

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL HELD ON
THURSDAY 10th Feb 2022 VIA ZOOM AT 7.00 PM**

Present : Cllr Ralph Cook RC (Chair) Cllr Jean Marnell JM, Cllr Lynda James LJ, Cllr Arthur Rogers AR, Cllr Jeff Rogers JR, Cllr Angela M Brunt AMB, Cllr Sally Rogers SR, Cllr Darran Hickery DH, Cllr Susan Rodaway SER, Clerk, Admin Assistant.

Apologies for absence: Cllr Rachel Carter due to work commitments, Cllr Malcolm Sims due to family commitments and Cllr Keith Atkins due to family commitments

Council resolved to accept the apologies from the above Cllrs,

Proposed by AR seconded by JM agreed by all

Absent: Cllr Wes Weeks

Dispensations: Cllr Emma Roberts due to ill health

Declarations of interest: None

All votes will be named votes

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

Swansea Council Report from Cllr Lynda James

Cllr James reported that she had arranged for a crossover to be installed in Kittle Hill Lane and was looking for ideas as she still had funds left in her County Council Community Budget which needed to be spent before the end of her term or it would be lost to the Community, she indicated that she was considering giving it to the PACP to spend as they saw fit in the Community in the future, Cllr Rodaway expressed concerns regarding the gifting of public funds to an organisation who had not made a request and suggested this may not be an appropriate action.

Cllr Rodaway also reported that the channel made at the top of the Heatherslade in conjunction with the signage lights had sunk and needed topping up.

- 1) **2022/15 Minutes of the Full Council Meeting held on 14th Dec 2021**
Accuracy and approval
Proposed by RC seconded by LJ agreed by all
- 2) **2022/16 Minutes of the Full Council Meeting held on 12th Jan 2022**
Accuracy and approval
Amendments proposed by RC seconded by DH agreed by all
Amended Minutes Proposed by AR seconded by LJ
- 3) **2022/17 Minutes of the Finance and Employment Meeting held on 20th Jan 2022**
Accuracy and approval
Proposed by JR seconded by SER agreed by all
- 4) **2022/18 Minutes of the Extraordinary Meeting of Full Council Meeting held on 24th Jan 2022**
Accuracy and approval
With amendments Proposed by JM seconded by SER agreed by all
- 5) **2022/19 Minutes of the Covid 19 Sub Committee Meeting held on the 26th Jan 2022**

Accuracy and approval

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

Ratify Decision

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

6) **2022/20 Minutes of the Burial Ground Committee Meeting held on 2nd Feb 2022**

Accuracy and approval

Cllr James stated that she is not a member of the Burial Ground so should not be included in the apologies, Cllr Rodaway asked for her note to be included in full as an amendment, other amendments were discussed for clarification.

With amendments proposed by JR seconded by SER agreed by all who were present.

7) **2022/21 Minutes of the Planning Committee Meeting held on 2nd Feb 2022**

Accuracy and approval

Cllr Rodaway asked that her note re apologies to be expanded in the same way as it had for the Burial Ground Committee minutes and taken as an amendment

With amendment proposed by SER seconded by JR agreed by all who were present.

8) **2022/22 Finance and Employment**

a) To approve payments for Feb 2022

Proposed by JR seconded by LJ agreed by all

b) To note closing balances Jan 2022

Noted

c) To agree to obtain quotes for an internal Auditor for 2021-2022 audit process

It was agreed to obtain quotes and to advertise on the web site and social media

Proposed by JR seconded by SER agreed by all

d) To note CiLCA bursary application.

Noted

e) To receive and discuss Ground Maintenance Tenders

The tenders were opened and read out, and the various prices discussed, as there seemed to be an inconsistency with the number of Field cuts quoted for, the Clerk was asked to contact the contractors for clarification. Due to this it was agreed to take the new information to the next Finance and Employment meeting in order for them to make a decision to be considered at the March Full Council Meeting.

