

**FINAL MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 10th NOVEMBER 2025 AT 7.05 PM**

Present: Cllr Susan Rodaway SER (Chair) Cllr Lynda James LJ, Cllr Jon Dickson JD, Cllr Rebecca Donnachie RD, Cllr Steven Rodaway SR, Cllr Ralph Cook, Cllr Cari Jones, Cllr Jason Thomas Clerk

Apologies for absence: Cllr Richard Beynon RB, Cllr Adam O'Brian, Cllr Rachel Carter, – due to family commitments work and sickness.

Absent Cllr Will Smith, Cllr Steven Rodaway

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

Cllr James reported that some grant funding had been allocated to repair some of the impassable sections of road at High Pennard even though it was unadopted.

She also reported that work would be starting on the main road outside of the School to install coloured bollards along with some other measure to aid the safety of the children coming and going to school.

a) Questions from Councillors (Limited to 10 Minutes)

Cllr Dickson asked if similar funding to High Pennard could be used for Hael Lane, Cllr James explained that the road in question was impassable in places whereas Hael Lane was not.

Cllr Jason Thomas joined the meeting at 7.05pm

1. 2025/85 Welcome new Councillors

Cllr Rodaway welcomed Cllr Jas Roberts and Cllr Keith Roberts she also welcomed Cllr Thomas as this was also his first meeting. The new councillors briefly introduced themselves.

2. 2025/86 To receive and sign the minutes of the Full Council meeting held on the on the 15th Oct 2025 previously circulated

Accuracy and approval

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

3. 2025/87 To receive and sign the minutes of the Planning Committee meeting held on the on the 29th Oct 2025 previously circulated

Accuracy and approval

Proposed by RC seconded by CJ agreed by all with 1 abstention JT

4. 2025/88 To receive and sign the minutes of the Finance Employment and Policy Committee meeting held on the on the 3rd Nov 2025 previously circulated

Accuracy and approval

Proposed by LJ seconded by CJ agreed by all

5. 2025/89 To receive and sign the minutes of the Environment Committee meeting held on the on the 6th Nov 2025 previously circulated

Accuracy and approval

Proposed by CJ seconded by SER agreed by all

6. 2025/90 Admin

a) To Agree appointment of Committee Members - Planning, Land Management, Community Hall, Environment, as this was not formally resolved in the correct manner at the October meeting

The membership was discussed; the following committee membership was noted.

Hall Committee

Cllr Lynda James (C)	Cllr Ralph Cook
Cllr Susan Rodaway	Cllr Adam O'Brien
Cllr Cari Jones (VC)	Cllr Steven Rodaway

Cllr Smiths involvement with the hall was discussed and it was agreed that as he was not present committee membership would be voted for without including him. Cllr K Roberts expressed a wish to join the committee once he had found his feet.

Proposed by LJ seconded by CJ agreed by all

Land Management (6)

Cllr Susan Rodaway (C)	Cllr Will Smith
Cllr Cari Jones	Cllr Jason Thomas
Cllr Lynda James	Cllr Rebecca Donnachie

Proposed by CJ seconded by SER agreed by all

Environment Committee

Cllr Rachel Carter (C)	Cllr Lynda James
Cllr Susan Rodaway	Cllr Cari Jones (VC)
Cllr Will Smith	Cllr Jon Dickson
Cllr Richard Beynon	Noel Clark

Proposed by CJ seconded by JD agreed by all

Planning Committee

Cllr Ralph Cook (C)	Cllr Susan Rodaway
Cllr Cari Jones	Cllr Richard Beynon (VC)
Cllr Jason Thomas	Noel Clark
Cllr Lynda James	Cllr Adam O'Brien
Cllr Jon Dickson	

Proposed by JD seconded by CJ agreed by all

b) To Agree appointments to outside bodies – Parish Hall (1) Community Charity (1), as this was not formally resolved in the correct manner at the October meeting

PARISH HALL

Cllr Rebecca Donnachie

ONE VOICE WALES - Swansea Area Committee

Cllr Susan Rodaway Cllr Ralph Cook

PACP

Cllr Will Smith

COMMUNITY COUNCILS FORUM (Swansea CC)

Open to all Councillors

COMMUNITY CHARITY

Cllr Lynda James Cllr Will Smith Cllr Cari Jones Cllr Jon Dickson

WALKER ARE WELCOME

Cllr Cari Jones

Proposed by CJ seconded by RC agreed by all

c) To declare Pennard Community Council has complied with the eligibility criteria to declare General Power of Competence

As we now met the eligibility criteria it was proposed that we declare General Power of Competence

Proposed by CJ seconded by SER agreed by all

d) To receive an update regarding the community bus and agree the way forward

Cllr James explained that she had spoken with the bus company and the driver was not able to do any extra hours so perhaps another more flexible model would be better. She the Chair and the Clerk had recently attended a webinar on community transport and a few different models had been discussed.

