

To: All Members of Llanrhidian Higher Community Council

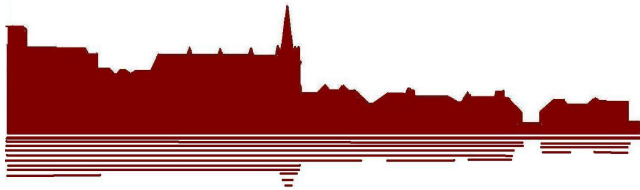
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 18th April 2024 at Penclawdd Community Centre.

Public questions are included at Item No.6 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.	Co-option to the vacant Councillor Position in the Llanmorlais Ward.	3
2.	Apologies for absence.	
3.	To receive Disclosures of Personal and Prejudicial Interests.	4-5
4.	To Approve and Sign as a Correct Record the Minutes of the Council meeting held on 21 st March 2024.	6-11
5.	Chair's Announcements.	
6.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
7.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
8.	Reports of the Clerk.	12
a)	Accounts for Payment / Quotations.	13
b)	Budget Monitoring 2023/24 and to Note the 2024/25 Budget.	14-16
c)	Correspondence.	17
d)	Work Plan 2023/2024.	18-19
e)	Community Council Action Tracker.	20-29
f)	Annual Report 2023-24.	30-36
g)	Annual Plan 2024-25.	37-41



9.	Committee / Working Group Reports.	
	a) Personnel Committee – No Report.	
	b) Finance Committee – No Report.	
	c) Events & Projects Committee – No Report.	
10.	Council Property / Community Projects / Burial Grounds.	42-43
11.	City and County of Swansea Issues.	44
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
12.	Reports of Delegate’s on Outside Bodies. (Verbal)	
	Next Meeting: - Annual Council Meeting – 7 p.m. on 16th May 2024.	
	<i>Jeremy Parkhouse</i>	

**Jeremy Parkhouse - Clerk to the Community Council
 10th April 2024**

Llanrhidian Higher Community Council

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

Quorum – 4

Item No. 1

Report of the Clerk

Council – 18th April 2023

**Co-option to Vacant Councillor Position
in the Llanmorlais Ward**

Purpose:	This report details the co-option procedure to fill the Councillor vacancy in the Llanmorlais Ward.
Report Author:	Jeremy Parkhouse
For Decision	

1. Introduction

The Council currently has a Councillor vacancy in the Llanmorlais Ward and notices of this vacancy were published in March 2024.

2. Co-option

The Clerk was requested by the Community Council to contact a previous candidate who had applied and been interviewed for a previous vacancy last year.

Mike Sheehan has therefore been invited to attend the Council meeting in order for him to be co-opted as a Community Councillor.

3. Recommendation

It is recommended that: -

- 1) Mike Sheehan be co-opted as a Community Councillor.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
7th April 2023

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.

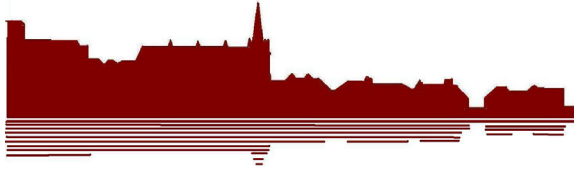
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 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, 21st March 2024 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, Sarah Hughes, James Matthews, Melissa Roberts, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

Also Present: Brian Farr – Local Area Co-ordinator, Brian Rees.

126. Apologies for Absence

Apologies for absence were received from Councillors John Davies and Leanne Davies.

127. Disclosures of Personal and Prejudicial Interests

In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, the following interests were declared.

Councillor Paul Tucker declared a personal interest in Minute No. 132a – Accounts for Payment.

The Clerk declared a personal and prejudicial interest in Minute No. 132a – Accounts for Payment and left the meeting prior to discussion on the item.

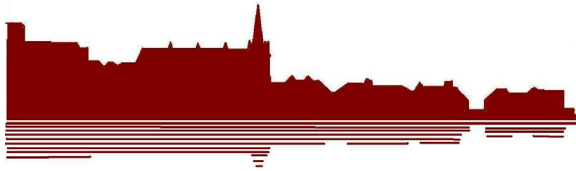
128. Minutes

Resolved that the Minutes of the Council meeting held on 8th February 2024 be approved and signed as a correct record.

129. Chairs Announcements

The Chair made the following announcements: -

- Mount Hermon Car Park – A bag of litter had been thrown from a car in the car park onto the area below the car park. Thankfully, a good Samaritan had cleared the litter.
- Colin Guy – the Chair referred to the recent resignation of Colin Guy as a Community Councillor and publicly thanked him for the work he completed as a



Councillor, particularly in respect of the bins in the Foreshore Car Park. **Resolved** that the Clerk sends a letter of thanks to Colin Guy.

130. Public Question Time

- Graig Y Coed Woodland Project – Brian Rees asked the Community Council for a progress update following the opening up of the footpaths. He also complimented Jonathan Davis, Ground Maintenance Contractor on the work completed to date and highlighted the potential for the site. The Council was asked what it planned for the next stage.

Resolved that: -

- 1) The Clerk investigates potential grant funding for the next phase of the project.
- 2) The Clerk meets with Terry Snell to organise a meeting with the volunteer group.
- 3) The option of placing a bin at the bottom entrance to the woodland to prevent littering, be investigated.

131. Community Reports

a) Report of Brian Farr – Local Area Co-ordinator

Brian Farr, Local Area Co-ordinator (LAC) attended his last Community Council meeting prior to his retirement at the end of March 2024. He provided a verbal report on developments since he last attended in November 2023 and highlighted that it was uncertain whether there would be a replacement appointed due to budget cuts by Welsh Government / Swansea Council.

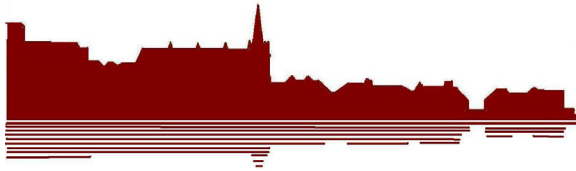
He thanked the Community Council for welcoming and supporting him during his time in the role and stated that he had been introduced to over 100 people in the area.

The Chair and Councillors thanked the LAC for his report, his time in the role supporting the community, for the manner in which he had gone about the role and for the unique insight he had provided.

Councillor Andrew Williams stated that he raised the issue with both Tonia Antoniazzi MP and Councillor Hayley Gwilym, Cabinet Member for Communities at Swansea Council. He awaited a reply.

All present wished Brian Farr a happy and healthy retirement.

Resolved that the Clerk send a letter of thanks to Brian Farr and to Jon Franklin, LAC Co-ordinator.



b) Police Report

There was no report provided. Councillor Melissa Roberts highlighted a local incident where a man demanded payment from a resident for cutting back a bush in his garden and asked all to be vigilant.

132. 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 and at the Amended Appendix A which had also been circulated.