Proposed by SER seconded by LJ agreed by all

f) To agree successful Contractor for the Ground Maintenance Contract 2022-2025

Deferred to March Full Council Meeting

g) To agree change to Budget line title from "future burial ground expansion fund" to "future burial ground fund"

It was agreed to withdraw this motion as the Burial Ground Minutes fully explained the purpose of the fund.

9) **2022/23 Admin**

a) Declarations of interest report.

The Clerk gave an update on the Declarations of Interest received in 2022.

b) Update regarding Jubilee weekend in June

The Clerk reported that she had spoken to the National Trust and PACP who had said they were not planning anything in Pennard. Cllr James suggested the Clerk speak again to the PACP Chair and the school who may have some ideas in the pipeline.

c) Update on Newsletter

The Clerk gave an update on the development of the Newsletter which would be ready by the next meeting.

d) To update and discuss the coordination of the Community Fibre Partnership.

Cllr Keith Atkins sent in an update which the Clerk read out; his update clarified he intended to proceed as a member of the community rather than in his capacity as a Councillor

They thanked him for his efforts and agreed to provide support and advertise the scheme through its social media site and newsletter.

10) 2022/24 Burial Ground

a) Update on Burial Ground matters

There were no updates

b) To accept and agree the Burial Ground Committee's recommendation of a suitable investment option for the future burial ground fund investment.

Cllr Rogers explained that the Committee had given plenary powers to the Chair of Burial Ground, Chair of Finance and Employment and the Clerk to decide and make a recommendation to Full Council.

This motion was amended to "To accept a recommendation that the Charity Bank is a suitable investment option for the future burial ground fund investment"

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

11) 2022/25 Field

a) Update on Field matters including playpark

The Clerk reported that the new playpark work was still on track to start in early March and that a meeting would be called with the Contractors a week before commencement, she also reported on the path works.

12) 2022/26 Environment

a) Update on Environment matters

Cllr James and the Clerk had met with a local energy company who had given some advice on how to reduce the carbon footprint of the Hall by installing mechanical ventilation and to install some insulation in line with the Council's Climate Emergency Plan. The Clerk fed back on the meeting and a discussion followed. The Clerk will continue her investigations into the suitability of mechanical ventilation for the Community Hall..

b) Update on Community Garden

Council received an update that following advice that bees would not be able to be housed within the community garden, the admin assistant and clerk continue to investigate alternative sites within the community. The RDP have confirmed that should it not be possible to retain bee-keeping as part of the bid then funding will be withdrawn and we would have to re-apply with a modified application.

The Clerk and the Admin Assistant had looked for suitable alternative areas but had not found any to date. Alternative funding enquiries had also been made in case an alternative site is not found. Councillors suggested contacting the Golf Club, National Trust, Sandy Lane Residents Group, Kilvrough Manor, the Airfield and the egg farm to enquire if they would be willing to site the hives.

13) 2022/27 Hall

a) Update on Hall Matters

No updates

b) To discuss information received relating to Commercial ventilation for the hall

Cllr James explained that she had contacted the firm suggested regarding mechanical ventilation they were suppliers rather than installers but were able to give a ball park figure of around £7000 which did not include trunking or installation. She had found some local companies and would pass their details onto the Clerk. It was also suggested that the Clerk contact Salix and any other Environmental Fund to enquire if funding could be applied for and if any of the funds could be used for the installation of insulation. Cllr Jeff Rogers asked about the ventilation, Cllr James explained this sort of system would pump in fresh air, do some heat exchange if necessary and pump out stale air. Cllr Rodaway thanked Cllr James for her efforts and reminded the meeting that, as set out in Standing Orders, only the proper officer should have contact with contractors and suggested Cllr James pass the details to the Clerk to pursue.

- c) To discuss and agree the use of hall carpark
The Clerk explained that there had been a request to use the car park later in the year for wedding parking, there was no objections raised as long as the Community Hall was not in use at the time.

