

**FINAL MINUTES OF THE MEEING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 16th NOVEMBER 2022 AT 7.03PM**

Present: Cllr Susan Rodaway (Chair)SER, Cllr Lynda James LJ, Cllr Steve Sheriff SS, Cllr Will Smith WS, Cllr Ralph Cook RC, Cllr Jean Marnell JM, Cllr Keith Atkins KA, Cllr Karen Penny KP, Cllrs Cari Jones CJ, Darran Hickery DH, Clerk, Admin Assistant, Member of the Pennard Active Travel Group.

Apologies for Lateness: Cllr Darran Hickery, Cllr Steve Sheriff

Apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

Apologies were received from Cllr Rachel Carter due to personal commitments.

Council resolved to accept their apologies.

Proposed by JM seconded by KA agreed by all

Declarations of interest: Cllr Susan Rodaway declared an interest at point 12c.

All votes will be named votes

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

None

Introduction from Pennard Active Travel Group

A member of the Pennard Active Travel Group briefly introduced the group and what it was seeking to achieve, it was agreed that a short article would be put into the newsletter. He also advised that the PAT group would be meeting in the Southgate Club on the 2nd Thursday of each month at 7.00pm if anyone wished to join them. He left the meeting at 7.15pm

Swansea Council Report from Cllr Lynda James

Questions from Councillors (Limited to 10 Minutes)

Cllr James gave her report which included an update from the Highways Dept on their Safer Communities project which would include our Green Path. She also reported that she and Cllr Penny planted some daffodil bulbs on the banks inside the school gate by Squiggles fence and around the Vernon Watkins tree.

Cllr Sheriff joined the meeting at 7.22

1) 2022/135 Address from the Chair

The Chair addressed the meeting reminding everyone present of the need for respect and adherence to the Code of Conduct.

2) 2022/136 Minutes of the Meeting of Full Council held on 11th Oct 2022

Accuracy and approval

Proposed by WS seconded by KP agreed by all

3) 2022/137 Minutes of the Meeting of Environment Committee Meeting held on 12th Oct 2022

Accuracy and approval

Proposed by CJ seconded by WS agreed by all

4) 2022/138 Minutes of the Meeting of Hall Committee Meeting held on 1st Nov 2022

Accuracy and approval

Proposed by SS seconded by JM agreed by all

5) 2022/139 Minutes of the Meeting of Land Committee Meeting held on 3rd Nov 2022

Accuracy and approval

Proposed by KA seconded by WS agreed by all with 1 abstention SS

6) 2022/140 Minutes of the Meeting of Environment Committee Meeting held on 7th Nov 2022

Accuracy and approval

Proposed by JM seconded by WS agreed by all

7) 2022/141 Admin

a) PEFTA and grant update

The Admin Officer gave her report including details of the grant bids which had been applied for: Community Fridge worth £3000 and Warm Hub Funding of £4000.

b) Update from Local Business meeting.

A meeting was held on the 9th of Nov which included the Local Area Coordinator and a representative from the Muddy Mail Room. The other businesses have been updated on the matters discussed.

c) Update from SLCC/OVW conference.

The Clerk reported on the matters discussed at the recent conference which she had found very informative.

d) To agree procedure for filling Councillor vacancies

It was agreed that the notices be produced and displayed in both communities as soon as the Clerk was able.

Proposed by KP seconded by KA agreed by all

e) To discuss the potential to move to Hybrid Meeting in the hall

The potential move to hybrid meetings was discussed, Cllr Penny reported that she had been approached by members of the public keen to join meetings in person.

f) To discuss and agree to use the small hall for Full Council Meetings in 2023

Following the discussion it was agreed to use the small hall for Full Council hybrid meetings starting in January 2023

Proposed KP seconded by CJ agreed by all

g) To discuss and agree the purchase of equipment to run hybrid meetings

Various products were discussed from very basic to very sophisticated.

Basic Set up – approx. £150

Single desk to unit - Owl System £1000

Cloudy IT set up – approx. £4000

SS Proposed we purchase an Owl System seconded by KP agreed by all.

h) To agree appointment of 2 nominative trustees for Pennard Charity
Both Cllr James and Cllr Will Smith put themselves up to be appointed.

