

**DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 15th June 2026 AT 7.00 PM**

Present: Cllr Lynda James LJ (Chair), Cllr Susan Rodaway SER, Cllr Rebecca Donnachie RD, Cllr Rachel Carter REC, Cllr Jon Dickson JD, Cllr Will Smith WS, Cllr Richard Beynon RB, Cllr Cari Jones CJ and Cllr Adam O'Brien AOB, Clerk

Apologies for absence: Cllr Ralph Cook, Cllr Keith Roberts, Cllr Jasmine Roberts

Apologies for lateness: Cllr Susan Rodaway

Absent: Cllr Jason Thomas

Declarations of interest: Cllr Smith was advised to declare an interest at point 9 and left the meeting.

Cllr Carter declared an interest at point 4e

All votes will be named votes

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

To receive Code of Conduct reminder from the Clerk about upholding the Nolan principles particularly with regards to avoiding accusations of predetermination.

This was moved down the meeting to the end of the Finance section.

Swansea Council Report from Cllr Lynda James

Cllr James gave her report which included:

- an update on the brambles along the Pennard drive to Pennard road footpath and the footpath that runs up the side of the school playing field both were due to be trimmed once Swansea had their new contractor in place.
- the bramble are to be cleared at the front of Squiggles fence and these would be maintained to lessen grow back.
- A new Police Inspector for Gower had been appointed and who to date had been very proactive sending through information on local crime etc.
- She asked that a new notice board be purchased by Premier Stores as the door had become very difficult to open.
- a speed survey had been arranged for Southgate Rd as requested.

a) Questions from Councillors (Limited to 10 Minutes)

Cllr Carter asked if a speed survey had been arranged for Pennard Road outside the school.

Cllr James explained it had not, but she would ask for one there too.

Cllr O'Brien agreed one was needed.

1. 2026/60 To receive and accept the minutes of the Full Council meeting held on the 14th May 2026 previously circulated

Proposed by AOB seconded by JD agreed by all with 1 abstention RB

2. 2026/61 To receive and accept the minutes of the Land Management Committee meeting held on the 3rd Jun 2026 previously circulated

Proposed by RD seconded by WS agreed by all with 1 abstention RB

3. 2026/62 To receive and accept the minutes of the Hall Committee meeting held on the 3rd Jun 2026 previously circulated.

Proposed by LJ seconded by JD agreed by all with 2 abstentions RB and REC

4. 2026/63 Admin

a) To note any Biodiversity issues on agenda

These will be noted as they arise

b) To note Casual Vacancy position

The Clerk advised that we are able to Co-opt and that the Casual Vacancy has been advertised on social media the website, notice board and in the current Newsletter.

c) Update from the 1st Gower Forum Meeting.

Cllr Carter had been unable to attend but was awaiting the minutes of the meeting.

d) To discuss holding the July meeting of Full Council as a Hybrid meeting to explore a potential suitable solution.

This was discussed Cllrs O'Brien and Dickson both agreed that it should be trialled, Cllr Carter felt that the Clerk had to be in the room and not remote. Cllr Jones expressed concern as the stakeholder meeting had a disaster with lots of time spent trying to connect to the remote mics, she felt that this sort of meeting would increase the Clerks hours, the Chair stated that the Clerk would only have to attend for the meeting and not be responsible for setting up. The Clerk expressed concern about walking up Vennaway lane of an evening to collect a key as she felt it was dangerous. Cllr Carter asked for confirmation that the meeting would be hybrid and not only face to face this was confirmed.

It was proposed that the July meeting be held at the Parish Hall as a hybrid meeting.

Proposed by WS seconded by JD agreed by all

e) To agree attendance at the One Voice Wales National Conference on the 1 July. REC declared an interest

The Clerk said that she wished to go as it was part of her training plan and that she has put in two award entries. There were no other Councillor who wished to go.

Clerks attendance was proposed by LJ seconded by AOB agreed by all with 1 abstention REC

f) To note arrival of newsletters and the need for all Councillor to deliver locally.

Noted, Councillors were asked to do their best to collect copies and to deliver to their nearby streets.

5. 2026/64 Finance

a) To agree Councillor Responsible for Finance for the Finance Employment and Policy Committee

Cllr Keith Roberts had agreed to take on the role

Proposed by LJ seconded by WS agreed by all

b) To agree Vice Chair for the Finance Employment and Policy Committee

Cllr Rachel Carter agreed to be Vice Chair.