The following were highlighted: -

Additional Invoices for Payment

- £1,288.18 – PWLB Loan Payment for Mount Hermon Cemetery
- £15.60 – Post Office – Postage of agendas
- £340 – Penclawdd Community Centre – Hire of Meeting Room
- £85 – Llanmorlais & District Community Association – Carnival Programme Advert
- £125.04 – E Parkhouse – Transfer of burial records onto Edge IT

Quotations

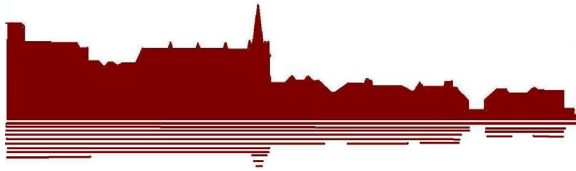
- a) Removal / Replacement of path within Penclawdd Playground – Quotation awaited.
- b) Repairs to drainage on Graig Y Coed Football pitch – Awaiting results of exploratory work.

Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 8th February 2024 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.

b) Budget Monitoring 2023/24 and 2024/25 Budget

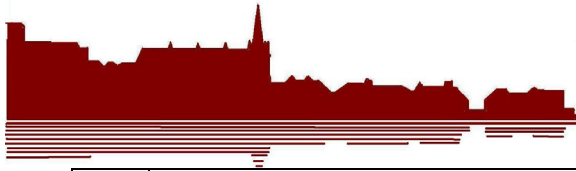
The Clerk presented 'for information' the up-to-date budget spend for 2023-24 and the agreed 2024/25 budget at Appendix B.



c) Correspondence

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

	Details	Action / Comments
2.	Swansea Council – Graig Y Coed Drainage.	Resolved that the Clerk forwards a thanks for support message to Swansea Council.
3.	Independent Remuneration Panel for Wales – Annual Report.	Resolved that the Clerk circulates payment forms to all Councillors.
5.	Gower AONB Advisory Group Agenda Pack – 26 th February 2024.	The Chair / Clerk updated the Council regarding the move to National Landscapes.
6.	Swansea Council – Swansea and Gower Countryside Access Plan.	Resolved that the Clerk circulates the Llanrhidian Higher Footpaths Plan to Councillors and obtains a price for a large map for Penclawdd Community Centre.
7.	Swansea Council – Query regarding footpath in Llanmorlais.	Resolved that the Clerk requests whether the path can be registered by Swansea Council and looks for options to counter the muddy path.
8.	One Voice Wales – Free portrait of His Majesty the King for Community and Town Councils in Wales.	Resolved that the Clerk applies for a portrait for Penclawdd Community Centre.
9.	One Voice Wales - Coedwig Genedlaethol i Gymru/The National Forest for Wales.	Resolved that the Clerk seeks grant funding in respect of Graig Y Coed Woodland Project.
10.	Rural Anchor - Publicity for your project.	The Clerk / Councillor Andrew Williams to progress.
15.	Cymru Football Foundation – Opening Ceremony Parc Dan Y Graig Changing Rooms.	The Clerk reported that there was no requirement to hold an opening ceremony and it was agreed that the best option would be to have a photograph. The Chair had



		given the plaque received from CFF to Penclawdd AFC.
	Additional Correspondence	
15.	Swansea Council - Community Council Vacancy – Llanmorlais Ward.	The Community Council were now allowed to co-opt a Councillor. Resolved that the Clerk contacts a previous candidate to establish if they were still interested in the role.
7.	Sandra Davis - Ascension Day and hanging basket post at St David's Church.	Resolved that the Clerk requests that Jonathan Davis looks to repair the post and the Ascension Day request be approved.

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.

133. Committee Reports

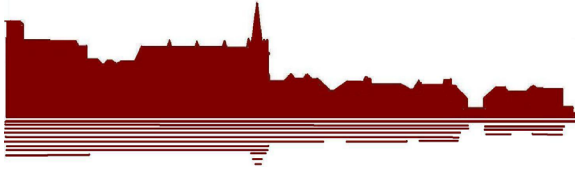
There were no reports.

134. Council Property / Community Projects / Burial Grounds

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

- Penclawdd Playground – Councillor Adam Woolliscroft provided a verbal progress update report on the Playground Project. He highlighted that the surface drained well and did not require additional drainage requirements, which would reduce costs. The soil had been dropped off already and the next stage was laying the turf and allowing that to establish. The project was on track and running smoothly.

The meeting also discussed the interest received from people who wanted to purchase the old play equipment.



Resolved that Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.

- Crofty Playground Lease – The Clerk stated that National Trust had completed the lease. The lease needed to be registered with the Land Registry and it was requested that this be passed to Tonner, Johns and Ratti Solicitors to complete.

Resolved that the request be approved.

- Defibrillators – The Clerk reported that the new defibrillator at the top of Station Road, Llanmorlais, was now in place. The Chair stated that Swansea Council had asked for each unit to be checked weekly and asked the Clerk to confirm this with Heartbeat Trust / Life Support Training & Safety.

135. 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:

- CWOTS Team – Councillors were asked to consider any areas the team could clean in the next few months over and above the usual Council maintenance. Clearing the ivy growing on the seawall opposite Ship Bank was highlighted.
- Highways resurfacing – A request had been submitted to resurface the roads from Gowerton to Penclawdd and Llanmorlais Cross to Wernffrwd.

b) Planning

The Chair / Clerk had received pre-application planning details in respect of a proposed application to build 12 houses at Blue Anchor. A meeting had been arranged by residents on 8th April 2024.

c) Footpaths

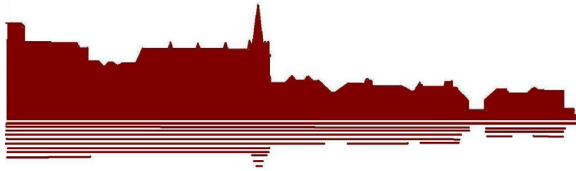
Missing Link of Penclawdd to Gowerton Cycle Track – The feasibility study had been completed and the next phase was progressing.

136. Outside Bodies

Gower AONB Advisory Group – The report was provided at Minute No. 132c - Correspondence.

The meeting ended at 8.35 pm

Chair



Item No. 8

Council – 18th April 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 – April 2024.
- Quotations / requests reported.
 - Removal / Replace of footpath inside Penclawdd Playground.
 - New fencing at Greenacres entrance to Recreation Ground.
 - French drain at Penclawdd Recreation Ground.
 - New lines on Penclawdd Tennis Courts.
 - Finishing shower area at disabled toilet at Parc Dan Y Graig
 - 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.

f) Annual Report 2023-24

Attached at Appendix F.

g) Annual Plan 2024-25

Attached at Appendix G.

