

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON 10th June 2021 VIA ZOOM AT 7.00 PM**

Present: Cllr Ralph Cook RC (Chair) Cllr Susan Rodaway SER, Cllr Lynda James LJ, Cllr Jean Marnell JM, Cllr Malcolm Sims MS, Cllr Arthur Rogers AR, Cllr Rachel Carter RDC, Cllr Emma Roberts ER, Cllr Wes Weeks WW, Clerk, 1 Member of the Public

Under the Public Bodies (Admission to Meetings) Act 1960 (S.1 (7) filming and recording of meetings by the press and the public is not permitted.

Apologies for Absence:, Cllr Darran Hickery, Cllr Jeff Rogers, Cllr Sally Rogers, Cllr Angela M Brunt

Declaration of Interest: None

All votes will be named votes

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

A member of the Community joined the meeting to raise some questions regarding the proposed traffic calming measures for Pennard. As this was not an agenda item the Chair invited her to join the extraordinary meeting due to be held later in the month where it would be on the agenda and could be fully discussed. It was also agreed that the item would be advertised on social media and on the main notice boards.

There followed a 1 minute silence to remember ex councillor Betty White who died recently.

1) 2021/114 Minutes of the Annual Meeting held on 12th May 2021

Accuracy and approval

Proposed by LJ seconded by RC agreed by all

2) 2021/115 Minutes of the Full Council Meeting held on 18th May 2021

Accuracy and approval

Proposed by LJ seconded by JM agreed by all with 1 abstention KA

3) 2021/116 Minutes of the Planning Committee Meeting held on 20th May 2021

Accuracy and approval

Proposed by AR seconded by KA agreed by all who were present

4) 2021/117 Minutes of the Extraordinary Full Council Meeting held on 20th May 2021

Accuracy and approval

With amendment to title

Proposed by RC seconded by ER agreed by all

5) 2021/118 Minutes of the Hall Committee Full Meeting held on 25th May 2021

Accuracy and approval

Proposed by LJ seconded by RC agreed by all who were present

6) 2021/119 Minutes of the Planning Committee Meeting held on 1st June 2021

Accuracy and approval

Amendment to date and RC added to attendees **Changes proposed by SR Seconded by RC agreed by all**

With amendments proposed by RC seconded by LJ agreed by all

7) 2021/120 Minutes of the Covid 19 Sub Committee Meeting held on 3rd June 2021

Ratification

Proposed by JM seconded by SER agreed by all who were present

Accuracy and approval

Proposed by JM seconded by RC agreed by all who were present

8) 2021/121 Finance and Employment

a) To approve payments for Jun 2021

Proposed by LJ seconded by SER agreed by all

b) To note closing balances May 2021

Noted

c) To agree Q4 figures for 2020-2021

Deferred to a Finance and Employment meeting on the 15th June 2021 and then onto an extraordinary meeting on the 22nd June 2021

d) To Note Internal Auditors Report

Deferred to a Finance and Employment meeting on the 15th June 2021 and then onto an extraordinary meeting on the 22nd June 2021

e) To agree Annual Return

Deferred to a Finance and Employment meeting on the 15th June 2021 and then onto an extraordinary meeting on the 22nd June 2021

f) To agree mobile payments for Employee phone.

Three providers were looked at:

Option a – £8.99 per month

Option b - £10 per month

Option c - £3 per month reduced to £1.99 per month.

Option c – Lebera was chosen

Proposed by SER seconded by JM agreed by all

9) 2021/122 Admin

a) Update on PEFTA Scheme

The Clerk gave an update, there have been no change in numbers being supported.

b) To agree attendance at the Planning Aid Wales/One Voice Wales online event on the 23rd of June

The Clerk was asked to send a reminder, it was agreed that the Chair and Clerk could agree attendance.

c) To discuss Vice Chair positions

Cllr Cook explained that there was a real need for Councillors to step up and to take on the Vice Chair positions currently vacant and that he expected people to volunteer for the roles at the next committee meetings. Cllr Rodaway added that the Vice Chair role was a good route to understanding how the committee's work.

d) To discuss Councillor training.

The Clerk explained the importance of Training and how it could only enhance the Councillors role. She went on to say how easy it was to attend at the moment due to the training being conducted on line.

e) To discuss and agree to invite to members of the community to apply to become co-opted members of the public on our various committees.

This was discussed, Cllr Rodaway suggested it should included in the news letter and on our social media site. Anyone interested could contact the Clerk who could then pass their details and a recommendation to the Chair for appointment.

10) 2021/123 Burial Ground

a) Update on Burial Ground matters

Cllr Sims updated the meeting in Cllr J Rogers absence. It had been previously suggested that the bench under the shelter in the Burial Ground could be moved to the grassed area, it was felt that this should not happen and that a new bench should be purchased in the future instead.

The Clerk reported that Exclusive Grant of Rights would be issued for graves 409 and 410 this month.

b) To agree to obtain quotes for memorial repairs

The Clerk was asked to obtain quotes, the families of the effected stones had already been contacted.

Proposed by MS seconded by SER agreed by all.

11) 2021/124 Field

a) Update on Field matters.

Cllr Sims gave a brief update regarding the handover of Field Caretaker role and the meeting with Swansea Council regarding the playground equipment grant.

b) Agree contractor for Path by toddler area

The was discussed and agreed that it should be taken to a Field meeting to decide on the structure of the path.

c) To agree the purchase of a plaque for the Toddler Area

Councillors were asked to email the Clerk with suggested wording so quotes could be obtained.

d) To discuss Cricket Team request regarding Grass Cutting

The Cricket team have asked if they could cut the out field a couple of times during the Cricket season. This had been agreed by the Field chair and was noted.

e) To discuss and agree solution to gaps in hedge at bottom of field.

