

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 23<sup>rd</sup> Oct 2024 AT 7.05PM**

**Present:** Cllr Mark Parkinson MP (Chair), Cllr Lynda James LJ, Cllr Will Smith WS, Cllr Cari Jones, Cllr Cai Carter CC, Clerk.

**Apologies for absence Cllrs Leanne Richards, Christos Georgakis, Ralph Cook, Steve Sheriff, Elsbeth Rodaway and Rachel Carter due to sickness and previous commitments. Apologies for Lates from Cllr Susan Rodaway due to work commitments.**

**Declarations of interest – Cllrs Lynda James and Cari Jones declared an interest at point 7h.**

**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**

Cllr James reported that she had obtained some sandbags for Pennard and that they were housed in the School Garage. A key to this has been placed in a key safe situated in the hall porch, the code to pitch can be given out when needed.

The yellow line plans had been prepared and would be coming out soon for consultation. She also reported that the road between Sandy Lane and Parkmill had been earmarked for repair and that the path between Linkside Drive and Pennard Rd would also be tarmacked in the near future. The Green Path installation is still in limbo as the section 38 notice has still not been agreed.

a) Questions from Councillors (Limited to 10 Minutes)  
No questions followed

**1) 2024/87 To receive and sign the minutes of the Hall Committee Meeting held on 25<sup>th</sup> June 2024 previously circulated**

Cllr James advised that the Section 38 had not been agreed, the minutes were amended accordingly

Accuracy and approval

**Proposed by LJ seconded by WS agreed by all**

**2) 2024/88 To receive and sign the minutes of the Environment Committee Meeting held on the on the 10th Jul 2024 previously circulated**

Accuracy and approval

**Proposed by LJ seconded by WS agreed by all**

**3) 2024/89 To receive and sign the minutes of the Planning Committee Meeting held on the on the 23<sup>rd</sup> July 2024 previously circulated**

Accuracy and approval

**Proposed by CC seconded by LJ agreed by all**

**4) 2024/90 To receive and sign the minutes of the Full Council Meeting held on the on the 12<sup>th</sup> Sept 2024 previously circulated**

Accuracy and approval

**Proposed by LJ seconded by WS agreed by all**

**5) 2024/91 To receive and sign the minutes of the Planning Committee Meeting held on the on the 23<sup>rd</sup> Sept 2024 previously circulated**

Accuracy and approval

**Proposed by CC seconded by CJ agreed by all**

**6) 2024/92 Admin**

a) To note and accept Cllr Keith Atkins resignation.

Cllr Atkins resignation was noted, the Clerk reported that she had sent a card and get well wishes from the Council.

b) To discuss the Senedd inquiry into the role, governance and accountability of the Community and Town Council Sector and to ratify our response.

The Clerk gave an account of her attendance at the Senedd session and the main topics discussed along with the response which had gone in on the Council's behalf, this had been circulated prior to the meeting, no one had any comments or amendments and the response was ratified.

c) To receive update for the Christmas working group with regards to a Christmas festival.

Cllr James and the Clerk gave an update regarding the Christmas events, the Clerk also gave a brief update regarding the funding bid being prepared for the Rural Anchor team.

d) To discuss and consider running Pension Credit Session in the Community.

The Clerk explained the detail behind this, which had been sparked by information from the Tackling Poverty Development Manager at Swansea Council. The matter was discussed and it was proposed that an article in the news letter would be preferable to holding drop in sessions.

**Proposed by WS seconded by CJ agreed by all**

e) To discuss and consider quarterly Community Council Surgeries at the hall.

The idea of holding quarterly surgeries in line with the quarterly reporting was discussed, Cllr James felt that Quarterly was too frequent and that twice yearly would be better, she also thought that the Library would be a good venue. Cllr Jones suggested a market session and it was proposed that the first session should take place at the December 7<sup>th</sup> market. It was also agreed that the pensions credit calculator could also be raised at this session.

**Proposed by CC seconded by WS agreed by all**

**7) 2024/93 Finance and Employment**

a) To ratify payments for Oct 2024

**Proposed by CJ seconded by CC agreed by all**

b) To note closing balances Sept 2024

**Noted**

c) To agree date for a Finance Employment and Policy meeting to look at Quarter 1 and 2 figures.

**A date of the 5<sup>th</sup> Nov at 7.00pm was agreed.**

d) To agree appointment of Internal Audit to conduct a half yearly review

To was agreed to appoint our usual internal auditor to conduct the half yearly review initiated last year.

e) To note start of budgeting process for 2025-26

**Noted**

f) To note Grant applications made or in production this month.

