

**DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 12<sup>th</sup> Feb 2026 AT 7.09 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 Roberts KR, Cllr Jasmine Roberts JR, Cllr Will Smith WS, Cllr Cari Jones CJ, Cllr Jason Thomas JT, Cllr Adam O'Brien AOB, Clerk, 2 representatives from Down to Earth

**Apologies for absence:** Cllr Jon Dickson, Cllr Rachel Carter

**Declarations of interest:** AOB declared an interest at points 5h and 6c and left the room, WS declared an interest at 6h after the discussion but during the vote and at 8h where he left the room.

**All votes will be named votes**

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

**None**

**Cllr Susan Rodaway proposed that item 6G be moved to the top of the Agenda so that the Representatives from Down to Earth did not need to stay too long.**

**Seconded by SR agreed by all**

**6g 2026/19 To receive breakdown of Down to Earth's Stage 2 fee proposal. 2**

The fee proposal along with the breakdown of what was covered in each stage had been made available to Councillors prior to the meeting. What followed was a question and answer session regarding the different aspects of the phase between the Councillors and the Representative from Down to Earth, she explained that this new structure had been developed to be aligned to our funding and that with a set of design plans it may be easier to attract funders, she also explained that lessons had been learnt from working with other local Community Councils regarding the reining in of their expectations and being more realistic in their aspirations of what could reasonably be delivered.

Cllr Keith Roberts raised questions regarding why we were looking to replace the building as opposed to refurbish it. The answer was that refurbishing and adding to the building as opposed to replacement had not been decided at this point.

He also had doubts around the weight given to the consultation where only around 10% of the population had responded. It was felt that this was in fact a very good response other consultation had received much less.

He then went on to ask if there would be ethical separation between the roles of Project Manager and Architect? The answer to this was yes. There were no further questions and Cllr Susan Rodaway thanked the two representatives for their time and they left the meeting 8.03pm

**Swansea Council Report from Cllr Lynda James**

Cllr James reported that there had been a litter pick on Fairwood Common and that 7 new bins had been installed around the community and some old ones replaced. The potholes in the "narrows" would be attended to imminently now that the other works had been completed. She also reported that she had checked all the streetlights except for those on Parc Llydan which she asked Cllr Jones to check for her.

**1. 2026/14 To receive and accept the minutes of the Full Council meeting held on the 20<sup>th</sup> 2026 previously circulated**

For accuracy and approval

**Proposed by RD seconded by AOB agreed by all with 1 abstention JT**

**2. 2026/15 To receive and accept the minutes of the Planning Committee meeting held on the 21<sup>st</sup> Jan 2026 previously circulated.**

For accuracy and approval

**Proposed by AOB seconded by LJ agreed by all with 1 abstention JT**

**3. 2026/16 To receive and accept the minutes of the Planning Committee meeting held on the 10<sup>th</sup> Feb 2026 previously circulated.**

For accuracy and approval

**Proposed by LJ seconded by RC agreed by all with 1 abstention JT**

Before the meeting went on, the Clerk read out the passage from the code of conduct which related to the difference between Predisposition and Predetermination she also advised Cllr Smith that he should take heed of this when we discuss the Pavilion Project as he had previously demonstrated having a closed mind on this matter. She also stated that it was up to him to declare a prejudicial interest accordingly.

**4. 2026/17 Admin**

**a) To note date and venue of Vision setting session.**

The Vision setting session was planned for the 18<sup>th</sup> Feb at 6.30pm at the Golf Club, the Clerk asked anyone not attending to let her have their written responses to the questions set so they could be included. The Chair stated that written responses were not to be made to replace attendance and in person participation by as many Councillors as possible was required.

**b) To receive report from Gower Forum.**

Cllr Jones had attended the forum which she reported was very interesting and a really good networking session. She thought that perhaps we should have more of a presence at the next one due to the projects we have in place.

**c) To receive report from Parish Hall Meeting**

Cllr Donnachie attended the meeting representing the Community Council, she reported the discussions included matters around bookings and the running of the hall as well as the voting in of the Committee as the meeting also included the AGM. The response to the letter we had sent them was also mentioned.

