

**FINAL MINUTE FROM THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 17<sup>th</sup> Oct 2023 AT 7.00PM**

**Present:** Cllr Susan Rodaway (Chair) SER, Cllr Karen Penny KP, Cllr Christos Georgakis CG, Cllr Elsbeth Rodaway ER, Cllr Ralph Cook RC, Cllr Cari Jones CJ, Cllr Keith Roberts KR, Cllr Leanne Richards LR, Cllr Lynda James LJ, Cllr Rachel Carter REC, Clerk, Community/Grants Officer. Two members of the public (MoP)

**Apologies for absence:** Cllr Steve Sheriff due to personal matters, Cllr Ralph Cook due to family commitments, Cllr Darran Hickery due to work commitments and Cllr Will Smith due to a prior engagement.

Apologies for Lateness: Cllr Elsbeth Rodaway and the Community Grants Officer

**Declarations of interest:** CJ declared an interest at point 5f, CG declared an interest at point 7b

**All votes will be named votes**

**Questions from the Public relating to items on this agenda (limited to 10 minutes) None**

Both members of the public raised questions regarding planning application 2023/1776/FUL. The matter was being brought to the meeting under correspondence. Both MoPs stated their objections and their reasons and a brief discussion ensued the Clerk was asked to contact Swansea Planning officers to enquire if further comments could be raised on the portal. If so arrangements would be made to hold a planning meeting and the necessary steps taken to reopen the comments.

**Swansea Council Report from Cllr Lynda James**

Questions from Councillors (Limited to 10 Minutes)

Cllr James gave her report which included information on light repairs drain clearance and that she had applied for a grant for the placement of crossovers, predominantly on Pennard Drive. The Community bus is due to start again on the 7<sup>th</sup> of Nov as the company had finally recruited a driver, further information will be published once the service is established. Talks were taking place with Coastal over the unacceptable level of repair to the road surface on Pennard Drive.

Cllr Carter questioned the reason for such ugly railings which had been put up on Dunes walk and also asked if Cllr James had any information regarding the path development at the bottom of Sandy Lane. Cllr James explained this was part of Ilston's pathways not Pennard, some photographs of the disruption were shared.

**1) 2023/114 To receive and sign the minutes of the Full Council Meeting held on 14<sup>th</sup> Sept 2023**

**previously circulated**

Accuracy and approval

Cllr Richards pointed out the omission of Cllr Atkins name from the list of Councillors present and proposed an amendment, seconded by RC agreed by all

**The minutes with the amendment were proposed by KA seconded by LR agreed by all 1 abstention LJ**

**2) 2023/115 To receive and sign the minutes of the Planning Committee Meeting held on 20<sup>th</sup> Sept 2023 previously circulated**

Accuracy and approval

**Proposed by KA seconded by SER agreed by all 1 abstention LJ**

**3) 2023/116 To receive and sign the minutes of the Hall Committee Meeting held on 2<sup>nd</sup> Oct 2023 previously circulated**

Accuracy and approval

**Proposed by LJ seconded by CJ agreed by all**

**4) 2023/117 To receive and sign the minutes of the Environment Meeting held on 4<sup>th</sup> Oct 2023 previously circulated**

Accuracy and approval

**Proposed by LR seconded by CG agreed by all**

**5) 2023/118 Finance and Employment**

a) To approve payments for Oct 2023

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

b) To note closing balances Sept 2023

**Noted**

c) To note the RAAC investigation result

**Noted**

d) To receive update regarding Community Bus and how we are affected as stakeholders  
Cllr Susan Rodaway asked that we as stakeholders in the Community Bus could be kept informed in future there had been times over the last 6 months where the Community Council could have been supportive had they had the chance and the information. Cllr James said she would put it to the group.

**Cllr Elsbeth Rodaway joined the meeting at 7.45pm**

e) To discuss and agree to employ two youth workers.

The Clerk gave a brief update and it was agreed to go ahead with the process to employ two youth workers

**Proposed by CJ seconded by RC agreed by all.**

f) To agree interview and appointment process for youth worker applicants

CJ declared an interest at this point.

