

**FINAL MINUTES OF THE MEEING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 28<sup>th</sup> September 2022 AT 7.09PM**

**Present:** Cllr Susan Rodaway (Chair)SER, Cllr Lynda James LJ, Cllr Cari Jones CJ, Cllr Steve Sheriff SS, Cllr Will Smith WS, Cllr Darran Hickery DH, Cllr Rachel Carter REC, Cllr Hannah Henwood HH, Cllr Jean Marnell JM, Cllr Karen Penny KP, Clerk

**Apologies for Lateness:** Cllr Hannah Henwood

**Apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

**Apologies were received from** Cllr Keith Atkins due to family commitments. Cllr Rhian Hill due to illness

Council resolved to accept their apologies.

**Proposed by REC seconded by WS agreed by all with 1 abstention RC**

**Declarations of interest: Cllr Rodaway declared an interest at point 13b**

**Cllr Will Smith declared an interest at point 15**

**Cllr Steve Sheriff declared an interest at point 15**

**All votes will be named votes**

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

**None**

**Introducing new community police officer for the Gower PC Simon Caldwell**

This was deferred at the local PC was unavailable to attend the meeting

**Swansea Council Report from Cllr Lynda James**

Cllr James gave her report which included news that there had been a positive response to her offer of play equipment for Kittle, the area chosen for this was the Green in Belvadere Close, she explained that she was happy to pay for it from of her County budget but would need the Community Council to look after the maintenance. This question would be put on the October Full Council Agenda

Cllr James went on to report that the roadside gutters and drains around the villages would be cleared in the next week and that the two-man team would continue the clearing task two days each month going forward. She also explained that she had obtained a supply of daffodil bulbs which would be planted around the Ward and asked if there were locations in Pennard/Southgate that would be cow proof enough to plant some there, the answer was no.

**Questions from Councillors (Limited to 10 Minutes)**

Cllr Carter asked if the bulbs could be limited to native varieties but Cllr James explained that she could not guarantee that

Cllr Jones asked if there was anything that could be done about the cows roaming through the new development and posting a danger to children. Cllr James explained that the roaming rights had been fully explained to the developers and the suggestions had been ignored, she

suggested that the matter be brought to the attention of the developers who may be able to put something in place.

- 1) **2022/109 Minutes of the Meeting of Planning Committee Meeting held on 18<sup>th</sup> Jul 2022**  
Accuracy and approval  
**Proposed by RC seconded by JM agreed by all with 1 abstention SS**
- 2) **2022/110 Minutes of the Meeting of Full Council held on 21<sup>st</sup> Jul 2022**  
Accuracy and approval  
**Proposed by RC seconded by JM agreed by CJ, DH, REC, SER against WS,SS, LJ. KP voted against but later explained that she was abstaining as she was not at the meeting.**
- 3) **2022/111 Minutes of the Meeting of Planning Committee Meeting held on 27<sup>th</sup> Jul 2022**  
Accuracy and approval  
**Differed to October**
- 4) **2022/112 Minutes of the Meeting of Land Management Committee held on 9<sup>th</sup> Aug 2022**  
Accuracy and approval  
**Proposed by KP seconded by DH agreed by all with 3 abstentions SS, RC, JM**
- 5) **2022/113 Minutes of the Finance Employment and Policy Committee held on 17<sup>th</sup> Aug 2022**  
Accuracy and approval  
**Proposed by LJ seconded by DH agreed by all with 1 abstention SS**
- 6) **2022/114 Minutes of the Meeting of Covid 19 Sub Committee Meeting held on 24<sup>th</sup> Aug 2022**  
Ratification  
**Proposed by DH seconded by LJ agreed by all with 2 abstentions SS, KP**  
Accuracy and approval  
**Proposed by JM seconded by LJ agreed by all with 1 abstentions SS, KP**
- 7) **2022/115 Minutes of the Meeting of Planning Committee Meeting held on 24<sup>th</sup> Aug 2022**  
Accuracy and approval  
**Proposed by RC seconded by JM agreed by all with 2 abstentions SS. LJ**
- 8) **2022/116 Minutes of the Meeting of Hall Committee Meeting held on 5<sup>th</sup> Sept 2022**  
Accuracy and approval  
**Proposed by LJ seconded by WS agreed by all with 2 abstention RC, SS**
- 9) **2022/117 Admin**
  - a) Update on PEFTA Scheme  
The report was read out by the Clerk, there are currently 8 households with 14 people on the PEFTA food scheme.
  - b) To agree to review the PEFTA terms of reference in light of cost-of-living crisis.