**d) To note the changes being made to Article 4 Directions and how it effects Gower and to discuss actions to be taken as requested by Llanrhidian Lower CC and recommended by the Planning Committee.**

The Clerk read out the report from Cllr Hughes who had attended the most recent planning meeting. She explained that a suggested letter would be coming from Cllr Hughes detailing concerns which we would be able to use. It was proposed that the Clerk be given plenary powers to send the letters to Welsh Govt and Swansea Planning. A copy of the letters should also be sent round to Councillors for information.

**Proposed by LJ seconded by AOB agreed by all with 1 abstention RC**

**e) To note Diversion and upgrading of footpaths in Pennard Valley (Wales Coast**

**Path ) which will divert footpaths onto used routes and upgrade footpath 10 to bridleway status.**

**Noted**

**Cllr Ralph Cook left the meeting at 8.32**

**5. 2026/18 Finance**

**a) To agree payments for Feb 2026**

The reports and copy invoices had been sent to Committee Chairs and the reports placed on the shared drive prior to the meeting.

**Proposed by AOB seconded by LJ agreed by all**

**b) To note closing balances for Jan 2026**

**Noted**

**c) To agree the Fees for 2026-27**

The fees had been set during the budget process and will be attached to these minutes

**Proposed by LJ seconded by AOB agreed by all**

**d) To receive PEFTA update**

**The Clerk read the report provided by the Community Officer.**

The community council has secured a further £900 from Swansea Council's Direct Food Fund. This is to support the 7 current households on the scheme with a total of 8 people. The fund needs to be spent by the end of March.

The PEFTA participants are currently in the process of each being asked to meet with the Area Coordinator, to be signposted for further support. This is part of the terms and conditions of the PEFTA scheme.

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

No application had been made so far this month the funds as reported in the PEFTA report would be credited to the account imminently.

**g) To note Dark Sky Project reports covering Burial Ground, Hall and Field**

The Dark Sky Project reports had been placed on the shared drive for perusal there were no questions raised, and they were noted.

**Cllr O'Brien declared interest and left the room.**

**h) To agree a contractor to conduct fitting work in relation to the Dark Sky Project.**

The Clerk had obtained three estimates for the work which would be paid for by the project. She explained that company B had been unable to give a full estimate due to the uncertainty of the cost of height equipment.

**Company A 1200**

**Company B 550 plus an unknow cost for scaffolding/cherry picker**

**Company C 1950**

**After a brief discussion Company A was chosen**

**Proposed by CJ seconded by SR agreed by all present**

**Company A was revealed to be M&M Electrical Services.**

**Cllr O'Brien rejoined the meeting.**

**i) To note results of the Budget Consultation.**

The results of the Budget Consultation were explained by the Clerk. The Council had asked the community to rate what was most important to them in order, four areas were given, community transport, activities for older people, youth activities and biodiversity/environmental activities.

There had only been 13 participants, who placed the categories in this order

Joint 1<sup>st</sup> Community Transport and Biodiversity activities

2<sup>nd</sup> Youth Activities

3<sup>rd</sup> Activities for Older People

4<sup>th</sup> Youth Activities

The Chair asked that the Clerk draft a Facebook post regarding the results and how they tied in with the budget for 26-27 as well as including these in the next newsletter.

**6. 2026/19 Land Management**

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

The Clerk reported the problems that they had been having with the bin and the solution she and the Caretaker had come up with. She also advised that the Caretaker had passed his City and Guilds qualification and would now be able to conduct the memorial inspections at the Burial Ground. The Chair asked that a card be sent on behalf of the Council given their congratulations.

**b) To Note Grant of Rights**

**None**

**Cllr O'Brien declared an interest and left the room**

**c) To agree contractor to carry out the EICR remedial work on the pavilion**

The Clerk had obtained three estimates for the electrical work needed at the pavilion.

Company A            2150

Company B            620

Company C            700

The estimates were discussed, and Company B was chosen.

**Proposed CJ seconded by LJ agreed by all present.**

Company B was revealed to be M&M Electrical Services

**Cllr O'Brien rejoined the meeting.**

**d) To agree contractor to install the fence at the Park.**

The Clerk had obtained 3 quotes to replace the 121m of fencing from the Anderson Lane footpath to the footpath approaching Burrows Close.

Company A            6600

Company B            13400

Company C            8687.02

The quotes were discussed, and the members chose company A.

