

To: All Members of Llanrhidian Higher Community Council

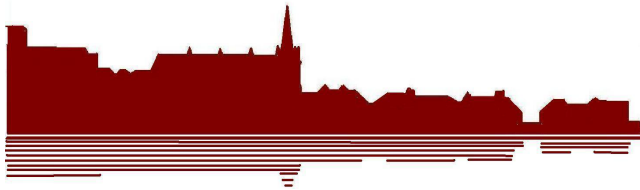
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 8th February 2024 at Penclawdd Community Centre.

Public questions are included at Item No.5 and must relate to items listed on the agenda. To access the meeting remotely via the telephone, please contact clerk@llanrhidianhighercommunitycouncil.co.uk two working days before the day of the meeting to receive an invitation.

AGENDA

		Page No.
1.	Apologies for absence.	
2.	To receive Disclosures of Personal and Prejudicial Interests.	3-4
3.	To Approve and Sign as a Correct Record the Minutes of the Council meeting held on 18 th January 2024.	5-10
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
6.	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
7.	Reports of the Clerk.	11
	a) Accounts for Payment / Quotations.	12
	b) Budget Monitoring 2023/24 and to Note the 2024/25 Budget.	13-15
	c) Correspondence.	16
	d) Work Plan 2023/2024.	17-18
	e) Community Council Action Tracker.	19-27
8.	Committee / Working Group Reports.	
	a) Personnel Committee – No Report.	
	b) Finance Committee – No Report.	
	c) Events & Projects Committee – No Report.	
9.	Council Property / Community Projects / Burial Grounds.	28-29



10.	City and County of Swansea Issues.	30
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
11.	Reports of Delegate's on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting – 7 p.m. on 21st March 2024.	
	<i>Jeremy Parkhouse</i>	

**Jeremy Parkhouse - Clerk to the Community Council
 1st February 2024**

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor James Matthews
Councillor John Davies	Councillor Melissa Roberts
Councillor Leanne Davies	Councillor Paul Tucker (Chair)
Councillor Colin Guy	Councillor Andrew Williams
Councillor Sarah Hughes (Vice Chair)	Councillor Adam Woolliscroft

Quorum – 4

Item No. 2

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the Llanrhidian Higher Community Council. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

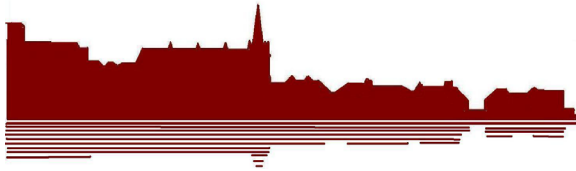
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the City and County of Swansea's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A “financial interest” is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration.



Minutes of the Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 18th January 2024 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, John Davies, Colin Guy, Sarah Hughes,
Melissa Roberts, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

101. Apologies for Absence

Apologies for absence were received from Councillors Leanne Davies and James Matthews.

102. Disclosures of Personal and Prejudicial Interests

In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, no interests were declared.

103. Minutes

Resolved that: -

- 1) The Minutes of the Council meeting held on 16th November 2023 be approved and signed as a correct record, subject to the following amendment: -

Minute No.81 – Report of Brian Farr, Local Area Co-ordinator – delete the word ‘from’ out of the first line of the second paragraph, which should read ‘He stated that he had increased new introductions to over 90’.

- 2) The Minutes of the Extraordinary Council meeting held on 6th December 2023 be approved and signed as a correct record, subject to the following amendment: -

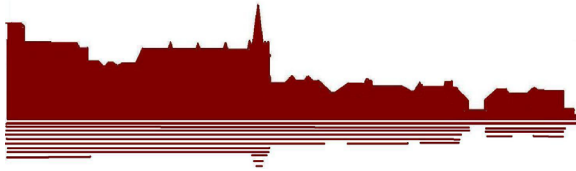
Amend the title of Minute No.93 to Drainage at Graig Y Coed Football Pitch.

- 3) The Minutes of the Extraordinary Council meeting held on 4th January 2024 be approved and signed as a correct record.

104. Chairs Announcements

The Chair made the following announcements: -

- Site Visit to Parc Dan Y Graig by Cymru Football Federation – The site visit from Sara Green went very well and was very positive. Once the work had been



completed the Clerk would arrange an opening ceremony, inviting the Cymru Football Federation to attend.

105. Public Question Time

None.

106. Police Report on Local Matters

The Clerk reported a written report provided by South Wales Police regarding local issues between 31st October and 31st December 2023. The Council discussed the issues outlined in the report.

107. Budget Report 2024/25

The Clerk presented the Budget Report 2024/25.

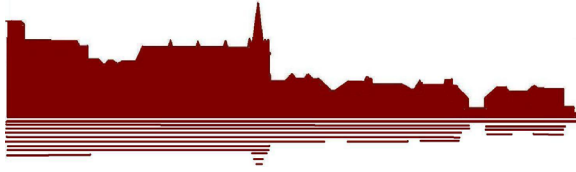
Appendix A provided the Financial Budget Comparison for the remainder of 2023/24 and provided the Budget for 2024/25 including the increase of 10% in the precept recommended by the Finance Committee and Council on 16th November 2023. The Clerk noted that the number of Band D properties had increased from 1159 to 1599 properties which would result in a precept increase from £164,427.73 to £168,646.53 if there was no increase to the precept. It was added that the Finance Committee and Council were not aware of this change when recommending a 10% increase in order to agree a balanced budget. A 7% increase was required to provide a precept of £180,447.15.

It was added that as part of the budget monitoring process, reports had been provided to all Community Council / Finance Committee meetings in order for income and expenditure to be monitored. The Clerk outlined the budget information in detail, highlighting the income / expenditure and the level of Reserves, including the CCLA investment. It was noted that up to £90,000 would be spent from the reserves on the Parc Dan Y Graig, Penclawdd Playground, Bowls Pavilion and Graig Y Coed Woodland projects within the next 6 months.

The Council currently had 1599 Band D equivalent properties and the proposals for 2024/25 would increase the precept to £180,447.15 which would be £112.85 per Band D property.

