

**FINAL MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 16th June 2025 AT 7.07 PM**

Present: Cllr Susan Rodaway (Chair) SER, Cllr Ralph Cook RC, Cllr Rachel Carter RC, Cllr Lynda James LJ, Cllr Cari Jones CJ, Cllr Cai Carter CC, Cllr Richard Beynon RB, Clerk and a member of the public

Apologies for absence: Cllr Will Smith due to work and personal commitments.

Apologies for Lateness: Cllr Cai Carter, Cllr Richard Beynon

Declarations of interest: None

All votes will be named votes

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

Swansea Council Report from Cllr Lynda James

a) Questions from Councillors (Limited to 10 Minutes)

Cllr James reported the following:

Cllr James had made enquiries regarding the suitability of the lamp posts in Kittle to hold hanging baskets similar to Bishopston, she had found out that there were 10 suitable.

Swansea Highways Dept were going to be visiting to look at road safety around the school and surrounding area.

The Footpaths dept were going to look at the gates and path between Pennard Drive and Pennard road to see what could be done following complaints regarding access and cow ingress.

The Carnival plans were well underway, the posters and banners were being put up.

Cllr Richard Beynon joined the meeting at 7.13pm

1. 2025/50 To receive and sign the minutes of the Full Council Meeting held on the on the 15th May 2025 previously circulated

Accuracy and approval

Proposed by RC seconded by LJ agreed by all

2. 2025/51 Admin

a) To receive update regarding the Food Festival

The Clerk gave an update regarding the arrangements and the potential costs as they stand at the moment, confirming all costs were within the budget set.

Cllr Cai Carter joined the meeting at 7.20pm

b) To receive update regarding Councillor vacancies

The Clerk reported that a couple of people had approached her for details of the election and how to apply. Nomination papers need to be in by 4pm on the 27th of June

c) To note Council diary and update if necessary.

The Council diary had been sent around and a couple of amendments were suggested.

3. 2025/52 Finance and Employment

a) To agree payments for Jun 2025

Payment details had been circulated and approved by the committee chairs.

Proposed by CJ seconded by LJ agreed by all.

b) To note and closing balances May 2025

Noted

c) To accept the Internal Auditors report

The internal auditor's report had been circulated, the Clerk read it out and there were no comments made, the content was accepted.

Proposed by REC seconded by RC agreed by all

d) To review and agree the AGAR 2024-25

The agar was reviewed and agreed

Proposed by REC seconded by RC agreed by all

e) To agree the Annual Governance Statement ready for signature by the RFO and Chair.

The Annual Governance Statement was discussed and completed.

Proposed by CJ seconded by REC agreed by all

f) To note completion of Audit Notice for posting and display.

Noted

g) To receive PEFTA update

The Clerk gave an update regarding the scheme; she explained that there were now 8 households being supported. She also gave an update regarding the Charity's request for detailed shopping information and the information received from the Information Commissioners Office regarding data sharing which had been passed on to the Charity Officer. A discussion ensued, the majority of the Councillors present felt that the level of detail being asked for was unnecessary and intrusive and the Council needed to heed the advice of the ICO.

As this was an update and the Clerk had dealt with the matter, the meeting moved on.

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

The Clerk reported that a COAST Grant for £2800 had been applied for to support Boardability sessions during the summer holidays.

4. 2025/53 Land Management

a) To receive update regarding the Field and Burial ground

Nothing to report

b) To area plenary powers to Clark and Land Management Committee to repair or replace BG lamp.

This was adjourned to later in the year.

5. 2025/54 Environment

a) To receive update regarding local current Environmental initiatives.

Nothing new to report the bioblitz events were in hand and being planned.

b) To agree Newsletter for printing

The Clerk went through the draft newsletter explaining what needed updating ready for printing, it was agreed that once complete and proof read it should be sent to printing.

Proposed by CJ seconded by RB agreed by all

c) To receive update on Community Garden

Cllr Rachel Carter gave an update on the project so far, Cllr Jones reported that she had promoted the use of the garden to groups she had met with at the Environment Centre and the Garden society.

d) To receive update on Youth activities.

The report received from Swansea MAD had been sent round there were no comments. Cllr Rachel Carter said she would feed back any issues she had.

e) To receive update on accessibility matters.

Nothing to report

f) To discuss the report conducted by the Big Climate Leap team and agree any feedback if necessary.

There was nothing to change everyone was happy with the report, it was agreed that it was a good starting point to measure the planned changes against.

g) To discuss possibility of hanging baskets for kittle for next year.

A member of the Kittle community had asked Cllr James about the prospect of having hanging baskets in Kittle similar to those in Murton a discussion ensued regarding the these it was felt that they would urbanise the look of the area, where as plans to refurbish the planters with drought resistant native species which would follow the natural weather patterns would not have this effect. The Clerk was asked to contact the member explaining this.