The Clerk advised that an application to the Ynni Cymru: capital grant funding programme 2024 to 2025 had been submitted for PV panels for the Hall, and that an application for Christmas event funding was also been developed for submission.

g) PEFTA update

The Clerk reported that there were 5 households currently in receipt of PEFTA funding.

h) To discuss and consider funding for the Community Bus

**Cllr Lynda James and Cllr Cari Jones declared an interest but stayed in the room to answer questions**

The request for funding for the community bus was discussed briefly with questions regarding the cost of travel and the likelihood of an expanded timetable answered, it was proposed that an amount, yet to be agreed, be considered for inclusion in next year's budget.

**Proposed by WS seconded by MP agreed by all with 2 abstentions LJ and CJ.**

## **8) 2024/94 Land Management**

a) To receive proposals and appoint new Chair of the Land Management Committee

Cllr Lynda James proposed Cllr Smith for the position which he declined. A discussion around the position of Chair took place with both Cllr Parkinson and Cllr Cai Carter expressing an interest, Cllr Parkinson expressed that he would be happy to step back and proposed Cllr Cai Carter as Chair of Land Management.

**Proposed by MP seconded by WS agreed by all.**

b) To agree contractor to carry out verti draining of the Field

The Clerk had managed to obtain 2 estimates for the work in this fairly specialised field.

Company A - £4580

Company B - £4650

A discussion ensued and Company B was chosen.

**Proposed by LJ seconded by WS agreed by all.**

The Clerk then revealed Company B to be James Porter Landscaping & Groundworks.

c) To note Grant of Rights for Plot 427 and E10

**Noted**

d) To receive update regarding Community Hub Working Group

A brief update regarding the very sparsely attended Working Group meeting was given by Cllr James and the Clerk including the up-to-date results of the grant applications made in August.

e) To discuss and consider appointing Down to Earth to work with us on Phase 2a of the project under a single tender agreement.

The case for single tender was made by the Clerk and discussed. Cllr Jones felt that the Down to Earth team were unique in their offerings and approach and that she was happy with what they had achieved so far, Cllr James felt that there were other companies around who could do the job equally well and proposed a full open tender should be conducted.

**Proposed by LJ seconded by WS agreed by CC, against CJ and 1 abstention MP.**

## **9) 2024/95 Environment**

a) To receive update on Environment and Youth matters

The Clerk gave a brief update

b) To discuss and consider changing the age limits for the Youth Sessions.

This request was discussed and it was agreed that future sessions would include 8 to 10 year olds in the offering.

**Proposed by WS seconded by LJ agreed by all**

c) To note Lottery Heritage Funding for the Community Garden and start date ground work.

The Clerk informed the Council that the Lottery Heritage Fund had finally signed off on all the paperwork and that the go ahead to develop the community garden – Tyfu Pennard, had been given. The chosen contractors had started to lay the paths and would also be laying a shed slab and building raised beds.

**Cllr Susan Rodaway Joined the meeting at 8.35**

**Cllr Will Smith left the meeting at 8.39**

d) To receive Newsletter update

The Clerk informed the Council that the newsletter had come to a halt and needed input, articles had been written and were superseded by events.

e) To agree the formation of a Newsletter working group and membership

It was proposed that a working group be formed to move the newsletter forward Cllr Cari Jones and Cllr Mark Parkinson put their names forward, the Clerk was asked to send an invite out to Councillors who had not managed to attend the meeting.

f) To receive update on Community Garden

Already covered at point 9c

## **10) 2024/96 Hall**

a) To receive update on Hall Matters

Cllr James reported that the Hall gutters needed cleaning and the porch needed some refurbishment.

b) To note start date of ramp at back of hall.

The Clerk reported that the ramp at the back of the hall would be started in around two weeks' time, once the contractor had completed the groundworks in the community garden.

## **11) 2024/97 Correspondence**

The Clerk had received an email from Cllr Richards asking for 6 months leave of absence due to current family and work commitments.

**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 CJ agreed by all**

## **12) 2024/98 To agree payment of employee hours**

The payment of the extra hours was discussed and agreed, it was also suggested that there should be an increase in the basic contracted hours in agreement with the employee.

