

**DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 22nd Sept 2025 AT 7.00 PM**

Present: Cllr Susan Rodaway SER (Chair), Cllr Lynda James LJ Cllr Ralph Cook RC, Cllr Rachel Carter REC, Cllr Cari Jones CJ, Cllr Jon Dixon JD, Cllr Steven Rodaway SR, Cllr Will Smith, Clerk Noel Clark (CMOP), 1 Member of the Public

Apologies for absence: Cllr Rebecca Donnachie, Cllr Richard Beynon,

Apologies for Lateness: Cllr Lynda James, Cllr Rachel Carter.

Absent: Cllr Jason Thomas

Declarations of interest: None

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)

This was moved down the agenda to await her arrival

1. 2025/66 Report from Clerk regarding Membership correction.

The Clerk gave a report and explained the status of the current vacancies including the resignation of Cai Carter.

2. 2025/67 To receive and sign the minutes of the Full Council Meeting held on the on the 15th

July 2025 previously circulated

Accuracy and approval

Proposed by SER seconded by RC agreed by all with 2 abstentions WS JD

3. 2025/68 To receive and sign the minutes of the Environment Meeting held on the on the 23rd July 2025 previously circulated

Accuracy and approval

Proposed by CJ seconded by SER agreed by all with 2 abstentions WS JD

4. 2025/69 To receive and sign the minutes of the Planning Committee Meeting held on the on the 12th Aug 2025 previously circulated

Accuracy and approval

Proposed by SER seconded by CJ agreed by SR, RC against JD abstain WS

5. 2025/70 Admin

a) To receive update from Airport alliance meeting

Moved to end of meeting

b) To receive report from the Food Festival

The Clerk gave an update reporting that the event had been well received and attended with many of the improvements suggested last year put in place. A full report would be sent round once the invoices had all been presented.

Cllr Rachel Carter joined the meeting at 7.25pm

- c) **To discuss dangerous parking issues raised by community member and consider action.**

The Clerk read out the letter received and gave account of another report which had been received. This was discussed and the Clerk was asked to write to the Parish Hall Committee voicing concerns for residents and visitors.

- d) **To discuss and consider Councillors request for equipment.**

This was adjourned to the next meeting

6. 2025/71 Finance and Employment

- a) **To agree payments for Sept 2025**

Proposed by REC seconded by CJ agreed by all with 1 abstention WS

- b) **To ratify payments made in Aug 2025**

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

- c) **To note closing balances for July 2025**

Noted

- d) **To note closing balances for Aug 2025**

- e) **Noted**

- f) **To discuss insurance quotes and agree provider**

The Clerk read out the quotes received

Company A £2147.32

Company B £2472.91

Company C £4600

The figures and cover was discussed.

Company A was proposed by SER seconded by RED agreed by all. Company A was revealed to be Clear Insurance Ltd.

- g) **To discuss and consider suggestions put forward by Swansea Business Rates Dept and consider actions**

It was suggested that we await further information from Swansea and bring this to the next meeting

- h) **To receive PEFTA update**

The Clerk gave an update, there had been no changes to the number of households being supported.

- i) **To note addition to PEFTA T&Cs to reflect website information.**

Noted

- j) **To note grant applications made or in production this month and any results received.**

A grant application would be made later in the month concerning the winter wellbeing allocation.

- k) **To agree date for next Finance Employment and Policy Meeting.**

Moved to after the meeting

7. 2025/72 Land Management

- a) **To receive update regarding the Field and Burial ground.**

- b) **To discuss playground inspection report and agree repairs with proprietary parts**

This was discussed and agreed that it would be sensible to employ the Wicksteed to do the repairs as all the equipment in the park had been made and supplied by them.

Proposed by RC seconded by SR agreed by all

c) To discuss and consider a supplier for the replacement slide

Only 2 companies had been able to provide quotes for the type of slide we need due to the angle and height of the embankment.

Company A £17323.03

Company B £ 17307.86

Cllr Lynda James joined the meeting at 8.01pm

A discussion ensued regarding the need for a replacement, the initial discussion regarding replacing slide had taken place during the Budget setting when a more accessible version had been proposed and funding set aside.

Company B was proposed by SER seconded by REC agreed by all except WS who voted against and JD who abstained. Company B was revealed to be Wicksteed.

d) To agree to virement of funds from general reserve to cover shortfall in slide budget.

As £16000 had been set aside in the budget a virement of £1308 was agreed

Proposed by SER seconded by REC agreed by all with 1 against WS

e) To agree Matta cost for mats below the play panels and repairs to damaged panels.

The cost of £1428.14 was agreed, Cllr Susan Rodaway explained to the new Councillors the reasons behind using the MATTA product in the playpark area.

proposed by CJ seconded by REC and agreed by all with one abstention SR

f) To note new fixed contract for burial ground light with SSE.

