

**DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 14th JAN 2025
AT 7.00PM**

Present: Cllr Susan Rodaway SER(Chair), Cllr Lynda James LJ, Cllr Rachel Carter REC, Cllr Will Smith WS, Cllr Cari Jones, Cllr Steve Sheriff SS, Cllr Ralph Cook RC, Cllr Richard Beynon RB, Clerk,

Apologies for absence: Cllrs Leanne Richards, Christos Georgakis, Elsbeth Rodaway and Cai Carter, Mark Parkinson and the Community and Grants Officer due to previous commitments.

Apologies for Lateness: Cllr Steve Sheriff

Declarations of interest: LJ, CJ and WS declared an interest at point 6e
WS declared an interest at point 9c.

All votes will be named votes

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

None

Swansea Council Report from Cllr Lynda James

a) Questions from Councillors (Limited to 10 Minutes)

Councillor James gave her monthly report which included the following:

- Work will be starting soon to repair and clear the footpaths in the Bishopston Valley and surrounding areas which had been damaged in the storm but would this would take some time.
- The sink hole at the bottom of Pennard drive had been repaired
- Resurfacing work was planned for part of Sandy Lane near Norton Lane
- Flooding on the road by Cannisland was still a problem despite previous repairs, further pipework was planned.
- The Green Path will be on the funding request list being sent to Welsh Govt.

Cllr Jones asked if there was any progress on the new gates between Pennard Drive and Pennard Road which were not fully accessible. Cllr James reported that she had been trying to make contact with the Department concerned.

1) 2025/01 To receive and sign the minutes of the Full Council Meeting held on the on the 11th Dec 2024 previously circulated

Accuracy and approval

Proposed by CJ seconded by WS agreed by all

2) 2025/02 To receive and sign the minutes of the Land Management Committee Meeting held on the on the 12th Nov 2024 previously circulated

Accuracy and approval

Proposed by CJ seconded by LJ agreed by all

3) 2025/03 To receive and sign the minutes of the Planning Committee Meeting held on the on the 8th Jan 2025 previously circulated

Accuracy and approval

Proposed by RC seconded by REC agreed by all with 1 abstention WS

4) 2025/04 To receive and sign the minutes of the Finance Employment and Policy Committee Meeting held on the on the 8th Jan 2025 previously circulated

Accuracy and approval

Proposed by RC seconded by LJ agreed by all with 1 abstention WS

5) 2025/05 Admin

a) To receive update regarding the Christmas festival.

The Clerk gave a report on the Christmas events which had formed the "Christmas Festival"

The Council thanked the Clerk for her hard work during the festival and its events.

b) To receive update from Council Surgery held on the 15th Dec.

The Council Surgery which had taken place during the December market had been a success, the Clerk read out the report compiled by Cllrs Jones and Smith who had been involved, several members of the Community had contributed and some of the questions made it clear that we need to an article in the next newsletter explaining what the Community Council was responsible for and what County were responsible for, it was agreed that it was a very good exercise.

c) To receive feedback from the Newsletter regarding hybrid equipment.

The Clerk read out a letter which had been received giving feedback, the body of which had been sent round prior to the meeting. This response along with the feedback given during the Market session were noted, it was also noted that during the budget discussion no funds had been set aside for extra equipment as there is not the capacity in the hall at the moment for meeting to be conducted there.

Cllr Steve Sheriff joined the meeting at 7.28pm

6) 2025/06 Finance and Employment

a) To agree payments for Jan 2025

The payments were agreed

Proposed by RC seconded by CJ agreed by all with 2 abstentions WS and SS

b) To note closing balances Dec 2024

Noted

c) To note closure of Smart Pension Account

Noted

d) To discuss and consider extending the Garden Co-ordinator role till end of Sept.

A discussion took place around a 3mth extension to the Garden Co-ordinator role to start when the grant funding finished to see us through the growing season and give the Garden a good start.

Proposed by SER seconded by REC agreed by RC, RB, CJ, SS with 2 abstentions WS and LJ.

e) To discuss the Community Bus, receive an update and agree action.

An update on the Community Bus was given and a discussion ensued regarding funding, Council agreed that it should be supported and that were surprised that it had not been asked for funding during previous Budget rounds. It was agreed that funds would be included in the 25-26 Budget for the Community Bus.

Proposed by SER seconded by SS agreed by all with 3 abstentions LJ, CJ and WS

f) To discuss and agree the Budget for 2025- 2026

The Budget was presented and discussed it was proposed that the £5000 Participatory Budget funds sitting in the reserve should be ringfenced to the Community Bus.