Cllr Susan Rodaway asked if we should not consult with the Community to find out what they wanted. To this end she also suggested setting up a working group or sub committee under the Environment committee to look at the consultation for both Pennard and Ilston.

Proposed by SER seconded by CJ agreed by all

e) To agree volunteers for Christmas events.

With the many events and tasks required to be done over the season the Clerk asked for volunteers to help with the preparation and decorations.

Cllr Roberts, Roberts and Thomas agreed to help where they could.

7. 2025/91 Finance and Employment

a) To agree payments for Nov 2025

The November payments had been sent to the committee chairs for sign off and the reports posted onto the shared folder.

Acceptance was proposed by LJ seconded by SER agreed by all

b) To note closing balances for Oct 2025

The closing balance report had been posted onto the shared folder for perusal.

Noted

c) To receive PEFTA update

The Clerk reported that 6 households were currently being supported.

d) To note receipt with thanks of a £3000 donation from Pennard Charity

Noted with Thanks

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

The Clerk reported that the Winter Warmer grant had been successful and that £900 had been made available for the PEFTA scheme.

f) To agree the end of Q2 figures for 2025-2026 as recommended by the Finance Employment and Policy Committee

The Finance Employment and Policy committee had gone through the figures and proposed the figures be accepted

Proposed by RC seconded LJ agreed by all

g) **To agree any amendment or virements required to be made to the accounts as recommended by the Finance Employment and Policy Committee**
The Clerk listed the virements which needed to be made
These were accepted and proposed by SER seconded by LJ agreed by all

h) **To agree virement of funds for Christmas event.**
A virement of £500 was agreed to be made from the Food Festival line to cover any extra funds needed for the Christmas events.
Proposed by SER seconded by LJ agreed by all

i) **To agree publication of Christmas newsletter.**
The Clerk presented the newsletter which had been saved onto the shared drive prior to the meeting. There were a few amendments suggested prior to publication which was **proposed by CJ seconded by JD and agreed by all**

j) **To agree newsletter distribution system.**
The Clerk had sent round a new distribution list for the newsletter delivery due to some confusion with the last edition, this was discussed briefly and agreed.

Cllr C Jones left the meeting at 8.14pm

k) **To agree Community budget consultation to be included in the newsletter and online.**
The budget consultation which is to be included in the newsletter was briefly discussed, Cllr Susan Rodaway suggested that on QR code with associated online form also be drafted and include.
Proposed by JD seconded by JT agreed by all

l) **To agree appointment the Council agreed Internal Auditor to conduct half yearly audit.**
This was proposed by LJ seconded by RC and agreed by all

8. **2025/92 Land Management**

a) **To receive update regarding the Field and Burial ground.**
No updates that are not covered below.

b) **To agree groundwork schedule, in line with the Biodiversity Plan**
It was agreed to include the Site report drafted by Cllr Carter with the Tender document.
Proposed by RC seconded by JD agreed by all

c) **To agree wording of Ground Maintenance Tender as recommended by Finance Employment and Policy Committee with additions.**
The Tender document had been saved on the shared drive for perusal prior to the meeting. The Clerk went through it and invited comment of questions.
The document was proposed by JT seconded by LJ and agreed by all

d) **To consider request to allow a memorial bench to be placed in the Park.**
The Clerk had received a request from a recently bereaved family who wanted to purchase and place a bench in the park in memory of their late Mother. This was discussed and a spot between the two play panels facing the slide was suggested and agreed.
Proposed by KR seconded by RC agreed by all

e) **To Note Grant of Rights**
GOR 429 was noted.

f) **To agree wording and schedule for the Pavilion Cleaning Tender.**

The tender document which had been placed on the shared drive was briefly discussed and the working agreed.

Proposed by RC seconded by JT

9. 2025/93 Environment

a) **To receive update regarding local current Environmental initiatives.**

The Clerk passed on the message that the Chair of Environment wanted all members of the Committee to attend the One Voice Wales Biodiversity training modules.

b) **To receive update on Community Garden**

The Clerk had no update other than to call for volunteers for the jobs needing done over the winter.

c) **To receive update on Youth activities**

The Clerk gave an update on the recent youth activities being run by MAD and reported the costs for sessions from now to the end of March, these costs included the amount agreed by the Environment Committee for sessions up to the end of February.

d) **To receive update on accessibility matters.**

None

10. 2025/94 Hall

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

The Clerk reported that the fire extinguishers had been service and the only other outstanding job for this month was the replacement of the Fire Doors which was programmed in for the middle of December.

b) **To receive update regarding solar project and electric vehicle charger**

The Clerk reported that the work had been completed, she had a meeting planned with the Rural Anchor team to close off the project schedule for later in the month.