Noted

g) To agree date for Land Meeting

Moved to after the meeting

8. 2025/73 Environment

a) To receive update regarding local current Environmental initiatives.

Cllr Carter gave an update regarding the traffic survey and the meetings with Gower National Landscape to give input to the Gower management plan.

The Clerk gave an update regarding the current status of the footpaths in the area provided by the Footpaths Officer.

b) To receive update on Community Garden

Cllr Carter explained that the main event at the garden this month is the official launch due to happen on the 27th with lots of activities planned, wet weather contingencies were in place. It was hoped that everyone would make an effort to come along and to support it

Cllr Jones thanked Rachel for all her hard work this was backed up by the whole Council.

c) To receive update on Youth activities

Cllr Carter gave an update, MAD were back until the end of this term and had a few activities planned some included sessions in the Garden.

d) To receive update on accessibility matters.

Some of the footpath news given earlier would have an impact of the planned wellness walks due to start up again in the spring especially the gates replacing the remaining styles.

e) To agree date and co-ordination for the Environment stakeholder meeting as agreed by the Environment committee.

It was suggested the Clerk put out a doodle poll for the week commencing the 3 November.

9. 2025/74 Hall

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

Nothing to report

b) To discuss the proposal of painting a mural around the door at the pine end of the hall building

Cllr Carter explained what she wanted to do which would tie the hall, Hygge and garden all in together, she had spoken to Fresh Creative CIC who would be happy to work with the community to do the work as part of the Garden Grant.

Proposed by CJ seconded by JD agreed by all with 2 abstentions LJ and RC.

c) To note update regarding the solar grant

The Clerk gave an update explaining that the work would be starting over the next few weeks.

d) To choose a contractor to replace the fire doors at the hall

The quotes were discussed it was suggested that a cost for glair resistant glass be included rather than just film. The Clerk was instructed to obtain updated costs to be brought to the Hall Committee meeting.

e) To discuss request by Pila Pilates for signage and agree action

The Clerk explained the request which had been amended slightly due to the Optician also needing to erect signage.

f) To agree date for Hall meeting

To be agreed after the meeting

10. 2025/75 Correspondence

None

Swansea Council Report from Cllr Lynda James

Questions from Councillors (Limited to 10 Minutes)

Cllr James gave her report which included attendance at a meeting with the Gower National Landscape Forum where the many festivals which take part in Gower was discussed. A working group is to be set up to look at what the Councils and Gower Landscapes could do to alleviate the problems caused.

The seating destined for the Cliffs was on hold while the funding needed to fit them was sought.

Bishopston Community Council were interested in taking on the funding of the Community Bus on a Thursday, this was being discussed

Cllr Susan Rodaway asked if a joint council meeting could be arranged.

Cllr Carter asked if there was any progress on the Road Safety audit Cllr James said she was looking for a suitable grant to fund this.

The Clerk was asked to write to the Road Safety Team to request a meeting.

Cllr Jones advised that the chain installed to keep the cows off the path between Pennard Drive and Pennard Rd had disappeared.

To receive update from Airport alliance meeting

Cllr James and the Clerk had been invited to a meeting with the Airport alliance; Cllr James had attended and was very impressed by what the Alliance had achieved. The current lease runs out in March and the Alliance who had managed to obtain the CAA licence had lots of ideas to expand the use of the facility. One such idea was that the RAF were interested in running Air Cadets from the site. All these ideas hinge on the Alliance being successful in obtaining the lease next year Cllr James explained she had been in discussion with several parties to drum up support in their favour.

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 REC agreed by all with 2 abstentions WS and SR.

The members of the Public present left the meeting

11. 2025/76 To discuss and consider changes to employee hours

The discussion centred around including a few hours per week opening, checking and some light maintenance in the community garden being added to the Park Caretakers Job description.

To finish the discussion, it was proposed that Standing order 3V was suspended

Proposed by SER seconded by REC agreed by all

It was proposed that up 2hrs max per week be added to the employees hours, and the tasks added to their job description. This would be reviewed in three months at the time of setting the 26-27 budget.

Proposed by SER seconded by JD agreed by all with 1 against WS.

