

**FINAL MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 15th May 2025 AT 7.05 PM**

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

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

Apologies for Lateness: Cllr Cai Carter

Declarations of interest: Cllr James declared an interest at point 9(i)

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:

- the new LAC for our area was now in post and would be contacting the Clerk.
- She had recently attended an electoral review meeting and reported that the Community and Town Council report should be ready by the end of the month
- She had made enquiries into moving the traffic speed signs but this would be an expensive process.
- She had conducted some consultation regarding the yellow lines on Southgate Rd and the opinion was that they should reach from no 28 to no 10a which was longer than we expected.
- The bottom part of Sandy Lane was due to be resurfaced later this month.
- A Grant was available to repair unadopted roads several residents in East Cliff were keen but only 1 response had been received from Norton Dr.

Cllr Rachel Carter asked if there was any news regarding a speed survey of Pennard Rd, Cllr James said she would chase it up.

1. 2025/36 To receive and sign the minutes of the Full Council Meeting held on the on the 13th

Mar 2025 previously circulated

Accuracy and approval

Proposed by LJ seconded by RC agreed by all

2. 2025/37 To receive and sign the minutes of the Extraordinary Full Council Meetings held on

the on the 20th, 25th Mar and 2nd Apr 2025 previously circulated

Accuracy and approval

Proposed by RC seconded by REC agreed by all

3. 2025/38 To receive and sign the minutes of the Planning Committee Meeting held on the on

the 25th Mar 2025 previously circulated

Accuracy and approval

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

4. **2025/39 To receive and sign the minutes of the Environment Committee Meeting held on the on the 2nd Apr 2025 previously circulated**
Accuracy and approval
Proposed by LJ seconded by RC agreed by all
5. **2025/40 To receive and sign the minutes of the Hall Committee Meeting held on the on the 7th Apr 2025 previously circulated**
Accuracy and approval
Proposed by LJ seconded by RC agreed by all
6. **2025/41 To receive and sign the minutes of the Finance Employment and Policy Committee Meeting held on the on the 7th Apr 2025 previously circulated**
Accuracy and approval
Proposed by LJ seconded by RC agreed by all
7. **To receive and sign the minutes of the Planning Committee 2025/42 Meeting held on the on the 15th Apr 2025 previously circulated**
Accuracy and approval
Proposed by RC seconded by RB agreed by all with 1 abstention LJ
8. **2025/43 To receive and sign the minutes of the Annual Meeting held on the on the 6th May 2025 previously circulated**
Accuracy and approval
Proposed by RC seconded by SER agreed by all
9. **2025/44 Admin**
- a) **To note Councillor resignations**
The four resignations were noted and the Clerk was asked to write to the ex councillors thanking them for the time and efforts.
 - b) **To Review and agree Financial and Operational Risk Assessment 25/26**
The tables had been sent round prior to the meeting no amendments were suggested.
Proposed by LJ seconded by RC agreed by all with 1 abstention REC
 - c) **To receive update regarding PCC Election.**
The Clerk gave the update that no one had put in any papers and the election would roll on again.
 - d) **To receive update regarding the Food Festival**
This was deferred, Cllr James asked for details so you she mention it in the Carnival programme.
 - e) **To agree dates of Full Council meeting for coming year.**
The dates were discussed and some changed the final dates were proposed.
Proposed by REC seconded by RB agreed by all
 - f) **To agree committee meeting dates for the coming month.**
It was suggested holding an hall and land management meeting on the 28th May.
 - g) **To review and agree the Training Plan for 2025/26**
This was deferred for the time being

h) to agree to explore options for community app

Cllr Rodaway explained that she had seen some funding available to build an app that would enable to engage the community via an alternative route. It was agreed to explore options and the grant and to bring it back to a future meeting.

Cllr Cai Carter joined the meeting at 7.40pm but with limited signal.