Jeremy Parkhouse
Clerk to the Community Council
10th April 2024

Appendix A

ACCOUNTS FOR PAYMENT – 18th April 2024

Salaries	
Clerks Expenses	£50.97
Pinnacle - Printing costs - Invoice 101482 (£18.29 Net) (£3.66 VAT)	£21.95
Jonathan Davis & Son - Invoice 24/13 - Monthly GMC Monthly Contract for March 2024 - (£5,223.32 Net) (£1,044.66 VAT)	£6,267.98
Jonathan Davis & Son - Invoice 24/14 - Closure of Playground, Break Out & Remove From Site to Storage of Existing Play Equipment as per Quotation 131/23 / Removal & Disposal of Existing Play Bark and General Grade Through of Surface as per Quotation 74/23 - (£10,002.40 Net) (£2000.48 Net)	£12,002.88
Jonathan Davis & Son - Invoice 24/15 - Supply 64t of Topsoil to Site, Spread, Level, Lightly Compact and Hand Finish to Receive Turf. (£6,622.00 Net) (£1,324.40 VAT) Supply & Lay 726m2 Of Turf to Prepared Areas All Above as per Quotation 13/24.	£7,946.40
City and County of Swansea - Rates for Parc Hendy Cemetery	£415.88
RAWELEC Ltd - Showers at Parc Dan Y Graig Changing Rooms	£570.00
City and County of Swansea - Hanging Baskets 2024 (£5,476.67 Net) (£1,095.33 VAT)	£6,572.00
One Voice Wales - Annual Membership	£693.00
Swansea Council Pension Fund	£479.83
HMRC - PAYE	£468.15
Total Payments	£35,489.04
Invoices Paid since 21st March 2024	
Scottish Power - Electricity at Bowls Pavilion (£172.58) (£9.08 VAT @ 5%)	£181.66
Kingsbridge Print - Footpaths Map - A1 and A3 sizes in plastic coating (£48.00 Net) (£9.60 Net)	£57.60
SSE Souther Electric - Graig Y Coed Changing Rooms (£110.54 Net) (£5.81 5% VAT)	£116.35
Xerox Finance Ltd - Hire of Multi-functional device (£77.32 Net) (£15.46 VAT)	£92.78
Tonner Johns and Ratti Solicitors - Professional Fees - (£609 Net) (£120.00 VAT)	£729.00
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£8.70
Total	£1,206.06
Total Outgoings	£36,695.10
Income Since 21st March 2024	
CCLA - Interest - April 2024	£111.13
Permit (Resident) - Parc Hendy Cemetery	£180.00
Mount Hermon Cemetery - Burial re-opener (Resident)	£582.00
Total Income	£873.13
TRANSFERS:	
Projects Account to Current Account - 7th April 2024	£20,000.00
Reserve Account to Current Account - 7th April 2024	£5,000.00
Reserve Account to Current Account - 7th April 2024	£3,000.00
RECONCILIATION:	
Current Account Balance – 7th April 2024	£31,116.15
Less Approved Payments (April 2024)	£35,489.04
Total	-£4,372.89
BANK ACCOUNTS	
Current Account Balance – 7th April 2024	£31,116.15
Reserve Account Balance - 7th April 2024	£21,872.99
CCLA Investment - 7th April 2024	£25,000.00
Memorial Gardens Charity Account - 7th April 2024	£1.00
Projects Account Balance - 7th April 2024	£142,310.38
TOTAL	£220,300.52

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 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	£1,630.70	£1,618.70	£1,100.00
122	Bank Interest	£0.00	£0.00	£274.17	£274.17	£120.00
150	Grants received	£0.00	£0.00	£303,215.08	£303,215.08	£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	£6,000.00
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	£602,412.08	£432,662.10	£192,467.15
Outside Services						
300	Cemetery Income	£7,717.00	£10,000.00	£9,883.00	£-117.00	£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	£14,972.30	£-4,856.70	£18,579.00
Total Income		£171,774.57	£189,578.98	£617,384.38	£427,805.40	£211,046.15

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

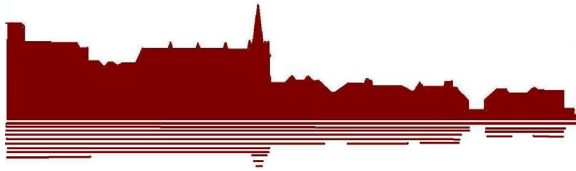
		Previous Year's Net	2023/24	Actual Net	Balance	2024/25
EXPENDITURE						
Administration						
1001	Salaries	£28,012.08	£36,500.00	£32,700.35	£3,799.65	£40,500.00
1002	Clerks Expenses	£426.15	£430.00	£843.66	-£413.66	£650.00
1010	Subscriptions	£1,073.13	£1,230.00	£460.04	£769.96	£1,410.00
1015	Office Costs	£2,937.91	£3,300.00	£3,093.79	£206.21	£3,960.00
1020	Web Site	£356.00	£850.00	£286.00	£564.00	£400.00
1025	Advertising	£85.00	£150.00	£170.00	-£20.00	£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	£77.00	£3.00	£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	£4,210.49	£1,789.51	£6,000.00
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	£47,977.61	£10,672.39	£61,530.00
Outside Services						
3000	Cemeteries	£1,492.56	£12,700.00	£4,352.26	£8,347.74	£12,400.00
3001	Grounds Maintenance	£88,608.38	£75,000.00	£70,997.76	£4,002.24	£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	£204,724.09	-£191,424.09	£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	£16,843.33	-£4,993.33	£11,500.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 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
3052	War Memorial Charity	£0.00	£0.00	£1.00	-£1.00	£0.00
3055	Defibrillators	£1,625.00	£1,500.00	£2,945.00	-£1,445.00	£1,600.00
Total Outside Services		£106,169.64	£124,350.00	£301,407.09	-£177,057.09	£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	£292.00	£508.00	£800.00
2010	Meeting Costs	£360.00	£300.00	£520.00	-£220.00	£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	£812.00	£7,138.00	£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	£353,696.70	-£157,246.70	£210,830.00
Total Income		£171,774.57	£189,578.98	£617,384.38	£427,805.40	£211,046.15
Total Expenditure		£153,777.95	£196,450.00	£353,696.70	-£157,246.70	£210,830.00
Total Net Balance		£17,996.62	-£6,871.02	£263,687.68		£216.15

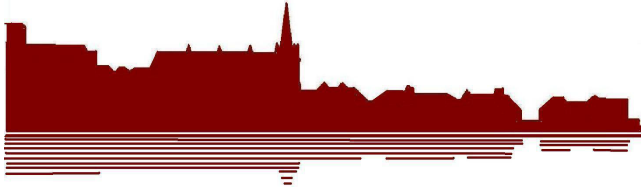


Correspondence – 18th April 2024

1.	One Voice Wales - Annual Financial Timetable of Actions.
2.	One Voice Wales - March, April, May & June 2024 Training Dates.
3.	One Voice Wales – Swansea Area Committee – 7 p.m. on Monday, 15 th April 2024
4.	CK's – Response regarding car parked on grass.
5.	Tonner Johns and Ratti Solicitors – Professional Advice.
6.	Audit Wales - Audit Notice 2024.
7.	RAWEELEC – Electrical Installation Condition Report – Parc Dan Y Graig.
8.	Swansea Council – Response regarding footpath off Station Road, Llanmorlais.
9.	Rural Anchor Team – Quarterly Update.
10.	Brian Farr / Jon Franklin – Letter of thanks.
11.	PES Fire & Security Ltd - CCTV Servicing Worksheet / Certificate.
12.	Swansea Lions Rugby League – Request to use facilities, April to Mid-August 2024.

Jeremy Parkhouse

10th April 2024



Report of the Clerk

Council – 18th April 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.

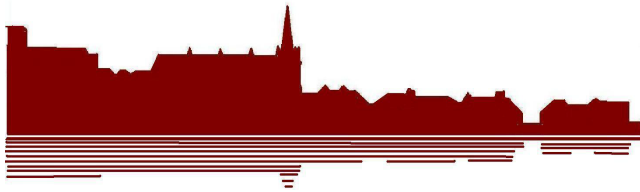
1.2 The dates included for the meetings in 2023/24 are subject to approval at the Annual Council meeting.

