

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 13<sup>th</sup> APRIL 2023 AT 7.06PM**

**Present: Cllr Susan Rodaway SER (Chair), Cllr Lynda James LJ, Cllr Ralph Cook RC, Cllr Darran Hickery DH, Cllr Cari Jones CJ, Cllr Elsbeth Rodaway ER, Community & Grants Officer, Clerk.**

**Apologies for absence Cllrs Marnell, Sheriff, Smith, Richards, Penny, Atkins and Carter due to Family and Work commitments.**

**Apologies for lateness: Cllr Cari Jones**

**Declarations of interest: None**

**All votes will be named votes**

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

**Welcome to Tonia Antoniazzi MP:** Apologies had been received from Tonia and an invitation to a later date will be sent.

**Swansea Council Report from Cllr Lynda James**

Cllr gave her report with included an update on the playpark for Kittle, as there was nowhere suitable to site the park it did not look like it was going to be possible. She also reported that the highways teams would be coming out to mend the pot holes which would mean the need for some traffic management. Cllr James also explained that a new accessibility grant was due to be launched soon and a suggested that the NEETS team help clear the community garden and build raised beds.

**Cllr Jones joined the meeting at 7.10pm**

a) Questions from Councillors (Limited to 10 Minutes)

Cllr Carter sent in a question regarding the amount of litter dumped by racers during the recent dunes race and request that organisers clean up after such events. This was discussed and the Clerk was asked to contact Swansea Council's Iron Man contact.

**1) 2023/48 To receive and sign the minutes of the Full Council Meeting held on 15<sup>th</sup> Mar 2023 previously circulated**

Accuracy and approval

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

**2) 2023/49 To receive and sign the minutes of the Finance Employment and Policy Meeting held on the on the 21st Mar 2023 previously circulated**

Accuracy and approval

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

**3) 2023/50 To receive and sign the minutes of the extraordinary meeting of Full Council held on the 29<sup>th</sup> Mar 2023 previously circulated**

Accuracy and approval

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

**4) 2023/51 To receive and sign the minutes of the Land Management Meeting held on 3<sup>rd</sup> Apr 2023 previously circulated**

Accuracy and approval

**Proposed by ER seconded by SER agreed by all with 1 abstention LJ**

**5) 2023/52 To receive and sign the minutes of the Environment Meeting held on 3<sup>rd</sup> Apr 2023 previously circulated**

Accuracy and approval

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

**6) 2023/53 To receive and sign the minutes of the Planning Meeting held on 14<sup>th</sup> March 2023 previously circulated**

Accuracy and approval

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

**7) 2023/54 Finance and Employment**

a) To approve payments for Apr 2023

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

b) To note closing balances Mar 2023

**Noted**

- c) To agree to pay a fee plus disbursements to Goldstones to change the Land Registry details on our deeds.

**Proposed by DH seconded by LJ agreed by all**

- d) To agree publication of the 2023-24 Budget Report as recommended by the Finance Employment and Policy Committee.

**Proposed by DH seconded by LJ agreed by all**

- e) To agree the Hall renovation tender document as a template for future tenders as recommended by the Finance Employment and Policy Committee

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

- f) To agree membership of the working group to work through the Governance and Financial Tool Kit.

It was agreed to work through a section at a time at each Finance Employment and Policy meeting rather than forming a working group.

**8) 2023/55 Admin**

- a) PEFTA, Warm Hub and Period Poverty Update.  
Update given and discussed. The Clerk had been advised that the remaining Warm Hub monies could be used to provide some community lunches she was asked check if we could use some of the funds for advertising and transport.
- b) To receive an update from the Gower Community Council Forum held on the 22nd March.  
Update given by Clerk who explained the purpose of the initial meeting was to lay down the terms of reference.
- c) To receive the answer from the Parish Hall regarding hire charges for council meetings.  
The Clerk had contacted the Parish Hall who had explained that all users were charged and that the cost was £5 per hour for a minimum of 2 hours which would make the charge for a meeting £20.
- d) To receive an update regarding the Annual Report.  
An update was given by the Clerk who explained that she was awaiting input from Committee Chairs.
- e) To receive update regarding the Thanksgivings Service on the 30<sup>th</sup> of April at St Mary's Church Swansea  
The Clerk reported that Cllr Hickery would be attending on behalf of Pennard Community Council.