14) 2022/28 Covid

- a) Update from Covid 19 Sub Committee
The Admin Assistant gave an update on the current situation and the Clerk reported that an application had been sent to the Charity for next years funding. The Clerk had also spoken to Alium Health and Safety to request an updated Covid Risk Assessment for the hall.

15) 2022/29 Correspondence

The correspondence was read out covering:

Parking on the Green in Pennard

Air Ambulance request

Anti-Litter signage

Community Led Transport Solutions

Meeting closed at 9.30pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/01/22 and 31/01/22 inclusive. This may include transactions with ledger dates outside this period.

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 £53,292.82

Short Term Investment Accounts

Green Path £3,530.02

No 4 Account £136,969.82

Pavillion Account £39,555.74

Total £233,348.40

RECEIPTS	Net	Vat	Gross
Administration	£4,781.42	£0.00	£4,781.42
Burial	£1,213.00	£0.00	£1,213.00
FIELD	£145.00	£0.00	£145.00
Hall	£702.36	£0.00	£702.36
Total Receipts	<u>£8,841.78</u>	<u>£0.00</u>	<u>£8,841.78</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,161.90	£15.77	£5,177.67
Burial	£1,058.42	£86.12	£1,144.54
FIELD	£836.18	£143.20	£979.38
Hall	£936.90	£104.21	£1,041.11
Total Payments	<u>£7,993.40</u>	<u>£349.30</u>	<u>£8,342.70</u>

Closing Balances

Ordinary Accounts

Current Account £51,790.32

Short Term Investment Accounts

Green Path £3,530.05

No 4 Account £136,971.02

Pavillion Account £39,556.09

Total £231,847.48

Signed _____

Pennard Community Council											
2021- 2022 Regular Payments	Jan-22										CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card
Octopus Pavilion Electricity	10.61									10.61	DD Local Govt Act 1972 S133
Dwr Cymru	42.00		78.50							120.50	DD Local Govt Act 1972 S133
Good Energy (Hall Gas)			388.64							388.64	est DD Local Govt Act 1972 S133
Swansea CC - Rates										0.00	DD Local Govt Act 1972 S133
Swansea CC - Waste disposal charges	70.20									70.20	DD Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							7.00			7.00	DD Local Govt Act 1972 S111
Octopus Electricity for Hall			61.16							61.16	DD Local Govt Act 1972 S133
Vodafone						17.56				17.56	est DD Local Govt Act 1972 S111
Voxi						10.00				10.00	DD Local Govt Act 1972 S111
HMRC						880.60				880.60	Payroll Local Govt Act 1972 S111
Employee costs						2806.85				2806.85	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						155.52				155.52	Payroll Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00				15.00	Payroll
Ground Maintenance	713.37	428.83	89.38							1231.58	i/n Local Govt Act 1972 S133
Cleaning			319.22							319.22	i/n Local Govt Act 1972 S133
Zoom						14.39				14.39	DD Local Govt & Elections (Wales) Act 2021 s47
Street Ligh in BG Car Park (SWALEC)		7.09								7.09	DD Highways Act 190 S301
Pest Control			0.00							0.00	i/n Local Govt Act 1972 S133
Website Key Frame						60.00				60.00	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									1047	1047.00	DC Local Got Act 1972 S137
Grave Digging		600								600.00	i/n Local Authorities Cemeteries Order 1977 S.214
Google Storage						1.33				1.33	DD Local Govt Act 1972 S142
Engraving		22.5								22.50	i/n Local Authorities Cemeteries Order 1977 S.214
Training						60.00				60.00	i/n Local Govt Act 1972 S111
Website hosing emais						39.98				39.98	i/n Local Govt Act 1972 S142
Stationary						10.99				10.99	
TOTAL	836.18	1058.42	936.90	0.00	0.00	4107.90	7.00	0.00	1047.00	7993.40	