Resolved that: -

- 1) The Budget figures for the remainder of 2022/23 be noted.
- 2) The level of Reserves / CCLA investment be noted and set at £50,000 for 2024/25.
- 3) The Budget for 2024/25 be agreed.
- 4) Swansea Council be informed that the Precept be increased by 7% to £180,447.15, £112.85 per Band D property.
- 5) Swansea Council be informed of the figures by 31st January 2024.



108. To Approve the Draft Community Council Safeguarding Policy

The Clerk presented for approval the Draft Community Council Safeguarding Policy.

Resolved that: -

- 1) The Safeguarding Policy be adopted.
- 2) The Policy be reviewed prior to the end of January 2025.

109. Reports of the Clerk

The Clerk reported the following: -

a) Accounts for Payment

The accounts for payment were provided at Appendix A of the report.

The following were highlighted: -

Additional Invoices for Payment

- £480 – Andrew Evans – Emergency Roofing Repairs to the old Parc Dan Y Graig Pavilion.
- £360 – P T Sims – Removal and Decommissioning of showers in the old Parc Dan Y Graig Pavilion.
- £130 – Honorarium – Key holder – Mrs D Phillips
- £130 – Honorarium – Key holder – Mr M Hughes

Additional Income

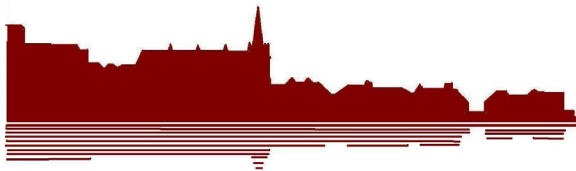
- £81 – Penclawdd RFC – Programme printing
- £1,526 – Burial to depth of 3 – Mount Hermon Cemetery
- £260.97 – Swansea Junior Football League – Hire of Llanmorlais

Quotations

- a) Stone dressing of paths at Graig Y Coed Woodland Project.
- b) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath.
- c) Semi-permanent car park markings at Llanmorlais Car Park.
- d) Installation of ACO drainage channels to Llanmorlais Hall Car Park.
- e) Repairs to drainage on Graig Y Coed Football Field.

Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 16th November 2023 meeting be noted and agreed.

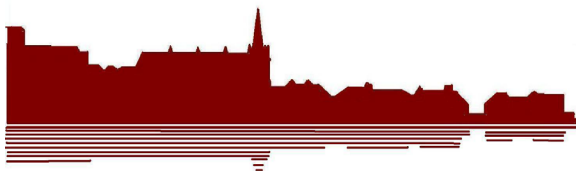


- 3) The income / additional income be noted.
- 4) The bank reconciliation, bank transfers and bank account balances be noted and agreed.
- 5) The CCLA investment income be noted.
- 6) Quotation a) provided by Jonathan Davis for £5,486.42 be approved.
- 7) Quotation b) provided by Jonathan Davis be noted and the work placed on hold.
- 8) Quotation c) provided by Jonathan Davis be noted and Llanmorlais Hall Committee be requested to contribute / discuss alternative options.
- 9) Quotation d) provided by Jonathan Davis for £979.50 be approved.
- 10) Quotation e) provided by Jonathan Davis be placed on hold, subject to additional information being received from Swansea Council regarding the drainage system.

b) Correspondence

The correspondence reported by the Clerk was provided at Appendix B of the report. All correspondence was noted, and actions / comments were made in respect of the following: -

	Details	Action / Comments
1.	Swansea Council – Swansea Community Review.	Comments to be made when draft report is available.
6.	Swansea Council Rural Anchor – RA080 – Grant application in principle – Graig Y Coed Woodland Project.	The Clerk stated that he had to attend a meeting on Tuesday in order for the grant to be approved. He added that Jonathan Davis was prepared to commence the work within the next fortnight.
	Additional Correspondence	
9.	Swansea Council – Community Town Council Forum – 5pm on Monday, 4 th March 2024.	Noted.
10.	Jonathan Davis – Request to move storage container to area behind the wooden shelter on the Bowls Green to store specialised equipment.	Approved.
11.	Penclawdd AFC – Requests regarding Graig Y Coed / Parc Dan Y Graig.	<ol style="list-style-type: none"> 1. Signage at Parc Dan Y Graig – Club to organise. 2. Mower Part – JD to try to source second hand part. 3. 9x9 marking behind Graig Y Coed Rugby Pitch – approved. 4. Marking Rugby Pitch with coloured football markings and installing mobile goals. Club to mark



		following first mark – approved. 5. Clearing grassed area at entrance to Parc Dan Y Graig and installing chippings to allow additional parking – Jonathan Davis be asked to provide a quotation.
12.	Confirmation letter in respect of ERF Funding for Penclawdd Playground.	Clerk had signed and returned the offer document and funding would be made in approximately 5 working days.
13.	Penclawdd Community Centre – Letter of thanks in respect of donation.	Noted.

Resolved that:

- 1) All correspondence be noted.
- 2) The actions outlined in the list of correspondence be completed.

d) Work Plan 2023/24

The Clerk reported the up-to-date Work Programme 2023-24 ‘for information’.

e) Community Council Action Tracker

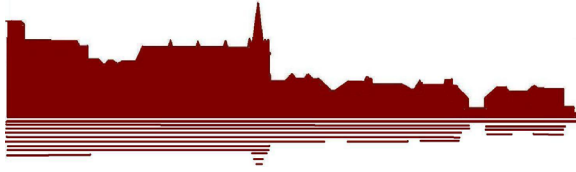
The Community Council Action Tracker was provided ‘for information’. All completed actions would be deleted.

110. Committee Reports

1) Events & Projects Committee

Councillor Adam Woolliscroft provided the Community Council with an update regarding progress since the appointment of the preferred contractor and various options were circulated for discussion. It was added that a meeting with the contractor would be arranged next week.

Councillor Andrew Williams stated that he would pay for the Penclawdd Playground climbing frame to be re-installed at Crofty Playground, from his community budget and requested Council authority to proceed.



Resolved that: -

- 1) The contents of the progress update be noted.
- 2) The request by Councillor Andrew Williams as outlined above, be approved.

