

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL HELD ON
TUESDAY 14th Dec 2021 VIA ZOOM AT 7.00 PM**

Present : Cllr Ralph Cook RC (Chair) Cllr Malcolm Sims MS, Cllr Lynda James LJ, Cllr Arthur Rogers AR, Cllr Jeff Rogers JR, Cllr Sally Rogers SR, Cllr Wes Weeks WW, Cllr Jean Marnell JM, Cllr Susan Rodaway SER, Clerk and Admin Assistant

Apologies for absence: Cllr Keith Atkins due to sickness, Cllr Darren Hickery due to work commitments, Cllr Rachel Carter due to sickness and Cllr Angela M Brunt due to sickness. Council resolved to accept the apologies from the above Cllrs,

Proposed by JM seconded by MS agreed by all

Dispensations: Cllr Emma Roberts due to ill health

Declarations of interest: None

All votes will be named votes

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

1) 2021/220 Minutes of the Full Council Meeting held on 11th November 2021

Accuracy and approval

Proposed by JM seconded by WW agreed by all

2) 2021/221 Minutes of the Planning Committee Meeting held on 30th November 2021

Accuracy and approval

Proposed by AR seconded by SER agreed by all

3) 2021/222 Minutes of the Covid 19 Sub Committee held on the 30th November 2021

Amendment suggested

Proposed by JM seconded by LJ agreed by all with 1 abstention WW

Ratification

Proposed by SER seconded by JM agreed by all with 3 abstentions JR SR WW

Accuracy and approval

Proposed by JM seconded by RC agreed by all with 3 abstentions JR SR WW

4) 2021/223 Minutes of the Burial Ground Committee Meeting held on 2nd December 2021

Accuracy and approval

Proposed by JR seconded by JM agreed by all with 2 abstentions WW and LJ

5) 2021/224 Minutes of the Field Committee Meeting held on 2nd December 2021

Accuracy and approval

Proposed by MS seconded by SER agreed by all with 3 abstentions JM LJ WW

6) 2021/225 Minutes of the Environment Committee Meeting held on 6th December 2021

Accuracy and approval

Proposed by SR seconded by JM agreed by all with 4 abstentions JR, MS, WW, LJ

7) 2021/226 Minutes of the Finance and Employment Meeting held on 10th December 2021

Accuracy and approval

With spelling correction

Proposed by LJ seconded by RC agreed by all

8) 2021/227 Finance and Employment

a) To approve payments for Dec 2021

Proposed by JR seconded by LJ agreed by all

b) To note closing balances Nov 2021

Noted

c) To agree and accept s137 limitation for 2022-2023

The Clerk explained the total of £20171.34 was based on the limitation of £8.82 x 2287, the electorate figure supplied by Electoral Services on 8 Oct 2021

Proposed by JR seconded by LJ agreed by all

d) To agree to make provision for future Burial Ground Development as recommended by Finance and Employment Committee.

Cllr Jeff Rogers explained the background to this provision.

Proposed by JR seconded by RC agreed by the majority with 1 against LJ

e) To agree Draft Budget for 2022-2023 as recommended by the Finance and Employment Committee.

Amended to "note" from "agree"

Amendment proposed RC seconded by SER agreed by all

Noted

f) To note update regarding Smart Pension Employer Charge and agree future action.

It was proposed that the meeting go into camera

Proposed by SER seconded by AR agreed by all with 1 against RC and 1 abstained WW

Clerk and Admin Assistant left the meeting 7.50

After a discussion, it was proposed that no action would be taken and that the Council would continue to use SMART pension and pay the monthly fee.

Proposed by JM seconded by SER agreed by all with 2 abstentions WW and LJ

Clerk and Admin Assistant re-joined the meeting 7.56

9) 2021/228 Admin

a) Update from PEFTA Scheme

The PEFTA Assistant explained that the scheme had reduced by 1.

b) To agree adoption of the amended version of the model informal resolution protocol

The amendment made to the protocol is that repetitive low level and frivolous complaints should now be considered for informal resolution.

