

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON 12<sup>th</sup> July 2021 VIA ZOOM AT 7.05 PM**

**Present:** Cllr Ralph Cook RC (Chair) Cllr Susan Rodaway SER, Cllr Lynda James LJ, Cllr Malcolm Sims MS, Cllr Arthur Rogers AR, Cllr Darran Hickery DH, Cllr Keith Atkins KA, Cllr Jeff Rogers JR, Cllr Sally Rogers SR, Clerk, 1 Member of the Public

**Under the Public Bodies (Admission to Meetings) Act 1960 (S.1 (7) filming and recording of meetings by the press and the public is not permitted.**

**Apologies for Absence:** Cllr Angela M Brunt, Cllr Rachel Carter, Cllr Emma Roberts, Cllr Wes Weeks, Cllr Jean Marnell.

**Declaration of Interest:** Cllr Cook declared an interest at point 2021/152e

**All votes will be named votes**

**1) 2021/139 Minutes of the Hall Meeting held on 8<sup>th</sup> June 2021**

Accuracy and approval

**Proposed by LJ Seconded by KA agreed by all who were present**

**2) 2021/140 Minutes of the Full Council Meeting held on 10<sup>th</sup> June 2021**

Accuracy and approval

**Proposed by RC Seconded by LJ agreed by all who were present**

**3) 2021/141 Minutes of the Finance & Employment Committee Meeting held on 15<sup>th</sup> June 2021**

An amendment was proposed

**Proposed by SER seconded by DH agreed by all**

With amendment for Accuracy and approval

**Proposed by RC Seconded by DH agreed by all who were present**

**4) 2021/142 Minutes of the Planning Committee Meeting held on 16<sup>th</sup> June 2021**

Accuracy and approval

**Proposed by KA Seconded by AR agreed by all who were present**

**5) 2021/143 Minutes of the Extraordinary Full Council Meeting held on 22<sup>nd</sup> June 2021**

Accuracy and approval

**Proposed by DH Seconded by SR agreed by all who were present**

**6) 2021/144 Minutes of the Hall Committee Full Meeting held on 29<sup>th</sup> June 2021**

A couple of typos were corrected

**Proposed by SER seconded by KA**

With amendments for accuracy and approval

**Proposed by LJ Seconded by SR agreed by all who were present**

**7) 2021/145 Minutes of the Field Committee Meeting held on 29<sup>th</sup> June 2021**

Accuracy and approval

**Proposed by RC seconded by MS agreed by all**

A member of the public joined the meeting at 7.25pm

**8) 2021/146 Minutes of the Environment Committee Meeting held on 29<sup>th</sup> June 2021**

Accuracy and approval

**Proposed by SER Seconded by AR agreed by all who were present**

**9) 2021/147 Minutes of the Finance & Employment Committee Meeting held on 7<sup>th</sup> July 2021**

An amendment was proposed to anonymise the employees in the "in camera" section

**Proposed by SER seconded by DH agreed by all**

With amendments for accuracy and approval

**Proposed by DH Seconded by AR agreed by all who were present**

**10) 2021/148 Finance and Employment**

a) To approve payments for Jul 2021

**Proposed by JR seconded by DH agreed by all**

b) To note closing balances Jun 2021

**Noted**

c) To agree Q1 figures for 2021-2022 as recommended by the Finance and Employment committee

The figures were discussed having been distributed prior to the meeting.

**Proposed by RC seconded by AR agreed by all**

d) To agree to amend the Hall Capital Budget line from Hall Extension to Hall Extension/Renovation as recommended by the Finance and Employment committee

**Proposed by RC seconded by LJ agreed by all**

**11) 2021/149 Admin**

a) Update on PEFTA Scheme

The PEFTA Assistant gave an update of the current situation and reported that she would be starting the Lottery Bid for funding imminently. Cllr Rodaway suggested an updated post be placed on social media reminding the Community of the PEFTA availability now that the Furlough scheme was changing.

Cllr J Rogers asked that before we moved off this item the hard work the PEFTA Assistant had done should be acknowledged this was seconded by Cllr Rodaway.

**12) 2021/150 Burial Ground**

a) Update on Burial Ground matters

Cllr J Rogers updated the Council regarding recent events involving some historic damage to a memorial stone.

b) To discuss and agree quote for memorial repairs.

The Clerk read out the quotations for the repair of 15 stones. As the full extent to the repairs was not yet known the Mason were asked to give three quotes one for the installation of a safety bar and anchor, one for a safety bar, anchor and base or foundation and finally one for a safety bar, anchor, base and foundation.

Company A - £3063, £3562, £4063

Company B - £0 ,£0 , £4750 (only gave one price per stone)

Company C - £1077, £1677, £2037

The quotes were discussed **Cllr J Rogers proposed that Company C be awarded the work Seconded by SER agreed by all**

**13) 2021/151 Field**

a) Update on Field matters.