111. Council Property / Community Projects / Burial Grounds

The Clerk presented a report regarding Community Council property, community projects and burial grounds. The following were discussed: -

- Foreshore Car Park – the Clerk reported incidents of fly-tipping and was requested to follow-up on progress.
- Defibrillators – The Clerk was requested to obtain quotations to manage all the Community Council's defibrillators.

112. Swansea Council Matters

a) Report of the Penclawdd Ward Member

Councillor Andrew Williams (AW) provided a written report regarding the issues he had been involved with during the previous months. The following were also discussed:

- Sandbags – Swansea Council would provide sandbags which would be stored in a suitable location.
- Lane past Tirzah Chapel – Clerk to find out if the lane is private land as the streetlight is covered in ivy and required clearing.
- Land at Station – Cars were still parking on the grass and causing damage. Clerk to follow-up.

b) Planning

No discussions.

c) Footpaths

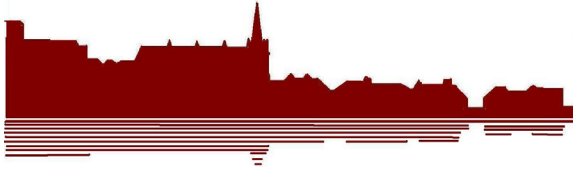
No discussions.

113. Outside Bodies

No reports.

The meeting ended at 9.03 pm

Chair



Item No. 7

Council – 8th February 2024

Reports of the Clerk

Attached at the appendices are the following: -

a) Accounts for Payment / Financial Report

- Appendix A – Accounts for Payment / Financial Report – February 2024.
- Quotations / requests reported.
 - Hanging Baskets 2024.
 - Legal Advice.
 - Repairs To Blown Out Drainage Runs on GYC Football Field.

b) Budget Monitoring 2023/24 and to Note the 2024/25 Budget

Attached at Appendix B.

c) Correspondence

Attached at Appendix C.

d) Work Programme 2023-2024

Attached at Appendix D.

e) Community Council Action Tracker

Attached at Appendix E.

Jeremy Parkhouse
Clerk to the Community Council
29th January 2024

Appendix A

ACCOUNTS FOR PAYMENT – 8th February 2024

Salaries	£1,143.22
Clerks Expenses	£50.97
Pinnacle - Printing costs - Invoice 92411 (£17.76 Net) (£3.55 VAT)	£21.31
Swansea Council Pension Fund	£479.83
HMRC - PAYE	£468.15
Total Payments	£2,163.48
Invoices Paid since 18th January 2024	
Scottish Power - Electricity at Bowls Pavilion (£172.58) (£9.08 VAT @ 5%)	£181.66
Gwyr Skips & Aggregate - Skip Hire (£370 Net) (£74 VAT)	£444.00
Crofty Supermarket and Post Office - Postage	£3.45
Crofty Supermarket and Post Office - Envelopes	£7.58
Aldi - Batteries	£7.50
Amazon - Laminate Sheets (£11.33 Net) (£2.27 VAT)	£13.60
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£7.00
Total	£684.76
Total Outgoings	£2,848.24
Income Since 18th January 2024	
None.	£0.00
Total Income	£0.00
TRANSFERS:	
Current Account to Projects Account	£45,000.00
RECONCILIATION:	
Current Account Balance – 1st February 2024	£59,430.17
Less Approved Payments (February 2024)	£2,163.48
Total	£57,266.69
BANK ACCOUNTS	
Current Account Balance – 1st February 2024	£59,430.17
Reserve Account Balance - 1st February 2024	£14,463.87
CCLA Investment - 1st February 2024	£25,000.00
Projects Account Balance - 1st February 2024	£78,164.09
TOTAL	£177,058.13

Financial Budget Comparison

Comparison between 01/04/23 and 01/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/24	Actual Net	Balance	2024/25	
INCOME						
Administration						
100	Precept	£153,999.34	£163,725.98	£164,427.73	£701.75	£180,447.15
105	Refund of bank charges	£0.00	£0.00	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£12.00	£0.00	-£12.00	£0.00
121	Bank Interest	£546.41	£12.00	£1,373.57	£1,361.57	£1,100.00
122	Bank Interest	£0.00	£0.00	£127.88	£127.88	£120.00
150	Grants received	£0.00	£0.00	£169,757.22	£169,757.22	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£925.24	£2,500.00	£2,778.14	£278.14	£4,200.00
251	Miscellaneous Income - Current Account	£2,828.69	£3,500.00	£130,086.26	£126,586.26	£4,800.00
Total Administration		£158,299.68	£169,749.98	£468,550.80	£298,800.82	£190,667.15
Outside Services						
300	Cemetery Income	£7,717.00	£10,000.00	£8,300.00	-£1,700.00	£12,000.00
320	Wayleaves	£128.55	£129.00	£128.55	-£0.45	£129.00
330	Recreation Grounds	£5,629.34	£9,700.00	£4,960.75	-£4,739.25	£6,450.00
Total Outside Services		£13,474.89	£19,829.00	£13,389.30	-£6,439.70	£18,579.00
Total Income		<u>£171,774.57</u>	<u>£189,578.98</u>	<u>£481,940.10</u>	<u>£292,361.12</u>	<u>£209,246.15</u>

Financial Budget Comparison

Comparison between 01/04/23 and 01/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

