

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 15th DECEMBER 2022 AT 7.05PM**

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 Karen Penny KP, Cllr Cari Jones CJ, Darran Hickery DH, Clerk, Admin Assistant, Head of Pennard School and a member of the Community Bus Group.

Apologies for Lateness: Cllr Darran Hickery

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 Keith Atkins and Cllr Rachel Carter due to personal commitments.

Council resolved to accept their apologies.

Proposed by JM seconded by SS agreed by all

Dispensations

Declarations of interest The Clerk declared an interest in the airport letter in correspondence

All votes will be named votes

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

Pennard Primary's Head asked for people to join as school's governing body KP volunteered, she also spoke about the Pennard Puddle and the problems they were having. It was suggested that the Clerk would contact her in the new year and would help organise a working group of Councillors to help.

The Head then left the meeting at 7.20pm

Swansea Council Report from Cllr Lynda James

Questions from Councillors (Limited to 10 Minutes)

Councillor James gave her report which included details of the patch and cleaning teams and the Vernon Watkins cabinet being built in the library.

Several questions were asked about gritting and grit bins. Details of these can be found on the Swansea Council Website.

Address from the Chair

The Chair wished everyone a Merry Christmas and thanked everyone for their work over the last 7 months.

SER proposed that the item 6f be taken next to allow the Community Bus representative speak early.

6f To discuss Community Bus request for funding

The representative explained all about the Community Bus project and what was needed to keep it running and what suggested changes could be made to the timetable in order to cater

for a larger section of the community. It was agreed to take the matter to the Finance Employment and Policy meeting in January to discuss further.
The representative then left the meeting at 8.00pm

1) 2022/149 Minutes of the Meeting of Full Council held on 16th Nov 2022

Accuracy and approval

SS propose an amendment to the minutes seconded by LJ agreed by all with 1 abstention WS

RC proposed the meeting be accepted with the amendment seconded by CJ and agreed by all

2) 2022/150 Minutes of the Meeting of the Covid 19 Sub Committee held on 30th Nov 2022

Accuracy and approval

Proposed by RC seconded by CJ agreed by all who had attended with LJ SS WS JM and KP abstaining

3) 2022/151 Minutes of the Finance Employment and Policy Committee held on 30th Dec 2022

Accuracy and approval

Proposed by CJ seconded by RC agreed by all who had attended with KP WS LJ and SS abstaining

4) 2022/152 Minutes of the Meeting of the Planning Committee Meeting held on 5th Dec 2022

Accuracy and approval

Proposed by KP seconded by JM agreed by all who had attended with WS LJ and SS abstaining

5) 2022/153 Admin

a) Update on PEFTA Scheme

The PEFTA Officer gave her report.

b) Update on current funding bid applications

The Admin Assistant reported success in the recent Direct Food Support bid which would mean a further £1290 for use by the PEFTA scheme.

c) Update regarding community warm hubs

Again we had been successful in one of the parts of the Grant giving us £1790 for use in supporting warm hubs in the community. The details of this support would be worked out in the new year.

6) 2022/154 Finance Employment and Policy

a) To approve payments for Dec 2022

Proposed by RC seconded by CJ agreed all

b) To note closing balances Nov 2022

Noted

c) To agree Hybrid Meeting Procedure as recommended by the Finance Employment and Policy Committee

As it was apparent that this would be a lengthy discussion the item was deferred to the January meeting

d) To agree to change Covid 19 to Community Emergency committee and budget.

As above this matter was deferred to the January meeting

e) To agree to change Pennard Emergency Food and Technology Assistance Scheme name and terms of reference to Pennard Energy Food and Technology Assistance

This was discussed and it was agreed appropriate that the name should be changed.

Proposed by CJ seconded by SS agreed by all

f) To discuss Community Bus request for funding

Moved to start of meeting

g) To note journal and reserves item changes

The Clerk described the corrective changes that had been made and that she would be ring fencing funds allocated this financial year in the Finance Systems reserve section for information purposes.

Cllr Darran Hickery arrived at 9.15pm

Noted

h) Update on Budget 2023-24

The Clerk gave a brief update on the progress to date.

i) To agree a date for a Finance Employment and Policy meeting in early January 2023.

It was agreed to hold the meeting on the 4th Jan

j) To adopt the new bullying and harassment policy from One Voice Wales

This had been sent round previously.

Proposed by SS seconded by WS agreed by all

7) 2022/155 Planning

Update from Kittle Public Meeting regarding poultry farm pre-planning consultation

Cllr Rodaway gave a brief update on the public meeting and the leaflet which would be distributed around Kittle was presented, the Clerk had already sent this off for printing.

8) 2022/156 Hall

a) To discuss and agree contractor for electrical work marked C2 on the electrical inspection

The quotations which had been received were discussed

Company A - £1523

Company B - £500-£625

and Company B Chosen and would be asked to provide a new certificate.

Proposed by DH seconded by SS agreed by all

b) To approve amendments to the Council Covid Risk Assessment as recommended by the Hall Committee

This had been recommended by the Covid 19 Subcommittee not the Hall Committee an amendment was proposed

Amendment proposed by SER seconded by SS agreed by all

**At 9.30 SER proposed a suspension of standing orders 3y so the meeting could continue
Seconded by CJ agreed by all**

After a very long discussion and the change of one word the Council Covid Risk assessment was finally agreed.

Proposed by CJ seconded by JM agreed by DH,SER,LJ,KP against WS and SS

- c) To approve amendments to the Community Hall booking forms as recommended by the Hall Committee

This had been recommended by the Covid 19 Subcommittee not the Hall Committee an amendment was proposed

Amendment proposed by SER seconded by LJ agreed by all

It was agreed that this should have the same changes made to it as the Covid Risk Assessment so they are in line.

