



CYNGOR CYMUNED PENNARD PENNARD COMMUNITY COUNCIL

Clerk – Mrs. Jan Crocker
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FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL VIA ZOOM on Thursday 11th November at 7.00pm. (Press & Public are invited to attend via Zoom contact Clerk for passcode)

Present: Cllr Ralph Cook RC (Chair) Cllr Susan Rodaway SER, Cllr Rachel Carter REC, Cllr Jean Marnell JM, Cllr Darran Hickery DH, Cllr Arthur Rodgers AR, Cllr Sally Rogers SR, Cllr Jeff Rogers JR, Cllr Malcolm Sims MS, Cllr Lynda James LJ, Cllr Keith Atkins KA, Admin Assistant standing in for Clerk.

Apologies for absence: Cllr Wes Weeks, Cllr Emma Roberts

Declarations of interest

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

1) 2021/201 Minutes of the Planning Committee Meeting held on 16th September 2021

Accuracy and approval

Proposed by JR Seconded by KA agreed by all with 2 abstentions SER and RC

2) 2021/202 Minutes of the Full Council Meeting held on 16th September 2021

Accuracy and approval

With amendment – LJ's apology missed

Proposed by RC Seconded by JR agreed by all who were present

3) 2021/203 Minutes of the Planning Committee Meeting held on 30th September 2021

Accuracy and approval

Proposed by JM Seconded by JR agreed by all who were present

4) 2021/204 Minutes of the Environment Committee Meeting held on 7th October 2021

Amendment recorded at item 9 - cow trails should read cow trials

Proposed by LJ Seconded by SER agreed by all who were present

Accuracy and approval

Proposed by LJ Seconded by SER agreed by all who were present

5) 2021/205 Minutes of the Full Council Meeting held on 13th October 2021

Amendment 1 at 12c - add "of which she is a member" after "Christmas Committee" and before "had met"

Proposed by SER Seconded by AR agreed by all who were present

Amendment 2 at 15b - last part of 15 b) change to "they were pleased to at least have something"

Proposed by REC Seconded by SER agreed by all who were present

Accuracy and approval

Proposed by REC Seconded by SER agreed by all who were present

6) 2021/206 Minutes of the Finance and Employment Meeting held on 20th October 2021
Accuracy and approval
Proposed by JR Seconded by SER agreed by all who were present

7) 2021/207 Minutes of the Planning Committee Meeting held on 25th October 2021
Accuracy and approval
Proposed by SR Seconded by JR agreed by all who were present

8) 2021/208 Minutes of the Hall Committee Meeting held on 27th October 2021
Amendment and addition proposed at 3 - change decided to decision, so reads "the final decision on the work needed".
Add "There was discussion the request made for the hire of the land was in part to assist the school with after school club services and also to provide space for children with additional learning needs. Cllr. James offered insight to the discussion in her role as a member of the school governing body, and explained the difficulties the school has encountered with after school club provision."

Addition Proposed by SER Seconded by AR For: SER, SR, AR Against: RC, LJ
Abstained: KA, MS, REC, JR, DH, JM
Motion carried by 3 votes to 2 so addition to be included.

Vote to accept amended minutes:

Proposed by SER Seconded by SR agree by agreed by SER, SR,AR,JM,RC,REC with 5 abstentions KE,MS,LJ,JR,DH.

9) 2021/209 Minutes of the Extraordinary Meeting of Full Council held on 27th October 2021
SER proposed to amend two amendments to point 1 - After "for discussion" add "requested by the Kittle Christmas activity group, represented by Cllr Lynda James at this meeting. This included..." and remove "including"

After "Cllr Marnell offered", add to lend a sum of laminated carol sheets.