Proposed by REC seconded by WS agreed by all

- c) **To ratify payment for May 2026**
Proposed by LJ seconded by REC agreed by all
- d) **To agree payments for Jun 2026**
Proposed by REC seconded by CJ agreed by all
- e) **To note closing balances for May 2026**
Noted
- f) **To receive the Audit Result for 2024-25 and note comments.**
The Results were received and the comments noted, the clerk explained that she would be attaching the approval reports to the minutes as per the Auditor's comments.
- g) **To note Audit Completion Notice for 2024-25 for posting and display**
Noted the Clerk said she would display the notice asap.

Clr Rodaway joined the meeting at 7.38pm

- h) **To accept the Internal Auditors report and note advice.**
The internal auditor report had been made available and was discussed briefly, the advice was noted.
Proposed acceptance by CJ seconded by WS agreed by all
- i) **To review and agree the Annual Governance Statement 2025-26 ready for signature by the RFO and Chair.**
The Annual Governance Statement was displayed and the boxes discussed and filled in, ready for the statement to be signed by the RFO and Chair.
Proposed acceptance by REC seconded by WS agreed by all
- j) **To note Notice of inspection of accounts for posting and display**
Noted, the notice will be displayed from the 16th of June inviting electors to inspect the accounts between the 6th and 31st of July.
- k) **To receive PEFTA update**
The Clerk reported that the Scheme was currently supporting 7 households and that the referral forms had been sent to the area co-ordinator as per the scheme terms and conditions.
- l) **To note grant applications made or in production this month and any results received.**
The Clerk reported that she had applied for a £970 summer wellbeing grant.
- m) **To agree a preferred supplier list of rates for Carpenters to do various small jobs**
The Clerk reported on the current rates for the suppliers on the preferred supplier list this amounted to £25 per hour £30 per hour and a new supplier who was also £30 per hour all were local.
The list was proposed by LJ seconded by WS agreed by all

To receive Code of Conduct reminder from the Clerk about upholding the Nolan principles particularly with regards to avoiding accusations of predetermination.

The Clerk reminded everyone about the Code of Conduct and the need to uphold its principles, she reiterated what she had said at the February meeting about the difference between predetermination and predisposition. She also reminded everyone of the survey on the Code of Conduct which had come from Democratic Services and needed to be returned by the 26th June.

6. 2026/65 Land Management

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

The Clerk gave an update regarding the new memorial bench which would be installed imminently.

b) To note Grant of Rights

None

c) To agree the formation of a working group to discuss the findings of the pavilion structure report and report back to the Land Management Committee.

The Clerk read out the Working Group Terms of Reference.

Proposed by CJ seconded by RC agreed by all

d) To agree members of the Pavilion Structure Working Group from the land committee and invite members of the with relevant experience.

An amendment was proposed for motion to read:

To agree members of the Pavilion Structure Working Group from Council and to invite members of the community with relevant qualifications or experience.

Amendment proposed by LJ seconded by REC agreed by all

Council members who put their names forward were Cllr Jones who agreed to Chair, Cllr Adam O'Brien, Cllr Will Smith and Cllr Jon Dickson.

The Clerk was asked to post an invitation for membership to the community

e) To discuss quotes from Legionella testing companies, agree a solution and choose a contractor.

The Clerk explained that by Law we needed to have the Legionella Risk assessment conducted before any other future changes to the water system, the quotes she had received to conduct the Risk Assessment were:

Company A - £575

Company B - £675

Company C - £395

A discussion ensued and company C was chosen.

Proposed by WS seconded by JD agreed by all

The Clerk did not reveal the name of the Company as there were also a set of quotes for the Halls Assessment.

f) To agree a contractor to conduct a fire risk assessment for the pavilion

The Clerk had received three quotes to conduct a Fire Risk Assessment for th Pavilion.

Company A - £350

Company B - £385

Company C - £550

Company A was proposed by WS seconded by AOB and agreed by all

Company A was revealed to be Black Mountain whom we had actually used before.

g) To receive Parish Hall reply regarding the Burial Ground Car Park and Light and discuss way forward as recommend by the Land Management Committee.

The Parish Hall had received the information they had sought from the Charities commission and as such were not able to contribute to the running of the lamp post in the Burial Ground Car Park. The Clerk explained the current situation and the steps in hand to try and reduce the cost of the lamp post and would bring this information back to a future meeting.

7. 2026/66 Environment

a) To receive update regarding local current Environmental initiatives.