Proposed by SER seconded by RC agreed by all with 2 abstentions LJ and WS

8) 2022/142 Finance Employment and Policy

a) To approve payments for Nov 2022

Proposed by JM seconded by CJ agreed by all with 1 abstention SS

b) To note closing balances for Oct 2022

Noted

c) Update on Budget 2023/24 process

The Clerk updated everyone on the 2023/24 budget process and at what stage we were currently at.

9) 2022/143 Planning

The Clerk reiterated the benefit of the planning aid Wales courses, she was asked to resend Training Course details round to everyone

10) 2022/144 Land Management

Update for Land Management

a) To rescind item 2022/120 proposed seconded and agreed at the Full Council meeting held on the 28th September which was: To discuss and agree purchase of a new see saw for the park.

Proposed by WS seconded by SS agreed by all with 1 abstention JM.

Alternative models and costs would be presented at the December meeting

b) To agree the pitch and burial fees for 2023-24 as recommended by the land management committee.

The 2023-24 fees had been set by the Land Management Committee at the recent budgeting meeting and were presented to approval.

Proposed by JM seconded by WS agreed by all

11) 2022/145 Hall

a) To discuss and agree Quotes for electrical work marked C2 on the electrical inspection
Deferred to December meeting.

b) To note cancellation of pest control at the hall.

Noted.

c) To discuss cleaning contract renewal as recommended by the Hall Committee and to decide on the way forward following the advice from One Voice Wales.

The Clerk read out the response from One Voice Wales and the quote of £15 per hour to extend the hall cleaning contract for a further 12months from the 1 April 2023.

Proposed by SS seconded by RC agreed by all.

d) To agree that the community fridge will be located in the small hall as recommended by the Hall Committee

Proposed by JM seconded by WS agreed by all

e) To agree hall fees for 2023-34 as recommended by the Hall Committee

The 2023-24 fees had been set by the Hall Committee at the recent

budgeting meeting and were presented to approval.

Proposed by SS seconded by KP agreed by all

12) 2022/146 Environment

- a) To discuss and agree the biodiversity plan as recommended by the Environment Committee

The Clerk presented the Biodiversity plan for 2022-2025 and the report for 2019-2022 produced with the help of Cllr Carter. The Council thanked Cllr Carter for her input and it was agreed that the plan should be published.

Proposed by CJ seconded by JM agreed by all

Cllr Hickery joined the meeting at 8.47pm

- b) To receive feedback from the PB meetings
The Clerk reported the feedback that she had received from Councillors who attended the session.
- c) To decide on timetable for idea and consultation dates for items added to the platform.

SER declared an interest.

This was discussed and the dates suggested were

The topic area be closed for new ideas on 15 Dec 2022

Voting for these ideas will then open until 30 Jan 2023

The ideas will be discussed at the Full Council Meeting on the 13th Feb 2023 and funding awarded to those priorities which fall within the remit of the Council in accordance with our powers

Proposed by SS seconded by WS agreed by all with 1 abstention SER

- d) To discuss and decide on the setting up of Community Councillor surgeries.

It was agreed that the Clerk and Chair will look at venue and timing options.

- e) Update on Christmas event

The Clerk reported that transport has been arranged and Santa is available for Pennard. Cllr James said she would let the Clerk have the Kittle details in order to produce some posters and social media posts.

- f) Update on the Newsletter

The Newsletter was shown to all present and it was agreed that with a few additions it was ready to go to print.

An email had already gone out calling for volunteers to distribute around the villages.

13) 2022/147 Correspondence

Recent correspondence was discussed including:

one on Budget matters which was discussed and sent round after the meeting round for referral during budgetary discussions happening later in the month.
The possibility of running the monthly market next year.
The new bullying and harassment policy from One Voice Wales for acceptance at the December meeting.

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 SER seconded by RC agreed by all

The meeting went into Camera and the Clerk left the meeting.

