

**FINAL MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 13th May 2024 AT 7.00PM**

Present: Cllr Susan Rodaway (Chair) SER, Cllr Lynda James LJ, Cllr Elsbeth Rodaway ER, Cllr Keith Atkins KA, Cllr Rachel Carter REC, Cllr Mark Parkinson MP, Clerk, Community/Grants Officer. 1 Member of the Public

Apologies: Cllr Cari Jones, Cllr Steve Sheriff, Cllr Leanne Richards, Cllr Christos Georgakis

Apologies for Lateness: Cllr Ralph Cook

Absent: Cllr Will Smith

Declarations of interest: SER and ER declared an interest at point 7b.

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 present raised the matter of increased and indiscriminate parking that takes place on Pennard Green and whether the Community Council could add this to any discussions they were having with the Golf Club.

Swansea Council Report from Cllr Lynda James

a) Questions from Councillors (Limited to 10 Minutes)

Cllr James referred to the ongoing discussion with Swansea Council regarding Glyphosate spraying in the ward, it was suggested a member of Ilston Community Council be invited to the next Environment meeting. Cllr James also reported that a new Local Area Coordinator was in post and would pass her details to the Clerk and Community/Grants Officer. She also explained that the New Community Bus was off the road at the moment due to damage but the service was continuing.

Cllr Ralph Cook joined the meeting at 7.11pm

No Questions.

1) 2024/44 To receive and sign the minutes of the Full Council Meeting held on 11th Apr 2024

previously circulated

Accuracy and approval

Proposed by REC seconded by KA agreed by all with one abstention RC.

2) 2024/45 To receive and sign the minutes of the Finance Employment and Policy Meeting held on the on the 24th Apr 2024 previously circulated

Accuracy and approval

Proposed by REC seconded by ER agreed by all with one abstention RC

3) 2024/46 To receive and sign the minutes of the Environment Meeting held on the on the 2nd May 2024 previously circulated

Accuracy and approval

Proposed by REC seconded by ER agreed by all

4) 2024/47 To receive and sign the minutes of the Planning Meeting held on the on the 8th May 2024 previously circulated

Accuracy and approval

Proposed by RC seconded by ER agreed by all

5) 2024/48 Admin

a) To note Councillor resignation.

It was noted that Cllr Darren Hickery had announced his resignation at the annual meeting as he was taking up employment with the Church of Wales and moving out of the area. The Clerk was asked to write to Darren thanking him for all his hard work and to send a plant or flowers.

b) To agree to display notice for Council Vacancy Southgate.

The notice would be sent to the Elections office and be displayed as soon as was practical.

Proposed by ER seconded by KA agreed by all

c) To agree replacement Council representative for PACP and Pennard Charity.

As Cllr Smith had stated he would be abstaining from coming to Council meetings for the time being he would not be able to report to and from the organisations he represented the Council at. This was discussed and agreed that Cllr Parkinson as rep to the PACP would fulfil that function and a representative for the Charity would be organised at a later date. The Clerk was asked to inform the organisations and Cllr Smith of the new arrangement.

Proposed by ER seconded by REC agreed by all with one abstention KA

d) PEFTA update

The Community/Grants officer reported that there were 4 households now being supported and the Grant monitoring round for the Swansea Direct Food funding had been completed.

The Clerk was asked to follow up with the Charity on the last application.

e) To note receipt of updated registers of interests from Councillors

The updated registers were noted

f) To discuss and agree holding Community Engagement and Voter registration sessions in time for the next General Election.

Cllr Rodaway explained the background to this idea which would include a general engagement session and well as helping with registration and obtaining photo ID for the future general election. This was discussed and Cllr Carter said she would be happy to help.

It was suggested that the Clerk speak to Swansea's Election team for some dates when they could be involved in and to speak to the new manager at the Beaufort in Kittle to arrange a Kittle session.

Proposed by REC seconded by SER agreed by all

6) 2024/49 Finance and Employment

a) To approve payments for May 2024

The reports had been sent round to the chairs along with copies of their invoices.

Proposed by LJ seconded by KA agreed by all

b) To note closing balances Apr 2024

Noted

c) To agree Q4 figures as recommended by the Finance Employment and policy committee

The figures had been examined and discussed by the FE&P committee as well as being sent to all Councillors for perusal.

Proposed by REC seconded by LJ agreed by all

d) To note the amendments and virements agreed by the Finance Employment and policy Committee

The amendments and virements agreed by the FE&P committee were noted and agreed.