11. 2025/95 Correspondence

None

The Meeting ended at 8.44pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/10/25 and 31/10/25 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	<u>£250,039.92</u>

Balances at start of period

Ordinary Accounts

Current Account	£66,311.17
Short Term Investment Accounts	
No 4 Account	£169,166.55
Pavillion Account	£28,202.19
PEFTA A/C prev Green Path	£455.00
Total	<u>£264,134.91</u>

RECEIPTS	Net	Vat	Gross
Administration	£5,032.52	£0.00	£5,032.52
Burial	£5,550.00	£0.00	£5,550.00
FIELD	£545.00	£0.00	£545.00
Hall	£1,530.00	£0.00	£1,530.00
Total Receipts	<u>£12,657.52</u>	£0.00	<u>£12,657.52</u>
PAYMENTS	Net	Vat	Gross
Administration	£9,705.24	£571.05	£10,276.29
Burial	£373.87	£72.77	£446.64
FIELD	£3,418.80	£856.51	£4,075.31
Hall	£12,857.40	£168.57	£13,025.97
Environment	£2,679.15	£533.35	£3,212.50
Total Payments	<u>£29,034.46</u>	£2,002.25	<u>£31,036.71</u>

Closing Balances

Ordinary Accounts

Current Account	<u>£44,775.38</u>
Short Term Investment Accounts	

No 4 Account	£169,263.88
Pavillion Account	£28,216.10
PEFTA A/C prev Green Path	£3,500.36
Total	<u>£245,755.72</u>
Pennard Community Council	

Pennard Community Council											
Monthly Payments		Oct-25			CHQ/BACS/DD/						
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card
Octopus Electricity	51.10		143.91							195.01	DD
Dwr Cymru	92.00		104.50							196.50	DD
Octopus Gas			29.17							29.17	DD
Swansea CC - Rates										0.00	DD
ground rent										0.00	i/n
Grave Digging										0.00	i/n
Plaque engraving		10								10.00	i/n
Ground Maintenance	760.21	363.87	71.75							1195.83	i/n
Fertilising Field	725.00									725.00	i/n
Vertidraining Field	1400.00									1400.00	i/n
Street Light in BG Car Park (SSE)										0.00	DD
Memorial Stone repair payment										0.00	i/n
Cleaning	208.00		416							624.00	i/n
Swansea CC - Waste disposal charges										0.00	DD
Subscription										0.00	i/n
Cleaning Material										0.00	i/n
Octopus Electricity for Hall										0.00	DD
Internet for Hall			58.81							58.81	DD
Fire alarm check			110.00							110.00	DC
Repairs and maintenance	182.49									182.49	i/n
Professional Services										0.00	i/n
Rural Anchor solar grant		11630.28								11630.28	i/n
Waste Collection Hall										0.00	i/n
Toilet bins			142.98							142.98	i/n
Land Rent			150.00							150.00	DD
Window Cleaning										0.00	i/n
Lloyds Bank (Monthly Service Charge)							12.50			12.50	DD
Vodafone						24.42				24.42	DD
Voxi					10.00					10.00	DD
HMRC					1289.99					1289.99	Payroll
Employee costs					3833.04					3833.04	Payroll
Home Working Allowance and Exp					26.7					26.70	Payroll
Audit										0.00	DD
Stationary										0.00	i/n
Zoom					16.79					16.79	DD
leberra										0.00	DC
Councillor Allowance					78					78.00	i/n
IT										0.00	DC
Gas Service										0.00	i/n
Wreath							20.41			20.41	DC
Newsletter										0.00	DC
Website										0.00	i/n
Electrical Check										0.00	i/n
Adobe					16.64					16.64	DD
PEFTA								610.92		610.92	DC
Subscription					355.00					355.00	i/n
Training					423.50					423.50	i/n
Food Festival					2986.00					2986.00	i/n
Google Storage					1.33					1.33	DD
Landscape Grant										0.00	i/n
Community Garden Project				2679.15						2679.15	i/n
TOTAL	3418.80	373.87	12857.40	2679.15	0.00	9081.82	12.50	0.00	610.92	29034.46	

Pennard Community Council													
Monthly Recipts		Oct-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
Food Festival													0.00
Water Contribution						74.5							74.50
Grants								3900					3900.00
Interest								111.67					111.67
Wayleaves													0.00
VAT													0.00
PEFTA Donations													
Regular bookings					0.00	1360							1360.00
Casual bookings					0	95.5							95.50
Cancellations with 72 hrs + notice	0												
write offs due to heating	0												
Market (not invoiced until fee agreed)													0.00
Pitch Hire			545.00										545.00
ancellations due to weather													
Burials				5550									5550.00
TOTAL			545.00		5550.00		1530.00		5032.52		0.00		12657.52