It was agreed that an interview panel consisting of Cllrs Hickery Carter and E Rodaway would interview the two candidates. Cllr Carter was given plenary powers to set dates and interview questions.

**Proposed by ER seconded by LR agreed by all with 1 abstention CJ**

**6) 2023/119 Admin**

a) To note Councillor resignation and publication of vacancy.

Cllr Penny's resignation was noted, the vacancy notice had been sent to Elections Swansea.

b) Report from the SLCC National Conference.

The Clerk gave a brief update of her finding having attended the Conference, observing that although very interesting in parts, it was probably less Welsh focused than some of the other conferences she had attended.

c) To discuss and agree purchases for the Christmas events including lights.

It was agreed that the Chair and Clerk would source some new lights between them in line with the budget.

d) To agree to hold a Pennard Council Code of Conduct training session as suggested by a

member of the council.

This was briefly discussed and agreed that it would be of benefit to all.

**Proposed by RC seconded by KA agreed by all**

**Cllr Carter left the meeting at 8.10pm**

e) To discuss and agree appointment of a suitable contractor for the decarbonisation of the hall

It was suggested that the motion be amended to

To discuss and agree appointment of a suitable single contractor for the decarbonisation of the hall

f) To discuss and agree appointment of a suitable contractor for the Community

Hub

It was suggested that the motion be amended to

To discuss and agree appointment of a suitable single contractor for the Community

Hub

Both points e and f were discussed together, the Clerk presented a proposal document, which every one read at the meeting and would be sent round separately. The uniqueness of the proposal was discussed with Cllr Rodaway explaining the various breaks that could be put place as well as the use of match funding to leverage further funding.

**It was proposed that we appoint Down to Earth as a single tender to move to the next stage of the process, to work through and agree a contract for both the hall decarbonisation project and the community hub project.**

**Proposed by SER seconded by KA agreed by all**

g) To discuss the Boundary Commission review, the implications for Pennard Community Council and agree on a response.

Cllr Susan Rodaway gave an account of the discussion had at the recent Swansea Forum meeting and the matter was discussed it was agreed that the Clerk would formulate a response by the 19<sup>th</sup> Nov giving the views of the Council especially with regards to the current number of Councillors needed to serve the community.

## **7) 2023/120 Land Management**

a) Update on Field matters including playpark

b) To agree to work with JL Events in order to organise the Gower Food and Drinks Festival for 7<sup>th</sup> Sept 2024

The Clerk and Cllr Georgakis gave an update, Cllr Georgakis once finished declared an interest.

The matter was discussed it was suggested that the Clerk contact the Gower Society to discuss sponsorship with them. The agreement was **proposed by CJ seconded by KA agreed by all with one abstention CG**

c) To agree to apply for SPF Rural Anchor funding to support the Food Festival Event

It was agreed that a bid for £7000 would be made to support the event.

**Proposed by LJ seconded by SER agreed by all**

d) To agree to the formation of a community hub working group.

This was discussed and member put themselves forward:

Cllr C Jones, Cllr Keith Atking, Cllr Susan Rodaway.

**The formation was proposed by LJ seconded by KA agreed by all**

e) To agree contractor to repair the Pillar outside the burial ground

The Clerk presented the quotes received

Company A - £500

Company D - £370

Company D was chosen

**Proposed by KA seconded by LJ agreed by all**

f) To agree contractor to install a small ramp at the bins area in the burial ground car park.

The Clerk presented the quotes received

Company A - £175  
Company D - £130  
Company D was chosen

**Proposed by KA seconded by LJ agreed by all**

Company D was revealed to be Daniel Morris Ltd

The Clerk was asked to obtain the necessary insurance documentation and to appoint them to the task.

## **8) 2023/121 Environment**

a) To receive an update regarding the holiday playscheme.

The Community/Grants Officer gave an update regarding the remaining session explaining that it was only the insurance questions which stood in the way of confirming the way ahead.