Cllr Carter reported that she had recently been invited to tour the new Carsford Nature Reserve being run by the Swansea Local nature partnership where she met the new NT Officer for Gower who was very interested in attending our next stakeholder meeting and working with us going forward. She had also met the two new Swansea planning ecologists who she was hoping to get involved with the Community Garden as part of the large hedgerow network and the Chair of the Local Nature Partnership who was also keen to get the Community Councils involved.

b) To receive update on Fresh Creative project.

Cllr Carter reported that Fresh Creative had been in touch and that the weekend of the 25/26 of July had been chosen to paint the mural on the end of the hall. She explained that an artist would trace the design onto the wall ready for the volunteers to paint it, they would then return to tidy everything up and do the finishing touches. She explained that she had asked for a copy of the design which would be distributed as soon as she had it but the theme would be flowers biodiversity and Pennard heritage.

c) To note completion of the Burial Ground Project and agree action on carrying out future maintenance.

Cllr Carter reported that the Burial Ground Project was now complete and that there were a few maintenance tasks which needed to be done such are treating the bench and some occasional weeding of the rose garden to keep it tidy. It was suggested that the Caretaker may be interested in doing these tasks.

d) To discuss the recent unauthorised hedgerow and verge management at the back of the hall and agree action.

The matter was discussed but the culprit was still unknown both the Clerk and the Chair had made several enquiries but to no avail.

e) To note invitation by Pennard Primary for Cllr Carter to lead a nature-based walk for a school event on 23/6/26 and to deliver activities at community garden as part of the summer fair.

Noted, Cllr James offered her held on the 23rd.

f) To discuss and agree action on the cessation of glyphosate spraying in our community ward by Swansea Council.

This was discussed, Swansea Council will not stop spraying whilst Ilston wanted their paths sprayed. The Clerk was asked to contact the Clerk for Ilston and ask for the item to be put on their next agenda. Cllr Rodaway suggested that the Clerk also write to Swansea Council and ask where they were with finding an alternative to Glyphosate.

Both proposals were proposed by REC seconded by CJ and agreed by all

- g) To note placement of rocks at the top of Linkside Dr.**

Noted

- h) To note the next session of youth club session running from June to the end of July**

Noted at a cost of £1872.50 for seven weekly sessions

- i) To note skateboard sessions running at the hall during the summer holidays.**

Noted at a cost of £2500 for 6 weekly sessions.

8. 2026/67 Correspondence

The Clerk read out two emails she had received asking for us to hold a screening of the National Peoples's Emergency Briefing. This was discussed, Cllr Jones had also seen the film and it was proposed that this request be put on the next Full Council Agenda.

Proposed by JD seconded by CJ and agreed by all

Cllr Carter indicated that there would be an Environment Committee meeting on the 24th June.

Cllr Smith who had declared an interest left the meeting

9. 2026/68 Hall

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

The minor works had been completed just few item such as the ladies toilet lock and the new soap dispenser for the accessible toilet needed to be done.

- b) To agree a contractor to conduct a legionella risk assessment for the hall.**

The Clerk had found out in her research for the Pavilion that the Hall also needed to have a risk assessment done so she had obtained some quotes.

Company A - £125

Company B - 495

Company C - £100

The quotes were discussed, and Company C was proposed by SER seconded by REC and agreed by all.

Company C was revealed to be MSS Water who are based in Swansea and were also the chosen company to conduct the Pavilion assessment.

- c) To agree to set up a hall decarbonisation working group to discuss and formulate a plan for the works needed at the hall.**

The Clerk presented the Terms of Reference for the Working Group

Proposed by LJ seconded by JD agreed by all

- d) To agree members of the Hall Decarbonisation Working Group from the Hall Committee and invite mem**

An amendment was proposed to read:

To agree members of the Hall Decarbonisation Working Group from Council and to invite members of the community with relevant qualifications or experience.

This amended motion was proposed by REC seconded by SER agreed by all.

The only Councillor who put himself forward was Cllr O'Brien. As there were several members missing the Clerk was asked to write to all Councillor inviting them to join the working group as well as putting out an invite to the community.