2 x Amendment's Proposed by SER Seconded by KA agreed by all with 2 abstentions LJ, RC

Accuracy and approval

Proposed by SER Seconded by KA agreed by all with 2 abstentions LJ, RC

10) 2021/210 Finance and Employment

a) To approve payments for Nov 2021

Proposed by JR Seconded by SER agreed by all who were present

LJ pointed out PINK cleaning bill of £470 was not on sheet but should be approved

To approve payments for Nov 2021 to include LJ's amendments

Amendment Proposed by LJ Seconded by JR agreed by all with 2 abstentions JM, REC

b) To note closing balances Oct 2021

Noted

c) To accept Quarter 2 Figures as recommended by The Finance and Employment Committee

Proposed by JR Seconded by SER agreed by all

d) To note monthly Smart Pension Employer Charge which starts on the 1st December.

Noted.

LJ queried the charge and JR disagreed with the rise in cost. Council queried if this was a statutory rise and if other providers do the same. SER pointed out it's a notable item and therefore could not be discussed.

The Clerk should contact SMART for more clarity and bring the information to the next meeting including what other pension providers charge.

11) 2021/211 Admin

a) Update from PEFTA Scheme given by the Admin Assistant

The PEFTA assistant reported that the scheme is increasing by one person (and one household) from next week.

The scheme has received funding from Swansea Council to be able to continue it until the end of March 2022.

b) To agree adoption of the amended version of the model informal resolution protocol.

Deferred to Dec Meeting

12) 2021/212 Burial Ground

Update on Burial Ground matters given by JR, he felt that some amendment needed to be made to the ground maintenance schedule with regards to the banks around the Burial Ground when we produce the new tender document.

REC offered to advise on grass-cutting policy.

13) 2021/213 Field

Update on Field matters given by MS including a request from a member of the community MS brought the correspondence from a member of the public regarding her concern over safety of the concrete table tennis table. A discussion followed considering all angles. It concluded that young children and toddlers should be supervised in the playground as it was on the far corner away from everything, for young people to use, it had been especially popular with the youth group. It was noted that this was the first complaint and accident mentioned since it was built. SER proposed painting the corners bright yellow for visibility.

MS suggested that as there are no funds to remove it, perhaps a sign saying young children to be supervised. LJ also suggested a sign asking for any accidents to be reported to the Clerk should be placed in the notice board.

The same member of the public also corresponded to complain about the trees at Badger Copse which she said was blocking out the sun to the park in Winter. A discussion followed and it concluded that it was neither appropriate nor the duty of the Community Council, to inform members of the public of ownership of privately owned land. It was also stated that the environmental conditions of that piece of land is that it should not be touched. If there were over-hanging branches that pose a hazard in the park, it would be the landowner's responsibility, due to the park being a public place. Clerk to send thank you letter to the correspondent.

Update regarding cinder paths.

On hold due to worker being off with Covid,

14) 2021/214 Environment

Update on Environment matters

The Admin Assistant gave an update on the RDP community garden progress and initial phase of work. This included significant input from Coastal Housing and Pennant homes who volunteered their time to do the initial half day of cutting, clearing and tidying. Prior to the clearance day there was also input from a local horticulturist and local ecologist. They kindly volunteered their time to do a biodiversity site survey prior to the site clearance. The ecologist also advised on ecologically appropriate ways to do the necessary site clearance, in order to be mindful of animals and habitats that may be discovered along the way and attended on the day to oversee what had been done and advise on issues along the way. Their time and knowledge have been very much appreciated.

15) 2021/215 Hall

Update on Hall Matters

LJ reported that the electricity charges were rising and this would need to be taken into consideration when setting the budget as the advice given was to stay with the current supplier until the current situation calmed down.

To agree the Cleaning Tender letter and Schedule as recommended by the Hall Committee.

This had been discussed at length by the Hall Committee no one had anything to add.

