

Full Council

Held at: Bishopston Community Centre

Date: 27/07/26

Time: 19:00

Attendees:

S Dunce, A James, L Ellis, N. Matthews, I Shemilt, R Brace, K Laurence, N Lomas, H Hartshorn,
Cllr Lyndon Jones

1. APOLOGIES

1. Apologies for absence were received from:

- B. Ball
- J. Jones

The apologies were noted and accepted.

2. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

Members were invited to declare any personal or prejudicial interests in relation to items on the agenda.

- No declarations were made.
-

3. APPROVAL OF MINUTES

- The minutes of the previous meeting were considered.
 - Members agreed that the minutes were an accurate record of the meeting.
-

4. PLANNING

- Members considered planning application **2026/116/NMA – 138 Bishopston Road**.
- The proposals were discussed and members raised no objection to the principle of the application.
- Members also discussed opportunities to support biodiversity and agreed that a comment should be submitted requesting consideration of the inclusion of a bird box as part of the development.

RESOLVED: No objection to planning application 2026/116/NMA, with a comment requesting consideration of the inclusion of a bird box.

ACTION: Planning response to be submitted accordingly.

5. FINANCE

- Members received an update on the Council's financial position.
- It was reported that there were no significant financial concerns at this stage of the financial year. Members noted that income and expenditure would vary during the year depending upon the timing of receipts, grants and project expenditure.
- The interest currently being received on the Council's savings was discussed. It was noted that approximately £20,000 was held within the savings account and that the level of interest being received appeared relatively low.
- Members discussed whether an alternative account could provide a better return while retaining sufficient accessibility to the funds. It was emphasised that the savings represented an important contingency and therefore should not be placed somewhere that prevented the Council accessing the money when required.

ACTION: Further information to be obtained regarding alternative savings accounts offering an improved rate of interest while maintaining appropriate access to the Council's funds.

- The Clerk advised members that the Council laptop was becoming increasingly unreliable and was significantly affecting its usability, including during online meetings.
- Members agreed that the Clerk should investigate suitable replacement laptops and report the options and costs to the Finance Committee.

ACTION: Clerk to obtain options and prices for a replacement Council laptop for consideration by the Finance Committee.

6. PROJECT UPDATES

6.1 Active Travel Track

- Members considered the documentation relating to the proposed transfer of land to Swansea Council for the Active Travel Track, together with the matters raised by the Council's solicitor.

Following detailed consideration, the Council agreed that the following comments and instructions should be provided:

1. Maintenance access – Agreed.

- The reserved right of access should expressly permit vehicles, tractors, grass-cutting equipment and any other equipment required to maintain the Council's retained land.
- Clarification should also be sought regarding ownership of the bank alongside the proposed path, as this will determine responsibility for its ongoing maintenance.

- The Council also requested provision for the reinstatement of approximately 2,000 daffodil bulbs affected by the works.

2. Maintenance of grassed areas – Agreed.

- A covenant should require Swansea Council to maintain the grassed areas alongside the path to an appropriate standard.

3. Future access – Agreed.

- The Community Council should retain the right to create additional access points from the adjoining highway onto Murton Green should these be required in the future.

4. Lift-and-shift provision – Agreed.

- Provision should be included allowing the route of the path to be altered in the future, if necessary, at the Community Council's expense.

5. Charitable status – Clarification required.

- Further advice should be obtained regarding references to charitable interests affecting the land. The Council wished to establish whether Bishopston Community Council owns the land outright or whether an existing charitable trust or scheme continues to apply.

6. Section 38 consent – Clarification required.

- The Council's understanding was that the necessary Section 38 consent under the Commons Act 2006 had already been obtained for the project as a whole. Confirmation of the position should be sought.

7. Registered common rights – Clarification required.

- Further advice should be obtained regarding the registered common rights affecting the land and whether any additional consultation or consent is required.

8. Services and drainage – Agreed.

- Rights should be reserved for future service media.
- Members also requested that drainage works be specifically addressed. This section of the proposed path is prone to flooding as a result of surface water running from the playing fields, through the Community Council car park and towards the highway.
- It was noted that Swansea Council had previously advised Cllr Lyndon Jones that drainage would be incorporated into the works. Members therefore requested that appropriate drainage provision be reflected within the documentation.

9. Restrictive covenant – Agreed.

- A restrictive covenant should prevent buildings or fencing being erected on the transferred land, other than the proposed all-purpose path and any works expressly permitted by the transfer.

ACTION: The Council's comments, instructions and requests for clarification to be referred to the Council's solicitor.

6.2 Bishopston Community Park / Murton Park

- Members received an update on the park projects.
- It was reported that a new officer for Swansea Council had become involved with the project and would be progressing matters associated with the proposed works.