The meeting closed at 9.15pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/05/26 and 31/05/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £33,145.95

Short Term Investment Accounts

No 4 Account £149,777.66

Pavillion Account £28,282.40

PEFTA A/C prev Green Path £2,516.60

Total £213,722.61

RECEIPTS	Net	Vat	Gross
Administration	£10,206.02	£0.00	£10,206.02
Burial	£2,956.00	£0.00	£2,956.00
FIELD	£477.50	£0.00	£477.50
Hall	£1,600.00	£0.00	£1,600.00
Total Receipts	<u>£15,239.52</u>	<u>£0.00</u>	<u>£15,239.52</u>
PAYMENTS	Net	Vat	Gross
Administration	£8,421.01	£437.42	£8,858.43
Burial	£1,121.98	£97.65	£1,219.63
FIELD	£8,147.93	£1,520.00	£9,667.93
Hall	£1,750.77	£39.62	£1,790.39
Environment	£386.22	£77.25	£463.47
Total Payments	<u>£19,827.91</u>	<u>£2,171.94</u>	<u>£21,999.85</u>

Closing Balances a 31/05/26

Ordinary Accounts

Current Account £58,973.38

Short Term Investment Accounts

No 4 Account £143,332.82

Pavillion Account £28,306.81

PEFTA A/C prev Green Path £1,467.29

Total £173,106.92

Total £232,080.30

Signed _____
Chair

Clerk / Responsible Financial Officer

Pennard Community Council

Monthly Receipts		May-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														0.00
Interest									92.24					92.24
Wayleaves														0.00
VAT									9092.93					9092.93
PEFTA Donations														
Regular bookings						1416.75	1273.50							1273.50
Casual bookings						413.25	232							232.00
Cancellations with 72 hrs + notice														
write offs due to heating														
Market						20	20							20.00
Pitch Hire		929.5	477.50											477.50
cancellations due to weather														
Cancellations with 72 hrs + notice														
Bench donation														
Burials				1428.00	2956									2956.00
TOTAL			477.50		2956.00		1600.00		10206.02		0.00		0.00	15239.52

Pennard Community Council											
Monthly Payments	May-26										CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card
Octopus Electricity	18.86		-146.25							-127.39	DD Local Govt Act 1972 S111
Dwr Cymru	92.00		104.50							196.50	DD Local Govt Act 1972 S111
Octopus Gas			194.53							194.53	DD Local Govt Act 1972 S111
Swansea CC - Rates			377.00							377.00	DD Local Govt Act 1972 S111
ground rent										0.00	i/n Local Govt Act 1972 S111
Grave Digging		600								600.00	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	950.00	477	93							1520.00	i/n Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)		44.98								44.98	DD Highways Act 190 S301
Memorial Stone repair payment										0.00	i/n Local Authorities Cemeteries Order 1977
Cleaning	315.00		585							900.00	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			62.99							62.99	DD Local Govt & Elections (Wales) Act 2021 s47
Fire Alarm Check										0.00	DC Local Govt Act 1972 S111
Fence	6600									6600.00	i/n Local Govt Act 1972 S111
Repairs and maintenance	125.27		480.00							605.27	i/n Local Govt Act 1972 S111
Land Rent										0.00	i/n Local Govt Act 1972 S111
Professional Services						500.00				500.00	i/n Local Govt Act 1972 S111
Rural Anchor solar grant										0.00	i/n Local Govt Act 1972 S111
Waste Collection	46.8									46.80	i/n Local Govt Act 1972 S111
Toilet bins										0.00	i/n Local Govt Act 1972 S111
Membership										0.00	i/n Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							4.25			4.25	DD Local Govt Act 1972 S112
Vodafone						25.92				25.92	DD Local Govt Act 1972 S111
Voxi										0.00	DD Local Govt Act 1972 S111
HMRC						1290.59				1290.59	Payroll Local Govt Act 1972 S112
Employee costs						3806.23				3806.23	Payroll Local Govt Act 1972 S112
Pension Costs						64.26				64.26	Payroll Local Govt Act 1972 S112
Home Working Allowance and Exp						21.08				21.08	Payroll Local Govt Act 1972 S112
Councillor payments										0.00	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										0.00	i/n Local Govt Act 1972 S112
Civic Budget - plant						21.25				21.25	DC Local Govt Act 1972 S112
Adobe						16.64				16.64	DD Local Govt Act 1972 S112
CANVA						17.00				17.00	DD Local Govt Act 1972 S112
PEFTA									535.67	535.67	DC Local Govt & Elections (Wales) Act 2021 s24
Training										0.00	i/n Local Govt Act 1972 S111
Windows										0.00	i/n Local Govt Act 1972 S111
Youth Club										0.00	i/n Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD Local Govt Act 1972 S142
Environmental projects				386.22						386.22	i/n Local Govt Act 1972 S112
Remedial works - nursery						2100.00				2100.00	i/n Local Govt Act 1972 S112
TOTAL	8147.93	1121.98	1750.77	386.22	0.00	7881.09	4.25	0.00	535.67	19827.91	