This was discussed briefly, it was agreed that this should be taken to a meeting of the Finance Employment and Policy Committee and that the PEFTA Officer be invited to attend.

**Proposed by CJ seconded by KP agreed by all with 2 abstentions RC and WS.**

- c) Update on current bid applications.  
The Clerk reported that 2 grant applications had been applied for 1 regarding Period Poverty for £1992.50 and the other for a small Household Poverty grant of £600.
- d) Report from Community Garden Visit  
The Clerk read out a report from the Admin Assistant regarding her recent visit to Pontypridd Community Garden and how it would help formulate the grant bid for funding to move the project forward.
- e) To agree insurance quote for 2022-2023 (renewal 1 Oct 2022)  
The quotes were discussed along with the advice given from Came and Co. It was agreed to take the three year option with our current insurers Aviva through BHIB, which had been quoted at £1936.59 per year for the three years, this may change slightly due to being indexed linked  
**Proposed by LJ seconded by WS agreed by all with 1 abstention RC.**
- f) To agree the purchase of remembrance wreath annually.  
This was discussed and agreed that one would be purchased annually.  
**Proposed by LJ seconded RC agreed by all**

#### **10) 2022/118 Finance Employment and Policy**

- a) To approve payments for Sept 2022  
**Proposed by DH seconded by LJ agreed by all with 1 abstention KP**
- b) To note closing balances July and August 2022  
Noted
- c) To agree new quote for dishwasher installation  
Due to the chosen electrician cancelling the job a new contractor was chosen from the original list of quotations.  
Company A - Withdrawn  
Company B - £270.75  
Company C - £281.34

Company B was chosen and revealed to be Chris White Electrical Services

**Proposed by SS seconded by WS agreed by all.**

**Clr Henwood joined the meeting at 8.20pm**

- d) To agree purchase of PC as recommended by the Finance Employment and Policy Committee  
The reasons for the purchase were discussed the recommendation agreed.  
**Proposed by REC seconded by CJ agreed by all**
- e) To agree new Vodaphone contract with phone as recommended by the Finance Employment and Policy Committee

The Clerk gave the details of the new contract with the cost of a new phone as previously discussed by the Finance Employment and Policy Committee.

**Proposed by REC seconded by CJ agreed by all**

**11) 2022/119 Planning**

Planning Aid Wales training report.

Cllr Penny who had recently attended the Planning Aid Wales training session gave her opinion of the course, recommending it to all Councillor who are currently on of looking to join the Planning Committee.

**12) 2022/120 Land Management**

a) To agree quote for the toddler path as recommended by the Land Management committee

The Land Management recommended that the toddler path be made up from the same tiles as the main playpark, their recommendation was agreed.

**Proposed by CJ seconded by DH agreed by all with 1 abstention LJ**

b) To agree quote for the park path repair as recommended by the Land Management committee

The Land Management Committee had previously discussed the quotes and recommended that the whole path be refurbished the quotes were

Company A - £3400

Company B - £3095.80

Company C - £1720

Their recommendation was for Company C to do the work. This was agreed.

**Proposed by WS seconded by DH and agreed by all with 1 abstention RC.**

Company C was revealed to be James Porter James Porter Landscaping and Groundworks.

c) To agree quote for the boules court refurbishment deferred from the Land Management committee

The quotes were presented

Company A - £3850

Company B - £1251.60

Company C - £610

Company C was chosen

**Proposed by DH seconded by WS agreed by all**

Company C was revealed to be James Porter James Porter Landscaping and Groundworks.

d) To discuss and agree purchase of a new see saw for the park

The various options were looked at

	Company A	Company B	Company C
Option 1 standard seesaw -	£2170		
Option 2 dragonfly seesaw -	£5100	£3595	£3162
Option 3 three way seesaw -	£4831		
Option 4 horse and carriage -			£5242.77

Installation would cost around £744

The options were discussed the dragonfly option was proposed  
Proposed by SER seconded by WS agreed by all with 1 abstention HH

Cllr Henwood went on to explain why she had abstained, and where she has seen one and found it difficult to use.