Proposed by SER seconded by REC agreed by all with 1 abstention CC

i) To request permission to use marquee on Sunday of Carnival Weekend for Big Community Lunch due to Ironman road closures.

This motion was amended to:

To agree to organise “a bring your own afternoon tea” event for the Sunday afternoon of the Carnival weekend.

Amendment Proposed by REC seconded by SER agreed by all with 1 abstention LJ

The matter was discussed and agreed that the marquee could be used after church had finished at around 12.30 on the 13th July.

Proposed by REC seconded by RC agreed by all with 1 abstention LJ.

10. 2025/45 Finance and Employment

a) To ratify payments made in Apr 2025

Proposed by REC seconded by LJ agreed by all with 1 abstention CC

b) To agree payments for May 2025

Proposed by REC seconded by LJ agreed by all with 1 abstention CC

c) To note and ratify closing balances Mar 2025

Proposed by LJ seconded by SER agreed by all with 1 abstention CC

d) To note and ratify closing balances Apr 2025

Proposed by LJ seconded by REC agreed by all with 1 abstention CC

e) To agree to accept the Q4 figures as recommended by the Finance Employment and policy Committee

Proposed by LJ seconded by SER agreed by all with 1 abstention CC

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

Proposed by LJ seconded by SER agreed by all with 1 abstention CC

g) To note receipt of Audit notice for 2024/25

Noted

h) To agree audit process and timetable for 2024/25

The clerk reported the process and the timetable laid out by Audit Wales for the 24/25 Audit for agreement.

Proposed LJ seconded by SER agreed by all

i) To ratify appointment of Internal Auditor for 2024/25 Audit

The same internal auditor had been appointed as last year following on from his work on the half really audit.

Proposed by LJ seconded by RB agreed by all with 1 abstention CC

j) To note the variation figures and explanations on this years annual report
Noted

k) To ratify the year-end figures for 2024-25 and close down of the 2024-25 financial year on the finance system once all tasks have been completed.

This had been done in accordance with the agreements at the Finance Employment and Policy meeting in order that the year end figures could be given to the auditor and the final reconciliations completed.

Proposed by SER seconded by LJ agreed by all

l) To discuss and agree to fund Cardiac Risk in the Young (CRY) screening event in conjunction with Mumbles Community Council

This was discussed, the Clerk was asked to find out where the screening would take place and how many of the slots would be allocated to our Ward.

Once this information was clear she would apply to the Pennard Charity for the £800 funding, if this was unsuccessful the Council granted the Clerk plenary powers to go ahead on their behalf.

Proposed by SER seconded by RB agreed by all with 2 abstentions CC and LJ.

Cllr Cai Carter joined the meeting via zoom at 8.15pm

m) To note Grant applications made or in production this month and any results received.

The Clerk reported that an application had been made to Rural Anchor for £25000 in support of the solar panels for the Community Hall roof and was awaiting the result.

Cllr James also reported a grant for renewables which had just been launched by UN LLAIS CYMRU which we could look into.

n) To receive PEFTA update

The Clerk reported that 7 households were being supported and that she was in conversation with the Pennard Charity regarding the £3000 award they had agree earlier in the year..

o) To agree purchase of new laptop and associated software.

The Clerk explained the problems that had started to occur with the current laptop. It was agreed to give plenary powers up to £1500 from the general reserve in order to buy a replacement along with the associated software.

Proposed by SER seconded by REC agreed by all

Cllr Ralph Cook left the meeting at 8.33pm

11. 2025/46 Land Management

a) To receive update regarding the Field and Burial ground

The Clerk gave a brief update on Land matters including the request from the Cricket team to run a temporary net fence along the bottom of the hedge to catch balls. Cllr Rachel Carter explained that this would not be advisable as it could catch and entangle small birds and would be against our Section 6 plan. The Clerk said she would advise the team accordingly.

b) To discuss parking on the Tennis court, agree for a risk assessment and any actions required.