Proposed by LJ Seconded by JR agreed by all

16) 2021/216 Covid

Update from Covid Meeting

No updates

17) 2021/217 Updates from Swansea Council

Cllr. Lynda James updated the Council on the following:

- A complaint had been received from a resident regarding building work in a neighbouring property LJ updated the meeting regarding the situation.
- The Gardening club have requested planting a native tree for the Queen's 70th birthday on Kittle Green. The National Trust have agreed and local residents will be consulted.
- At a recent School Governors meeting the painting of the car park lines was discussed. The School were in the process of obtaining quotes and would be asking for contributions from users. LJ had also requested a quote for hall car park to be done at the same time. KA suggested buying an inexpensive machine for the caretaker to do it. MS explained that the field groundman's machine took aerosol paint cans and would ask him if he felt able to do the task.
- Update on Traffic calming measures – LJ said they were waiting on the grant following extra complicated paperwork for an integrated impact assessment and screening form and officer assistance to submit it.

SER reminded Council that they agreed at the last meeting that SER LJ and the Clerk would write a joint letter to the Highways Dept asking permission for PCC to get plans drawn up, given that they already had permission from the Commoners Association and how else they could help progress the matter before the weather gets too wet. This would be actioned when the Clerk returned

REC asked LJ if she had received any correspondence from the public concerned about cars parking on pavements and drop-down curb issues in the Linkside estate and how these were impacting wheelchair users or those less able as well as pushchairs. She also added that visiting builders have also posed an issue with parking. LJ recommended a complete list of the areas and roads and places be gathered. Also a list of people who have experienced issues. A previous volunteer and resident is helping to advise. JR commented on being mindful of how to approach the issue and where it may lead in terms of walls and fences being knocked down and front gardens being tarmacked into parking areas.

18) 2021/218 Correspondence

Issues raised by members of the community to Clerk and Council.

- Hall heating - Public complained too cold for their class for older members of the community. JR suggested exploring infra-red heaters.
- Contact Form regarding Foxhole Dr - LJ updated in point 17.
- Community Fibre Partnership Scheme - KA will create a group to explore.
- Playpark complaint - MS brought to point 13
- Bryan McNamara – Sent thanks for his gift voucher and thanked the Clerk for her help and assistance over the last 2 years in his role as internal auditor, as he is no longer continuing.

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 RC seconded by SEC agreed by all

19) 2021/219 To approve extra hours for Admin Assistant during Clerks absence.

Amended proposed

To approve extra hours for Admin assistant during Clerks absence where reasonable and required

Proposed by JR Seconded by SER agreed by all

This was discussed and agreed.

Proposed by RC Seconded by SER agreed by all

Meeting closed at 9.30pm

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Financial Summary - Cashbook

Summary between 01/10/21 and 31/10/21 inclusive.

Balances at the start of the year

Ordinary Accounts

Current Account £81,997.64

Short Term Investment Accounts

Green Path £3,529.75

No 4 Account £76,961.35

Pavillion Account £39,552.73

Total £202,041.47

Balances at start of period

Ordinary Accounts

Current Account £39,392.82

Short Term Investment Accounts

Green Path £3,529.93

No 4 Account £136,966.40

Pavillion Account £39,554.75

Total £219,443.90

RECEIPTS	Net	Vat	Gross
Administration	£822.43	£0.00	£822.43
Burial	£1,627.00	£0.00	£1,627.00
FIELD	£603.00	£0.00	£603.00
Hall	£697.75	£0.00	£697.75
Total Receipts	<u>£3,750.18</u>	<u>£0.00</u>	<u>£3,750.18</u>

PAYMENTS	Net	Vat	Gross
Administration	£7,036.46	£10.77	£7,047.23
Burial	£435.43	£86.10	£521.53
FIELD	£877.49	£165.14	£1,042.63
Hall	£575.89	£87.03	£662.92
Total Payments	<u>£8,925.27</u>	<u>£349.04</u>	<u>£9,274.31</u>

Closing Balances

Ordinary Accounts

Current Account £33,867.11

Short Term Investment Accounts

Green Path £3,529.96

No 4 Account £136,967.60

Pavillion Account £39,555.10

Total £213,919.77

Signed _____

Chair

Clerk / Responsible Financial Officer