**Proposed by CJ seconded by AOB agreed by all with 1 abstention WS who declared an interest.**

The Clerk revealed this to be Eaton Fencing who had installed the Community Garden Fence back in 2021.

**e) To consider the Parish hall's response to our contribution request towards the light in the council owned carpark.**

The Parish Hall's letter had been sent round prior to the meeting. The main point of concern was that they had highlighted a health and safety issue regarding the area being so dark and there be a muddy patch by the entrance. The initial reaction was to lock the gates after dark thus eliminating any risk, but this would be a huge inconvenience and not a decision to be made lightly.

A discussion ensued regarding several aspects such as the signage stating use of the carpark was at the user own risk and that the light was due to be replaced, but the timescale for this was out of our hands. One of the Councillors suggested that the Parish Hall pay for temporary lighting, this was also discussed at length.

It was concluded that the Clerk write to the Parish Hall asking them to write to all their users and members informing them that use of the car park was as their own risk and advising them that the repair was imminent. If they were not happy to do this then the Council would have no choice but to lock the gates after dark until the light was repaired. The suggestion of a service charge was raised once again; the Clerk was asked to put this on a future agenda.

**f) To consider puddle problem at entrance to the Burial Ground Car Park and agree action.**

This was discussed as part of the response letter and Cllr James suggested that she have the Council Cleansing team to clear the mud thus eliminating the slip risk.

**g) To receive breakdown of Down to Earth's Stage 2 fee proposal.**

This was dealt with at the start of the meeting.

At 9.22pm The Chair made everyone aware that the meeting was approaching 2.5 hours and that we could either adjourn the meeting now to reconvene on a later date. The Clerk asked that item 8b be discussed due to the urgent nature of the work.

SR asked that we carry on with 6h while the Down to Earth information was fresh their minds.

Cllr Jones asked that the meeting be adjourned as she was struggling as she found long meetings very difficult due to her health condition.

A discussion then ensued with SR, WS AOB LJ and JT all asking to carry on and not adjourn, CJ then asked for reasonable adjustment under the Equality Act to adjourn the meeting at this point as she wanted to take part but did not feel able to carry on due to her disability which she informed the councillors to be chronic fatigue.

Dates for the adjourned meeting were then discussed.

At 9.33pm It was proposed to suspend standing orders 3V in order to discuss item 6h and 8b the rest of the meeting would be adjourned until 7.00pm on the 24<sup>th</sup> of February.

**Proposed by SER seconded by AOB agreed by all**

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

Cllr James started the discussion expressing a need to look at what we could realistically afford there was no point in designing a something extravagant if we were unable to get the funding. At the initial stage the concept wanted by the Community would have been in the region of £1m to build with inflation etc she felt this would be more like £2.5M. She had spoken with Councillors in Mumbles, who had experienced funding issues with what they wanted to do with their building. Cllr Jones explained that she had seen the Mumbles plans which were more complicated than what we wanted to do and included refurbishment, new built and pavement changes.

Cllr Rodaway went on to explain that if we invested some funds now which enabled us to have the various concepts investigated and plans drawn up, we would at least have something to present to funders, which is why the Clerk had asked Down to Earth who we appointed last year to revisit the funding proposal from RIBA stage 4 to RIBA stage 2.

Cllr Smith suggested approaching the Pennard Charity, finding out just how much they would be willing to fund us, going to an architect and having plans drawn up to refurbish the existing building adding a meeting room kitchenette and facilities this way we would have something which was deliverable. The Clerk reported that when the Charity had been approached previously they had said they would not be able to fund us until we were ready to build. The discussion continued.

At 9.51pm Cllr Jones again asked that a decision be reached as she was struggling, referring back to the reasonable adjustment request made earlier, which she felt was being ignored. The Chair apologised and explained that she knew this matter needed a lot of discussion, which is why she had suggested moving it to the 24<sup>th</sup> Feb and that she was also suffering with her disability, which could impact her ability to work tomorrow.

Cllr Keith Roberts expressed his concerns, that we would be intrinsically linked to Down to Earth in every phase of the project and that we would be surrendering control, as they would be project manager and architect. He also referred to the assumption that the current building would be demolished rather than renovating and extending what was already there without any feasibility study.