The Clerk explained that she had received a report of a child peddling her bike into a car parked on the tennis court area at the back of the pavilion. This was discussed and it

was agreed that the tennis court would no longer be used by field users as a car park and that a risk assessment should be conducted with regards to use for non-public access for example carnival traffic and the ground maintenance vehicles. The Clerk would contact all the field users to let them know.

It was proposed that the general reserve be used to pay for a risk assessment to be conducted.

Proposed by CC seconded by REC agreed by all

Cllr Rodaway handed the meeting over to Cllr James temporarily as she needed to leave the room.

12. 2025/47 Environment

a) To receive update regarding local current Environmental initiatives.

Cllr Rachel Carter reported that we had been successful in obtaining a grant of £600 from Gower National Landscape team in order to improve the biodiversity of the Kittle Planters and the Burial Ground rose garden etc. Changes to the mowing of the burial ground had been discussed with the Ground Maintenance team. Volunteers would be needed to help with the planting which she was trying to source despite availability problems.

She also reported that the Bio Blitz/Reptile walk had been a great success with around 50 people registering to take part, around 26 adults and 15 children actually turned up to a very successful event. Further events would be organised including butterfly, bird, moth, flower, bee and night time walks in the near future.

Cllr Cai Carter volunteered his help.

b) To agree Newsletter for printing

This was deferred to the June meeting

c) To receive update on Community Garden

Work at the Community Garden was continuing with us coming up to the half way point as far as spend was concerned, the raised beds design had been altered and a potting shelter with water catcher had been built. Watering has been a problem over the month. The pond is complete and is very lovely and relaxing. We continue to strive to get volunteers for the sessions now the weather has improved. We may need to change our Wednesday session as it clashes with the Gower shed. 300 volunteer hours had been booked so far we have 12 regular volunteers with 26 registered. Lots of things growing and going on.

The willow crafting session had gone really well and was well supported. Rachel reported she was going to contact the LAC about social prescribing. There would be an opening event on the August bank holiday which all councillors the AS and MP would be invited to.

d) To receive update on Youth activities.

Cllr R Carter reported that MAD continue to provide the Tuesday sessions at the hall. She had advised that we would like to see an increase in numbers and it would be good to know in advance what the activities were going to be so we could help to promote them. The Clerk was asked to arrange an in person meeting with MAD to discuss the points raised.

e) To discuss and accept the report conducted by the Big Climate Leap team.

The Clerk gave an update regarding the report and was asked to put it onto the agenda for the June meeting.

13. 2025/48 Hall

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

The Clerk gave an update on the repairs being done this month and those booked.

b) To discuss hall and car park inspection and the findings

This had been discussed at the hall meeting and the findings sent round.

c) To note Rural anchor funding for solar panels and the attached caveats

Noted

d) To agree structural surveyor to assess the hall roof.

The Clerk had approached 3 structural engineers for estimates to conduct and survey of the Hall roof to gauge its suitability for solar panels.

Company A - £600 plus travel at cost

Company B - £500

Company C – between £1850 and £2550

Company B was proposed by SER seconded by LJ agreed by all,

the Clerk revealed company B to be Andrew Robin from Far Structures Ltd.

14. 2025/49 Correspondence

The Clerk reported the correspondence received which included:

- an email regarding the planning comments on the Swansea Portal not being available.
- an email from the footpath team asking about cow problems on the footpath between Southgate Rd and Heatherslade Drive.
- A request relating to planning permission for the locker boxes outside the premier
- A report of a seagull nest being destroyed.