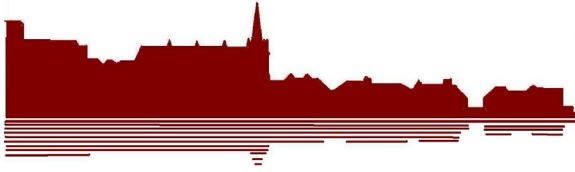
		Previous Year's Net	2023/24	Actual Net	Balance	2024/25
EXPENDITURE						
Administration						
1001	Salaries	£28,012.08	£36,500.00	£28,518.15	£7,981.85	£40,500.00
1002	Clerks Expenses	£426.15	£430.00	£741.72	-£311.72	£650.00
1010	Subscriptions	£1,073.13	£1,230.00	£443.40	£786.60	£1,410.00
1015	Office Costs	£2,937.91	£3,300.00	£2,560.14	£739.86	£3,960.00
1020	Web Site	£356.00	£850.00	£286.00	£564.00	£400.00
1025	Advertising	£85.00	£150.00	£85.00	£65.00	£150.00
1030	Insurance	£5,267.13	£5,000.00	£5,126.28	-£126.28	£5,500.00
1040	Bank Charges	£77.55	£80.00	£70.00	£10.00	£100.00
1045	Audit Fees	£681.00	£715.00	£450.00	£265.00	£775.00
1046	Accountancy Services	£0.00	£260.00	£525.00	-£265.00	£250.00
1050	Legal Costs	£0.00	£2,500.00	£0.00	£2,500.00	£1,000.00
1060	Loan Repayments	£2,576.36	£6,000.00	£1,288.18	£4,711.82	£4,000.00
1065	Training	£0.00	£800.00	£0.00	£800.00	£0.00
1070	ICO Fee	£35.00	£35.00	£35.00	£0.00	£35.00
1075	Consultancy Costs	£0.00	£300.00	£0.00	£300.00	£300.00
1076	Signage	£331.00	£500.00	£0.00	£500.00	£500.00
Total Administration		£41,858.31	£58,650.00	£40,128.87	£18,521.13	£59,530.00
Outside Services						
3000	Cemeteries	£1,492.56	£12,700.00	£3,987.22	£8,712.78	£12,400.00
3001	Grounds Maintenance	£88,608.38	£75,000.00	£57,784.33	£17,215.67	£90,000.00
3010	Playgrounds	£0.00	£7,100.00	£384.00	£6,716.00	£5,100.00
3030	Recreation Grounds	£10,920.48	£13,300.00	£156,407.44	-£143,107.44	£13,450.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
3050	Other Outside services	£2,601.40	£11,850.00	£8,872.63	£2,977.37	£11,500.00

Financial Budget Comparison

Comparison between 01/04/23 and 01/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/24	Actual Net	Balance	2024/25
3051 Remembrance Sunday Service	£921.82	£1,400.00	£1,159.65	£240.35	£1,500.00
3055 Defibrillators	£1,625.00	£1,500.00	£0.00	£1,500.00	£1,600.00
Total Outside Services	£106,169.64	£124,350.00	£228,595.27	-£104,245.27	£135,550.00
Civic					
2000 Councillor Expenses	£0.00	£3,850.00	£0.00	£3,850.00	£3,850.00
2005 Councillor Training	£630.00	£800.00	£254.00	£546.00	£800.00
2010 Meeting Costs	£360.00	£300.00	£180.00	£120.00	£600.00
2030 Election Costs	£210.00	£3,000.00	£0.00	£3,000.00	£3,000.00
2040 Financial Settlement	£0.00	£0.00	£0.00	£0.00	£0.00
Total Civic	£1,200.00	£7,950.00	£434.00	£7,516.00	£8,250.00
Grants					
4046 Donations	£450.00	£500.00	£0.00	£500.00	£500.00
4047 Section 137 Payments	£0.00	£0.00	£0.00	£0.00	£0.00
4048 Power of Well-being (Local Government Act 2000)	£4,100.00	£5,000.00	£3,500.00	£1,500.00	£5,000.00
Total Grants	£4,550.00	£5,500.00	£3,500.00	£2,000.00	£5,500.00
Total Expenditure	£153,777.95	£196,450.00	£272,658.14	-£76,208.14	£208,830.00
Total Income	£171,774.57	£189,578.98	£481,940.10	£292,361.12	£209,246.15
Total Expenditure	£153,777.95	£196,450.00	£272,658.14	-£76,208.14	£208,830.00
Total Net Balance	£17,996.62	-£6,871.02	£209,281.96		£416.15

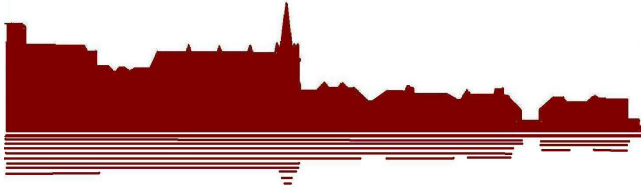


Correspondence – 8th February 2024

1.	Swansea Council - Changes to waste / recycling being introduced for businesses on 1st April 2024.
2.	One Voice Wales - Free Places - Use of IT, Websites and Social Media Training.
3.	One Voice Wales - Buckingham Palace Garden Parties.
4.	R Jennings – Parking at Foreshore Car Park.

Jeremy Parkhouse

30th January 2024



Report of the Clerk

Council – 8th February 2024

Llanrhidian Higher Community Council Work Plan 2023/2024

Purpose: This report details the Community Council Work Plan to May 2024.

Report Author: Jeremy Parkhouse

For Information

1. Introduction

1.1 The Community Council Workplan to May 2024 is attached at Appendix 1 for information.

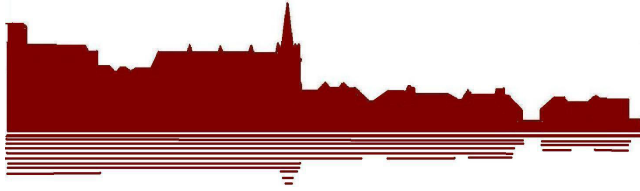
1.2 The dates included for the meetings in 2023/24 are subject to approval at the Annual Council meeting.

Appendix 1 – Community Council Workplan 2023/24.