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 To Approve the Annual Report To Approve the Annual Plan
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 – 18th April 2024

Community Council Action Tracker

Purpose: This report details the actions recorded by the Community Council, Finance & Personnel Committees and response to the actions.

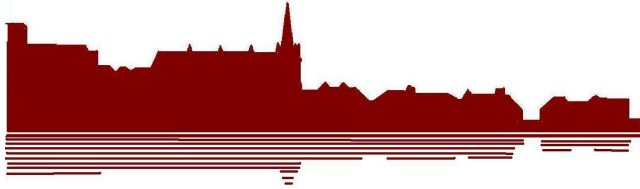
Report Author: Jeremy Parkhouse

For Information

1. Introduction

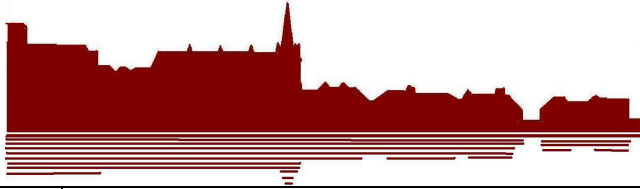
- 1.1 During the course of Community Council, Finance Committee, Personnel Committee and Playground & Memorial Gardens Working Group meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 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

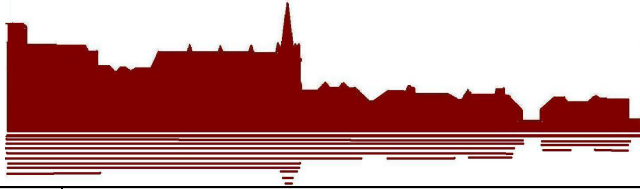


Appendix 1

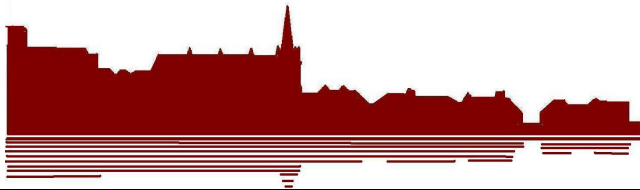
Action Tracker		
	Details	Outcome / Action
1)	21/02/19 – Council - Minute No.120 – Council Property / Community Projects / Burial Grounds	
	Parc Hendy Cemetery / Mount Hermon Cemetery - Gravestones be headstones only in the new section of Parc Hendy and next row at Mount Hermon Cemeteries.	CLOSED – New sections of Parc Hendy / Mount Hermon Cemeteries to be headstone only.
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)	21/07/2022 – Council – Minute 42 - Council Property / Community Projects / Burial Grounds	
	Shutters at Graig Y Coed Pavilion	CLOSED – Duplicate with No.27.
5)	24/01/2023 – Finance Committee – Minute 57 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Flooding to Council buildings.	<ul style="list-style-type: none"> The Clerk investigates / drafts an emergency plan. ONGOING
6)	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	<ul style="list-style-type: none"> Email addresses provided by the Council should be used by all Councillors. ONGOING Clerk to review policies, review policies available on the ACAS website / One Voice Wales. ONGOING The updated Themes A and B sections be reported to a future meeting. ONGOING
7)	16/03/2023 – Council – Minute No.105a – Accounts for Payment	
	Quotations a) Drainage at Parc Hendy Cemetery – Jonathan Davis. c) CCTV at Mount Hermon Car Park – PES Security Ltd / Tower Hire.	<ol style="list-style-type: none"> Quotation a) be reconsidered next year and additional quotations be sought at the time. ON HOLD The quotations at c) be noted and Mount Hermon Car Park be monitored



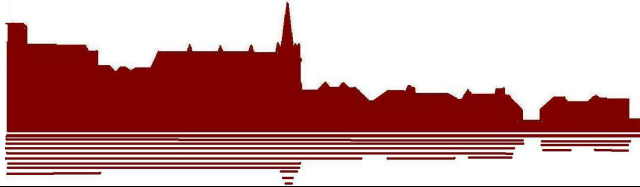
		<p>closely for the next 6 months. ON HOLD</p> <p>3) The Clerk looks further into the Community Council obtaining the General Power of Competence. CLOSED – Over a third of the Council have been co-opted.</p>
8)	20/04/2023 – Council – Minute No.120 – Reports of the Clerk = Accounts for Payment	
	Quotations	a) Screen for skip at Penclawdd Recreation Ground. ON HOLD - contractor be asked if the skip can be painted green.
9)	18/05/2023 – Annual Council – Minute No. 15 – Community Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground - The Clerk discusses different options regarding the prevention of lazy parking at the entrance to the Playground with Jonathan Davis.	1) ON HOLD – Await completion of the new playground.
10)	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. CLOSED – Residents are happy with our treatment programme.
11)	15/06/2023 – Council – Minute No. 27 – Council Property / Community Projects / Burial Grounds	
	Foreshore Car Park Bins - The Clerk / Councillor James Matthews further investigate the deterrent options discussed / signage.	1) ONGOING
12)	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
13)	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 – Clerk met with PES on 02/04/2024 and a quote is awaited.
14)	19/10/2023 – Council – Minute No. 68 – Police Report	
	<ul style="list-style-type: none"> Local Matters – Recreation Ground 	The ongoing issues are being monitored. CLOSED – Advice reported in correspondence.



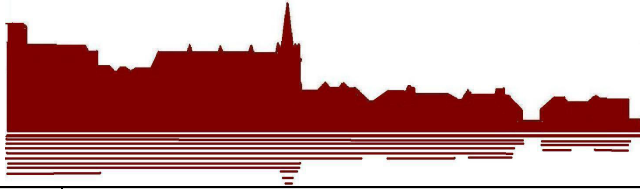
15)	07/11/2023 – Finance Committee – Minute No. 28 - Quarterly Discussion with the Grounds Maintenance Contractor	
	<ul style="list-style-type: none"> Dwr Cymru – had contacted the Clerk regarding the high usage at Penclawdd Recreation Ground. JD would check the meter / turn the water off to try to locate any potential leaks. 	<ul style="list-style-type: none"> CLOSED – There is no leak.
16)	07/11/2023 – Finance Committee – Minute No. 34 - To Monitor the Risk Management Schedule.	
	Benches	CLOSED – List sent. The list of benches be forwarded to Councillors John Davies and Sarah Hughes for the benches to be checked.
17)	18/01/24 – Council – Minute No. 104 – Chair’s Announcements	
	Site Visit to Parc Dan Y Graig by Cymru Football Federation -	CLOSED – Not required. The Clerk would arrange an opening ceremony, inviting the Cymru Football Federation to attend.
18)	18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Quotations	
	a) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath. b) Installation of ACO drainage channels to Llanmorlais Hall Car Park. c) Repairs to drainage on Graig Y Coed Football Field.	a) Quotation b) provided by Jonathan Davis be noted and the work placed on hold. ON HOLD b) ONGOING - Quotation d) provided by Jonathan Davis for £979.50 be approved. c) ONGOING - Quotation e) provided by Jonathan Davis be placed on hold, subject to additional information being received from Swansea Council regarding the drainage system.
	Penclawdd AFC – Requests regarding Graig Y Coed / Parc Dan Y Graig.	CLOSED – Pitch too wet. 9x9 marking behind Graig Y Coed Rugby Pitch – approved. CLOSED – Pitch too wet. Marking Rugby Pitch with coloured football markings and installing mobile goals. Club to mark following first mark – approved. CLOSED – Quotation turned down on budget grounds. Clearing grassed area at entrance to Parc Dan Y Graig and installing chippings to allow additional parking.
	Confirmation letter in respect of Levelling Up Funding for	CLOSED - Clerk had signed and returned the offer, which



