

**DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 20th Jan 2026 AT 7.05 PM**

Present: Cllr Susan Rodaway SER(Chair), Cllr Lynda James LJ, Cllr Rebecca Donnachie RD, Cllr Steven Rodaway SR, Cllr Ralph Cook RC, Cllr Richard Beynon RB, Cllr Keith Robers KR, Cllr Jasmine Roberts JR, Cllr Will Smith WS, Cllr Cari Jones CJ, and Cllr Rachel Carter REC, Clerk.

Apologies for absence: Cllr Jon Dickson , Cllr Jason Thomas

Apologies for lateness Cllr Will Smith, Cllr, Richard Beynon, Cllr Cari Jones

Absent: Cllr Adam O'Brien

Declarations of interest: Cllr Jasmine Roberts and Cllr Keith Roberts declared an interest at item 2 and 9e

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes)

The member of the public had a question relating to the November meeting which would be dealt with under correspondence.

Swansea Council Report from Cllr Lynda James

Cllr James reported that

- the highways work on the A4118 was taking longer than anticipated due to the weather.
- There had been agreement to conduct repairs to the road on East Cliff past Hunts Farm due to the condition it was in.
- Swansea Council had also agreed to repair the pot holes in the narrows but that would need to wait until the A4118 was completed.

Cllr Richard Beynon joined the meeting at 7.07pm

a) Questions from Councillors (Limited to 10 Minutes)

Cllr Carter asked when the litter picking on Fairwood Common would be done.

Cllr James said she had put in a request for this to be done a couple of weeks ago

1. 2026/1 To receive and accept the minutes of the Full Council meeting held on the 16th Dec 2025 previously circulated

For accuracy and approval

Proposed by RD seconded by KR agreed by all

2. 2026/2 To receive and accept the minutes of the Planning Committee meeting held on the 18th Dec 2025 previously circulated

For accuracy and approval

Proposed by RB seconded by RC agreed by all with 2 abstentions JR and KR

3. 2026/3 To receive and accept the minutes of the Environment Committee meeting held on the 7th Jan 2026 previously circulated

For accuracy and approval

Proposed by REC seconded by LJ agreed by all

4. 2026/4 To receive and accept the minutes of the Land Management Committee meeting the on the 7th Jan 2026 previously circulated

For accuracy and approval

The votes for the Burial Ground revenue and Capital had not been noted although recorded at the time.

Amendment proposed by LJ seconded by SER agreed by all

Amended minutes Proposed by RD seconded by RES agreed by all

5. 2026/5 To receive and accept the minutes of the Environment Committee meeting held on the 14th Jan 2026 previously circulated

For accuracy and approval

Proposed by REC seconded by RC agreed by all

6. 2026/6 To receive and accept the minutes of the Finance Employment and Policy Committee meeting held on the 14th Jan 2026 previously circulated

For accuracy and approval

Proposed by LJ seconded by RC agreed by all

7. 2026/7 Admin

a) To note up and coming events:

One Voice Wales Annual General Meeting – 21 January 2026

Gower Forum 28 Jan 2026

Joint Event with Planning Aid Wales on 12 March 2026.

One Voice Wales National and Awards Conference – 1st July 2026.

Innovative Practice Conference – 30 September 2026.

Noted

b) To note new One Voice Wales website

The access details had been sent round.

Noted

c) To agree Annual Report ready for publication.

The Annual Report had been available for some time, just had not been approved and the final report published. No one had any questions regarding the document.

Proposed by REC seconded by RD agreed by all

Cllr Will Smith joined by meeting at 7.19pm

8. 2026/8 Finance

a) To agree payments for Jan 2026

The payment reports had been made available and sent to the Committee Chairs for approval prior to the meeting

Proposed by LJ seconded by REC agreed by all

b) To note closing balances for Dec 2025

The balances and payments made in December had been made available prior to the meeting, there were no questions raised.