Pennard Community Council

Expenditure transactions - payments approval list Start of year 01/04/26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
59		£47.00	£7.83	£39.17	£47.00	02/05/26	ZA524265	Information Commisioners Office - ICO Fee 26-27	
105	FPS2606	£678.00	£113.00	£565.00	£678.00	11/05/26	39421	Edge IT Systems Ltd - yr 3 of 5 yr contract	£678.00
103	FPS26JP	£1,824.00	£304.00	£1,520.00	£1,824.00	28/05/26	662	J Porter Landscaping & Groundworks - Ground Maintenance	£1,824.00
	1	£572.40	£95.40	£477.00		BUR		Burial Ground Grass Cur	
	2	£111.60	£18.60	£93.00		HALL		Hall Grass Cutting	
	3	£1,140.00	£190.00	£950.00		FIELD		Field Grass Cutting	
93	DC260601A	£5.99	£1.00	£4.99	£5.99	29/05/26		Amazon - stickers for slide	£5.99
76	DD260501S CCW	£46.80	£0.00	£46.80	£46.80	01/06/26		Swansea County Council Waste - Waste collection Field	£46.80
102		£12.74	£2.12	£10.62	£12.74	01/06/26	110846	Neners Locksmiths - notice board keys for park	
104	FPS260515 DC	£877.50	£0.00	£877.50	£877.50	01/06/26		Dependable Cleaniers -	£877.50
	1	£292.50	£0.00	£292.50		FIELD		Pavilion Clean	
	2	£585.00	£0.00	£585.00		HALL		Hall Cleaning	
115		£196.50	£0.00	£196.50	£196.50	01/06/26		DWR CYMRU - Water Supply	
	1	£104.50	£0.00	£104.50		HALL		Water Supply for Hall	
	2	£92.00	£0.00	£92.00		FIELD		Water Supply for Pavilio	

Signature

Signature

Date

Pennard Community Council

Expenditure transactions - payments approval list Start of year 01/04/26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
163	DD260518 C	£17.00	£0.00	£17.00	£17.00	01/06/26		CANVA - Canva subscription (Newsletter and leaflet production)	£17.00
74	DD260V	£31.34	£5.22	£26.12	£31.34	02/06/26		Vodafone - Telephone	£31.34
106	DD260501S CCR	£377.00	£0.00	£377.00	£377.00	02/06/26		Swansea County Council (Rates) - 2026-27 Rates	£377.00
175	DD26OEP	£26.56	£1.26	£25.30	£26.56	02/06/26		Octopus Energy - Electricity for the Pavilion	£26.56
176	DD26OEHE	£30.61	£1.46	£29.15	£30.61	02/06/26		Octopus Energy - Electricity for the Hall	£30.61
177	DD26OEH G	£11.94	£0.57	£11.37	£11.94	02/06/26		Octopus Energy - Gas for the Hall	£11.94
178		£1,410.00	£235.00	£1,175.00	£1,410.00	02/06/26		J Porter Landscaping & Groundworks -	
	1	£870.00	£145.00	£725.00		FIELD		Field Treatment	
	2	£540.00	£90.00	£450.00		FIELD		Grass removal and dispr field	
179		£1,020.00	£170.00	£850.00	£1,020.00	02/06/26		J Porter Landscaping & Groundworks - Reinstatment of benches on the headland	
180	DD	£178.56	£29.76	£148.80	£178.56	03/06/26		Bright - payroll system for 26/27	£178.56
111		£26.40	£4.40	£22.00	£26.40	07/06/26		Smart Pension - Admin Fee	
164	DD260515 DAISY	£75.59	£12.60	£62.99	£75.59	15/06/26		Daisy was XLN Telecom - Internet for Hall	£75.59

Signature _____

Signature _____

Date _____

Pennard Community Council

Expenditure transactions - payments approval list Start of year 01/04/26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
156	DD26AD	£19.97	£3.33	£16.64	£19.97	16/06/26		Adobe - Product purchase	£19.97
64	DD26ZUS	£16.79	£0.00	£16.79	£16.79	17/06/26		Zoom Video Communications - Covid 19 - Video Conf tool	£16.79
123		£48.00	£2.29	£45.71	£48.00	19/06/26		SSE - Car Park light	
131		£4.25	£0.00	£4.25	£4.25	24/06/26		Lloyds Bank - Service Charge	
135		£1.59	£0.26	£1.33	£1.59	24/06/26		Google Storage - Monthly Storage fee for Google Drive	
		£5,159.96	£0.00	£5,159.96	£5,159.96		Confidential		
Total		£12,144.09	£894.10	£11,249.99	£12,144.09				

Signature _____

Signature _____

Date _____