Proposed by CJ seconded by JM agreed by SER,LJ,DH against WS and SS abstain KP

- d) To agree Community Council Hall Council meeting risk assessment for recommendation to Full Council.

This matter was also deferred to January

9) 2022/157 Land Management

- a) Update on repairs and refurbishment

The Clerk gave an update regarding the paths and the boules court.

- b) To note review of burial policy

This had been updated to include the fees for the next financial year as agreed at a previous meeting.

Noted

10) 2022/158 Environment

- a) Update on the Participatory Budget Project 2022/23

The Clerk reported that closing date for ideas ends at midnight tonight and the voting process would then continue until the end of January.

11) 2022/159 Correspondence

The correspondence received was discussed, many of the items had been distributed prior to the meeting including the following

- Budget Letter
- Airport Letter
- School Email
- Elections question regarding polling cards,
- Precept Tax base answer.
- Concerns regarding the doctor's surgery and the new housing development
- Pennard Active Travel's next meeting is on 12th January 2023 at 7pm at The Southgate club. All interested residents are invited to attend. The agenda for this meeting is to start a working group about active travel connections in Pennard.

Cllr Rodaway left the room for a moment and Cllr Hickery took over as Chair at 10.25pm

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.

Cllr Rodaway came back to the room at 10.28pm Cllr Hickery remained in the Chair position

Proposed by DH seconded by SER agreed by all

**12) 2022/160 To note the recent Staff Appraisals
Noted**

**13) 2022/161 To agree increase in staff salary from Dec 2022 as recommended by the Finance,
Employment and Policy Committee
Proposed by CJ seconded by KP agreed by all**

**14) 2022/162 To agree increase in staff salaries from Apr 2022 as detailed in the budget for 2023-
24 and recommended by the Finance Employment and Policy Committee
Proposed by SER seconded by LJ agreed by all**

The meeting closed at 10.35pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/11/22 and 30/11/22 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 £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

RECEIPTS	Net	Vat	Gross
Administration	£1,640.10	£0.00	£1,640.10
Burial	£1,270.00	£0.00	£1,270.00
FIELD	£50.00	£0.00	£50.00
Hall	£564.00	£0.00	£564.00
Total Receipts	<u>£3,524.10</u>	<u>£0.00</u>	<u>£3,524.10</u>

PAYMENTS	Net	Vat	Gross
Administration	£7,200.07	£181.24	£7,381.31
Burial	£928.94	£84.82	£1,013.76
FIELD	£3,836.70	£734.27	£4,570.97
Hall	£3,035.95	£463.69	£3,499.64
Environment	£86.58	£17.34	£103.92
Total Payments	<u>£15,088.24</u>	<u>£1,481.36</u>	<u>£16,569.60</u>

Closing Balances

Ordinary Accounts

Current Account £40,939.52

Short Term Investment Accounts

Green Path £3,531.03

No 4 Account £137,008.67

Pavillion Account £39,566.97

Total £221,046.19

Signed _____

Pennard Community Council												
2021- 2022 Regular Payments												
Detail	Nov-22										CHQ/BACS/DD/	
	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	16.70									16.70	DD	Local Govt Act 1972 S111
Dwr Cymru	32.50		16.70							49.20	DD	Local Govt Act 1972 S111
Good Energy (Hall Gas)			272.04							272.04	DD	Local Govt Act 1972 S111
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	75.40		151.80							227.20	DD	Local Govt Act 1972 S135
Lloyds Bank (Monthly Service Charge)							7.00			7.00	DD	Local Govt Act 1972 S111
Octopus Electricity for Hall			209.30							209.30	DD	Local Govt Act 1972 S111
Internet for Hall (2mth)			31.45							31.45		Local Govt Act 1972 S111
Vodafone						53.85				53.85	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						929.90				929.90	Payroll	Local Govt Act 1972 S111
Employee costs						3799.01				3799.01	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 S111
Line paint	145.19									145.19		Public Health Act 1875, section 164; LGA 1972 Schedule 14 paragraph 27; Public Health Acts Amendment Act 1890 section 44
Plumbing repairs	45.00									45.00		Local Govt Act 1972 S133
Cleaning			302.29			321.64				623.93	i/n	Local Govt Act 1972 S111
Gas Service			110							110.00		Local Govt Act 1972 S133
architect services			1640							1640.00		Local Govt Act 1972 S133
Keys			116.5							116.50		Local Govt Act 1972 S133
alarm keys			21.75							21.75		Local Govt Act 1972 S133
Litter Pickers				86.58						86.58		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)		6.44								6.44	DD	Highways Act 190 S301
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								1067		1067.00	DC	Local Got Act 1972 S137
Grave Digging		500								500.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Dishwasher installation						270.75				270.75		Local Govt Act 1972 S133
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Training						35.00				35.00	i/n	Local Govt Act 1972 S111
Newsletter						401.73				401.73		Local Govt Act 1972 S111
Web site						60.00				60.00		Local Govt Act 1972 S111
Civic Budget						2.45				2.45		Local Govt Act 1972 S145
Play surface repairs	2620.25									2620.25		Public Health Act 1875, section 164; LGA 1972 Schedule 14 paragraph 27; Public Health Acts Amendment Act 1890 section 44
TOTAL	3836.70	928.94	3035.95	86.58	0.00	6126.07	7.00	0.00	1067.00	15088.24		

