice. That aside, she agreed these minutes are an accurate reflection of the December meeting but chose to abstain from the vote.*

**2024/02**Agenda item 4j be moved to this point in the meeting  
*Proposed: LF; Seconded: DJ; Agreed: all.*

1. **2024/03 Admin**
2. To agree date of FE&P meeting to approve 2024/5 budget and precept figures.  
   *Meeting to be held 23/01/2024 at 7pm  
   Proposed: DJ; Seconded: CW: Agreed: All.*
3. To agree date of Hall Management Working Party meeting  
   *Meeting to be held 06/02/2024 at 7pm  
   Proposed: DJ; Seconded: CW: Agreed: All.*
4. To discuss Councillor training self-assessment forms  
   *The Clerk updated the meeting that only new Councillors needed to complete the self-assessment forms and she would support them to produce them.*
5. **2024/04 Planning**

2023/2510/FUL Pant Y Baban Farm, Mountain Road, Craig Cefn Parc.  
*Cllr DJ declared a personal interest.  
Council submitted the following comment:*“*The Council have concerns regarding the condition of the private road leading to the site. The road is already in a poor state and the additional traffic this proposed development will bring is likely to compound this matter. Perhaps the applicant could agree to make some contribution to remedial works to the road to alleviate concerns of residents living on Mountain Road?*

*The Council have concerns regarding run-off of surface water onto the field given the increase in impermeable surfaces and lack of drainage from the roofs of the pods while we acknowledge it has been considered within the application.*”  
*Proposed: CW; Seconded: AW; Agreed: VMB, LF, CE; Abstained: DJ.*

1. **2024/05 Finance, Employment and Policy**
2. To agree payments for January 2024  
   *Proposed: DJ; Seconded: CW; Agreed: All*
3. To note Closing balances for December 2023  
   *Noted*
4. To discuss and agree non-statutory (taxable) Councillor Allowances for 2023/24  
   *Clerk to speak with individual Councillors to discuss levels of payment.  
   Proposed: DJ; Seconded: LF; Agreed: All.*
5. To agree proposed update to phased approach to MUGA  
   It was discussed that some minor maintenance to the tennis court behind the MUGA in CCP would provide a surface suitable for tennis court lining and adding nets would free up the MUGA for other users at very little cost.   
   *Proposed: DJ; Seconded: LF; Agreed: All.*
6. To appoint a contractor for CCP MUGA phase1 and preferred contractor for remainder of project.  
   *The tenders were opened at a previous meeting and information contained in those tenders was redacted and circulated to all councillors prior to this meeting. It was discussed that while Company A were marginally cheaper than Company B for phase 1, the specification provided by Company B was far superior in quality and the scope was much clearer. On that basis, Company B was agreed as the successful contractor.  
   Proposed: DJ; Seconded: LF; Agreed: CE, AW, VMB; Abstained: LF.*

*Company A: £44,088*

*Company B: £45,594*

*Company C: £48,000  
Caloo Ltd were appointed.*

1. To note with thanks receipt of grant funding to provide indoor nature and growing sessions  
   *Noted with thanks*
2. To note with thanks receipt of grant funding from Swansea Council COAST fund to complete feasibility studies for the communities of Craig Cefn Parc and Garnswllt.  
   *Noted with thanks*
3. To agree contractor to deliver feasibility studies for the communities of Craig Cefn Parc and Garnswllt.  
   *Cllrs were presented with two quotes as no further quotes were received. The Clerk provided information on the clarity of the quotation and proposed specification.  
   Company A: £9,725  
   Company B: £10,000  
   On the basis of the clarity of the quotation and specification, Company B was agreed.  
   Proposed: LF; Seconded: CW; Agreed: All.  
   Urban Foundry were appointed.*
4. Update from Grants Officer on items not already covered elsewhere on the agenda.  
   *A report had been circulated prior to the meeting and received by all Councillors.*
5. **2024/06 Estates and Health & Safety**
6. To consider request for PAT testing for all halls  
   *This was discussed and Council agreed that under the agreements in place and the ownership of the items to be tested falls under the Hall Committees PAT testing should be arranged by the Hall Committees. The committees are also required to keep PAT registers.  
   Proposed: DJ; Seconded: CW; Agreed: All*

2024/07 *Proposed to suspend Standing Order 3v in order to complete the meeting  
Proposed: LF; Seconded: CE; Agreed: All.*