Cllr Susan Rodaway explained that this was not the case each phase of the project so far had been tendered for and would continue to be so. Therefore, there was no lock into the end of the project, she also explained that no decision had been made regarding demolition this would come out of the Phase 2 work. She also advised that a feasibility study had been conducted in 2020 who advice was that "doing nothing was not an option". Cllr Donagues and Cllr Obrien then also had the chance to give their opinions.

At 10.03pm The Chair again suggested adjourning the point as there was much more to say and nobody had reached an agreement, she wanted to let everyone know that by voting against the motion, it would not be able to be revisited for six months which was something she did not want to happen and a lot of the unheard points would remain so. Cllr Smith disagreed and thought we should move to a vote. Cllr James suggested the motion be amended not to include the fundraising support aspect.

Cllr Susan Rodaway explained that by refusing to adjourn the item so further discussion could be had and moving to a vote that the any progress on replacing the pavilion would be suspended for 6 months if it was voted against, did everyone understand, all councillors agreed. She then asked that the votes be recorded named votes. She also asked that her explanation about the vote be minuted.

An amendment to the proposal was then discussed by after some time it was agreed to leave it as it is on the agenda and move to a vote.

**Proposed by Cllr Susan Rodaway Seconded by Cllr Rebecca Donnachie agreed by Cllr Cari Jones. Against Cllrs Lynda James, Jasmine Roberts, Keith Roberts, Steven Rodaway, Adam O'Brien, Jason Thomas and Richard Beynon. Cllr Smith abstained, declaring an interest at this point.**

**Cllr Smith left the meeting at 10.11pm**

The Chair asked Cllr Jones if she wanted to leave the meeting. Cllr Jones explained that she was going to leave the meeting and that she was appalled that her disability had been ignored, she explained that she had wanted to be involved in the vote and felt she had been forced to stay for a point that so easily could have been adjourned to a more reasonable time as suggested by the Chair.

**Cllr Jones left the meeting at 10.12pm**

## **8. 2026/20 Hall**

### **b) To agree contractor to carry our insulation work in Squiggles Nursery.**

The Clerk had written to Squiggles assuring them that a contractor would be chosen at tonight's meeting in order to progress the remedial works giving concern at the nursery. She had obtained three quotes for local businesses who had all been to the nursery to assess the situation.

Company A	3860
Company B	2100
Company C	1155

The Clerk read out the proposals and the estimates were discussed Company A and B had included decoration within the costs.

Company B was chosen

**Proposed by LJ seconded by JT agreed by all with 1 abstention SER**

Company B was revealed to be Trucoat Ltd

She explained that if the works had to be done during the week then the hall would be made available for their use, hall users had been advised.

**The meeting closed at 10.21pm**

## FEES FROM 1 APRIL 2026 to 31 MARCH 2027

### Burial Ground Fees

Burial Ground Fees April 2024 to March 2025

New Grave to the depth of 2 (including the right to erect a headstone)	£2730
New Grave to the depth of 3 (including the right to erect a headstone)	£2995
Re-open existing grave (including the right to re-erect a headstone)	£1428
Cremated remains internment (no charge if at the same time as a burial)	£490
New ashes plot in Garden of Remembrance (includes Plaque)	£525
Surcharge for American casket	£100
Scatter Ashes in Rose Garden (includes Plaque)	£65
Memorial Bench (includes Plaque)	£1500

### NOTE:

Should the Council incur extra costs for weekend burials or oversized caskets, then these would be passed on to the customer at cost, these additional costs will be advised at the time of the quotation to the Funeral Director.

### Hall Fees

Per Session	Pennard Ward	Outside Ward
Main Hall	£19.50	£22.50
Small Hall	£16	£18
Children's Party	£35	£45
Adult Party/Event	£45	£55

Hygge

Market £45

An additional cleaning contribution of £15 will be charged for parties / markets

### Pitch Fees

#### Football

	Pennard Ward	Outside Ward
Match and Training 11 and under	£0	£21
Training juniors 11 – 18	£0	£21
Match juniors 11 – 18	£26.5	£37
Match Seniors 18+	£47.5	£58
Training Senior 18+	£21	£26.5