Proposed by REC seconded by ER agreed by all

7) 2024/50 Land Management

a) Update on Burial Ground matters

The Clerk gave an update with included the details of the mole deterrent devices which had been purchased.

b) To note future action plan in place for oversized memorial.

The Clerk explained that an oversized memorial had been fitted which was outside the measurements agreed. A solution had been discussed with the memorial masons and the family, which would mean that the memorial would be reduced to the correct size when the time came to add a second inscription notes would be made to this effect in the various registers for future referral.

The solution was proposed by REC seconded by MP agreed by all with 2 abstentions SER and ER

c) Update on Field matters including playpark

The Clerk gave an update

d) To receive update on Community Hub Project.

The Clerk gave an update, the working group would be visiting the Murton Site to look at the various building methods and to make a final decision on the logo and project name for use in the planning and bidding stages. Cllrs Parkinson and Carter asked to join the working group.

e) To agree to replace the existing slide with a wider more inclusive version.

Cllr Suan Rodaway gave a brief update on the sort of slide we should be looking at and this was discussed. The Clerk was asked to obtain some quotes.

Proposed by REC seconded by ER agreed by all

8) 2024/51 Environment

a) Update on Environment matters

There were no updates other than matters on this agenda

b) To receive update and agree Youth Engagement Proposal

The updated proposal had been sent round prior to the meeting giving details of the initial 2 sessions planned for the May half term as agreed at the environment committee at a cost of £630.

Proposed by ER seconded by KA agreed by all

c) To receive update on Community Garden.

The Clerk gave an update explaining she was waiting on some information from the Contractor for the school and the revised agreement from the school along with title documentation to send to the funder.

d) To receive Newsletter Update.

The Clerk gave a brief update regarding the newsletter.

e) To note the discussions regarding parking on Pennard Green

A discussion around the parking on the green took place with Cllr Susan Rodaway suggesting boulders around the Green may be a better solution to bollards which may look a little too urban. It was explained that the majority of the Green residents wanted bollards.

She suggested asking the Commoners Association or the Gower Society if they would be happy to contribute to the cost of installation. It was also suggested that we write to the AONB Officer for advice on responsibility and liability for damage to the bollards or vehicles should any occur.

f) To discuss and consider the future upkeep of Kittle Green and agree the way forward.

Cllr Parkinson spoke about the problems faced at Kittle Green particularly the state of the roads which residents pay to maintain, It was suggested that the Clerk and Cllr Parkinson draft a letter to the National Trust Manager asking about what liability the residents were taking on by doing the repairs to NT owned land.

9) 2024/52 Hall

a) Update on Hall Matters

There were no updates other than the alarms had been tested and were all fine.

b) To note accident claim filed with insurers.

It was proposed that this matter be move to an “in Camera” session at the end of the meeting

Proposed by SER seconded by REC agreed by all

10) 2024/53 Planning

a) To agree Planning Meeting to include LDP2 consultation

A discussion around the need for a drop-in session to discuss the LDP” consultation took place it was suggested that the Swansea Planning Dept may want to use the hall, the Clerk was asked to contact them.

Cllr Cook left the meeting at 8.41pm

11) 2024/54 Correspondence

The Clerk presented the correspondence to be discussed which included

The Press Release written for the Rural Anchor funders regarding the Food Festival and social media posts regarding damage to the Castle

The member of the Public left at 8.50pm

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media will 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 SER seconded by REC agreed by all

9.

a) To note accident claim filed with insurers.

The Clerk explained the background to the claim and the up-to-date situation with the insurers, the matter was briefly discussed and noted.

Meeting closed at 9.04pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 30/04/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £47,753.51

Short Term Investment Accounts

No 4 Account £138,894.43

Pavillion Account £43,627.52

PEFTA A/C prev Green Path £3,733.90

Total £233,809.36

RECEIPTS	Net	Vat	Gross
Administration	£18,974.92	£0.00	£18,974.92
FIELD	£8,706.67	£0.00	£8,706.67
Hall	£5,449.70	£0.00	£5,449.70
Environment	£1,540.00	£0.00	£1,540.00
Total Receipts	<u>£34,671.29</u>	<u>£0.00</u>	<u>£34,671.29</u>