**Proposed by SER seconded by LJ agreed by all**

**The meeting ended by 8.52pm**

# Financial Summary - Cashbook

Summary of receipts and payments between 01/09/24 and 30/09/24 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 £43,827.52

PEFTA A/C prev Green Path £3,733.90

Total £233,809.36

Balances at start of period

## Ordinary Accounts

Current Account £51,791.09

## Short Term Investment Accounts

No 4 Account £167,454.62

Pavillion Account £21,767.70

PEFTA A/C prev Green Path £2,016.39

Total £243,029.80

RECEIPTS	Net	Vat	Gross
Administration	£5,971.03	£0.00	£5,971.03
Burial	£1,283.00	£0.00	£1,283.00
FIELD	£312.97	£0.00	£312.97
Hall	£1,016.00	£0.00	£1,016.00
Total Receipts	<u>£8,583.00</u>	<u>£0.00</u>	<u>£8,583.00</u>

PAYMENTS	Net	Vat	Gross
Administration	£15,892.30	£861.27	£16,753.57
Burial	£1,009.70	£80.06	£1,089.76
FIELD	£1,252.99	£226.15	£1,479.14
Hall	£1,938.79	£253.16	£2,191.95
Environment	£2,500.00	£0.00	£2,500.00
Total Payments	<u>£22,593.78</u>	<u>£1,420.64</u>	<u>£24,014.42</u>

Closing Balances

## Ordinary Accounts

Current Account £35,800.93

£35,800.93

## Short Term Investment Accounts

No 4 Account £167,596.84

Pavillion Account £21,789.28

PEFTA A/C prev Green Path £2,411.33

Total £191,797.45

Total £227,598.38

# Pennard Community Council

Monthly Payments												CHQ/BACS/DD/
Detail	Sep-24				YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
	PF	BG	CH	ENV								
Octopus Electricity Pavillion	31.80									31.80	DD	Local Govt Act 1972 S111
Dwr Cymru	50.50		93.50							144.00	DD	Local Govt Act 1972 S111
Octopus Gas										0.00	DD	Local Govt Act 1972 S111
Swansea CC - Rates			146.00							146.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging		500								500.00	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)		145.83								145.83	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	40.00									40.00	DD	Local Govt Act 1972 S111
Professional services						880				880.00	i/n	Local Govt Act 1972 S111
Professional services refund						-880				-880.00		
Electrical Testing										0.00		
Cleaning Material	61.37		31.26							92.63	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall			161.36							161.36	DD	Local Govt Act 1972 S111
Internet for Hall			52.78							52.78	DD	Local Govt & Elections (Wales) Act 2021 s47
Subscription						285.83				285.83	DC	Local Govt Act 1972 S111
Paint	88.15									88.15	DC	Local Govt Act 1972 S111
Repairs and maintenance	12.96		941.64							954.60	i/n	Local Govt Act 1972 S111
Insurance						1908.47				1908.47		Local Govt Act 1972 S111
Waste Collection Hall										0.00	i/n	Local Govt Act 1972 S111
Cleaning Contribution			-7.50							-7.50	i/n	Local Govt Act 1972 S111
Window Cleaning										0.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							9.70			9.70	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						933.56				933.56	Payroll	Local Govt Act 1972 S112
Employee costs						3364.78				3364.78	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Smart Pension						175.76				175.76	Payroll	Local Govt Act 1972 S112
Smart Pension Admin Fee						22.00				22.00	DD	Local Govt Act 1972 S112
Payrol back up						2.21				2.21	DD	Local Govt Act 1972 S112
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
Audit Fee						773.00				773.00	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
Virus Protection						35.76				35.76	i/n	Local Govt Act 1972 S111
Stationery						4.99				4.99	DC	Local Govt Act 1972 S112
Flowers						2.95				2.95	DC	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA									366.79	366.79	DC	Local Govt & Elections (Wales) Act 2021 s24
Youth Engagement				2500						2500.00	DC	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Food Festival Expenditure						7892.29				7892.29		
<b>TOTAL</b>	<b>1252.99</b>	<b>1009.70</b>	<b>1938.79</b>	<b>2500.00</b>	<b>0.00</b>	<b>15515.81</b>	<b>9.70</b>	<b>0.00</b>	<b>366.79</b>	<b>22593.78</b>		

Pennard Community Council												
Monthly Receipts	Sep-24											
Detail	PF		BG		CH		Admin		Enviroment		TOTAL	
	Invoiced	Rec'd	Invoiced	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd		
Precept												0
Rent								1050	1050			1050.00
Insurance Contribution								20.85	20.85			20.85
Water Contribution						60	60					60.00
Grants												0.00
Interest									165.68			165.68
Wayleaves												0.00
VAT												
Food festival									4734.5			4734.50
Regular bookings (invoices Feb & Mar)						0	921					921.00
Casual bookings (Invoices Feb & Mar)						0	35					35.00
Cancellations with 72 hrs + notice	0											
write offs due to heating	0											
Market (not invoiced until fee agreed)												0.00
Pitch Hire		312.97	312.97		1283							1595.97
cancellations due to weather	0											
Burials												
<b>TOTAL</b>			<b>312.97</b>		<b>1283.00</b>		<b>1016.00</b>		<b>5971.03</b>		<b>0.00</b>	<b>8583.00</b>