As the motion had been voted for it was suggested that the only way forward was for the item be rescinded at the next meeting and the matter discussed again with further options

- e) To discuss and agree installation of MATTA under the new see saw  
Deferred until the October meeting
- f) To agree contractor for repairing the slide bank.

The Clerk had obtained quotes for the repair, turf and strengthen of the slide bank by the installation of rubber matting which would allow the grass to grow through whilst stabilising the surface.

Company A - £2394

Company B - £2623.40

Company C - £652.80

**Company C was proposed by WS seconded by SS agreed by all**

Company C was revealed to be James Porter Landscaping and Groundworks

### **13) 2022/121 Environment**

- a) To agree the 2022 Biodiversity Plan (we were one of the “less than 100” councils who completed this in the first round in 2019)  
This was deferred to the Environment meeting for discussion before being brought back to the November meeting of Full Council.

It was proposed that Standing Orders 3y be suspended in order for the meeting to continue.

**Proposed by LJ seconded by SS agreed by all**

- b) To agree terms for the Participatory Budget Project 2022/23  
It was agreed that Cllr Rodaway stay to give some information but would not be involved in any vote as she had declared an interest. The Clerk described a possible timetable, where ideas are put on the platform by the 15<sup>th</sup> of November voting on these could take place until the 6<sup>th</sup> Jan and the winning items be agreed at the January full council meeting. She also advised that training would take place next week on using the platform. In addition to these sessions, other community meetings and coffee sessions were suggested along with information being placed in the newsletter.  
The Participator Budgeting Sessions were discussed and it was agreed that the Clerk would pull some information together for the next full council meeting in October including posters and a revised timetable. She would also send round a doodle poll in order to gauge what Councillor would be attending what session.

### **14) 2022/122 Correspondence**

The Clerk reported a discussion she had with the National Trust Car Park Officer regarding the car park in Pennard and the problems that overnight camping had caused over the Summer.

The Officer who had had a previous meeting with Cllr James reported that measures were being planned for next summer and she would make sure the Community Council would be involved in any future planning.

It was thought useful

An email regarding problems a member or the public had encountered with the doctors surgery was also mentioned, it was agreed this was not a matter we could deal with and should be dealt with by the Practice Manager who had been contacted.

Cllr Rachel Carter left the meeting at 9.30pm

Cllr Will Smith left the meeting at 9.31pm

Cllr Steve Sheriff left the meeting at 9.33pm

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 SER seconded by DH agreed by all**

**15) 2022/123 To agree rental amount for Squiggles nursery from 29th September 2022 to the**

**end of the current lease period – 28th September 2023 as recommended by the Finance Employment and Policy Committee**

The Finance Employment and Policy Committee's recommendation was discussed and it was agreed that the Clerk write to Squiggles informing them of the decision and to invite them to a meeting should they wish one.

**Proposed by RC seconded by JM agreed by all**

**The meeting closed at 9.44pm**



# Financial Summary - Cashbook

Summary of receipts and payments between 01/07/22 and 31/07/22 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 £56,005.08

## Short Term Investment Accounts

Green Path £3,530.20

No 4 Account £136,976.65

Pavillion Account £39,557.72

Total £236,069.63

RECEIPTS	Net	Vat	Gross
Administration	£2,322.43	£0.00	£2,322.43
Burial	£2,430.00	£0.00	£2,430.00
Hall	£702.00	£0.00	£702.00
Total Receipts	<u>£5,454.43</u>	<u>£0.00</u>	<u>£5,454.43</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,499.39	£104.58	£5,603.97
Burial	£1,117.10	£89.23	£1,206.33
FIELD	£1,371.79	£187.05	£1,558.84
Hall	£1,226.89	£108.90	£1,335.79
Total Payments	<u>£9,215.17</u>	<u>£489.76</u>	<u>£9,704.93</u>