Llanrhidian Higher Community Council Workplan 2023/24

Appendix 1

	May 2023	June 2023	July 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024
Presentations	Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report	Police Report	Police Report Local Area Co-ordinator		Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report
Governance	Election of Chair Election of Vice-Chair Standing Orders Financial Procedure Rules Constitutional Matters Appoint Chair / Vice Chair of Charity Assets of the Council	To Agree the Internal Audit Report and Annual Governance Statement. To Appoint an Internal Auditor for the Financial Year Ending 31st March 2024. To Approve Councillors Allowances for the 2022-2023 Financial Year.						To appoint the Grounds Maintenance Contractor To note the budget 2024/25 To Set the Precept for 2023/24 To approve the Safeguarding Policy		Annual Governance Statement - To approve the report of the External Auditor	
Clerk's Reports	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan		Financial Report Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan
Committee Reports		Finance Events & Projects	Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs. Finance - To Approve Grant Payments Personnel / Events & Projects	Events & Projects	Events & Projects	Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Events & Projects	Finance – To recommend the appointment of the preferred contractor – Penclawdd Playground	Finance – To recommend the appointment of the Grounds Maintenance Contractor	Events & Projects	Personnel	Events & Projects
Council Assets	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds		Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds
Swansea Council	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way		Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way
Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies		Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies



Report of the Clerk

Council – 8th February 2024

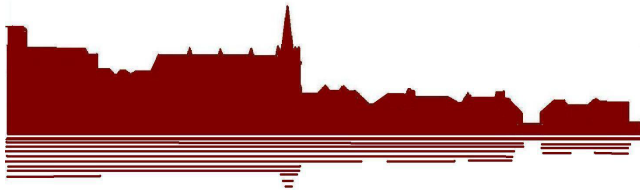
Community Council Action Tracker

Purpose:	This report details the actions recorded by the Community Council, Finance & Personnel Committees and response to the actions.
Report Author:	Jeremy Parkhouse
For Information	

1. Introduction

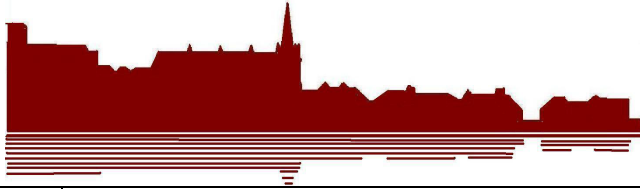
- 1.1 During the course of Community Council, Finance Committee, Personnel Committee and Playground & Memorial Gardens Working Group meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken and provides an outcome for each action.
- 1.4 The Action Tracker providing outstanding actions is attached at Appendix 1.
- 1.5 The Action Tracker will be regularly updated and any completed actions will be marked 'closed'.
- 1.6 The Action Tracker will be reported to each relevant meeting for information.

Appendix 1 – Action Tracker

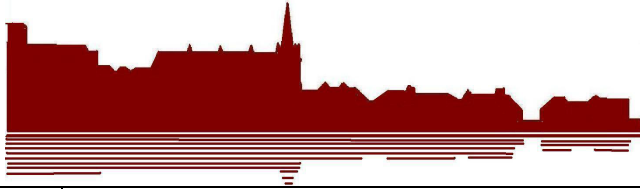


Appendix 1

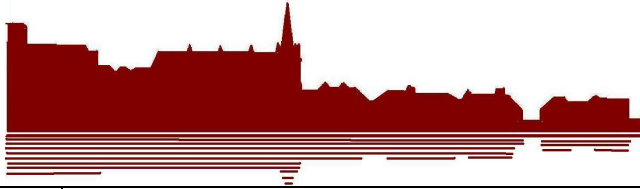
Action Tracker		
	Details	Outcome / Action
1)	21/02/19 – Council - Minute No.120 – Council Property / Community Projects / Burial Grounds	
	Parc Hendy Cemetery / Mount Hermon Cemetery	Gravestones be headstones only in the new section of Parc Hendy and next row at Mount Hermon Cemeteries. ONGOING
2)	31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms	Clerk to invite quotations in respect of painting the newer section of the Changing Rooms. Ongoing – Awaiting chairs from Llanmorlais Hall to be removed before inviting quotations. ON HOLD
3)	17/02/2022 – Council - Minute No.84 - Reports of the Clerk	
	Correspondence – 17 th February 2022 Penclawdd Community Centre Committee – Responses regarding storage and WIFI.	Approval given regarding storage. The Clerk is to liaise / organise with the Chair of the Community Centre. ONGOING The Clerk is to wait upon further developments prior to seeking wifi quotations. ON HOLD
4)	16/06/2022 – Council - Minute No. 26 - To Approve the Report of the Internal Auditor – Internal Audit for the Year Ended 31st March 2022 and to sign the Annual Governance Statement	
	The Clerk presented the report of Lyn Llewellyn, Internal Auditor regarding his Internal Audit for the Year Ended 31 st March 2022. The work undertaken by the Internal Auditor and the appropriate sections of the Annual Governance Statement were outlined.	1) the Clerk be given authority to open a separate account in respect of the Memorial Gardens charity. ONGOING
5)	21/07/2022 – Council – Minute 42 - Council Property / Community Projects / Burial Grounds	
	Shutters at Graig Y Coed Pavilion	ON HOLD – Clerk to obtain 3 x quotations.
6)	24/01/2023 – Finance Committee – Minute 57 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Flooding to Council buildings.	• The Clerk investigates / drafts an emergency plan. ONGOING
7)	24/01/2023 – Finance Committee – Minute 61 - The Finance and Governance Toolkit for Community and Town Councils – To Review Part 1 – The Health Check – Themes A and B	
	Finance & Governance Toolkit	• The Council has provided email addresses but not all Councillors are using them. Clerk to assist



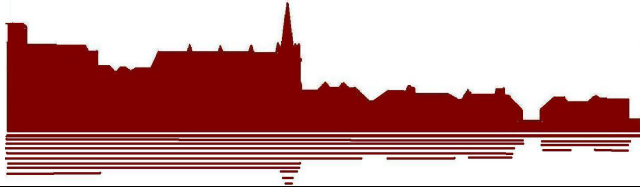
		<p>Councillors not using the addresses to comply with the requirement. ONGOING</p> <ul style="list-style-type: none"> • Training plan developed / published and reviewed in November 2022. Not all Councillors have completed the training requirements as outlined in the Council training programme. Clerk to assist Councillors to complete the training. ONGOING • Clerk to review policies, review policies available on the ACAS website / via One Voice Wales and report to the next meeting. ONGOING • The updated Themes A and B sections be reported to a future meeting. ONGOING
8)	16/03/2023 – Council – Minute No.105a – Accounts for Payment	
	<p>Quotations</p> <p>a) Drainage at Parc Hendy Cemetery – Jonathan Davis.</p> <p>c) CCTV at Mount Hermon Car Park – PES Security Ltd / Tower Hire.</p>	<p>1) Quotation a) be reconsidered next year and additional quotations be sought at the time. ON HOLD</p> <p>2) The quotations at c) be noted and Mount Hermon Car Park be monitored closely for the next 6 months, and the matter be discussed in October 2023. ON HOLD</p> <p>3) The Clerk looks further into the Community Council obtaining the General Power of Competence. ONGOING</p>
	Item No.30 - Penclawdd sign at the entrance to the village.	Different options to be considered at a future meeting. ONGOING
9)	20/04/2023 – Council – Minute No.120 – Reports of the Clerk = Accounts for Payment	
	Quotations	<p>a) Screen for skip at Penclawdd Recreation Ground. ON HOLD - contractor be asked if the skip can be painted green.</p> <p>b) Springy at Crofty – Playground – ON HOLD - subject to the possibility</p>