**9) 2023/56 Land Management**

- a) Update on Burial Ground matters

An update was given by the Clerk

b) Update on Field matters including playpark

An update was given by the Clerk included the timescale for the furniture fitting.

c) To agree installation quote for play equipment as recommended by Land Management Committee.

The Clerk explained that the base for the round picnic set needed to be extended at a cost of £

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

d) To discuss and agree amendments to Burial Ground Policy Annexe C Health and Safety Protocol

The Clerk presented suggested amendments to the health and safety protocol.

**Proposed by RC seconded by SER agreed by all**

e) To discuss and decide action to be taken regarding memorial testing.

The Clerk outlined the proposition for ongoing testing, which had the full backing of the Chair of Land Management, this was discussed and agreed that the initial testing and record base would be done by the NAMS assessor, who had provided a quote previously and that the Field Caretaker attend a training course in Rugby followed by an onsite assessment so that he would be able to take on the task going forward.

**Proposed by DH seconded by RC agreed by all**

#### **10) 2023/57 Environment**

a) Update on Environment matters

b) Update on Web site accessibility tools

The Clerk explained that an update had not been received from Disability Wales, although other free accessibility tools for different browsers had been found.

c) To receive update regarding youth provision.

No update due to Easter Holidays

d) To agree terms of reference for the Accessibility working group.

The Clerk had already outlined the terms which were that the working group would specifically look at the accessibility in the two villages including the park footpaths and local businesses.

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

e) To agree membership of the Accessibility working group

Council members who had nominated themselves to the working group were Cllr Jones, Cllr Marnell, Cllr Richards, Cllr S Rodaway and Cllr E Rodaway

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

**Cllr Cook left the meeting at 8.37pm**

f) To receive an update from Clerk regarding Gower Community Councils and glyphosate

The Clerk reported that she had received some positive support from Rhossili and Mumbles Community Councils, other replies were expected as the Gower councils met during the month.

g) To agree terms of reference for a Biodiversity working group  
As before the terms of the group would be to look at improving the biodiversity of the community in line with the section 6 plan.

**Proposed by ER seconded by DH agreed by all**

h) To agree membership of a Biodiversity working group.  
This was left open for join over the next month or so. The Clerk would send an invite to Councillors absent from the meeting.

**11) 2023/58 Hall**

a) Update on Hall Matters

Clerk gave an update regarding the Rates and Gas rebates and the news that we did not require a PPL/PRS license for the hall.

b) Update from meeting regarding the full time booking of the small hall.  
The Clerk and Chair gave an update from the meeting.

**12) 2023/59 Correspondence**

The Clerk read out the recent correspondence which included

Email regarding the iron man meeting Wednesday 12th April at 4pm. - KP attending

Email from squiggles re rodent problem

**Meeting closed at 9.00pm**

## Financial Summary - Cashbook

Summary of receipts and payments between 01/03/23 and 31/03/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

### Ordinary Accounts

Current Account £40,704.57

### Short Term Investment Accounts

Green Path £3,530.11  
 No 4 Account £136,973.20  
 Pavillion Account £39,556.72  
 Total £220,764.60

Balances at start of period

### Ordinary Accounts

Current Account £49,467.40

### Short Term Investment Accounts

Green Path £3,535.15  
 No 4 Account £137,168.44  
 Pavillion Account £39,613.11  
 Total £229,784.10

RECEIPTS	Net	Vat	Gross
Administration	£4,005.83	£0.00	£4,005.83
Burial	£4,135.00	£0.00	£4,135.00
FIELD	£295.00	£0.00	£295.00
Hall	£1,995.50	£0.00	£1,995.50
Total Receipts	<u>£10,431.33</u>	<u>£0.00</u>	<u>£10,431.33</u>