Meeting closed at 9.34pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 30/04/25 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

RECEIPTS	Net	Vat	Gross
Administration	£20,132.86	£0.00	£20,132.86
FIELD	£8,933.34	£0.00	£8,933.34
Hall	£2,654.50	£0.00	£2,654.50
Environment	£1,850.00	£0.00	£1,850.00
Youth	£966.66	£0.00	£966.66
Total Receipts	£34,337.36	£0.00	£34,337.36

PAYMENTS	Net	Vat	Gross
Administration	£8,642.03	£9.99	£8,652.02
Burial	£1,135.47	£146.39	£1,281.86
FIELD	£1,964.04	£371.40	£2,335.44
Hall	£1,273.78	£159.98	£1,433.76
Environment	£2,079.75	£335.94	£2,415.69
Total Payments	£13,095.07	£1,023.70	£14,118.77

Closing Balances

Ordinary Accounts

Current Account £71,993.87

£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

£168,264.64

Total £270,258.51

Signed _____
Chair

Clerk / Responsible Financial Officer

Pennard Community Council												
Monthly Payments	Apr-25										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion	30.17									30.17	DD	Local Govt Act 1972 S111
Dwr Cymru	45.50		96.00							141.50	DD	Local Govt Act 1972 S111
Octopus Gas			32.24							32.24	DD	Local Govt Act 1972 S111
Swansea CC - Rates										0.00	DD	Local Govt Act 1972 S111
ground rent			150.00							150.00	i/n	Local Govt Act 1972 S111
Grave Digging										0.00	i/n	Local Authorities Cemtries Order 1977 S.214(6)
Plaque engraving										0.00	i/n	Local Authorities Cemtries Order 1977 S.214(6)
Ground Maintenance	1520.42	727.74	143.5							2391.66	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)		17.07								17.07	DD	Highways Act 190 S301
Memorial Stone repair payment										0.00	i/n	Local Authorities Cemtries Order 1977
Cleaning	208.00		480							688.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	39.00									39.00	DD	Local Govt Act 1972 S111
Subscription		150				573				723.00	i/n	Local Govt Act 1972 S111
Cleaning Material										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall			58.23							58.23	DD	Local Govt Act 1972 S111
Internet for Hall			58.81							58.81	DD	Local Govt & Elections (Wales) Act 2021 s47
Fire alarm check			95.00							95.00	DC	Local Govt Act 1972 S111
Land Rent										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance	120.95		160.00							280.95	i/n	Local Govt Act 1972 S111
Tree Survey		240.66								240.66	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)							9.23			9.23	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						1143.21				1143.21	Payroll	Local Govt Act 1972 S112
Employee costs						3744.73				3744.73	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Payrol back up						2.94				2.94	DD	Local Govt Act 1972 S112
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
leberra						5.00				5.00	DC	Local Govt Act 1972 S111
Training						40.00				40.00	i/n	Local Govt Act 1972 S112
Proffessional services										0.00	i/n	Local Govt Act 1972 S112
Printing										0.00	DC	Local Govt Act 1972 S112
Stationary										0.00	DC	Local Govt Act 1972 S112
Youth Sessions										0.00	i/n	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA									634.59	634.59	DC	Local Govt & Elections (Wales) Act 2021 s24
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Community Garden Project				2079.75		390.00				2469.75	i/n	Local Govt Act 1972 S111
TOTAL	1964.04	1135.47	1273.78	2079.75	0.00	5998.21	9.23	0.00	634.59	13095.07		

Pennard Community Council														
Monthly Receipts	Apr-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			8933.34		0		2401		18949		1650		966.66	32900
Rent								1000	1000					1000.00
Insurance Contribution								20.85	20.85					20.85
Water Contribution							74.5							74.50
Grants														0.00
Interest									163.01					163.01
Wayleaves														0.00
VAT														0.00
PEFTA Donations														
Regular bookings							165							165.00
Casual bookings							14							14.00
Cancellations with 72 hrs + notice	0													
write offs due to heating	0													
Market (not invoiced until fee agreed)														0.00
Pitch Hire			0.00											0.00
cancellations due to weather														
Burials				0.00	0									0.00
TOTAL			8933.34		0.00		2654.50		20132.86		1650.00		966.66	34337.36