Noted

c) To agree the budget for 2026-27 as recommended by the Finance Employment and Policy Committee

The budget information had been made available the Clerk reported the cost information she had obtained regarding the Chain of Office, a discussion ensued regarding whether the old chain should be retired and a new chain purchased or whether 10 extra links should be added to the existing chain, either way there was not enough money in the Budget to cover either of these. It was decided that the current chain should be retired and funds set aside over the next couple of years to buy a new one. The discussion then turned to whether a new Chain of Office was necessary, as this was straying from the agenda the Chair pulled matters back in line and the budget remained unchanged.

The 2026-27 Budget was proposed by LJ seconded by REC agreed by SER, RB,RC,AOB,RD,JR,KR Votes against were cast by WS and SR

The 2026-27 Budget by Committee is as follows:

Revenue	Income	Expenditure
Administration	36375.00	103493.68
Burial - rev	25557.00	15984.00
Field - rev	7730.00	31865.00
Hall - rev	24660.00	42335.00
Environment	15400.00	19050.00
Youth	3850.00	18500.00
Emergency/PEFTA	12100.00	12500.00
Capital		
Hall capital	97442.00	91442.00
Field capital	31500.00	33500.00
Burial capital	0.00	0.00
Reserves	46656.00	46656.00
TOTAL	301270.00	415325.68
PRECEPT	114055.68	
GRAND TOTAL	415325.68	415325.68

Cllr Smith left and rejoined the meeting due to internet issues 7.45pm

- d) To agree the precept amount for 2026-27 as recommended by the Finance Employment and Policy Committee**

The Chair explained how the precept was worked out, in particular the relation to the tax band issued to us by Swansea Council for the benefit of the newer Councillors. A precept amount of £114100 was proposed prior to onward reporting to Swansea Council. This represents an increase of £8.81 per year, £0.73 per month and £0.17 per week based on a band D property.

Proposed by REC seconded by LJ agreed by SER, RB,RC,AOB,RD,JR,KR Votes against were cast by WS and SR

- e) To receive PEFTA update**

The Clerk reported that there had been no changes, we continue to support 6 households in the community.

- d) To note grant applications made or in production this month and any results received.**

An application for £1000 had been applied for this week for Round 2 of the Emergency Food Aid run by Swansea Council

9. 2026/9 Land Management

a) To receive update regarding the Field and Burial ground.

The Clerk reported the successful installation of the new wider slide and the matta surface tiles which had been laid in front of the play panels as requested by members of the community

**b) To Note Grant of Rights
None**

c) To note EICR inspection following the receipt of 3 estimates

The Clerk had obtained 3 estimates which had been anonymously presented to the Chair of Land in order that an inspection could be carried out, the spend was under £500 and in the budget. They were:

A - 135

B - 165

C – 230

The Land Chair chose Company A and the inspection took place.

d) To consider the EICR results and agree action

The EICR result were discussed, the Chair explained that as there were several C2 items and that we really needed to take action to bring the pavilion up to a safe standard.

Cllr Cari Jones joined the meeting at 7.52pm

The discussion continued and the Clerk read out the issues which had been flagged she also explained that we did have the Church of Wales grant of £2500 sitting in reserves that could be used to fund these repairs

Cllr Smith asked for it to be noted that in case he lost connection he wished to make his intention clear that he wanted to vote against the pavilion rebuild, the Clerk advised that this was not possible as we had not reached that item yet.

It was proposed that the repairs should be made and that the Clerk should obtain some quotes to do this.

Proposed by SER seconded by CJ agreed by all

e) To consider asking the Church and Parish Hall for a contribution towards the light in the council owned carpark.

Cllr Jasmine Roberts and Cllr Keith Roberts both declared an interest.

The Clerk explained that the electricity costs of the lamppost had risen and were now in the region of £1.49 per day, a discussion took place with Councillors pointing out that the burial ground did not need the lamp and that the Church only had perhaps one late service a year. It was agreed to write to the Parish Hall to ask them to consider a contribution for the lighting. RB suggested that a service charge for the use of the Car Park may be something to consider.

Cllr Jones suggested that the light be changed to a solar option to which the Clerk reminded the Council of the Dark Sky Project which we were awaiting news on and that

they may be able to swap the light, they were going to fit with a solar version. She was asked to contact them with this suggestion.

f) To agree to begin Pavilion replacement process to RIBA stage 2 and fundraising support.