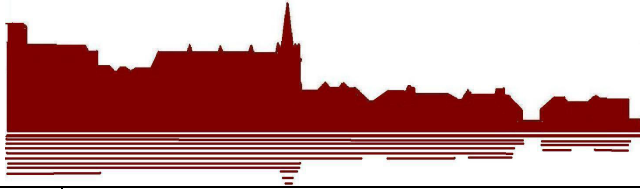
		of like for like equipment being transferred from Penclawdd Playground.
10)	18/05/2023 – Annual Council – Minute No. 13 – Reports of the Clerk	
	a) Accounts for Payment - Quotations: -	<p>a) LECTERNS AT STATION SQUARE / FOOTPATH TO GOWERTON – The Clerk reported that Swansea Council tendered for 2 options and the winning tenders were from the same company. The cheaper option at Quotation c) be approved, subject to the Clerk negotiating the replacement of the information contained within the lecterns, the location of the damaged lectern located opposite Abercedi, Penclawdd being clarified and a maintenance plan being established in respect of the lecterns / Penclawdd sign. ONGOING</p> <p>b) Dog Waste Signs – The Clerk stated that he had been in discussion with Swansea Council Design Print regarding a possible tender for dog waste / any additional signs required. Councillor Adam Woolliscroft queried the maximum size of sign available without planning permission. ONGOING</p>
11)	18/05/2023 – Annual Council – Minute No. 15 – Community Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground	1) The Clerk discusses different options regarding the prevention of lazy parking at the entrance to the Playground with Jonathan Davis. ON HOLD – Await completion of the new playground.
12)	06/06/2023 – Finance Committee – Minute No. 7 – Quarterly Discussions with Grounds Maintenance Contractor	
	Discussions with GMC	1) JD / the Clerk speaks to the resident living near to Dunraven regarding



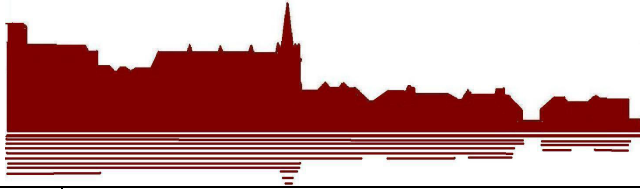
		Japanese Knotweed. ONGOING
13)	15/06/2023 – Council – Minute No. 27 – Council Property / Community Projects / Burial Grounds	
	Foreshore Car Park Bins - Councillor John Davies had met with GG's / Roma as discussed at the Finance Committee. He would meet them again on 16th June 2023 to agree the options going forward and report back to Finance Committee / Council.	1) The Clerk / Councillor James Matthews further investigate the deterrent options discussed / signage. ONGOING
14)	21/09/2023 – Council – Minute No. 51 – Swansea Council Issues	
	<ul style="list-style-type: none"> CWOTS – It was requested that the CWOTS Team clear along the base of the top wall at Parc Hendy Cemetery. 	ONGOING
15)	03/10/2023 – Finance Committee – Minute No. 19 – Items referred by Council	
	Penclawdd RFC – Request for financial support for floodlights at Graig Y Coed	The matter be placed on hold to allow the financial position of the Community Council to be made clear following the completion of the Parc Dan Y Graig and Bowls Pavilion refurbishment projects. ON HOLD
16)	03/10/2023 – Personnel Committee – Minute No. 15 – Personnel Matters	
	<ul style="list-style-type: none"> The Clerk obtains a quotation from PES to extend the current CCTV coverage at Penclawdd Recreation Ground. 	ONGOING
17)	19/10/2023 – Council – Minute No. 67 – Chair's Announcements	
	<ul style="list-style-type: none"> Parking at Station Platform, Penclawdd – Susan and Rod Cooper highlighted that cars were regularly parking on the grass area near to the Station Platform 	The Chair requested that the Clerk looks at the grant / lease agreement to see the powers of the Community Council in respect of the land / CK's are contacted regarding the issue. ONGOING – The Community Council has an agreement to cut the grass only.
18)	19/10/2023 – Council – Minute No. 68 – Police Report	
	<ul style="list-style-type: none"> Local Matters 	The Clerk / Councillor Andrew Williams have the authority to undertake additional background research and to proceed to address the issues discussed. ONGOING
	<ul style="list-style-type: none"> Correspondence 	<ul style="list-style-type: none"> National Trust – Lease of Crofty Playground – Signed Lease has been returned – Response awaited. ONGOING
19)	07/11/2023 – Finance Committee – Minute No. 28 - Quarterly Discussion with the Grounds Maintenance Contractor	
	The meeting discussed the following: -	
	<ul style="list-style-type: none"> Progress on the Bowls Pavilion Project – the work was 	<ul style="list-style-type: none"> The Chair added that the