Meeting closed at 9.35pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/08/25 and 31/08/25 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
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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	<u>£250,039.92</u>

Balances at start of period

Ordinary Accounts

Current Account	£34,908.08
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Short Term Investment Accounts

No 4 Account	£168,937.37
Pavillion Account	£28,168.76
PEFTA A/C prev Green Path	£1,714.28
Total	<u>£233,728.49</u>

RECEIPTS	Net	Vat	Gross
Administration	£20,111.21	£0.00	£20,111.21
Burial	£1,383.00	£0.00	£1,383.00
FIELD	£8,933.34	£0.00	£8,933.34
Hall	£2,929.00	£0.00	£2,929.00
Environment	£1,650.00	£0.00	£1,650.00
Youth	£986.66	£0.00	£986.66
Total Receipts	<u>£35,973.21</u>	<u>£0.00</u>	<u>£35,973.21</u>

PAYMENTS	Net	Vat	Gross
Administration	£8,138.12	£15.29	£8,153.41
Burial	£363.87	£72.77	£436.64
FIELD	£1,298.71	£201.17	£1,499.88
Hall	£1,109.44	£118.13	£1,227.57
Environment	£4,379.93	£788.74	£5,168.67
Total Payments	<u>£15,290.07</u>	<u>£1,196.10</u>	<u>£16,486.17</u>

Closing Balances

Ordinary Accounts

Current Account	£54,882.41
	<u>£54,882.41</u>

Short Term Investment Accounts

No 4 Account	£169,059.56
Pavillion Account	£28,186.59
PEFTA A/C prev Green Path	£1,086.97
	<u>£198,333.12</u>
Total	<u>£253,215.53</u>

Financial Summary - Cashbook

Summary of receipts and payments between 01/07/25 and 31/07/25 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
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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	<u>£250,039.92</u>

Balances at start of period

Ordinary Accounts

Current Account	£46,342.63
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Short Term Investment Accounts

No 4 Account	£168,826.36
Pavillion Account	£28,152.56
PEFTA A/C prev Green Path	£2,413.27
Total	<u>£245,734.82</u>

RECEIPTS	Net	Vat	Gross
Administration	£1,149.22	£0.00	£1,149.22
Burial	£500.00	£0.00	£500.00
FIELD	£440.00	£0.00	£440.00
Hall	£1,792.67	£0.00	£1,792.67
Total Receipts	<u>£3,881.89</u>	<u>£0.00</u>	<u>£3,881.89</u>

PAYMENTS	Net	Vat	Gross
Administration	£6,580.54	£20.95	£6,601.49
Burial	£1,963.87	£72.77	£2,036.64
FIELD	£1,124.58	£206.98	£1,331.56
Hall	£2,286.58	£327.33	£2,613.91
Environment	£2,888.11	£416.51	£3,304.62
Total Payments	<u>£14,843.68</u>	<u>£1,044.54</u>	<u>£15,888.22</u>

Closing Balances

Ordinary Accounts

Current Account	<u>£34,908.08</u>
	£34,908.08

Short Term Investment Accounts

No 4 Account	£168,937.37
Pavillion Account	£28,168.76
PEFTA A/C prev Green Path	£1,714.28
	<u>£198,820.41</u>
Total	<u>£233,728.49</u>

Pennard Community Council												
Monthly Payments	Jul-25										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity			253.52							253.52	DD	Local Govt Act 1972 S111
Dwr Cymru	45.50		96.00							141.50	DD	Local Govt Act 1972 S111
Octopus Gas			18.42							18.42	DD	Local Govt Act 1972 S111
Swansea CC - Rates										0.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging		1600								1600.00	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)										0.00	DD	Highways Act 190 S301
Memorial Stone repair payment										0.00	i/n	Local Authorities Cemeteries Order 1977
Cleaning	208.00		392							600.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	44.20									44.20	DD	Local Govt Act 1972 S111
Subscription										0.00	i/n	Local Govt Act 1972 S111
Cleaning Material										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall										0.00	DD	Local Govt Act 1972 S111
Internet for Hall			58.81							58.81	DD	Local Govt & Elections (Wales) Act 2021 s47
Fire alarm check										0.00	DC	Local Govt Act 1972 S111
Planning Application			262.50							262.50	DC	Local Govt Act 1972 S111
Repairs and maintenance	-33.33		633.58							600.25	i/n	Local Govt Act 1972 S111
Professional Services	100		500.00			365.00				965.00	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)							10.50			10.50	DD	Local Govt Act 1972 S112
Vodafone						23.33				23.33	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						1236.30				1236.30	Payroll	Local Govt Act 1972 S112
Employee costs						3726.93				3726.93	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Audit										0.00	DD	Local Govt Act 1972 S112
Stationary						30.84				30.84	i/n	Local Govt Act 1972 S112
Zoom						16.79				16.79	DD	Local Govt & Elections (Wales) Act 2021 s47
Ieberra				5						5.00	DC	Local Govt Act 1972 S111
Training										0.00	i/n	Local Govt Act 1972 S112
Postage						19.55				19.55	i/n	Local Govt Act 1972 S112
IT										0.00	DC	Local Govt Act 1972 S112
VAT correction						6.48				6.48	i/n	Transport Act 1985, s.106A
Stationary										0.00	DC	Local Govt Act 1972 S112
Postage										0.00	DC	Local Govt Act 1972 S112
Sport equipt										0.00	i/n	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA									700.15	700.15	DC	Local Govt & Elections (Wales) Act 2021 s24
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Landscape Grant										0.00	i/n	Local Govt Act 1972 S111
Community Garden Project				2883.11		390.00				3273.11	i/n	Local Govt Act 1972 S111
TOTAL	1124.58	1963.87	2286.58	2888.11	0.00	5869.89	10.50	0.00	700.15	14843.68		