PAYMENTS	Net	Vat	Gross
Administration	£8,487.34	£59.78	£8,547.12
Burial	£1,300.00	£71.00	£1,371.00
FIELD	£5,678.32	£1,125.56	£6,803.88
Hall	£1,611.06	£128.23	£1,739.29
Total Payments	<u>£15,076.72</u>	<u>£1,384.57</u>	<u>£16,461.29</u>

Closing Balances

Ordinary Accounts

Current Account £86,253.44

£86,253.44

Short Term Investment Accounts

No 4 Account £138,837.68

Pavillion Account £43,672.58

PEFTA A/C prev Green Path £3,255.66

£185,765.92

Total £252,019.36

Signed _____

Chair

Clerk / Responsible Financial Officer

Pennard Community Council												
Monthly Payments	Apr-24											CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion										0.00	DD	Local Govt Act 1972 S111
Dwr Cymru	50.50		93.50							144.00	DD	Local Govt Act 1972 S111
Octopus Gas			237.99							237.99	DD	Local Govt Act 1972 S111
Swansea CC - Rates			294.14							294.14	DD	Local Govt Act 1972 S111
ground rent			150.00							150.00	i/n	Local Govt Act 1972 S111
Grave Digging		800								800.00	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	741.67	355	70							1166.67	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)										0.00	DD	Highways Act 190 S301
Memorial Stone Risk Assessment equipt										0.00	i/n	Local Authorities Cemeteries Order 1977
Cleaning	180.00		405							585.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges										0.00	DD	Local Govt Act 1972 S111
Cleaning Material										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall			181.65							181.65	DD	Local Govt Act 1972 S111
Internet for Hall			47.78							47.78	DD	Local Govt & Elections (Wales) Act 2021 s47
Subscription		145				539.00				684.00	DC	Local Govt Act 1972 S111
Paint										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance	106.15									106.15	i/n	Local Govt Act 1972 S111
Community Hub Project	4600									4600.00		Local Govt Act 1972 S111
Waste Collection Hall			136.00							136.00	i/n	Local Govt Act 1972 S111
Cleaning Contribution			-5.00							-5.00	i/n	Local Govt Act 1972 S111
Window Cleaning										0.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							10.41			10.41	DD	Local Govt Act 1972 S112
Vodafone						39.96				39.96	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						1436.10				1436.10	Payroll	Local Govt Act 1972 S112
Employee costs						3412.98				3412.98	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						40.7				40.70	Payroll	Local Govt Act 1972 S112
Smart Pension						242.64				242.64	Payroll	Local Govt Act 1972 S112
Smart Pension Admin Fee						22.00				22.00	DD	Local Govt Act 1972 S112
Payrol back up						2.73				2.73	DD	Local Govt Act 1972 S112
Councillor Allowances										0.00		Local Govt Act 1972 S111
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
Web hosting						59.88				59.88	DC	Local Govt (Democracy) (Wales) Act 2013 s55
leberra						3.32				3.32	DC	Local Govt Act 1972 S111
Training										0.00	i/n	Local Govt Act 1972 S112
Annual Fee (payrol)						139.00				139.00	i/n	Local Govt Act 1972 S111
Postage						6.80				6.80	DC	Local Govt Act 1972 S112
Get Well Flowers and card										0.00	DC	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA									481.67	481.67	DC	Local Govt & Elections (Wales) Act 2021 s24
Pennard Play									6.6	6.60	DC	Local Govt Act 1972 S111
Google Storage						1.32				1.32	DD	Local Govt Act 1972 S142
TOTAL	5678.32	1300.00	1611.06	0.00	0.00	5988.66	10.41	0.00	488.27	15076.72		

Pennard Community Council

Monthly Receipts

Apr-24

Detail	PF		BG		CH		Admin		Enviroment		TOTAL	
	Invoiced	Rec'd	Expected	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd		
Precept		8441.67				4344		17674.33		1540	32000	
Rent								1050	1050		1050.00	
Insurance Contribution								20.85	20.85		20.85	
Water Contribution					60	60					60.00	
Grants												
Interest								191.74			191.74	
Wayleaves												
VAT												
Pennard Play								38			38.00	
Regular bookings (invoices Feb & Mar)					266	1015.7					1015.70	
Casual bookings (Invoices Feb & Mar)					0	30					30.00	
Cancellations with 72 hrs + notice	0											
write offs due to heating	0											
Market (not invoiced until fee agreed)											0.00	
Pitch Hire		0	265.00								265.00	
cancellations due to weather	0											
Burials											0.00	
TOTAL			8706.67		0.00		5449.70		18974.92		1540.00	34671.29