6. 2025/55 Hall

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

The Clerk gave an update regarding the maintenance jobs taking place.

b) To agree contractor to install the solar panels and associated batteries at the hall

The Clerk read out the quotes that had been received

Company A £23000

Company B 25000

Company C 13471.06

Company D 13708

The project was discussed, company D was chosen

Proposed by SER seconded by REC agreed by all

Company D was revealed to be Thermal Earth Ltd.

c) To note decorator for hall vestibule decoration

The Clerk had obtained estimates to paint the hall vestibule and in line with our Financial Reg the Hall chair had chosen the most competitive quote who happened to be local, had worked for us previously and was the most competitive.

“Glossing it” was chosen to do the decorating

d) To agree sanitary bin provider for the hall

The Clerk read out the estimates and a discussion around the ecological credentials of the suppliers ensued. It was decided to obtain further information before making a decision.

7. 2025/56 Correspondence

The Clerk read out the correspondence she had received including:

General cattle complaints and specifics around the gates between Pennard Dr and Pennard Rd.

The Portaloo on Golf Course which is a temporary replacement whilst the vandalised eco toilet is repaired.

Cllr Rachel Carter mentioned the Ragwort removal proposal from the National Trust team and her forthcoming meeting with them to discuss it further.

Meeting closed at 8.56pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/05/25 and 31/05/25 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 |

Balances at start of period

Ordinary Accounts

| | |
|-----------------|------------|
| Current Account | £71,993.87 |
|-----------------|------------|

Short Term Investment Accounts

| | |
|---------------------------|--------------------|
| No 4 Account | £168,572.71 |
| Pavillion Account | £28,114.57 |
| PEFTA A/C prev Green Path | £1,577.36 |
| Total | £270,258.51 |

| RECEIPTS | Net | Vat | Gross |
|-----------------------|------------------|--------------|------------------|
| Administration | £1,168.09 | £0.00 | £1,168.09 |
| FIELD | £225.00 | £0.00 | £225.00 |
| Hall | £950.09 | £0.00 | £950.09 |
| Total Receipts | £2,343.18 | £0.00 | £2,343.18 |

| PAYMENTS | Net | Vat | Gross |
|-----------------------|-------------------|------------------|-------------------|
| Administration | £6,800.12 | £178.58 | £6,978.70 |
| Burial | £386.34 | £73.60 | £459.94 |
| FIELD | £4,519.60 | £844.73 | £5,364.33 |
| Hall | £1,159.60 | £140.71 | £1,300.31 |
| Environment | £4,886.56 | £255.16 | £5,141.72 |
| Total Payments | £17,552.22 | £1,492.78 | £19,045.00 |

Closing Balances

Ordinary Accounts

| | |
|-----------------|-------------------|
| Current Account | £56,277.21 |
| | £56,277.21 |

Short Term Investment Accounts

| | |
|---------------------------|--------------------|
| No 4 Account | £168,699.72 |
| Pavillion Account | £28,133.83 |
| PEFTA A/C prev Green Path | £445.93 |
| | £197,279.48 |
| Total | £253,556.69 |