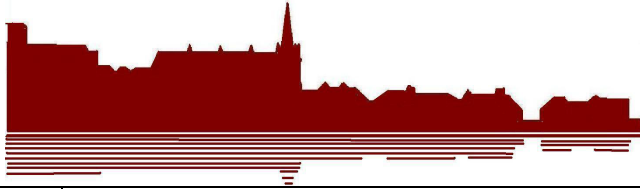
	<p>being done by local contractors and was progressing well.</p> <ul style="list-style-type: none"> Dwr Cymru – had contacted the Clerk regarding the high usage at Penclawdd Recreation Ground. JD would check the meter / turn the water off to try to locate any potential leaks. 	<p>Committee / Council could meet in the Bowls Pavilion once the work was completed. ONGOING</p> <ul style="list-style-type: none"> ONGOING – Check made and Welsh Water were due to visit to locate any leaks. JD stated that the meter at Trinity Chapel was running very slowly.
20)	07/11/2023 – Finance Committee – Minute No. 32 - The Council's Property Maintenance Schedule	
	<p>The Committee also requested that the following be added to the 5-year capital works programme: -</p> <ul style="list-style-type: none"> Extension of Parc Hendy Cemetery. Rugby Pavilion Roof at Penclawdd Recreation Ground. Pitch / car park drainage at Graig Y Coed. Conversion of second changing rooms at Llanmorlais to office / meeting accommodation. Provision of disabled ramps to Community Council building to make them DDA compliant. 	<p>2) The proposed list be added to the 5-year capital works programme. ONGOING</p>
21)	07/11/2023 – Finance Committee – Minute No. 34 - To Monitor the Risk Management Schedule.	
	Benches	The list of benches be forwarded to Councillors John Davies and Sarah Hughes for the benches to be checked.
22)	16/11/23 – Council – Minute No. 81 - Report of Brian Farr, Local Area Co-ordinator	
	Brian Farr added that he would be retiring in March 2024 but would attend one further meeting in the New Year.	ONGOING – Brian Farr has been invited to the meeting on 21/03/24.
23)	16/11/23 – Council – Minute No. 82 - Reports of the Clerk	
	<p>Accounts for Payment - Quotations: -</p> <p>2) Hanging baskets for 2024.</p>	<p>2) The Chair will meet with Alan Hughes, Swansea Council on 22nd January 2024 to discuss reducing the quotation provided for 2024. CLOSED – Quotation provided for a reduced number of baskets.</p>
	Correspondence: - Swansea Council – Swansea Community Review.	CLOSED – Await draft report to comment.
24)	16/11/23 – Council – Minute No. 84 –	
	<ul style="list-style-type: none"> Christmas Trees – the Clerk reported that Jonathan Davis had informed him that he could purchase two 6ft potted trees which could be planted at the Memorial Gardens / Llanmorlais roundabout. 	Councillors John Davies and Leanne Davies approach local providers to donate the Christmas trees. CLOSED



25)	06/12/23 – Council – Minute No. 92 – To Approve the Preferred Tender in Respect of the Penclawdd Playground Project	
	<p>Councillors Leanne Davies and Adam Woolliscroft reported that the Invitation to Tender (ITT) in respect of Penclawdd Playground was issued to potential contractors on 10th November 2023 and was forwarded to five firms. The ITT was attached at Appendix A.</p> <p>The deadline for submission of tenders was 1st December 2023 and a working group consisting of Councillors Leanne Davies and Councillor Adam Woolliscroft met on 1st December 2023 to open the tenders received. Two tenders were submitted before the deadline date. These were listed as Contractor 1 and Contractor 2.</p> <p>The Events and Projects Committee met on 6th December 2023 at 7 p.m. and recommended that Contractor 1 be appointed. The reasons supporting that decision were outlined.</p>	<p>1) Contractor 1 be approved, subject to approval and receipt of grant funding from Swansea Council. ONGOING</p> <p>4) Councillors Leanne Davies and Adam Woolliscroft be given the authority as project managers to fine tune the contract with the successful contractor. ONGOING</p>
26)	18/01/24 – Council – Minute No. 104 – Chair’s Announcements	
	Site Visit to Parc Dan Y Graig by Cymru Football Federation -	ONGOING - the Clerk would arrange an opening ceremony, inviting the Cymru Football Federation to attend.
27)	18/01/24 – Council – Minute No. 107 – Budget Report 2024/25	
	<ul style="list-style-type: none"> Swansea Council be informed that the Precept be increased by 7% to £180,447.15, £112.85 per Band D property by 31st January 2024. 	CLOSED – Swansea Council informed.
28)	18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Quotations	
	<p>a) Stone dressing of paths at Graig Y Coed Woodland Project.</p> <p>b) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath.</p> <p>c) Semi-permanent car park markings at Llanmorlais Car Park.</p> <p>d) Installation of ACO drainage channels to Llanmorlais Hall Car Park.</p> <p>e) Repairs to drainage on Graig Y Coed Football Field.</p>	<p>a) CLOSED – Project commenced. Quotation a) provided by Jonathan Davis for £5,486.42 be approved.</p> <p>b) ON HOLD - Quotation b) provided by Jonathan Davis be noted and the work placed on hold.</p> <p>c) ONGOING - Quotation c) provided by Jonathan Davis be noted and Llanmorlais Hall Committee be requested to contribute / discuss alternative options.</p> <p>d) ONGOING - Quotation d) provided by Jonathan Davis for £979.50 be approved.</p> <p>e) ONGOING - Quotation e) provided by Jonathan Davis be placed on hold, subject to additional information being</p>