Covered below.

b) Update and discuss Play Equipment Scheme with Swansea Council

Cllr Sims gave an update regarding the meeting with the Council team and how the process would be conducted, we should know who would be doing the work in September with the equipment being installed by December.

c) To agree Field committee recommendation to install a cinder path round the toddler area

The costs were read out, not included the hire of machinery the cost would be £415.84.

**Proposed by JR seconded by LJ agreed by all with 1 against SER**

d) To agree Field committee recommendation to conduct repairs to the cinder path which runs behind the garage.

The costs were read out, not included the hire of machinery the cost would be £725.50

**Proposed by SER seconded by DH agreed by all**

e) To agree to "vire" the cost of the cinder paths to the general repairs and maintenance Budget line.

As the path repairs were not in the Field Budget it was agreed that they would be paid from the Admin Repairs and Maintenance reserve the paths £435.84, £725.50 plus a week's rental of a digger, whacker and dumper - £493 making a total of £1654.34.

**Proposed by JR seconded by LJ agreed by all**

f) To agree Field committee recommendation to conduct repairs to the boules court at the same time as the other cinder work

The cost was read out, not including the hire of machinery the cost to refurbish the court would be £345.86.

**Proposed by LJ seconded by DH agreed by all**

g) To agree the formation of a Field working group to oversee grass cutting discussions with users and contractor in preparation for the new tender.

Cllr Sims reported that there had been some complaints from the Cricket team regarding the grass length and felt that a meeting with Councillors users and the contractor may be useful. Cllrs Rodaway Sims and Cook agreed to form the working group

**Proposed by SER seconded by DH agreed by all**

h) To discuss and agree to provide CPR and Defibrillator training to field users, Councillors and Council employees as recommended by the Field Committee

Cllr Sims explained that there had been a couple of offers of training using the Defibrillators which the Field committee recommended for field users Councillors and Council employees.

**Proposed by JR seconded by MS agreed by all**

**14) 2021/152 Environment**

a) Update on Environment matters

None not covered below

b) To discuss recommendation from Environment Committee regarding the Council URL address.

- i) To discuss and agree amendment to the recommendation from Environment Committee regarding the Council URL address.

The recommendation from the environment committee was to change the Council URL to Pennard.gov.uk it has since been discovered that we can apply for pennard.gov.wales. An **An amendment to the proposal to replace “.uk” with “.wales” was proposed by SR seconded by DH and agreed by all.**

A further amendment was **proposed by Cllr A Rogers** that we apply for both pennard.gov.wales and pennard.gov.cymru **seconded by JR agreed by all**

**The motion was amended to – To agree to apply for two new URLs for the Council website – Pennard.gov.wales and Pennard.gov.cymru. Proposed by AR seconded by DH agreed by all.**

c) To agree Councillor email addresses in line with new URL.  
This was agreed wholeheartedly.

**Proposed by JR seconded by AR agreed by all**

d) To agree contractor for the production of the new website.  
The Clerk read out the quotes and what was included for each price.  
Company A - £3350  
Company B - £4000 - £4500  
Company C - £1960  
Company D - £1450

These were discussed at length; company C and D were discarded as their quote was for a template website. It was suggested before making a final decision that company A and B be invited to separate meetings with the Website Working Group and that the ongoing cost are also look at. It was felt that this was an important decision and should not be rushed, it was agreed that the information gathered by the Website Working Group be taken to an Environment meeting to which all Councillors would be invited to make the final choice and that plenary powers would be given to the Environment Committee to do this.

**Proposed by JR seconded by SR agreed by all**

Company A was identified as Visibly Rocks and Company B Pentagon Designs

e) To agree Environment Committee recommendation to move the Council Reserve Savings Accounts to the Nationwide Building Society in line with our Climate Emergency Plan.

Cllr Cook declared an interest in this item and left the meeting. Cllr A Rogers proposed that Cllr Rodaway act as Chair in the absence of the Vice Chair so that the meeting could progress until the return of Cllr Cook.

**Proposed by AR seconded by JR agreed by all.**

Cllr A Rogers explained that he had been researching various ethical banks where the saving accounts could be moved to and had found the Nationwide Building Society to be the best fit.

**Proposed by JR seconded by SER agreed by all with 1 abstention RC**

**Cllr Cook re-joined the meeting and Cllr Rodaway handed back the Chair.**

**15) 2021/153 Hall**

a) Update on Hall Matters

Cllr James reported that the hall was now open and had been used successfully and safely.

b) To discuss and agree Hall Electricity Contract.

This was discussed and the Clerk was asked to obtain 3 quotes for presentation at the Sept meeting.

**Cllr Rodaway proposed that we suspend Standing Order 3w in order to complete the business of the meeting seconded by AR agreed by all**

c) To agree recommendation from Hall committee regarding the appointment of an Architect for the Hall Renovation work.

The Clerk read out the quotes and these were discussed, the Clerk reported what the Planning department had said regarding planning permission and Building regulations.