Proposed by JR seconded by JM agreed by all

c) To note change regarding the recording of apologies on minutes.

Noted

d) To agree Ground maintenance Tender and schedule as recommended by the Finance and Employment Committee

Amend to noted

Proposed SER seconded by JR agreed by all

Noted

10) 2021/229 Burial Ground

a) Update on Burial Ground matters.

No updates not covered elsewhere.

b) Note Grant of rights for grave 411 and Garden of Remembrance Plot C27

Noted

11) 2021/230 Field

a) Update on Field matters

Cllr Sims gave an update regarding the modifications planned for the table tennis table and the delay of the play equipment installation to the new year.

An email from Cllr Carter regarding the rewilding of areas of the park was noted and will be discussed in the new year.

The Groundsman is back safe and sound.

b) Update regarding cinder paths and Matta
Work on both areas will commence in the new year.

12) 2021/231 Environment

a) Update on Environment matters

The Clerk had spoken to a local company regarding an energy survey of the Community Hall, further discussions would take place at the January meeting of the Environment Committee

b) To agree to ring fence Participatory Budget till next financial year.

Due to sickness and other matters, there had not been time to promote the Youth or Environment Project budgets as hoped before purdah and so not to put the community and staff under too much pressure it had been agreed at the Environment Budget Meeting that both budgets be ring fenced for the new administration to take forward into the next financial year decreasing the burden on the precept, No vote was taken.

c) To discuss and agree action regarding Swansea Airport Stakeholders' Alliance letter
The request was discussed and it was agreed to take no action at this time

13) 2021/232 Hall

a) Update on Hall Matters

Cllr James and the Clerk had met with the Architect and were expecting some amended plans before Christmas.

b) To agree the Cleaning Tender letter and Schedule as recommended by the Hall Committee.

Deferred to January Full Council Meeting

14) 2021/233 Covid

a) Update from Covid Meeting

No updates

b) To discuss and agree the purchase of CO2 Monitors for the Hall.

The Clerk had obtained quotes from three companies and was asked to send the information round to Councillors so a choice could be made at the next Covid 19 Sub Committee meeting in January.

Deferred to January Covid Meeting

15) 2021/234 Updates from Swansea Council

a) Cllr. Lynda James spoke about the noise complaints received regarding building work in Southgate and installation of a tree on Kittle Green, Cllr Sims raised concerns regarding this as the Green is criss-crossed with pipes and cables, Cllr James agreed to follow this up.

b) Update on Traffic calming measures

Cllr Rodaway asked if yellow lines were going to be painted after the Chicane on Southgate Rd as promised, Cllr James explained that these had not been part of the current traffic order but would look into including it on the next as soon as possible. Cllr James will pass the Dwr Cymru contact details onto the Clerk who will ask for the Water Hydrant Covers to be painted.

c) Any other matters arising for discussion (any decisions required will be made at a future meeting).

16) 2021/235 Correspondence

Issues raised by members of the community to Clerk and Council.

The Clerk read out the letters received regarding the cutting down of trees on the Golf Course land and the extension plans submitted by Squiggles Nursery, both items would be included in future agendas.

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 by AR seconded by SER agreed by all

Clerk and Admin Assistant left the room at 9.10

17) 2021/236 To agree to amend the resolution regarding the change to Employee's Hours. The item was discussed and motion was not put forward

Meeting closed at 9.15

Financial Summary - Cashbook

Summary between 01/11/21 and 30/11/21 inclusive.