PAYMENTS	Net	Vat	Gross
Administration	£8,831.07	£87.94	£8,719.01
Burial	£2,328.78	£84.81	£2,413.59
FIELD	£1,125.62	£198.87	£1,324.49
Hall	£1,383.50	£128.41	£1,511.91
Total Payments	<u>£13,468.97</u>	<u>£500.03</u>	<u>£13,969.00</u>

Closing Balances

### Ordinary Accounts

Current Account £45,844.75  
£45,844.75

### Short Term Investment Accounts

Green Path £3,536.82  
 No 4 Account £137,233.08  
 Pavillion Account £39,631.78  
 Total £180,401.68  
£226,246.43

Pennard Community Council											
2022- 2023 In Month Payments											
	Mar-23										CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card
Octopus Pavilion Electricity	17.91									17.91	DD Local Govt Act 1972 S111
Dwr Cymru	42.50		126.50							169.00	DD Local Govt Act 1972 S111
Good Energy (Hall Gas)			330.45							330.45	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
Swansea CC - Waste disposal charges	75.40									75.40	DD Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							12.95			12.95	DD Local Govt Act 1972 S111
Octopus Electricity for Hall			246.43							246.43	DD Local Govt Act 1972 S111
Internet for Hall			34.24							34.24	DD Local Govt & Elections (Wales) Act 2021 s47
Vodafone						37.92				37.92	DD Local Govt Act 1972 S111
Voxi						10.00				10.00	DD Local Govt Act 1972 S111
HMRC						1049.89				1049.89	Payroll Local Govt Act 1972 S112
Employee costs						3152.32				3152.32	Payroll Local Govt Act 1972 S112
Home Working Allowance						26.7				26.70	Payroll Local Govt Act 1972 S112
Youth worker 1 (Leader) (12hr)										0.00	i/n
youth worker 2 (12hr)										0.00	i/n
Smart Pension						185.67				185.67	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
Ground Maintenance	901.66	422.5	86.12							1410.28	i/n Local Govt Act 1972 S111
Cleaning			377.26			203.14				580.40	i/n Local Govt Act 1972 S111
boiler repair			55							55.00	i/n Local Govt Act 1972 S111
floor repair			150							150.00	i/n Local Govt Act 1972 S111
Cleaning for party			-22.5							-22.50	i/n Local Govt Act 1972 S111
Cleaning items for hall										0.00	Local Govt Act 1972 S133
Zoom						15.59				15.59	DD Local Govt & Elections (Wales) Act 2021 s47
Street Light in BG Car Park (SWALEC)		6.28								6.28	DD Highways Act 190 S301
Web hosting Krystal						4.99				4.99	DC Local Govt (Democracy) (Wales) Act 2013 s55
leberra						3.99				3.99	DC Local Govt Act 1972 S111
PEFTA									1068	1068.00	DC Local Govt Act 1972 S137
Grave Digging		1900								1900.00	i/n Local Authorities Cemeteries Order 1977 S.214(6)
Paint for Field	88.15									88.15	DC Local Govt (Misc Provisions) Act 1976 s19
Google Storage						1.33				1.33	DD Local Govt Act 1972 S142
Warm Hub items									225.75	225.75	DC Local Govt Act 1972 S137
band upgrade for Finance system						118.00				118.00	i/n Local Govt Act 1972 S112
stationary						27.80				27.80	DC Local Govt Act 1972 S112
Councillor Payments						135.10				135.10	Payroll Local Govt Act 1972 S112
Period Poverty									1984.41	1984.41	i/n Local Govt Act 1972 S137
election						140.00				140.00	i/n Local Govt & Elections (Wales) Act 2021
Training						210.00				210.00	i/n Local Govt & Elections (Wales) Act 2021 s67
<b>TOTAL</b>	<b>1125.62</b>	<b>2328.78</b>	<b>1383.50</b>	<b>0.00</b>	<b>0.00</b>	<b>5339.96</b>	<b>12.95</b>	<b>0.00</b>	<b>3278.16</b>	<b>13468.97</b>	