#### Cricket

Juniors 11-18	£26.5	£37
Seniors	£40	£52.50

#### Touch Rugby

Free for first 12 months

# Financial Summary - Cashbook

Summary of receipts and payments between 01/01/26 and 31/01/26 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	£1,137.74	£0.00	£1,137.74
Burial	£465.00	£0.00	£465.00
Hall	£1,732.75	£0.00	£1,732.75
Total Receipts	<u>£3,335.49</u>	<u>£0.00</u>	<u>£3,335.49</u>
PAYMENTS	Net	Vat	Gross
Administration	£6,440.24	£50.01	£6,490.25
Burial	£736.33	£86.39	£822.72
FIELD	£19,465.28	£3,828.79	£23,294.07
Hall	£1,467.01	£156.27	£1,623.28
Total Payments	<u>£28,108.86</u>	<u>£4,121.46</u>	<u>£32,230.32</u>

Closing Balances a 31/01/26

## Ordinary Accounts

Current Account £53,104.93

## Short Term Investment Accounts

No 4 Account £152,254.85

Pavillion Account £28,258.79

PEFTA A/C prev Green Path £2,757.68

Total £183,271.32

Total £236,376.25

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

Pennard Community Council												
Monthly Payments	Jan-26											CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity	17.59		111.01							128.60	DD	Local Govt Act 1972 S111
Dwr Cymru	92.00		104.50							196.50	DD	Local Govt Act 1972 S111
Octopus Gas			415.15							415.15	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		100								100.00	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)		272.46								272.46	DD	Highways Act 190 S301
Memorial Stone repair payment										0.00	i/n	Local Authorities Cemeteries Order 1977
Cleaning	176.00		320							496.00	i/n	Local Govt Act 1972 S111
Subscription										0.00	i/n	Local Govt Act 1972 S111
Cleaning Material	34.97		46.25							81.22	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	219.12		15.99							235.11	i/n	Local Govt Act 1972 S111
Professional Services										0.00	i/n	Local Govt Act 1972 S111
Rural Anchor solar grant										0.00	i/n	Local Govt Act 1972 S111
Waste Collection	44.2									44.20	i/n	Local Govt Act 1972 S111
Toilet bins			142.98							142.98	i/n	Local Govt Act 1972 S111
Slide and repair to play equipt	17976.19									17976.19	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							9.5			9.50	DD	Local Govt Act 1972 S112
Vodafone						25.58				25.58	DD	Local Govt Act 1972 S111
Voxi						10				10.00	DD	Local Govt Act 1972 S111
HMRC						1310.59				1310.59	Payroll	Local Govt Act 1972 S112
Employee costs						3811.63				3811.63	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Audit						500.00				500.00	DD	Local Govt Act 1972 S112
Stationary										0.00	i/n	Local Govt Act 1972 S112
Zoom						16.79				16.79	DD	Local Govt & Elections (Wales) Act 2021 s47
Electical Check	145									145.00	i/n	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA								504.98		504.98	DC	Local Govt & Elections (Wales) Act 2021 s24
Training						206.50				206.50	i/n	Local Govt Act 1972 S111
Christmas										0.00	i/n	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Youth Sessions										0.00	i/n	Local Govt Act 1972 S112
<b>TOTAL</b>	<b>19465.28</b>	<b>736.33</b>	<b>1467.01</b>	<b>0.00</b>	<b>0.00</b>	<b>5925.76</b>	<b>9.50</b>	<b>0.00</b>	<b>504.98</b>	<b>28108.86</b>		

# Pennard Community Council

Monthly Receipts		Jan-26												
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													0	
Rent								1000	1000				1000.00	
Insurance Contribution								20.85	20.85				20.85	
Food Festival													0.00	
Water Contribution							74.5						74.50	
Grants														
Interest									116.89				116.89	
Wayleaves													0.00	
VAT													0.00	
PEFTA Donations														
Regular bookings						0.00	1590.50						1590.50	
Casual bookings						0	67.75						67.75	
Cancellations with 72 hrs + notice	1													
write offs due to heating														
Market													0.00	
Pitch Hire		0	0.00										0.00	
cancellations due to weather	2		2											
Cancellations with 72 hrs + notice														
Burials						465							465.00	
<b>TOTAL</b>			<b>2.00</b>		<b>465.00</b>		<b>1732.75</b>		<b>1137.74</b>		<b>0.00</b>		<b>3335.49</b>	