Balances at the start of the year

Ordinary Accounts

Current Account £81,997.64

Short Term Investment Accounts

Green Path £3,529.75

No 4 Account £76,961.35

Pavillion Account £39,552.73

Total £202,041.47

Balances at start of period

Ordinary Accounts

Current Account £33,867.11

Short Term Investment Accounts

Green Path £3,529.98

No 4 Account £136,967.80

Pavillion Account £39,555.10

Total £213,919.77

RECEIPTS	Net	Vat	Gross
Administration	£5,790.78	£0.00	£5,790.78
Burial	£2,756.00	£0.00	£2,756.00
FIELD	£80.00	£0.00	£80.00
Hall	£144.00	£0.00	£144.00
Total Receipts	<u>£8,770.78</u>	<u>£0.00</u>	<u>£8,770.78</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,395.96	£22.49	£5,418.45
Burial	£1,715.43	£86.10	£1,801.53
FIELD	£958.74	£166.82	£1,125.56
Hall	£871.76	£101.28	£973.04
Total Payments	<u>£8,941.89</u>	<u>£376.69</u>	<u>£9,318.58</u>

Closing Balances

Ordinary Accounts

Current Account £33,317.88

Short Term Investment Accounts

Green Path £3,529.99

No 4 Account £136,968.69

Pavillion Account £39,555.41

Total £213,371.97

Signed _____

Chair

Clerk / Responsible Financial Officer

Pennard Community Council											
2021- 2022 Regular Payments	Nov-21										CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card
Octopus Pavilion Electricity	16.55									16.55	DD Local Govt Act 1972 S133
Dwr Cymru	42.00		78.50							120.50	DD Local Govt Act 1972 S133
Good Energy (Hall Gas)			21.87							21.87	DD Local Govt Act 1972 S133
Swansea CC - Rates										0.00	DD Local Govt Act 1972 S133
Swansea CC - Waste disposal charges	70.20		141.00							211.20	DD Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							7.85			7.85	DD Local Govt Act 1972 S111
Octopus Electricity for Hall			79.24							79.24	DD Local Govt Act 1972 S133
Vodafone						15.32				15.32	DD Local Govt Act 1972 S111
Voxi						10.00				10.00	DD Local Govt Act 1972 S111
HMRC						880.80				880.80	Payroll Local Govt Act 1972 S111
Employee costs						2806.85				2806.85	Payroll Local Govt Act 1972 S111
Home Working Allowance						26.7				26.70	Payroll Local Govt Act 1972 S111
Youth worker 1 (Leader) (12hr)											i/n
youth worker 2 (12hr)											i/n
Smart Pension						155.52				155.52	Payroll Local Govt Act 1972 S111
Gerald Davies	829.99	428.83	89.38							1348.20	i/n Local Govt Act 1972 S133
Pink Cleaning			391.77							391.77	i/n Local Govt Act 1972 S133
Zoom						14.39				14.39	DD Local Govt & Elections (Wales) Act 2021 s47
Street Ligh in BG Car Park (SWALEC)		6.60								6.60	DD Highways Act 190 S301
Pest Control										0.00	i/n Local Govt Act 1972 S133
Website Key Frame										0.00	i/n Local Govt Act 1972 S142
Web hosting Krystal						5.99				5.99	DC Local Govt Act 1972 S142
leberra						3.99				3.99	DC Local Govt Act 1972 S111
PEFTA									1343	1343.00	DC Local Got Act 1972 S137
Killay Electrics - Lamp Post		80								80.00	DC Local Govt Act 1972 S133
Grave Digging		1200								1200.00	i/n Local Authorities Cemeteries Order 1977 S.214(6)
Gas Service			70							70.00	i/n Local Govt Act 1972 S133
google storage						1.59				1.59	DD Local Govt Act 1972 S142
Christmas Lights for Kittle						58.02				58.02	DC Local Govt Act 1972 S145
Stationery						50.10				50.10	DC Local Govt Act 1972 S111
Postage						15.84				15.84	DC Local Govt Act 1972 S111
Training										0.00	i/n Local Govt Act 1972 S111
TOTAL	958.74	1715.43	871.76	0.00	0.00	4045.11	7.85	0.00	1343.00	8941.89	0.00