Company A - £1000

Company B - £2850

Company C - £1880

The Hall committee had recommended company C this was agreed.

**Proposed by LJ seconded by RC agreed by all with 1 against SER**

Company C was revealed to be Huw Griffiths Architects Ltd

**16) 2021/154 Covid**

a) Update from Covid Meeting

There was no update

**17) 2021/155 Updates from Swansea Council**

a) Cllr. Lynda James

Cllr James reported the average cost to install a green path was £200 per metre and suggested we measure the distance between the school gate and Green Lane to get an indication of the total cost.

She reported some of the comments and suggestions which had been put forward to Highways regarding the suggested Traffic Calming on Southgate Road many of the comments had been put forward at the Extraordinary Meeting of Full Council.

b) Any other matters arising for discussion (any decisions required will be made at a future meeting).

Cllr J Rogers asked if the trees could be trimmed back by the 20mph sign as you leave the village as they were covering the signs. Cllr Rodaway also commented that the swaffle signs need to be adjusted. There was also a report of Japanese knotweed on the main road, Cllr James agreed to contact the land owner.

c) Vaccine/Covid update.

Up to date figures not available.

**18) 2021/156 Correspondence**

The Clerk read out an email sent to her by one of the Volunteers and their views regarding tempo time credits.

She also read an email from Cllr Roberts requesting a period of leave of absence this was noted. The Councillors present wished Cllr Roberts well and looked forward to her return when ready.

**Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media 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 RC seconded by JR agreed by all**

The member of the public left the meeting at 10.01pm

**19) 2021/157 To approve payment of Employee overtime as recommended by the Finance and Employment Committee**

The recommendation was discussed and agreed that the 32 hours accumulated during the execution of regular duties be paid to employee A and 12 extra hours accumulated during the execution of regular duties be paid to employee B in line with the Finance and Employment Committees recommendation.

**Proposed by DH seconded by RC agreed by all**

**20) 2021/158 To discuss and agree temporary extra hours to cover training period**

The employee hours and training were discussed at length, several proposals were put forward with regards to training hours.

It was proposed that the Employee hours be increased temporarily by 1.5 hours per week from 1 Sept 2021 to 31 Jan 2022 to cover the training period.

**Proposed by RC seconded by AR (later withdrawn)**

Cllr Rodaway proposed an amendment to increase to the Employee hours by 2.5 hrs per week until the end of January 2022 and for this to be reviewed during the period.

**Proposed by SER seconded by AR**

The Chairman advised Cllr A Rogers that he could not second the proposal and the amendment so he withdrew his vote for the initial proposal no one agree to second.

A further amendment was proposed to agree a temporary increase of 1.5 hours per week to cover a training period from 1 Sept 2020 to 31 Jan 2021

**Proposed by RC seconded by DH agreed LJ against SER AR KA, 3 abstention MS JR SR**

**the Chairman's casting vote was for the amendment**

The amendment became the motion - the employee hours to be temporarily increased by 1.5 hours per week to cover a training period from 1 Sept 2020 to 31<sup>st</sup> Jan 2021

**Proposed by RC seconded by DH agreed by LJ, AR. With 5 abstentions SR JR KA MS and SER.**

**The meeting closed at 10.18 pm**

# Financial Summary - Cashbook

Summary between 01/06/21 and 30/06/21 inclusive.

Balances at the start of the year

## Ordinary Accounts

Current Account £81,997.64

## Short Term Investment Accounts

Green Path £3,529.75

No 4 Account £76,961.35

Pavillion Account £39,552.73

Total £202,041.47

Balances at start of period

## Ordinary Accounts

Current Account £94,917.02

## Short Term Investment Accounts

Green Path £3,529.81

No 4 Account £76,962.65

Pavillion Account £39,553.41

Total £214,962.89

RECEIPTS	Net	Vat	Gross
Administration	£2,821.84	£0.00	£2,821.84
Burial	£2,536.00	£0.00	£2,536.00
FIELD	£30.00	£0.00	£30.00
Hall	£140.00	£0.00	£140.00
Total Receipts	<u>£5,527.84</u>	<u>£0.00</u>	<u>£5,527.84</u>

PAYMENTS	Net	Vat	Gross
Administration	£6,020.68	£88.98	£6,109.66
Burial	£1,707.13	£80.48	£1,787.61
FIELD	£849.64	£149.20	£998.84
Hall	£760.07	£134.15	£894.22
Environment	£456.84	£91.37	£548.21
Total Payments	<u>£9,794.36</u>	<u>£544.18</u>	<u>£10,338.54</u>

Closing Balances

## Ordinary Accounts

Current Account £30,105.33

## Short Term Investment Accounts

Green Path £3,529.84

No 4 Account £136,963.28

Pavillion Account £39,553.74

Total £210,152.19

Signed \_\_\_\_\_

Chair

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Clerk / Responsible Financial Officer