This was discussed and it was suggested by Cllr Sims that the grass cutting be placed in the gaps for the time being to see if this deterred people from climbing into the hedge.

12) 2021/125 Environment

a) Update on Environment matters

There were no new environment updates to report.

b) Community Garden update

The fruit bushes have been planted in the wooden planters. Cllr Rodaway suggested we design a poster asking for volunteer help from the Community.

The RDP bid for funding for the Garden was being prepared and would be submitted later in the month.

c) To agree to continue to provide recycling bags in the community
Cllr Rodaway asked that recycling bags continue to be available from the Clerk, Cllr James agreed to have a supply delivered directly to her.

Proposed by JM seconded by SER agreed by all

13) 2021/126 Hall

a) Update on Hall Matters

Signage was being prepared and hand sanitisers fitted in readiness for reopening the hall. Architects were being approached to provide quotes to draw up plans for the refurbished small hall and storage.

b) To Agree opening date for the Community Hall

A target date of the 28th June had been suggested but it was pointed out that the date could not be agreed until the cleaning situation was agreed.

It was proposed the motion be amended to read, a proposed date of the 28th of June was agreed dependant on items d and e being approved by members at the extraordinary meeting set for the 22nd June.

Proposed by SR seconded by LJ agreed by all

c) To agree purchase of new floor cleaner

Quotes had been obtained by the clerk on the machine model recommended by local cleaner companies and leisure facilities.

Company A - £1185

Company B - £1293

Company C - £1414

Companies B and C were based in Swansea Company A in London, the quotes included the cost of a drive board to hold the polishing pads.

Company B was chosen and revealed to be Cater Clean

Proposed by RC seconded by LJ agreed by all

d) To agree recommendation from Hall committee for hall hire fee rate increase.
Deferred to Extraordinary Full Council Meeting on the 22nd June

e) To agree recommendation from Hall committee on cleaning options
Deferred to Extraordinary Full Council Meeting on the 22nd June

14) 2021/127 Covid

a) Update from Covid Meeting

The Clerk reported a conversation she had with the local National Trust Officer regarding wild camping, it was suggested that the matter be taken to a Covid meeting for discussion and a decision to write to the National Trust Head Office for advice and assistance.

b) To agree process for National Survey of Volunteers dissemination.

It was agreed to distribute this to our Volunteer network for their input and opinions.

Proposed by JM seconded by LJ agreed by all

15) 2021/128 Updates from Swansea Council

a) Cllr. Lynda James reported several items including:
Swansea Highways dept had advised that they could not place boulders on the grassed area at the top of Heathslade, but had no objections to someone else doing this. Cllr Rodaway agreed to contact the Chair of the Commoners Association who had provided these previously.

A discussion around parking ensued, Cllr Atkins asked if a reminder could be issued to residents not to park in the bus stop by Pennard Stores.

Cllr James also confirmed that the renovation work on the Castle and church, reported last month, was being done in conjunction with CADW.

A trial currently being conducted using GPS collars on cattle would hopefully be brought to Pennard before the end of the year.

It was proposed that standing orders section 3w be suspended to enable the meeting to continue.

Proposed by RC seconded by SER agreed by all

b) Any other matters arising for discussion (any decisions required will be made at a future meeting).

Cllr Roberts raised the subject of a recent incident at the Castle where people were asked to clear the area as a drone flight had been booked, no one present had heard of this happening before and it was suggested that the Golf Club be asked if this was true.

c) Vaccine/Covid update.

The Clerk shared the latest figures for Swansea

16) 2021/129 Correspondence

None

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.

17) 2021/130 To agree final salary payment for employee including holiday pay.

Cllr verified the additional hours worked and agreed with calculations made regarding these and the holiday hours which were also due for payment.

Proposed by RC seconded by AR agreed by all.

18) 2021/131 To discuss and agree employee salary

This was discussed and the recommendation made to increase the salary rate to £12.50 per hour.

Proposed by RC seconded by SER agreed by all

The meeting closed at 9.34pm

Financial Summary - Cashbook

Summary between 01/05/21 and 31/05/21 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 £97,059.87

Short Term Investment Accounts

Green Path £3,529.78

No 4 Account £76,962.00

Pavillion Account £39,553.07

Total £217,104.72

RECEIPTS	Net	Vat	Gross
Administration	£821.87	£0.00	£821.87
Burial	£4,730.00	£0.00	£4,730.00
FIELD	£130.00	£0.00	£130.00
Hall	£40.00	£0.00	£40.00
Total Receipts	<u>£5,721.87</u>	<u>£0.00</u>	<u>£5,721.87</u>

PAYMENTS	Net	Vat	Gross
Administration	£4,688.92	£14.32	£4,683.24
Burial	£1,207.77	£120.51	£1,328.28
FIELD	£859.59	£150.24	£1,009.83
Hall	£813.06	£29.29	£842.35
Total Payments	<u>£7,549.34</u>	<u>£314.36</u>	<u>£7,863.70</u>

Closing Balances

Ordinary Accounts

Current Account £94,917.02

Short Term Investment Accounts

Green Path £3,529.81

No 4 Account £76,962.65

Pavillion Account £39,553.41

Total £214,962.89

Signed _____

Chair

Clerk / Responsible Financial Officer