| | | | | | | | | | | | | |
|--------------------------------------|----------------|---------------|----------------|----------------|--------------|----------------|--------------|-------------|---------------|------------------|---------------------|--|
| Pennard Community Council | | | | | | | | | | | | |
| Monthly Payments | May-25 | | | | | | | | | | CHQ/BACS/DD/ | |
| Detail | PF | BG | CH | ENV | YOUTH | ADMIN | BANK | PAV | GPC | SUB TOTAL | Dr Card | |
| Octopus Electricity Pavillion | 21.69 | | | | | | | | | 21.69 | DD | Local Govt Act 1972 S111 |
| Dwr Cymru | 45.50 | | 96.00 | | | | | | | 141.50 | DD | Local Govt Act 1972 S111 |
| Octopus Gas | | | 143.3 | | | | | | | 143.30 | DD | Local Govt Act 1972 S111 |
| Swansea CC - Rates | | | | | | | | | | 0.00 | DD | Local Govt Act 1972 S111 |
| ground rent | | | | | | | | | | 0.00 | i/n | Local Govt Act 1972 S111 |
| Grave Digging | | | | | | | | | | 0.00 | 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) | | 16.52 | | | | | | | | 16.52 | 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 |
| Swansea CC - Waste disposal charges | 44.20 | | 160.00 | | | | | | | 204.20 | DD | 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 |
| Octopus Electricity for Hall | | | 123.40 | | | | | | | 123.40 | DD | Local Govt Act 1972 S111 |
| Internet for Hall | | | 58.81 | | | | | | | 58.81 | DD | Local Govt & Elections (Wales) Act 2021 s47 |
| Fire alarm check | | | | | | | | | | 0.00 | DC | Local Govt Act 1972 S111 |
| Land Rent | | | | | | | | | | 0.00 | DC | Local Govt Act 1972 S111 |
| Repairs and maintenance | 190 | 5.95 | 90.34 | | | | | | | 286.29 | i/n | Local Govt Act 1972 S111 |
| Vertidrainng | 3250 | | | | | | | | | 3250.00 | i/n | Local Govt Act 1972 S111 |
| Waste Collection Hall | | | | | | | | | | 0.00 | i/n | Local Govt Act 1972 S111 |
| Cleaning Contribution | | | | | | | | | | 0.00 | i/n | Local Govt Act 1972 S111 |
| Window Cleaning | | | | | | | | | | 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 | | | | | | 30.28 | | | | 30.28 | DD | Local Govt Act 1972 S111 |
| Voxi | | | | | | 10.00 | | | | 10.00 | DD | Local Govt Act 1972 S111 |
| HMRC | | | | | | 1215.10 | | | | 1215.10 | Payroll | Local Govt Act 1972 S112 |
| Employee costs | | | | | | 3744.73 | | | | 3744.73 | Payroll | Local Govt Act 1972 S112 |
| Home Working Allowance and Exp | | | | | | 173.9 | | | | 173.90 | Payroll | Local Govt Act 1972 S112 |
| Payrol back up | | | | | | | | | | 0.00 | DD | Local Govt Act 1972 S112 |
| Zoom | | | | | | 15.59 | | | | 15.59 | DD | Local Govt & Elections (Wales) Act 2021 s47 |
| Ieberra | | | | 5 | | | | | | 5.00 | DC | Local Govt Act 1972 S111 |
| Training | | | | | | 475.00 | | | | 475.00 | i/n | Local Govt Act 1972 S112 |
| Web Site | | | | | | 71.88 | | | | 71.88 | i/n | Local Govt Act 1972 S112 |
| IT | | | | | | 82.44 | | | | 82.44 | DC | Local Govt Act 1972 S112 |
| Stationary | | | | | | 44.00 | | | | 44.00 | DC | Local Govt Act 1972 S112 |
| Postage | | | | | | 6.96 | | | | 6.96 | DC | Local Govt Act 1972 S112 |
| Flowers | | | | | | 24.17 | | | | 24.17 | i/n | |
| Adobe | | | | | | 16.64 | | | | 16.64 | DD | Local Govt Act 1972 S112 |
| PEFTA | | | | | | | | | 487.6 | 487.60 | DC | Local Govt & Elections (Wales) Act 2021 s24 |
| Google Storage | | | | | | 1.33 | | | | 1.33 | DD | Local Govt Act 1972 S142 |
| Community Garden Project | | | | 4676.56 | | 390.00 | | | | 5066.56 | i/n | Local Govt Act 1972 S111 |
| TOTAL | 4519.60 | 386.34 | 1159.60 | 4681.56 | 0.00 | 6302.02 | 15.50 | 0.00 | 487.60 | 17552.22 | | |

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|--|---------------|-----------------|---------------|-----------------|--------------|-----------------|---------------|-----------------|----------------|--------------------|--------------|-----------------|--------------|----------------|
| Pennard Community Council | | | | | | | | | | | | | | |
| Monthly Receipts | Mar-25 | | | | | | | | | | | | | |
| Detail | | PF | | BG | | CH | | Admin | | Environment | | 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 |
| Water Contribution | | | | | | | | 74.5 | | | | | | 74.50 |
| Grants | | | | | | | | | | | | | | 0.00 |
| Interest | | | | | | | | | 147.24 | | | | | 147.24 |
| Wayleaves | | | | | | | | | | | | | | 0.00 |
| VAT | | | | | | | | | | | | | | 0.00 |
| PEFTA Donations | | | | | | | | | | | | | | |
| Regular bookings | | | | | | 1588.01 | 875.59 | | | | | | | 875.59 |
| Casual bookings | | | | | | | | | | | | | | 0.00 |
| Cancellations with 72 hrs + notice | 0 | | | | | | | | | | | | | |
| write offs due to heating | 0 | | | | | | | | | | | | | |
| Market (not invoiced until fee agreed) | | | | | | | | | | | | | | 0.00 |
| Pitch Hire | | 245 | 225.00 | | | | | | | | | | | 225.00 |
| cancellations due to weather | | | | | | | | | | | | | | |
| Burials | | | | 0.00 | 0 | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| TOTAL | | | 225.00 | | 0.00 | | 950.09 | | 1168.09 | | 0.00 | | 0.00 | 2343.18 |