Proposed by SS seconded by SER agreed by all with 3 abstentions LJ, WS and CJ

ITEM	2025/26	
	Income	Expenditure
Revenue		
Administration	51880	98654.16
Burial - rev	34670	34670
Field - rev	91950	113150
Hall - rev	39937	42640
Environment	15050	20000
Youth	8000	10900
Emergency/PEFT	5000	15000
Capital		
Hall capital	45636.54	50136.54
Field capital	26200	31800
Burial capital	0	0
Reserves	34000	34000
TOTAL	352323.54	450950.70

The Budget for 2025-26 as detailed above was proposed by SER seconded by CJ and agreed by all with 1 abstention RC who had momentarily left the room.

g) To discuss and agree the Precept for 2025 – 2026

It was agreed that the Precept of £98627.16 should be rounded up to £98700 and that this figure be advised to Swansea Council

Proposed by SS seconded by CJ agreed by all with 1 abstention RC who had momentarily left the room.

h) To note Grant applications made or in production this month and the results received.

The Clerk reported that the grant application to Ynni Cymru Capital Grant Fund had been unsuccessful but that she and the Grants officer had been in a feedback meeting with the funders who had thought the application was well written and worthwhile but the fund of £10M had been oversubscribed by £20M. They had also given some good pointers.

i) PEFTA update

The Clerk reported that there were now 9 households being supported at the moment as 3 households had joined before Christmas.

j) To receive the Section 137 figures for 2025-26

The Clerk reported that the new rate was £11.10 per elector, taking the April 2024 elector figure of 2322 this would give us a limit of £25774.20.

7) 2025/07 Land Management

a) To receive update regarding the Field and Burial ground

Everything is covered below.

b) To agree purchase of a metal ornament for the Rose Garden

A photo of the Metal Rose Bush designed by Swansea Forge had been sent round, this was discussed and it was agreed that it should be purchased at a cost of £290 plus VAT

Proposed by SS seconded by LJ agreed by all

c) To agree plenary powers for the Clerk to action secure installation of ornament in the rose garden.

Proposed by REC seconded by CJ agreed by all

d) To agree virement of funds from risk assessment line to planned maintenance line.

Proposed by SS seconded by LJ agreed by all

e) To discuss the complaints regarding the mole hills at the Burial Ground and agree action. This was discussed and it was agreed that the hill be raked into the grass to flatten them as per our Biodiversity Plan.

f) To discuss pavilion electrics and agree action.

It was agreed that this should be taken to a Land Management Committee Meeting

g) To receive Pavilion tenders and agree shortlist for presentations on the 23rd Jan 2025.

The Clerk and Chair had opened the only tender received and it was agreed to invite the Down to Earth to present to us on the 23rd of January as per the tender invite.

The Clerk was asked to send round a copy of the tender invite and who had been invited to Councillors after the meeting.

8) 2025/08 Environment

a) To receive Newsletter update

The Clerk gave an update regarding the feedback received about the newsletter, much of which had been covered previously.

b) To receive update on Community Garden

The Clerk and Cllr Rachel Carter gave an update, Cllr Carter reported that several members of the Community had visited the garden during the Christmas market and all were very positive. Cllr Jones passed on an invite to the Garden Society Committee meeting due to be held on the 20th Feb at 8.00pm, Cllr Carter said she would try to attend. Cllr Smith volunteered to help with some soil moving.

c) To discuss and consider taking over the running of the Pennard Wellness walk.

This was discussed, Cllr Rodaway suggested asking the Gower Society to take this on, if this was unsuccessful the matter should be brought back to Full Council in February.

9) 2025/09 Hall

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

The Clerk gave an update regarding the path, and the ongoing problems with the storeroom not being tidy and the dishwasher being left on.

b) To discuss and agree action regarding hall path.

Adjourned till February meeting

c) To note mould problems in nursery.

The Clerk explained that the Nursery had reported a mould problem in their main room and that she had asked a local builder to look at it and report back. Cllr Sheriff also said he would look into the matter.

10) 2025/10 Correspondence

None other than previously discussed.