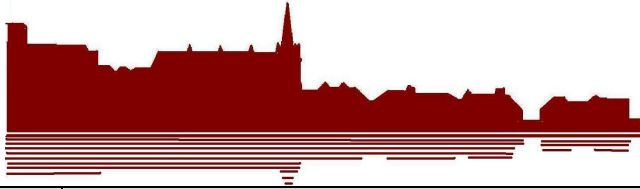
	Penclawdd Playground.	has been approved. Funding will be provided retrospectively on a quarterly basis.
19)	18/01/24 – Council – Minute No. 111 – Council Property / Community Projects / Burial Grounds	
	Foreshore Car Park – the Clerk reported incidents of fly-tipping.	CLOSED – Advice provided.
20)	18/01/24 – Council – Minute No. 112 – Swansea Council Matters	
	Lane past Tirzah Chapel - The Clerk stated that he would ask the family of a resident to see if they were aware who owned the access. Councillor Melissa Roberts stated that National Grid had cut some of the foliage away from the streetlight, but some remained which blocked the light on the access to Llanmorlais Hall. The Clerk would investigate further.	CLOSED – Duplicate with No.33 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.	CLOSED – Response provided by CK's and the car has been removed The Community Council has an agreement to cut the grass only.
21)	08/02/24 – Council – Minute No. 118 – Chair's Announcements	
	Parc Dan Y Graig – Penclawdd AFC were decorating the old changing rooms and it was noted that the shower area had not been completed. The Clerk added that the contractor had advised that respotex was the best option to finish the shower area rather than tiles.	ONGOING – Clerk to obtain prices to complete the shower area.
22)	08/02/24 – Council – Minute No. 119 – Public Question Time	
	Planning Application No. 2023/2264 – Construction of 11 affordable dwellings at land off Blue Anchor Road, Penclawdd.	CLOSED – Original application withdrawn Community Council supports the residents' objections to the application and the Clerk informs Swansea Council of the Council's objections.
23)	08/02/24 – Council – Minute No. 121 – Reports of the Clerk - Accounts for Payment	
	<ul style="list-style-type: none"> a) Hanging Baskets 2024 – The Chair had gone around the basket locations with a Swansea Council Officer to reduce costs. b) Support Package for defibrillators at 7 sites and quotation for a new unit to be placed at the roundabout on Station Road, Llanmorlais. c) Extending the stone area at the entrance to Parc Dan Y Graig. d) Noticeboard at Foreshore Car Park – Councillor Adam Woolliscroft requested that the Clerk obtains prices for a new noticeboard / move the current noticeboard from the Memorial Gardens to the Foreshore Car Parks. e) Soft works areas of Penclawdd Playground for the 	<ul style="list-style-type: none"> a) Quotation a) provided by Swansea Council for £6,572.00 including VAT, be approved. CLOSED b) Quotation b) provided by Life Support and training for £1,320.00 (support package) and £1,625.00 (new defibrillator unit), be approved. CLOSED. c) The Clerk requests that Heartbeat Trust moves the defibrillator on Penclawdd Community Centre to a location near the main entrance. CLOSED – Completed.



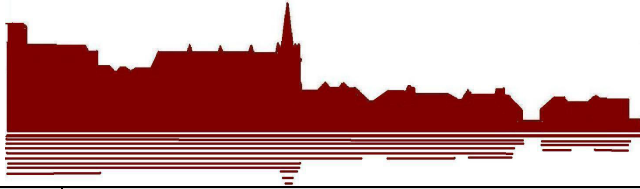
	Playground Project. Options of using turf or grass seed were presented.	<p>d) Quotation c) provided by Jonathan Davis be noted and placed on hold. CLOSED</p> <p>e) The Clerk obtains relevant prices for Quotation d).</p> <p>f) Quotation e) provided by Jonathan Davis for the soft areas of the playground to be landscaped and turfed for £7,946.40, be approved. CLOSED</p>
24)	08/02/24 – Council – Minute No. 123 – Council Property/Community Projects/Burial Grounds	
	<ul style="list-style-type: none"> Penclawdd Playground – Councillor Adam Woolliscroft provided a verbal progress update report on the Playground Project. The timetable had been agreed with Jonathan Davis and Dragon Play and work would start on Monday, 19th February 2024. Dragon would also arrange for appropriate signage to be placed on the fencing whilst the work was ongoing. Councillor Andrew Williams confirmed that some of the equipment from Penclawdd would be moved to Crofty Playground, once National Grid had moved the lamppost situated within Crofty Playground. 	CLOSED – Project progressing.
25)	08/02/24 – Council – Minute No. 124 – Swansea Council Matters - a) Report of the Penclawdd Ward Member	
	<ul style="list-style-type: none"> Ivy growing over seawall at Ship Bank – Councillor Andrew Williams would investigate. 	ONGOING
26)	12/03/24 – Personnel Committee – Minute No. 20 – Personnel Matters	
	Personnel Matters	<ul style="list-style-type: none"> The Clerk progresses to Scale Point 32 of the NJC 2023-2024 National Pay Scales from 1st April 2024. CLOSED The Chair and Clerk sign a new contract to confirm the increase to Scale Point 32 of the NJC 2023-2024 National Pay Scales. CLOSED The Clerk be paid for 50 hours overtime worked. CLOSED The Clerk carries over 5 days leave (18 hours) any clears all untaken leave before 4th May 2024. CLOSED The Clerk and Chair sign the completed appraisal form. CLOSED To note and review the



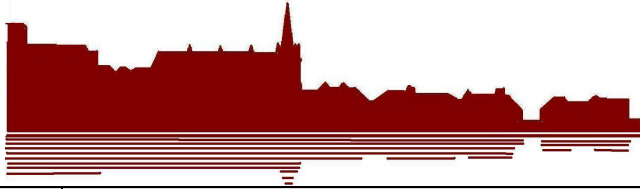
		<p>Councillor Training Programme at the Community Council Annual Meeting.</p> <p>CLOSED</p> <ul style="list-style-type: none"> The objectives / targets of the Clerk be monitored by the Personnel Committee. CLOSED
27)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	<p>1) Clerk to contact Swansea Council thanking them for their support. CLOSED</p> <p>2) Manhole covers to be replaced and a suitable boulder be placed in the corner of the car park to prevent vehicles exiting down the bank.</p> <p>3) JD undertakes repair work to the drainage on the football pitch.</p> <p>4) The drainage in the car park be closely monitored.</p>
	Graig Y Coed	<p>1) JD would look to scrape the surface and add stone / cockle shells to improve the surface area.</p> <p>2) The Clerk proceeds with obtaining 3 quotations for shutters.</p>
	Graig Y Coed Woodland Project - Training	<p>ONGOING</p> <p>The Clerk / JD to work in partnership with volunteers</p>
	Penclawdd Recreation Ground	<p>1) JD to provide a quote to renew the French drain.</p> <p>2) JD quotes for a new stock fence / hedge.</p> <p>3) The Clerk follows up on the request to extend the CCTV coverage.</p>
	Penclawdd Playground	<p>1) JD to provide a quotation to remove and replace the current path inside the Playground.</p> <p>2) JD / AW / Clerk look at the options available for the bank area.</p>
	Parc Hendy Cemetery	<p>1) JD to obtain suitable plants / shrubs.</p> <p>2) Clerk to inform resident regarding progress. CLOSED</p>
28)	12/03/24 – Finance Committee – Minute No. 49 - To Monitor the Risk Management Schedule	