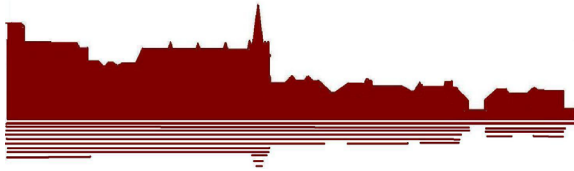


		received from Swansea Council regarding the drainage system.
29)	18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Correspondence	
	Swansea Council Rural Anchor – RA080 – Grant application in principle – Graig Y Coed Woodland Project.	ONGOING - The Clerk stated that he had to attend a meeting on Tuesday, 23 rd January 2024 in order for the grant to be approved. He added that Jonathan Davis was prepared to commence the work within the next fortnight.
	Penclawdd AFC – Requests regarding Graig Y Coed / Parc Dan Y Graig.	CLOSED - Signage at Parc Dan Y Graig – Club to organise. ONGOING - Mower Part – JD to try to source second hand part. ONGOING - 9x9 marking behind Graig Y Coed Rugby Pitch – approved. ONGOING - Marking Rugby Pitch with coloured football markings and installing mobile goals. Club to mark following first mark – approved. ONGOING - Clearing grassed area at entrance to Parc Dan Y Graig and installing chippings to allow additional parking – Jonathan Davis be asked to provide a quotation.
	Confirmation letter in respect of ERF Funding for Penclawdd Playground.	ONGOING - Clerk had signed and returned the offer, which has been approved. Funding will be provided retrospectively on a quarterly basis.
30)	18/01/24 – Council – Minute No. 110 – Committee Reports – Events & Projects Committee	
	Councillor Andrew Williams stated that he would pay for the Penclawdd Playground climbing frame to be re-installed at Crofty Playground, from his community budget and requested Council authority to proceed.	ONGOING – Request approved.
31)	18/01/24 – Council – Minute No. 111 – Council Property / Community Projects / Burial Grounds	
	Foreshore Car Park – the Clerk reported incidents of fly-tipping.	ONGOING – Clerk requested to follow-up on progress.
	Defibrillators	ONGOING - The Clerk reported that all the Council's defibrillators are registered on the Circuit and suppliers were



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

		providing details of each unit.
32)	18/01/24 – Council – Minute No. 112 – Swansea Council Matters	
	Lane past Tirzah Chapel	ONGOING - Clerk to find out if the lane is private land as the streetlight is covered in ivy and required clearing.
	Land at Station	ONGOING - Cars were still parking on the grass and causing damage. Clerk to follow-up.



Item No. 9

Council – 8th February 2024

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

A site visit took place on Saturday, 6th January 2024. Sara Green, representing the Cymru Football Foundation attended and was impressed with the progress made.

SSE Southern Electric have still not installed the 3-phase meter and Penclawdd AFC have made a formal complaint regarding the delay. It is hoped that it will be fitted very shortly.

Works to the disabled toilet / shower are nearly completed, with only electrical works remaining. The Clerk will forward the final invoices to CFF once received.

2. Parc Hendy Cemetery

The surveyor's updated design was approved in September 2023. The Community Council is aware of the potential costs of drainage improvements and should look to progress matters in the new financial year.

3. The Dock / Penclawdd Playground

The preferred contractor was appointed on 6th December 2023. Councillors Adam Woolliscroft and Leanne Davies have been given the authority to complete the final negotiations / playground designs / programme timetable and a progress update will be provided at the meeting.

4. Memorial Gardens

The Christmas Tree has been planted inside the Memorial Gardens for use in future years.

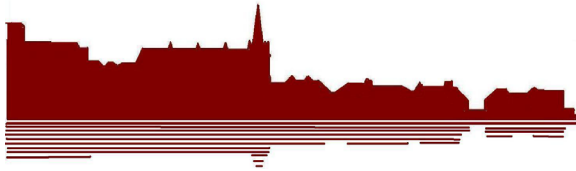
5. Recreation Ground / Bowls Green

The refurbishment project has been completed and the Bowls Clubs / Weights have full access to the facilities.

The gate access from Penclawdd RFC car park have been bolted shut following damage to the padlocks and chains. Welsh Water are due to check the meter usage as a result of heavy use in the summer / autumn.

6. Crofty Playground

The 25-year lease has been signed and forwarded to the National Trust who are proceeding with matters prior to completion.



- 7. Llanmorlais Changing Rooms / MUGA / Recreation Ground**
A replacement door is required for the storage shed next to the changing rooms. The quotation in respect of additional drainage work in the car park was approved in January. The Clerk was asked to discuss parking options with the Hall Committee.
- 8. Mount Hermon Cemetery & Car Park**
The Council agreed to monitor the position at the Car Park, prior to making any decisions regarding the purchase of CCTV.
- 9. Graig Y Coed**
Swansea Council Planning Department provided details of the original drainage system from the original design of the site, which has assisted. Exploratory works have been undertaken by Swansea Council / Jonathan Davis to expose drainage outlets across the road onto the marsh. It is hoped
- 10. Defibrillators**
Following discussions at the meeting in January, the Clerk contacted our defibrillator suppliers and is seeking confirmation regarding the status of all our units. It has been confirmed that all the units are registered on the Circuit. There are some areas which would benefit from a defibrillator, e.g. the roundabout at the top of Station Road, Llanmorlais / Wernffrwd Cross Bus Shelter.
- 11. Risk Inspections**
The Council Contractor undertakes risk inspections prior to work on all sites and has completed weekly forms in respect of the Council's playgrounds.

Councillors are to check sites under their responsibility on a regular basis.
- 12. Graig Y Coed Woodland Project**
The application for funding was approved and work commenced on 29th January 2024.
- 13. Asset Transfer Request – Layby opposite Graig Y Coed**
The Community Council agreed to proceed with the 'licence' to take over the layby and further progress from Swansea Council is awaited.

**Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
29th January 2024**

Item No. 10

Council – 8th February 2024

Swansea Council Issues

1) Report of the Penclawdd Ward Member – Swansea Council.

Report of Councillor Andrew Williams, Pen-clawdd Ward Member on Swansea Council on issues dealt with since the previous Community Council meeting: -

1)	I have had all routine meetings including, full Council, Planning Committee, South Wales Police and Brian Farr (LAC).
2)	Water on the road by Graig Y Coed has been resolved, a 4-inch pipe was damaged allowing the water to enter the carriageway. Hopefully, the drainage issues on the playing fields have also been solved by clearing the outlets across the road from the playing fields.
3)	Sandbags have been delivered for use within the Ward, when required.
4)	I conducted a litter pick along the main road from West End to the end of Gowerton Road.
5)	Flooding issues on Hendy Road and Osborne Place are being investigated by Highways.
6)	I have requested more gulley sucking work for Station Road, Llanmorlais.
7)	Parking issues have been raised regarding the Foreshore Car Park.

8) Planning Applications.

Pen-clawdd Ward planning applications were circulated in the weekly list. Councillors can verbally raise any applications they wish to discuss.

9) Footpaths, Cycle Paths and Bridleways.

Councillor Colin Guy reported a fallend tree on the cycle track at Llanmorlais. The Clerk informed Sustrans regarding the issue.

31st January 2024