Financial Summary - Cashbook

Summary of receipts and payments between 01/12/24 and 31/12/24 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 £138,694.43
 Pavillion Account £43,627.52
 PEFTA A/C prev Green Path £3,733.90
Total £233,809.36

Balances at start of period

Ordinary Accounts

Current Account £51,505.74

Short Term Investment Accounts

No 4 Account £167,886.24
 Pavillion Account £25,506.91
 PEFTA A/C prev Green Path £1,240.24
Total £246,139.13

RECEIPTS	Net	Vat	Gross
Administration	£20,344.14	£0.00	£20,344.14
Burial	£1,283.00	£0.00	£1,283.00
FIELD	£8,891.67	£0.00	£8,891.67
Hall	£6,677.07	£0.00	£6,677.07
Environment	£1,540.00	£0.00	£1,540.00
Total Receipts	<u>£38,735.88</u>	<u>£0.00</u>	<u>£38,735.88</u>
PAYMENTS	Net	Vat	Gross
Administration	£10,302.06	£326.96	£10,629.02
Burial	£973.48	£73.25	£1,046.73
FIELD	£1,078.47	£194.69	£1,273.16
Hall	£1,212.25	£137.45	£1,349.70
Environment	£49.92	£9.98	£59.90
Total Payments	<u>£13,616.18</u>	<u>£742.33</u>	<u>£14,358.51</u>

Closing Balances

Ordinary Accounts

Current Account £76,601.69
£76,601.69

Short Term Investment Accounts

No 4 Account £168,015.03
 Pavillion Account £25,525.87
 PEFTA A/C prev Green Path £373.91
£193,914.81
Total £270,516.50

Pennard Community Council												
Monthly Payments	Dec-24										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion	20.76									20.76	DD	Local Govt Act 1972 S111
Dwr Cymru	50.50		93.50							144.00	DD	Local Govt Act 1972 S111
Octopus Gas			240.91							240.91	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		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	760.21	363.87	71.75							1195.83	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)		9.61								9.61	DD	Highways Act 190 S301
Memorial Stone Risk Assessment equipt										0.00	i/n	Local Authorities Cemeteries Order 1977
Cleaning	208.00		448							656.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	39.00									39.00	DD	Local Govt Act 1972 S111
Professional services										0.00	i/n	Local Govt Act 1972 S111
Professional services refund										0.00		
Electrical Testing										0.00		
Cleaning Material										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall			154.48							154.48	DD	Local Govt Act 1972 S111
Internet for Hall			55.28							55.28	DD	Local Govt & Elections (Wales) Act 2021 s47
Subscription										0.00	DC	Local Govt Act 1972 S111
Land Rent										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance			148.33							148.33	i/n	Local Govt Act 1972 S111
Insurance										0.00		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)							11.50			11.50	DD	Local Govt Act 1972 S112
Vodafone						29.07				29.07	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						1395.90				1395.90	Payroll	Local Govt Act 1972 S112
Employee costs						3660.28				3660.28	Payroll	Local Govt Act 1972 S112
Youth Engagement										0.00		
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Smart Pension						228.55				228.55	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
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
Poppy wreath										0.00	DC	Local Govt Act 1972 S111
Ieberra						3.99				3.99	DC	Local Govt Act 1972 S111
Training										0.00	i/n	Local Govt Act 1972 S112
Newsletter										0.00	i/n	Local Govt Act 1972 S111
Stationery										0.00	DC	Local Govt Act 1972 S112
Christmas Festival						3572.89				3572.89	DC	Local Govt Act 1972 S112
Christmas						51.65				51.65		Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA								845.24		845.24	DC	Local Govt & Elections (Wales) Act 2021 s24
Website										0.00	DC	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Community Garden Project				49.92		408.00				457.92	i/n	Local Govt Act 1972 S111
TOTAL	1078.47	973.48	1212.25	49.92	0.00	9445.32	11.50	0.00	845.24	13616.18		

Pennard Community Council											
Monthly Receipts	Dec-24										
Detail	PF		BG		CH		Admin		Enviroment		TOTAL
	Invoiced	Rec'd	Invoiced	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd	
Precept		8441.67	0	0		4344		17674.33		1540	32000
Rent								1000	1000		1000.00
Insurance Contribution								20.85	20.85		20.85
Water Contribution					60	60					60.00
Grants								1500.00	1500		1500.00
Interest									148.96		148.96
Wayleaves											0.00
VAT											0.00
Regular bookings						2015.23	2273.07				2273.07
Casual bookings						116.25	0				0.00
Cancellations with 72 hrs + notice	0										
write offs due to heating	0										
Market (not invoiced until fee agreed)											0.00
Pitch Hire		230	450.00								450.00
cancellations due to weather	0										
Burials							1283				1283.00
TOTAL		8891.67		1283.00		6677.07		20344.14		1540.00	38735.88