	Benches	CLOSED The list of benches be forwarded to Councillor Sarah Hughes for the benches to be checked.
29)	12/03/24 – Finance Committee – Minute No. 50 - The Council’s Property Maintenance Schedule	
	Top Wall at Parc Hendy Cemetery	ONGOING Clerk was requested to contact a stone mason for a professional opinion on the wall. ONGOING – Awaiting quotation.
30)	21/03/24 – Council – Minute No. – 129 - Chairs Announcements	
	Colin Guy	CLOSED – Letter sent. Clerk to send a letter of thanks to Colin Guy.
31)	21/03/24 – Council – Minute No. – 130 – Public Question Time	
	Graig Y Coed Woodland Project	1) The Clerk investigates potential grant funding for the next phase of the project. CLOSED – Duplicate with No.33 2) The Clerk meets with Terry Snell to organise a meeting with the volunteer group. 3) The option of placing a bin at the bottom entrance to the woodland to prevent littering, be investigated.
32)	21/03/24 – Council – Minute No. – 131 – Community Reports	
	a) Report of Brian Farr, Local Area Co-ordinator	CLOSED – Letter sent. Clerk to send a letter of thanks to Brian Farr and to Jon Franklin, LAC Co-ordinator.
33)	21/03/24 – Council – Minute No. – 132 – Reports of the Clerk	
	a) Accounts for Payment - Quotations	a) Removal / Replacement of path within Penclawdd Playground – CLOSED - Quotation provided. b) Repairs to drainage on Graig Y Coed Football pitch – Awaiting results of exploratory work.
	c) Correspondence	
	Swansea Council – Graig Y Coed Drainage.	CLOSED – Message sent. The Clerk forwards a thanks for support message to Swansea Council.
	Independent Remuneration Panel for Wales – Annual Report.	CLOSED – Forms circulated. The Clerk circulates payment forms to all Councillors.

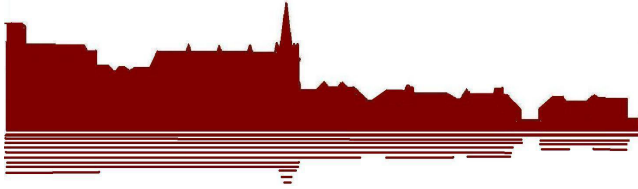


	Swansea Council – Swansea and Gower Countryside Access Plan.	CLOSED – Completed. The Clerk circulates the Llanrhidian Higher Footpaths Plan to Councillors and obtains a price for a large map for Penclawdd Community Centre.
	Swansea Council – Query regarding footpath in Llanmorlais.	CLOSED – Response included in correspondence. The Clerk requests whether the path can be registered by Swansea Council and looks for options to counter the muddy path.
	One Voice Wales – Free portrait of His Majesty The King for Community and Town Councils in Wales.	CLOSED – Application made. The Clerk applies for a portrait for Penclawdd Community Centre.
	One Voice Wales - Coedwig Genedlaethol i Gymru/The National Forest for Wales.	ONGOING The Clerk seeks grant funding in respect of Graig Y Coed Woodland Project.
	Rural Anchor - Publicity for your project.	CLOSED – Publicity completed. The Clerk / Councillor Andrew Williams to progress.
	Swansea Council - Community Council Vacancy – Llanmorlais Ward.	CLOSED – Added to agenda for 18th April 2024 - The Clerk contacts a previous candidate to establish if they were still interested in the role.
	Sandra Davis - Ascension Day and hanging basket post at St David's Church.	ONGOING The Clerk requests that Jonathan Davis looks to repair the post and the Ascension Day request be approved.
34)	21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground	ONGOING Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground Lease	ONGOING The lease needed to be registered with the Land Registry and it was requested that this be passed to Tonner, Johns and Ratti Solicitors to complete.
	Defibrillators	OCLOSED – Response received. The Chair stated that Swansea Council had



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

		asked for each unit to be checked weekly and asked the Clerk to confirm this with Heartbeat Trust / Life Support Training & Safety.
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Appendix F

Llanrhidian Higher Community Council – 18th April 2024

Annual Report 2023-2024

The Local Government and Elections (Wales) Act 2021 required that all Councils must provide an annual report, which will be due for publication as soon as practicable after 1st April 2022.

The Community Council's Annual Report for 2023-2024 is based upon the Annual Plan 2023-2024, which gives information about the Community Council, the activities it carried out and progress against its priorities for 2023-2024.

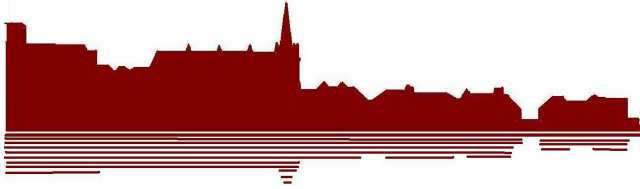
The Annual Report is attached at Appendix A.

Recommendation: It is recommended that the Annual Report 2023-2024 be approved and published on the Community Council website.

Jeremy Parkhouse

Clerk to the Community Council

10th April 2024

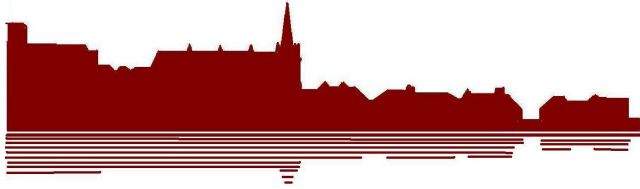


Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Appendix A

Llanrhidian Higher Community Council

Annual Report 2023-2024



Llanrhidian Higher Community Council

The Community Council consists of 10 Councillor positions who are appointed through election or co-option and the current term is from 2022-2027. Councillors were elected at the Local Government elections in May 2022 and their details are provided on the next page.

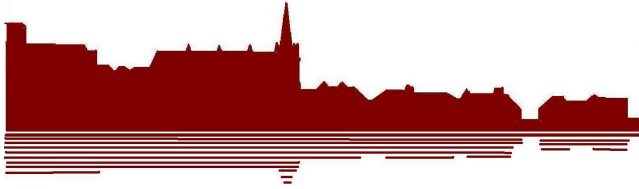
The Council employs one part-time employee who is the Clerk:

Mr Jeremy Parkhouse, Clerk and Responsible Finance Officer.