The insurance was discussed and it was suggested that if we were able to use our own youth workers and contractors who held their own insurance, we would not need to obtain extra insurance this financial year, but we should make sure that it was included in future bids.

b) To agree payment for playscheme insurance.

**Not required**

c) To agree to invite the two potential youth workers to a session involving young people in the community.

Agreed in principle

**Proposed by LJ seconded by LR agreed by all**

d) To agree to hold a fact-finding session for young people

Agreed in principle

**Proposed by LJ seconded by LR agreed by all**

e) To note date of community garden working group meeting

**The working group meeting has been set for the 18<sup>th</sup> October at 5.00pm.**

f) To receive update and agree the purchase of at least 2 "Thank You" benches for placement around Pennard/Southgate similar to the Kittle Bench.

**This was deferred to the November meeting.**

g) Update on Environment matters (not covered elsewhere) including date of next meeting

**None**

## **9) 2023/122 Hall**

a) To discuss and agree supplier for Gas and Electricity to the hall.

The Clerk presented a table showing the rates sourced from current suppliers, bionics and utility aid.

The rates for were examined and 12month fixed contracts with Octopus were chosen for the Hall Electrics and gas as well as a fixed 12month Octopus contract for the Pavilion which was also due.

**Proposed by LJ seconded by CG agreed by all**

**Cllr Susan Rodaway proposed that standing orders 3v be suspended so that the meeting would continue.**

**Seconded by LJ agreed by all**

b) To agree the formation of a hall decarbonisation working group

**Proposed by LJ seconded by SER agreed by all**

Members to include Cllrs James Jones and S Rodaway.

c) To agree a contractor to install a new rear fire door in the small hall.

**Deferred till November awaiting further information.**

d) To agree a contractor to repair the storeroom ceiling

**Deferred till November**

e) To agree the purchase of a storage container for the hall car park as recommended by the Hall Committee.

Examples were discussed and the purchase was agreed in principle, the Clerk was asked to send the link around so a final decision could be made at a later date.

**Proposed by CJ seconded by ER agreed by all**

f) To note extra cost of the hearing loop installation at the hall since the 2021 quotation and note appointment of contractor.

**The new cost of £ 2729 was noted.**

g) To agree the purchase of a free-standing infrared heater for the hall

Examples were looked at and a budget of £250 was agreed. It was suggested that the Clerk and Hall Chair should choose one which was the most energy efficient with a range of 5 to 10 metres.

**Proposed by LJ seconded by LR agreed by all.**

#### **10) 2023/123 Correspondence**

Two emails had been received regarding 2023/1776/FUL with had been dealt with earlier.

**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 ER agreed by all**

#### **11) 2023/124 Squiggles lease renewal update and draft**

The draft lease was examined and discussed and the Clerk was asked to obtain some clarification on a couple of matters.

**Meeting Closed at 10.00pm**

# Financial Summary - Cashbook

Summary of receipts and payments between 01/09/23 and 30/09/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Current Account £45,844.75

## Short Term Investment Accounts

No 4 Account £137,233.08

Pavillion Account £39,831.78

PEFTA A/C prev Green Path £3,536.82

Total £226,246.43

Balances at start of period

## Ordinary Accounts

Current Account £86,027.36

## Short Term Investment Accounts

No 4 Account £137,680.70

Pavillion Account £43,308.64

PEFTA A/C prev Green Path £284.04

Total £247,300.74

RECEIPTS	Net	Vat	Gross
Administration	£2,612.44	£0.00	£2,612.44
Burial	£3,700.00	£0.00	£3,700.00
FIELD	£446.00	£0.00	£446.00
Hall	£638.00	£0.00	£638.00
Total Receipts	<u>£7,396.44</u>	<u>£0.00</u>	<u>£7,396.44</u>

PAYMENTS	Net	Vat	Gross
Administration	£8,169.71	£97.43	£8,267.14
Burial	£1,561.60	£71.33	£1,632.93
FIELD	£1,539.15	£244.57	£1,783.72
Hall	£1,051.21	£153.03	£1,204.24
Environment	£19.87	£3.97	£23.84
Total Payments	<u>£12,341.54</u>	<u>£570.33</u>	<u>£12,911.87</u>