Cllr Susan Rodaway explained the background to the project and asked if everyone had read the documentation sent out following the December meeting and had any questions, Cllr James had not seen the document, so it was decided to defer the discussion for one more meeting to give everyone a chance to catch up.

Cllr Smith again stated he was happy to vote against the item now.

Cllr Rodaway explained that the item would come back to the February meeting for discussion.

10. 2026/10 Environment

a) To receive update regarding local current Environmental initiatives.

None

b) To receive update on Community Garden

Cllr Carter reported that the evaluation report had been completed and sent to the Funders and that the volunteer Saturday session had started up again.

c) To receive update on Youth activities

The Clerk gave a brief update and reported that the invoice had been paid as instructed at the last meeting. Swansea MAD were happy with this.

d) To receive update on accessibility matters.

Cllr Jones reported that the kissing gates had been installed on the path behind the school which made a huge difference to access. The Wellness walk would be able to take advantage of this when they start back in the Spring. She also reported that she had been writing to various people, in her own right and not as a Councillor, regarding accessibility of the Coastal path.

Cllr Smith left the meeting at 8.20pm

RB reported that the remnants of broken path and steps down to Pobbles from the golf course were still just lying in the scrub Cllr James said she would look into it.

The Clerk asked Cllr Cook for the type of hearing aids he used so that she could look into suitable accessible tools for him to use.

e) To agree section 6 biodiversity report as recommended by the Environment Committee

Cllr Carter presented the report for approval as recommended by the Environment Committee. Council thanked Cllr Carter for all her hard work on this and for all her biodiversity support and guidance.

It was proposed that the document be accepted and published.

Proposed by LJ seconded by CJ agreed by all

f) To agree to work with the National Landscape Dept on the installation of new benches and conduct repairs on existing benches.

Cllr James explained the background to this, and it was agreed that the Clerk would obtain the necessary quotes in order that the works could be completed.

Proposed by CJ seconded by REC agreed by all

11. 2026/11 Hall

a) To receive update on Hall repairs and maintenance due this month.

The Clerk reported that the fire doors were still to be done and that she was awaiting a new installation date.

She then reported on the issue the nursery was having in the corner of one of their rooms. A recent inspection had suggested remedial action which she was following up and would be obtaining quotes ready for the next meeting.

b) To receive update regarding electricity export.

The Clerk had chased this up with the installers as she was still awaiting the necessary report to forward on to our supplier.

12. 2026/12 Correspondence

The Clerk had received an email regarding damage caused by a mini digger being driven from Sandy lane over the golf course and along path PD6 this had caused considerable damage leaving the path churned up and pretty much impassible, she had passed the details onto the footpaths officer, the Chair of the Commoners Association and the Golf club manager.

The Clerk and Chair had met with the Lady recommended to us by the Internal Auditor who was going to help us formulate our vision. She would be sending us the questions in advance of the Vision workshop so everyone could have a chance to think about their answers. The Clerk would be sending out some date information so a venue, probably the Golf club, could be booked.

The Clerk and Chair would be attending a webinar on “What you need to know about Community Boundary Reviews” and thought it be beneficial for them to attend the same workshop at the Ilston Clerk and Chair.

13. 2026/13 Meeting dates in Jan

Planning 21 Jan.

The Meeting ended at 8.47pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/12/25 and 31/12/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £51,938.29

Short Term Investment Accounts

No 4 Account £168,434.27

Pavillion Account £28,091.48

PEFTA A/C prev Green Path £1,575.88

Total £250,039.92

RECEIPTS	Net	Vat	Gross
Administration	£20,139.39	£0.00	£20,139.39
FIELD	£9,293.34	£0.00	£9,293.34
Hall	£8,405.00	£0.00	£8,405.00
Environment	£1,650.00	£0.00	£1,650.00
Youth	£966.66	£0.00	£966.66
Total Receipts	<u>£40,454.39</u>	<u>£0.00</u>	<u>£40,454.39</u>