Zip Wire

- Members were advised of a further issue concerning the existing zip wire.
- Previous repairs had been authorised; however, components recovered from the damaged equipment were subsequently found not to be reusable. This meant that additional replacement components would be required.
- An additional cost of approximately **£1,600** was discussed.
- Members expressed concern about the overall cost of repairing the equipment and discussed the cost of repair compared with complete replacement.
- It was also noted that, for the new park equipment, the Council had previously agreed to obtain extended warranties.

Resolved: Council agreed to continue to repair works to fix the zip wire.

6.3 Copley Woods – Including Pump Track

- The Council's ongoing work relating to Copley Woods and the proposed Pump Track was noted.
 - The project remains under development with the relevant partners, including the Bishopston Skatepark Project and Swansea Council.
 - Members will continue to be updated as further information becomes available, and any matter requiring a formal Council decision will be brought back to Council.
-

7. CLEANING CONTRACT

- Members considered the future cleaning arrangements for the Council's community facilities.
- It was reported that three quotations had been obtained and considered.
- Following consideration of the quotations, members agreed to appoint Bee Clean to provide cleaning services for five hours per week.
- It was agreed that the arrangement would be kept under review and that the number of hours could be adjusted if required.
- The arrangement would be formally reviewed in March 2026, at which point the Council intended to consider entering into a formal three-year cleaning contract.

RESOLVED: That Bee Clean be appointed to provide five hours of cleaning per week, subject to review as required and a formal review in March 2026.

8. POLICY REVIEW

- Members considered the Council's responsibilities as an employer in relation to the prevention of bullying, harassment and sexual harassment in the workplace.
- It was noted that employers have a responsibility to prevent bullying and harassment and that recent legislation places employers under a duty to take reasonable steps to prevent sexual harassment of workers during the course of their employment.
- As this is an anticipatory duty, the Council is required to consider and assess potential risks of sexual harassment, including risks arising from those working for the Council and third parties with whom employees may come into contact while carrying out their duties.
- A Prevention of Sexual Harassment Risk Assessment had therefore been developed to identify potential risks and the measures that could be taken to prevent or mitigate them.
- Members had also been provided with an Anti-Bullying & Harassment Policy, developed using guidance provided through One Voice Wales.
- Members confirmed that they had reviewed:
 - Prevention of Sexual Harassment – Risk Assessment
 - Anti-Bullying & Harassment Policy
- Following consideration, members agreed that both documents should be approved and adopted by Bishopston Community Council.

RESOLVED: That the Prevention of Sexual Harassment Risk Assessment and Anti-Bullying & Harassment Policy be approved and adopted by the Council.

9. CITY COUNCIL UPDATE – CLLR LYNDON JONES

- Cllr Lyndon Jones provided an update on matters relating to Swansea Council and the local area.

Grass/Wildfires and Common Land

- Cllr Jones reported on work undertaken following concerns regarding grass and wildfires.
- A multi-agency meeting had taken place involving relevant organisations and representatives, including the Fire Authority, Natural Resources Wales, representatives connected with the common land and Swansea Council.
- The arrangements surrounding controlled burns by farmers were discussed. Natural Resources Wales had agreed to provide assistance to affected farmers with the relevant application and documentation process.
- The importance of firebreaks in preventing the spread of fires was also discussed. It was reported that agreement had been reached for work on firebreaks to be progressed, with funding support identified.
- A further meeting was planned to monitor progress.

Highway Matters and Speeding

- Members were advised that road markings had been reinstated in the local area.

- Cllr Jones reported that he was continuing to pursue additional speed enforcement measures, including the possibility of a temporary speed camera at another location where speeding concerns had been raised.
- Existing enforcement activity within the community was also noted.
- Members discussed concerns regarding speeding, particularly at certain times of the day and overnight.

Bus Stop

- Cllr Jones reported that arrangements had been made for the replacement of a bus stop/sign on Bishopston Road which had disappeared following previous highway works.

Drainage

- Members were advised that drainage-related works on Manselfield Road, were also being undertaken in association with other works in the area.
- It was anticipated that these works would provide an additional benefit by helping drainage from the Green.

10. ANY OTHER BUSINESS

Council Gazebo and Community Centre Equipment

- A member raised concern regarding the location of a relatively new Council gazebo which had been used during the May Day event.
- Following the event, equipment had been returned to the Community Centre; however, the gazebo could not subsequently be located.
- Members discussed a number of possible storage locations within the building and agreed that these should be checked.
- Concern was also expressed that other equipment, including crockery previously provided for community use, appeared to be missing.
- Members agreed that the matter highlighted the need to ensure that Council and community equipment was appropriately stored and accounted for.
- **ACTION:** Storage areas within the Community Centre to be checked in an attempt to locate the gazebo and other missing equipment.

Biodiversity / Butterfly Initiative

- An update was provided regarding the Council's biodiversity activities and the butterfly initiative/competition.
 - Participation to date was discussed and members agreed that promotion should continue.
 - Members also commented positively on the Council's approach to local flower beds and biodiversity.
-

There being no further business, the Chair thanked members for attending and closed the meeting.

Meeting Closed - Next meeting 28/09/26 at 19:00