The Council meets ~~every month~~ each Municipal Year (except August & December when the Council is in recess), normally on the third Thursday of each month and holds its Annual Meeting during May. The dates of the Council meetings are provided in the report. The Council also has a Finance Committee (meets at least 4 times a year), a Personnel Committee (meets at least twice a year) and an Events & Projects Committee (meets at least twice a year).

All meetings are advertised on the Council's website www.llanrhidianhighercommunitycouncil.co.uk and on the noticeboard situated in the Memorial Gardens, Penclawdd.

The public are welcome to attend meetings and there is an item on every agenda where the public have up to 10 minutes to ask questions relating to any agenda items.



Councillors

Penclawdd Ward

Huw Davies (Independent)

cllr.h.davies@llanrhidianhighercommunitycouncil.co.uk

John Davies (Plaid Cymru)

john@bftrust.co.uk

Leanne Davies (Independent)

cllr.l.davies@llanrhidianhighercommunitycouncil.co.uk

Paul Tucker (Chair) (Independent)

Telephone: - 850496

Andrew Williams (Labour Party)

cllr.andrew.williams@swansea.gov.uk

Adam Woolliscroft (Independent)

cllr.a.woolliscroft@llanrhidianhighercommunitycouncil.co.uk

Llanmorlais Ward

Sarah Hughes (Vice-Chair) (Independent)

cllr.s.hughes@llanrhidianhighercommunitycouncil.co.uk

James Matthews (Labour Party)

cllr.j.matthews@llanrhidianhighercommunitycouncil.co.uk

Melissa Roberts (Labour Party)

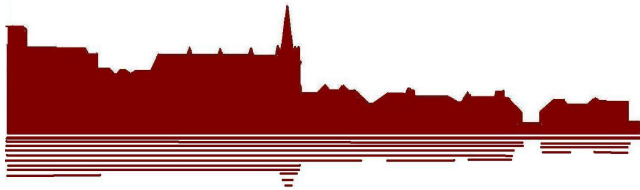
Telephone: - 851192

Vacant

Clerk to the Community Council

Jeremy Parkhouse

clerk@llanrhidianhighercommunitycouncil.co.uk



DATES OF COUNCIL MEETINGS – 2023/2024

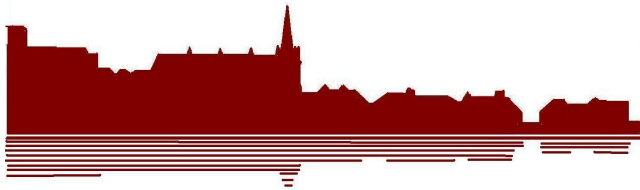
Meetings Commenced at 7 p.m. on the following dates: -

18th May 2023 (Annual Meeting)	-	Penclawdd Community Centre
15th June 2023	-	Penclawdd Community Centre
20th July 2023	-	Penclawdd Community Centre
August 2023	-	Council in Recess
21st September 2023	-	Penclawdd Community Centre
19th October 2023	-	Penclawdd Community Centre
16th November 2023	-	Penclawdd Community Centre
6th December 2023 (Extraordinary)	-	Penclawdd Community Centre
4th January 2024 (Extraordinary)	-	Penclawdd Community Centre
18th January 2024	-	Penclawdd Community Centre
8th February 2024	-	Penclawdd Community Centre
21st March 2024	-	Penclawdd Community Centre
18th April 2024	-	Penclawdd Community Centre

Community Council Property

The Council currently manages the following sites and employs a ground maintenance contractor to manage its property: -

- Penclawdd Recreation Ground, including the Rugby Pavilion, Bowls / Weights Pavilion, Bowls Green and Tennis Courts.
- Dan Y Graig Football Pavilion, Changing Rooms and Playing Field.
- Llanmorlais Recreation Ground, including Pavilion, MUGA, Tennis Courts, Skateboard Park and Playing Field.
- Graig Y Coed Pavilion and Playing Fields (1 Football and 1 Rugby) (Leased from Swansea Council)
- Crofty Playground (Leased from National Trust)
- Penclawdd Playground (Leased from Somerset Trust).
- Foreshore Car Park, Penclawdd (Leased from Somerset Trust).
- Memorial Gardens.



- Mount Hermon Chapel, Cemetery and Car Park, Penclawdd.
- Parc Hendy Cemetery, Penclawdd.
- Graig Y Coed Woodland Project (Leased from Swansea Council).

Financial Details

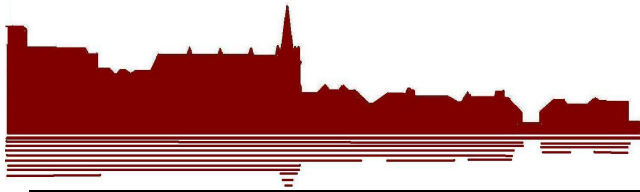
The Council's financial details for 2023/24 are as follows: -

- Council Precept – The Council Precept for 2023-2024 was £164,427.73, (£105.47 per Band D property).
- The total Income for 2023-2024 was £617,384.38
- The total expenditure for 2023-2024 was £376,135.26
- Annual Governance Statement for Years Ended 31st March 2022 and 2023 – Awaiting approval by Audit Wales (External Auditor).

Progress of Council Priorities

The Council agreed the following as its priorities for 2023/24: -

	Priority	Progress
1.	To continue to work with Swansea Council / third sector organisations / private businesses to improve the appearance of the area by working with the Penclawdd Ward Member and various departments of the Unitary Authority.	The Community Council has worked in partnership with the Penclawdd Ward Member / Swansea Council throughout the area.
2.	Continuing with the current onsite works, to continue with the digital transfer of records and to plan further capital works at Parc Hendy Cemetery.	The transfer of digital records is slowly progressing. The Grounds Maintenance Contractor previously provided a quotation to install drainage to the newest section of the graveyard. Contractors have been requested to provide quotations to repair the top entrance wall.
3.	To continue with the digital transfer of records and to plan further capital works at Mount Hermon Cemetery.	The transfer of digital records has progressed well. The lower section and cremated remains areas have been completed, with only the older section of the graveyard next to the



		Chapel remaining outstanding. However, the Council does not have any written records of these graves.
4.	Organizing CPR training at Penclawdd Community Centre on an annual basis.	A session was held in July 2023.
5.	Organizing the Remembrance Sunday Service 2023.	The Remembrance Sunday Service was held on 12 th November 2023.
6.	To support the 'Friends Of' Groups on the development of playground Improvements.	The Penclawdd Playground Improvement Project is progressing well and is scheduled to complete in May 2024. A climbing frame removed from Penclawdd will be installed at Crofty Playground.
7.	To oversee the project at Parc Dan Y Graig to install portacabin changing rooms in partnership with Penclawdd Football Club and contractors.	The project has taken far longer than planned owing to delays, mainly by SSE Southern Electric. The only work that remains outstanding is the completion of the disabled showers.
8.	To oversee the installation of CCTV at problem areas, including Mount Hermon Cemetery Car Park, Parc Hendy Cemetery and Graig Y Coed and to manage the facilities going forward.	A quotation is awaited in respect of extending CCTV coverage at Penclawdd Recreation Ground.
9.	To finalise the insurance works being undertaken at the Bowls Pavilion.	The works have been completed.

Council – 18th April 2022

Annual Plan 2024-2025

Welcome to the Community Council's Draft Annual Report for 2024-2025.