Closing Balances

## Ordinary Accounts

Current Account £59,504.69  
£59,504.69

## Short Term Investment Accounts

No 4 Account £137,809.33

Pavillion Account £43,349.10

PEFTA A/C prev Green Path £1,122.19

Total £182,280.62

Total £241,785.31

Pennard Community Council													
Monthly Payments	Sep-23											CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card		
Octopus Electricity Pavillion	20.76									20.76	DD	Local Govt Act 1972 S111	
Dwr Cymru	42.50		126.50							169.00	DD	Local Govt Act 1972 S111	
Good Energy (Hall Gas)			11.73							11.73	DD	Local Govt Act 1972 S111	
Swansea CC - Rates			54.00							54.00	DD	Local Govt Act 1972 S111	
ground rent										0.00	i/n	Local Govt Act 1972 S111	
Grave Digging		1200								1200.00	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	741.67	355	70							1166.67	i/n	Local Govt Act 1972 S111	
Street Light in BG Car Park (SWALEC)		6.60								6.60	DD	Highways Act 190 S301	
Cleaning	300.00		420							720.00	i/n	Local Govt Act 1972 S111	
Swansea CC - Waste disposal charges	83.20									83.20	DD	Local Govt Act 1972 S111	
Ground clearing										0.00	DC	Local Govt Act 1972 S111	
New Bin										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19	
Surface under new equipment										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19	
Subscriptions										0.00	i/n	Local Govt Act 1972 S111	
Octopus Electricity for Hall			169.03							169.03	DD	Local Govt Act 1972 S111	
Cleaning Products										0.00	i/n	Local Govt Act 1972 S111	
Internet for Hall			34.24							34.24	DD	Local Govt & Elections (Wales) Act 2021 s47	
Repairs	176.02		158.86							334.88	i/n	Local Govt Act 1972 S111	
Cleaning Contribution			-30.00							-30.00	i/n	Local Govt Act 1972 S111	
Lloyds Bank (Monthly Service Charge)							10.40			10.40	DD	Local Govt Act 1972 S112	
Vodafone						39.96				39.96	DD	Local Govt Act 1972 S111	
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111	
HMRC										0.00	Payroll	Local Govt Act 1972 S112	
Employee costs						3406.21				3406.21	Payroll	Local Govt Act 1972 S112	
Insurance						1856.76				1856.76	i/n	Local Govt Act 1972 S112	
Electrical service	175									175.00	i/n	Local Govt Act 1972 S111	
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S112	
Smart Pension						165.36				165.36	Payroll	Local Govt Act 1972 S112	
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S112	
Payrol back up						2.52				2.52	DD	Local Govt Act 1972 S112	
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47	
Web hosting						14.97				14.97	DC	Local Govt (Democracy) (Wales) Act 2013 s55	
leberra						3.99				3.99	DC	Local Govt Act 1972 S111	
Printing				19.87						19.87	DC	Local Govt Act 1972 S111	
PEFTA									662.67	662.67	DC	Local Govt & Elections (Wales) Act 2021 s24	
Pennard Play									1493.76	1493.76	DC	Local Govt & Elections (Wales) Act 2021 s24	
Professional Services			36.85			225.00				261.85	i/n	Local Govt Act 1972 S111	
Training						80.00				80.00	i/n	Local Govt Act 1972 S112	
expences						5.05				5.05	DC	Local Govt Act 1972 S111	
Postage						6.00				6.00	DC	Local Govt Act 1972 S112	
Stationery						128.44				128.44	DC	Local Govt Act 1972 S112	
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142	
<b>TOTAL</b>	<b>1539.15</b>	<b>1561.60</b>	<b>1051.21</b>	<b>19.87</b>	<b>0.00</b>	<b>6002.88</b>	<b>10.40</b>	<b>0.00</b>	<b>2156.43</b>	<b>12341.54</b>			