Closing Balances

## Ordinary Accounts

Current Account £51,752.98

## Short Term Investment Accounts

Green Path £3,530.23

No 4 Account £136,977.85

Pavillion Account £39,558.07

Total £231,819.13

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer



# Financial Summary - Cashbook

Summary of receipts and payments between 01/08/22 and 31/08/22 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 £51,752.98

## Short Term Investment Accounts

Green Path £3,530.23

No 4 Account £136,977.85

Pavillion Account £39,558.07

Total £231,819.13

RECEIPTS	Net	Vat	Gross
Administration	£16,302.49	£0.00	£16,302.49
Burial	£966.67	£0.00	£966.67
FIELD	£10,455.00	£0.00	£10,455.00
Hall	£3,446.16	£0.00	£3,446.16
Environment	£566.67	£0.00	£566.67
Youth	£233.33	£0.00	£233.33
Total Receipts	<u>£31,970.32</u>	<u>£0.00</u>	<u>£31,970.32</u>

PAYMENTS	Net	Vat	Gross
Administration	£6,217.63	£86.21	£6,303.84
Burial	£285.50	£84.83	£370.33
FIELD	£1,379.42	£216.63	£1,596.05
Hall	£705.91	£103.59	£809.50
Total Payments	<u>£8,588.46</u>	<u>£491.26</u>	<u>£9,079.72</u>

Closing Balances

## Ordinary Accounts

Current Account £74,637.61

## Short Term Investment Accounts

Green Path £3,530.35

No 4 Account £136,982.39

Pavillion Account £39,559.38

Total £254,709.73

Pennard Community Council												
2021- 2022 Regular Payments	Jul-22										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	11.60									11.60	DD	Local Govt Act 1972 S133
Dwr Cymru	32.50		16.70							49.20	DD	Local Govt Act 1972 S133
Good Energy (Hall Gas)			21.77							21.77	DD	Local Govt Act 1972 S133
Swansea CC - Rates			78.00							78.00	DD	Local Govt Act 1972 S133
ground rent										0.00	i/n	Local Govt Act 1972 S133
Swansea CC - Waste disposal charges	75.40									75.40	DD	Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							15.31			15.31	DD	Local Govt Act 1972 S111
Octopus Electricity for Hall			150.16							150.16	DD	Local Govt Act 1972 S133
Vodafone						18.20				18.20	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						959.72				959.72	Payroll	Local Govt Act 1972 S111
Employee costs						3027.42				3027.42	Payroll	Local Govt Act 1972 S111
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S111
Youth worker 1 (Leader) (12hr)										0.00	i/n	
youth worker 2 (12hr)										0.00	i/n	
Smart Pension						173.94				173.94	Payroll	Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S111
Payrol back up						1.40				1.40	DD	Local Govt Act 1972 S111
Ground Maintenance	901.66	422.5	86.12							1410.28	i/n	Local Govt Act 1972 S133
Electrical inspection	220.00		475							695.00		Local Govt Act 1972 S133
Signage			21.62							21.62		Local Govt Act 1972 S133
Field Maintenance	30.63									30.63		Local Govt Act 1972 S133
Plumbing work in Pavilion for Covid tests						75				75.00		Local Govt Act 1972 S133
Cleaning			377.52							377.52	i/n	Local Govt Act 1972 S133
Zoom						14.39				14.39	DD	Local Govt & Elections (Wales) Act 2021 s47
Street Light in BG Car Park (SWALEC)		6.60								6.60	DD	Highways Act 190 S301
Signs for BG Gate		22.00								22.00		Local Authorities Cemtries Order 1977 S.214(6)
Tree Survey	100.00	66.00								166.00		Local Govt Act 1972 S133
Pest Control										0.00	i/n	Local Govt Act 1972 S133
Cleaning										0.00		Local Govt Act 1972 S133
Website Key Frame										0.00	i/n	Local Govt Act 1972 S142
Web hosting Krystal						4.99				4.99	DC	Local Govt Act 1972 S142
leberra						3.99				3.99	DC	Local Govt Act 1972 S111
PEFTA									670	670.00	EST1023	Local Got Act 1972 S137
Grave Digging		600								600.00	i/n	Local Authorities Cemtries Order 1977 S.214(6)
Memorial Stone Maintenance repayment										0.00	chq/FPS	Local Authorities Cemtries Order 1977 S.214(6)
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Training						200.00				200.00	i/n	Local Govt Act 1972 S111
Plaques										0.00		Local Authorities Cemtries Order 1977 S.214(6)
Subscription - Fin System						282.00				282.00		Local Govt Act 1972 S111
Postage										0.00	DC	Local Govt Act 1972 S111
Stationary										0.00	DC	Local Govt Act 1972 S111
<b>TOTAL</b>	<b>1371.79</b>	<b>1117.10</b>	<b>1226.89</b>	<b>0.00</b>	<b>0.00</b>	<b>4814.08</b>	<b>15.31</b>	<b>0.00</b>	<b>670.00</b>	<b>9215.17</b>		