1. To consider request from Felindre Welfare Hall for inspection of the hall CCTV system  
   *Councillors agreed that as the CCTV system is owned by the Hall Committee, maintenance of it falls to the hall committee. The Clerk also raised the Hall Committee require their own registration with the ICO and appropriate policies and procedures in place especially around GDPR and Data protection. LF assured the Clerk these were in place.   
   Proposed: CW; Seconded: AW; Agreed: All.*
2. To note approval for Swansea Council to place a compound for building materials and roadway to provide suitable access in front of the Community garden at CCP on a temporary basis to facilitate the refurbishment of 11 properties on Ffordd Ellen.  
   *Noted.*
3. To note agreement from Swansea Council to make site provided good on completion and provide a path across the field to facilitate access for residents and fencing/gates as required in lieu of rental fee.   
   *Noted*
4. To note updated insurance valuations for all halls.  
   *Not arrived from Surveyor as yet.*
5. To agree to update Insurance schedule if required.  
   *Move to next meeting as no valuations received.*
6. To agree to apply for planning permission for fencing and floodlights for MUGA at CCP  
   *Proposed: DJ; Seconded: LF; Agreed: All.*
7. Update from Biodiversity Project Coordinator on items not already covered elsewhere on the agenda.  
   *Report circulated to all Councillors in advance of the meeting.*
8. To receive written update on Craig Cefn Parc Welfare Hall on items not already covered elsewhere on the agenda.  
   *None Received*
9. To receive written update on Felindre Welfare Hall on items not already covered elsewhere on the agenda.  
   *None Received.*
10. To receive written update on Garnswllt Welfare Hall on items not already covered elsewhere on the agenda.  
    *None Received. Clerk requested to write to all hall committees expressing an interest in hearing about activities taking place and matters discussed, requesting a brief report or copy of the minutes for future meetings.*
11. **2024/08 Correspondence**
12. Countryside Access Plan  
    *Noted*
13. Consultation on Future spending purposes for dormant assets funding in Wales.  
    *Noted*
14. Community Transport  
    *Noted with request to Grants Officer to keep in mind when looking for funding pots.*
15. **2024/09 To note the date of the next Ordinary Meeting as 12/02/2024 (subject to change should there be any unforeseen circumstances).***Noted*

2024/10 *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.  
Proposed: LF; Seconded: DJ; Agreed: All.*

1. **2024/11 To agree format of appraisals for all staff. Chair of FE&P and one other Councillor to carry out Clerk appraisal and Clerk and Chair of FE&P to carry out all other staff appraisals.***“One other Cllr” for Clerk Appraisal to be DJ.  
   Proposed: LF; Seconded: AW; Agreed: All.*

Cllr. Linda Frame left the meeting at this point

The Clerk informed remaining Councillors she would provide an impartial explanation of the following points on the agenda and then leave the meeting for their deliberations. Councillors informed the Clerk they required her to remain in the meeting to take notes and provide guidance on Council’s policies and procedures and would request she withdraw if they felt it necessary.

1. **2024/12 To note receipt of Subject Access Request and agree a response.***Noted. Cllr Catherine Evans appointed as an impartial and internal individual to manage the request and bring her recommendation to the March meeting of Council.*

*Proposed: DJ; Seconded: VMB; Agreed: All remaining present.*

1. **2024/13 To agree way forward regarding member complaints.***Cllr Catherine Evans appointed as an impartial and internal individual to investigate the complaint and bring her recommendation to the March meeting of Council.*

*Proposed: DJ; Seconded: VMB; Agreed: CE, AW; Abstain: CW*

1. **2024/14 To agree a way forward regarding complaints from CCP and Felindre Hall Committees***Cllr Catherine Evans appointed as an impartial and internal individual to investigate the complaints in line with the Council’s complaints policy and bring her recommendation to the March meeting of Council.*

*Proposed: DJ; Seconded: VMB; Agreed: Agreed: CE, AW; Abstain: CW.*

**2024/15 To note receipt of formal grievance from staff member and agree a way forward.***Noted. Given the individuals involved, the only route available to Council is to refer the complaint to the Public Service Ombudsman for Wales.  
Proposed: DJ; Seconded: VMB; Agreed: CE, AW; Abstain: CW.*

Cllr Linda Frame re-joined the meeting at this point and was informed of the Council’s decisions made in her absence.

Meeting closed 22.56.