The report gives information about the Community Council, the activities it carries out and its priorities for the forthcoming year.

A complete list of all Community Councillors is included on the next page of the report, where you will also find details of how to contact them.

Jeremy Parkhouse

Clerk to the Community Council

10th April 2024

Llanrhidian Higher Community Council - Vision

'Working towards healthy, prosperous, caring, attractive and environmentally friendly communities'.

Core Values

The following core values set the foundation for Llanrhidian Higher Community Council, providing a clear direction for everything that happens within our day to day operations. Through applying these values into our decision making, we hope to achieve the aim of our vision statement.

Community:

Recognising the community has a right to be included in decisions that affect them. Our work will be community focused; working collaboratively with councillors, employees, contractors, partners and everybody in the community to understand and proactively respond to the changing needs of the people we serve.

Transparent:

We will develop a transparent culture and build visibility into our decision-making process and actions to build trust.

Integrity:

We uphold the highest standards of integrity in all that we do.

Respectful:

We will be respectful of each other, valuing the uniqueness and diversity of each individual and group within the community.

Collaborative:

We work in collaboration and promote positive communication and creativity.

Councillors

Penclawdd Ward

Huw Davies (Independent)

cllr.h.davies@llanrhidianhighercommunitycouncil.co.uk

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Llanmorlais Ward

Vacant

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Clerk to the Community Council

Jeremy Parkhouse

clerk@llanrhidianhighercommunitycouncil.co.uk

The Community Council consists of 10 Councillors, none of whom receive remuneration. Councillors are appointed through election or co-option and the current term is from 2022-2027. Councillors were elected at the Local Government elections in May 2027.

The Council employs one part-time employee who is the Clerk:

Mr Jeremy Parkhouse, Clerk and Responsible Finance Officer

The Council meets 10 times per year, normally on the third Thursday of each month and holds its Annual Meeting during May. The dates of the Council meetings are attached on the next page. The Council also has Finance and Personnel Committees.

All meetings are advertised on the Council's website www.llanrhidianhighercommunitycouncil.co.uk and on the noticeboard situated in the Memorial Gardens, Penclawdd.

The public are welcome to attend meetings and there is an item on every agenda where the public have up to 10 minutes to ask questions relating to any agenda items.

DATES OF COUNCIL MEETINGS – 2024/2025

Meetings Commence at 7 p.m. on the following dates: -

16th May 2024 (Annual Meeting)	- Penclawdd Community Centre
20th June 2024	- Penclawdd Community Centre
18th July 2024	- Penclawdd Community Centre
August 2024	- Council in Recess
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17th October 2024	- Penclawdd Community Centre
21st November 2024	- Penclawdd Community Centre
December 2024	- Council in Recess
16th January 2025	- Penclawdd Community Centre
20th February 2025	- Penclawdd Community Centre
20th March 2025	- Penclawdd Community Centre
17th April 2025	- Penclawdd Community Centre
15th May 2025	- Penclawdd Community Centre

Council Property

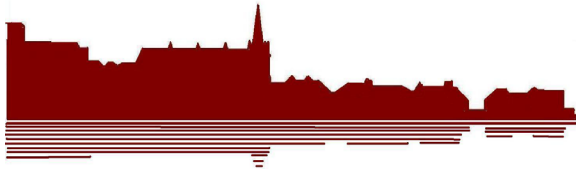
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- 1) Penclawdd Recreation Ground, including the Rugby Pavilion, Bowls / Weights Pavilion, Bowls Green and Tennis Courts.
- 2) Parc Dan Y Graig Football Pavilion, Changing Rooms and Playing Field.
- 3) Llanmorlais Recreation Ground, including Pavilion, MUGA, Tennis Courts, Skateboard Park and Playing Field.
- 4) Graig Y Coed Pavilion and Playing Fields (1 Football and 1 Rugby).
- 5) Crofty Playground.
- 6) Penclawdd Playground.
- 7) Foreshore Car Park, Penclawdd.
- 8) Memorial Gardens.
- 9) Mount Hermon Chapel, Cemetery and Car Park, Penclawdd.
- 10) Parc Hendy Cemetery, Penclawdd.
- 11) Graig Y Coed Woodland Project.

Council Priorities

The Council has highlighted the following as its priorities for 2024/25: -

1)	To continue to work with Swansea Council / third sector organisations / private businesses to improve the appearance of the area by working with the Penclawdd Ward Member and various departments of the Unitary Authority.
2)	Continuing with the current onsite works, to continue with the digital transfer of records and to plan further capital works at Parc Hendy Cemetery.
3)	To continue with the digital transfer of records and to plan further capital works at Mount Hermon Cemetery.
4)	Organizing CPR training at Penclawdd Community Centre on an annual basis.
5)	Organizing the Remembrance Sunday Service 2024.
6)	To complete the Penclawdd Playground Improvements Project.
7)	To finalise the Parc Dan Y Graig Project.
8)	To oversee the installation of CCTV at problem areas.



Item No. 10

Council – 18th April 2024

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The showers have been repaired and are fully operational.

The Clerk is awaiting a quote to finish off the disabled toilet / shower area.

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 work commenced in February as planned and is on course to be completed in mid-May 2024.

Legal advice has been reported under correspondence regarding the boating equipment / camper vans being parked overnight in the car park.

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.

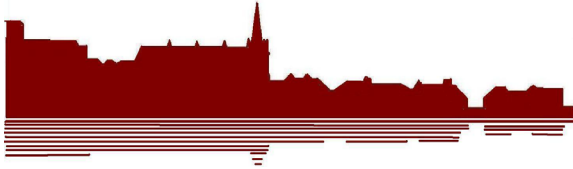
The gate access from Penclawdd RFC car park have been bolted shut following damage to the padlocks and chains. Quotations have been received in respect of replacing the French drain at the side of the pitch / new fencing at the Greenacres access to the ground.

6. Crofty Playground

The 25-year lease has been signed and forwarded to Tonner, Johns and Ratti Solicitors for completion with the Land Registry.

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 and the work had been added to the work schedule of the Grounds Maintenance Contractor.



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 have exposed all the water outlets from the playing fields and the Grounds Maintenance Contractor will be undertaking exploratory work to the pitch drainage.

10. Defibrillators

The support arrangements have been finalised with David Nicholas / Heartbeat Trust. A new unit has been installed at the roundabout at the top of Station Road, Llanmorlais.

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 work to open the footpaths was completed in February and the Clerk has to arrange a meeting with the volunteers. Terry Snell is organising the volunteers for the next stage of the project / training.

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,
7th April 2024

Item No. 11

Council – 18th April 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 attended all routine meetings including, full Council, Planning Committee and South Wales Police.
2)	I have been litter picking, particularly plastic waste in the Memorial Gardens.
3)	I met with a Swansea Council Highways Engineer and reviewed the roads within the Penclawdd Ward. It was agreed that work to repair Hendy Rd would commence on 22 nd April 2024 and would last for 5 days.
4)	The Planning Application for houses on Blue Anchor Road has been called in and will be reported to Swansea Council Planning Committee, if required.
5)	Complaints have been received regarding the boat equipment, decking and boats left at the Foreshore Car Park and in the dock area.

6) Planning Applications.

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

7) 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.

7th April 2024