Pennard Community Council												
Monthly Payments	Aug-25										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity	22.30		101.92							124.22	DD	Local Govt Act 1972 S111
Dwr Cymru	92.00		104.50							196.50	DD	Local Govt Act 1972 S111
Octopus Gas			10.46							10.46	DD	Local Govt Act 1972 S111
Swansea CC - Rates										0.00	DD	Local Govt Act 1972 S111
ground rent										0.00	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	760.21	363.87	71.75							1195.83	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)										0.00	DD	Highways Act 190 S301
Memorial Stone repair payment										0.00	i/n	Local Authorities Cemtries Order 1977
Cleaning	240.00		432							672.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	44.20									44.20	DD	Local Govt Act 1972 S111
Subscription										0.00	i/n	Local Govt Act 1972 S111
Cleaning Material										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall										0.00	DD	Local Govt Act 1972 S111
Internet for Hall			58.81							58.81	DD	Local Govt & Elections (Wales) Act 2021 s47
Fire alarm check										0.00	DC	Local Govt Act 1972 S111
Planning Application										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance	75		95.00							170.00	i/n	Local Govt Act 1972 S111
Professional Services										0.00	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			150.00							150.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							13.85			13.85	DD	Local Govt Act 1972 S112
Vodafone						23.47				23.47	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						1232.90				1232.90	Payroll	Local Govt Act 1972 S112
Employee costs						4246.72				4246.72	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Audit										0.00	DD	Local Govt Act 1972 S112
Stationary										0.00	i/n	Local Govt Act 1972 S112
Zoom						16.79				16.79	DD	Local Govt & Elections (Wales) Act 2021 s47
Ieberra				5						5.00	DC	Local Govt Act 1972 S111
Training						42.00				42.00	i/n	Local Govt Act 1972 S112
Postage										0.00	i/n	Local Govt Act 1972 S112
IT										0.00	DC	Local Govt Act 1972 S112
Gas Service			85							85.00	i/n	Local Govt Act 1972 S112
Stationary										0.00	DC	Local Govt Act 1972 S112
Newsletter						663.73				663.73	DC	Local Govt Act 1972 S112
Electical Check	65									65.00	i/n	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA									628.65	628.65	DC	Local Govt & Elections (Wales) Act 2021 s24
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Landscape Grant				110.45						110.45	i/n	Local Govt Act 1972 S111
Community Garden Project				4264.48		1222.34				5486.82	i/n	Local Govt Act 1972 S111
TOTAL	1298.71	363.87	1109.44	4379.93	0.00	7502.62	13.85	0.00	628.65	15297.07		

Pennard Community Council														
Monthly Receipts		Jul-25												
Detail		PF		BG		CH		Admin		Enviroment		Youth		TOTAL
		Invoiced	Rec'd	Invoiced	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd	Expected	Rec'd	
Precept														0
Rent								1000	1000					1000.00
Insurance Contribution								20.85	20.85					20.85
Water Contribution								74.5						74.50
Grants														0.00
Interest									128.37					128.37
Wayleaves														0.00
VAT														0.00
PEFTA Donations														
Regular bookings						0	1658.17							1658.17
Casual bookings						0	60							60.00
Cancellations with 72 hrs + notice	0													
write offs due to heating	0													
Market (not invoiced until fee agreed)														0.00
Pitch Hire		605	440.00											440.00
cancellations due to weather														
Burials				500.00	500									500.00
TOTAL			440.00		500.00		1792.67		1149.22		0.00		0.00	3881.89

Pennard Community Council

Monthly Receipts		Aug-25												
Detail		PF		BG		CH		Admin		Enviroment		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									141.36					141.36
Wayleaves														0.00
VAT														0.00
PEFTA Donations														
Regular bookings						168.50	453.5							453.50
Casual bookings						0								0.00
Cancellations with 72 hrs + notice	0													
write offs due to heating	0													
Market (not invoiced until fee agreed)														0.00
Pitch Hire														0.00
cancellations due to weather														
Burials					1383									1383.00
TOTAL			8933.34		1383.00		2929.00		20111.21		1650.00		966.66	35973.21