**14) 2022/148 To note the new NALC salary pay scales for 2022/23.
Noted**

The meeting closed at 9.26pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/10/22 and 31/10/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £40,704.57

Short Term Investment Accounts

Green Path £3,530.11

No 4 Account £136,973.20

Pavillion Account £39,556.72

Total £220,764.60

Balances at start of period

Ordinary Accounts

Current Account £59,221.82

Short Term Investment Accounts

Green Path £3,530.50

No 4 Account £136,988.21

Pavillion Account £39,561.08

Total £239,301.59

RECEIPTS	Net	Vat	Gross
Administration	£4,094.20	£0.00	£4,094.20
FIELD	£741.00	£0.00	£741.00
Hall	£822.50	£0.00	£822.50
Total Receipts	<u>£5,657.70</u>	<u>£0.00</u>	<u>£5,657.70</u>

PAYMENTS	Net	Vat	Gross
Administration	£7,292.97	£76.75	£7,369.72
Burial	£429.25	£84.84	£514.09
FIELD	£1,334.04	£243.45	£1,577.49
Hall	£1,240.05	£166.25	£1,406.30
Total Payments	<u>£10,296.31</u>	<u>£571.29</u>	<u>£10,867.60</u>

Closing Balances

Ordinary Accounts

Current Account £54,004.27

Short Term Investment Accounts

Green Path £3,530.65

No 4 Account £136,994.03

Pavillion Account £39,562.74

Total £234,091.69

Signed _____

Chair

Clerk / Responsible Financial Officer

Pennard Community Council												
2021- 2022 Regular Payments	Oct-22											CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	19.57									19.57	DD	Local Govt Act 1972 S133
Dwr Cymru	32.50		16.70							49.20	DD	Local Govt Act 1972 S133
Good Energy (Hall Gas)			16.88							16.88	DD	Local Govt Act 1972 S133
Swansea CC - Rates			78.00							78.00	DD	Local Govt Act 1972 S133
ground rent										0.00	i/n	Local Govt Act 1972 S133
Swansea CC - Waste disposal charges										0.00	DD	Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							8.70			8.70	DD	Local Govt Act 1972 S111
Octopus Electricity for Hall			201.92							201.92	DD	Local Govt Act 1972 S133
Internet for Hall (2mth)			42.19							42.19		Local Govt Act 1972 S133
Vodafone						31.40				31.40	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						930.10				930.10	Payroll	Local Govt Act 1972 S111
Employee costs						3027.62				3027.62	Payroll	Local Govt Act 1972 S111
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S111
Youth worker 1 (Leader) (12hr)										0.00	i/n	
youth worker 2 (12hr)										0.00	i/n	
Smart Pension						173.94				173.94	Payroll	Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S111
Payrol back up						1.40				1.40	DD	Local Govt Act 1972 S111
Ground Maintenance	901.66	422.5	86.12							1410.28	i/n	Local Govt Act 1972 S133
Line paint	90.65									90.65		Local Govt Act 1972 S133
Play equipt repairs	89.66									89.66		Local Govt Act 1972 S133
Cleaning			348.24			232.16				580.40	i/n	Local Govt Act 1972 S133
Cleaning Materials										0.00		Local Govt Act 1972 S133
Zoom						14.39				14.39	DD	Local Govt & Elections (Wales) Act 2021 s47
Street Light in BG Car Park (SWALEC)		6.75								6.75	DD	Highways Act 190 S301
ground rent			150							150.00	i/n	Local Govt Act 1972 S142
Web hosting Krystal						4.99				4.99	DC	Local Govt Act 1972 S142
leberra						3.99				3.99	DC	Local Govt Act 1972 S111
PEFTA									700.3	700.30	DC	Local Got Act 1972 S137
Grave Digging										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Training						35.00				35.00	i/n	Local Govt Act 1972 S111
phone case						7.49				7.49		Local Govt Act 1972 S111
Stationery						-9.98				-9.98		Local Govt Act 1972 S111
refreshents						17.87				17.87		Local Govt Act 1972 S145
insurance						1936.59				1936.59		Local Govt Act 1972 S111
wreath						23.98				23.98	DC	Local Govt Act 1972 S145
Risk assessment	200		300			100.00				600.00	DC	Local Govt Act 1972 S111
TOTAL	1334.04	429.25	1240.05	0.00	0.00	6583.97	8.70	0.00	700.30	10296.31		