Pennard Community Council												
2021- 2022 Regular Payments	Aug-22											CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	87.23									87.23	DD	Local Govt Act 1972 S133
Dwr Cymru	32.50		16.70							49.20	DD	Local Govt Act 1972 S133
Good Energy (Hall Gas)			9.04							9.04	DD	Local Govt Act 1972 S133
Swansea CC - Rates			78.00							78.00	DD	Local Govt Act 1972 S133
ground rent										0.00	i/n	Local Govt Act 1972 S133
Swansea CC - Waste disposal charges	75.40									75.40	DD	Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							7.85			7.85	DD	Local Govt Act 1972 S111
Octopus Electricity for Hall			124.28							124.28	DD	Local Govt Act 1972 S133
Vodafone						18.20				18.20	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						930.10				930.10	Payroll	Local Govt Act 1972 S111
Employee costs						3027.62				3027.62	Payroll	Local Govt Act 1972 S111
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S111
Youth worker 1 (Leader) (12hr)										0.00	i/n	
youth worker 2 (12hr)										0.00	i/n	
Smart Pension						173.94				173.94	Payroll	Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S111
Payrol back up						1.40				1.40	DD	Local Govt Act 1972 S111
Ground Maintenance	901.66	422.5	86.12							1410.28	i/n	Local Govt Act 1972 S133
Electrical inspection										0.00		Local Govt Act 1972 S133
Signage										0.00		Local Govt Act 1972 S133
Field Maintenance	282.63									282.63		Local Govt Act 1972 S133
Plumbing work in Pavilion for Covid tests										0.00		Local Govt Act 1972 S133
Cleaning			391.77							391.77	i/n	Local Govt Act 1972 S133
Zoom						14.39				14.39	DD	Local Govt & Elections (Wales) Act 2021 s47
Street Light in BG Car Park (SWALEC)		6.60								6.60	DD	Highways Act 190 S301
Pest Control										0.00	i/n	Local Govt Act 1972 S133
Website Key Frame										0.00	i/n	Local Govt Act 1972 S142
Web hosting Krystal						4.99				4.99	DC	Local Govt Act 1972 S142
Ieberra						3.99				3.99	DC	Local Govt Act 1972 S111
PEFTA									931	931.00	EST1023	Local Govt Act 1972 S137
Grave Digging										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Memorial Stone Maintenance repayment		-143.6								-143.60	chq/FPS	Local Authorities Cemeteries Order 1977 S.214(6)
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Training						420.00				420.00	i/n	Local Govt Act 1972 S111
SLCC Membership						234.00				234.00		Local Govt Act 1972 S111
Legionella test						320.00				320.00		Local Govt Act 1972 S133
Plaques										0.00		Local Authorities Cemeteries Order 1977 S.214(6)
Postage										0.00	DC	Local Govt Act 1972 S111
Stationary						77.12				77.12	DC	Local Govt Act 1972 S111
<b>TOTAL</b>	<b>1379.42</b>	<b>285.50</b>	<b>705.91</b>	<b>0.00</b>	<b>0.00</b>	<b>5278.78</b>	<b>7.85</b>	<b>0.00</b>	<b>931.00</b>	<b>8588.46</b>		