PAYMENTS	Net	Vat	Gross
Administration	£8,567.87	£56.62	£8,624.49
Burial	£2,503.87	£80.77	£2,584.64
FIELD	£1,124.75	£194.67	£1,319.42
Hall	£1,702.20	£254.29	£1,956.49
Youth	£1,620.00	£0.00	£1,620.00
Total Payments	<u>£13,518.69</u>	<u>£586.35</u>	<u>£14,105.04</u>

Closing Balances a 31/12/25

Ordinary Accounts

Current Account £64,303.81

Short Term Investment Accounts

No 4 Account £169,461.96

Pavillion Account £28,244.40

PEFTA A/C prev Green Path £3,260.91

Total £200,967.27

Total £265,271.08

Signed _____
Chair

Clerk / Responsible Financial Officer

Pennard Community Council												
Monthly Payments	Dec-25										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity	20.34		111.61							131.95	DD	Local Govt Act 1972 S111
Dwr Cymru	92.00		104.50							196.50	DD	Local Govt Act 1972 S111
Octopus Gas			70.09							70.09	DD	Local Govt Act 1972 S111
Swansea CC - Rates			180.57							180.57	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging		2100								2100.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Plaque engraving										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Ground Maintenance	760.21	363.87	71.75							1195.83	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)										0.00	DD	Highways Act 190 S301
Memorial Stone repair payment										0.00	i/n	Local Authorities Cemeteries Order 1977
Cleaning	208.00		416							624.00	i/n	Local Govt Act 1972 S111
Subscription										0.00	i/n	Local Govt Act 1972 S111
Cleaning Material										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Internet for Hall			58.81							58.81	DD	Local Govt & Elections (Wales) Act 2021 s47
Fire Equipt check										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance		40	338.38							378.38	i/n	Local Govt Act 1972 S111
Professional Services										0.00	i/n	Local Govt Act 1972 S111
Rural Anchor solar grant			350.49							350.49	i/n	Local Govt Act 1972 S111
Waste Collection	44.2									44.20	i/n	Local Govt Act 1972 S111
Toilet bins										0.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							15.50			15.50	DD	Local Govt Act 1972 S112
Vodafone						26.17				26.17	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						1259.39				1259.39	Payroll	Local Govt Act 1972 S112
Employee costs						3914.58				3914.58	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Audit										0.00	DD	Local Govt Act 1972 S112
Stationary						13.99				13.99	i/n	Local Govt Act 1972 S112
Zoom						16.79				16.79	DD	Local Govt & Elections (Wales) Act 2021 s47
Electical Check										0.00	i/n	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA									635.85	635.85	DC	Local Govt & Elections (Wales) Act 2021 s24
Training										0.00	i/n	Local Govt Act 1972 S111
Christmas						630.93				630.93	i/n	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Youth Sessions					1620					1620.00	i/n	Local Govt Act 1972 S112
										0.00	i/n	Local Govt Act 1972 S111
TOTAL	1124.75	2503.87	1702.20	0.00	1620.00	5916.52	15.50	0.00	635.85	13518.69		

Pennard Community Council

Monthly Receipts		Dec-25												
Detail	PF		BG		CH		Admin		Enviroment		Youth		TOTAL	
	Invoiced	Rec'd	Invoiced	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd	Expected	Rec'd		
Precept		8933.34		0		2401		18949		1650		966.66	32900	
Rent								1000	1000				1000.00	
Insurance Contribution								20.85	20.85				20.85	
Food Festival									60				60.00	
Water Contribution								74.5					74.50	
Grants					350.49	3750.00							3750.00	
Interest								109.54					109.54	
Wayleaves													0.00	
VAT													0.00	
PEFTA Donations														
Regular bookings					3587.50	2089.50							2089.50	
Casual bookings					227	90							90.00	
Cancellations with 72 hrs + notice	0													
write offs due to heating	0													
Market (not invoiced until fee agreed)													0.00	
Pitch Hire		580	360.00										360.00	
cancellations due to weather														
Burials													0.00	
TOTAL			9293.34	0.00		8405.00		20139.39		1650.00		966.66	40454.39	