

To: All Members of Llanrhidian Higher Community Council

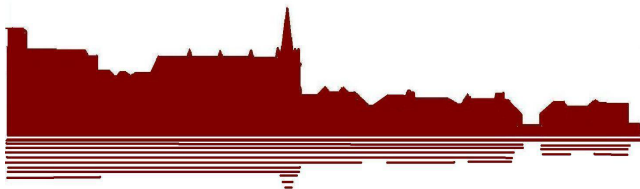
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 17th October 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 meeting of Council held on 19 th September 2024.	5-9
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
6.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
7.	Reports of the Clerk.	10-25
a)	Accounts for Payment / Quotations.	
b)	Budget Monitoring 2024/25.	
c)	Correspondence.	
d)	Work Plan 2024/2025.	
e)	Community Council Action Tracker.	
8.	Committee Reports - None.	
9.	Council Property / Community Projects / Burial Grounds.	26-28



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

10.	City and County of Swansea Issues.	29
	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 at 7 p.m. on Thursday, 21st November 2024 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
10th October 2024

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor Melissa Roberts
Vacant	Councillor Mike Sheehan (Vice-Chair)
Councillor Leanne Davies	Councillor Paul Tucker (Chair)
Councillor Sarah Hughes	Councillor Andrew Williams
Councillor James Matthews	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.

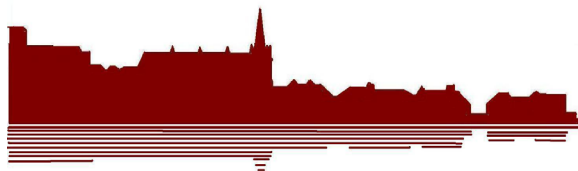
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 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, 19th September 2024 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, James Matthews, Melissa Roberts, Mike Sheehan, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

44. Apologies for Absence

Apologies for absence were received from Councillors Sarah Hughes and Leanne Davies.

45. Disclosures of Personal and Prejudicial Interests

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

The Clerk declared a personal and prejudicial interest in Minute No.41 – Reports of the Clerk – Accounts for Payment and left the meeting during discussion of this item.

46. Minutes

Resolved that the Minutes of the Council meeting held on 20th June 2024 be approved and signed as a correct record.

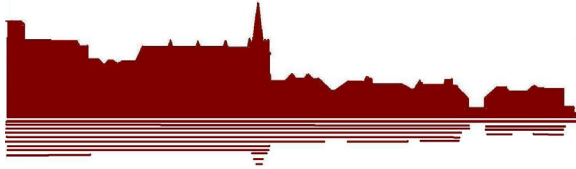
47. Chairs Announcements

The Chair made the following announcements: -

- Foreshore Car Park – A message had been left for a user to contact the Chair to discuss the clearance of items left within the car park boundary which would allow the Community Council to maintain weed growth and replenish the surface. The Clerk was requested to obtain a quotation for weed control in the Foreshore Car Park and to ask Celtic Wildflowers when they intended clearing the seawall area.

48. Public Question Time

None.



49. Community Reports

a) Police Report

None.

50. To Review and Adopt the Model Standing Orders (Wales) 2023.

Resolved that: -

- 1) The Model Standing Orders (Wales) 2023 provided at Appendix A, be adopted.
- 2) The Model Standing Orders be published on the Council website.

51. 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 payments made in August 2024 were also provided.

The following were also highlighted: -

Additional Invoices

- a) £152.78 – Xerox – multi-functional device.
- b) £114.06 (£108.63 Net) (£5.43 5% VAT) – SSE – Electricity at Llanmorlais Changing Rooms.
- c) £16.80 – Crofty Supermarket & Post Office – postage costs.
- d) £3.40 – Crofty Supermarket & Post Office – envelopes.
- e) £675.00 – RAWEELEC – Survey works
- f) £206 – Supply of paint and labour for painting Penclawdd Playground gates (Repayment of Councillor Paul Tucker).

Additional Income

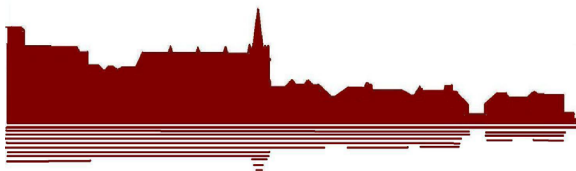
- a) £582 – Reopener at Parc Hendy Cemetery (Resident).
- b) £10,080.00 – Swansea Council Rural Anchor Funding for Graig Y Coed Woodland Project.

Transfers

None.

Quotations

- a) Finishing shower area at disabled toilet at Parc Dany Y Graig.
- b) CCTV Extension at Penclawdd Recreation Ground.
- c) Quotations for materials to complete café area at Parc Dan Y Graig Changing Rooms.



- d) Frost survey works at Bowls Pavilion, Graig Y Coed.
- e) Signage at Penclawdd Playground.
- f) Enforcement services at Foreshore Car Park - Two quotations were reported.

Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 18th July 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.
- 6) Quotation a - a site visit be arranged to view the shower area.
- 7) Quotation b – proposed work be discontinued.
- 8) Quotation c - Noted that Penclawdd AFC had submitted a grant application to improve the cafe.
- 9) Quotation d - Provided by RAWEELEC for £5,150.00, be approved.
- 10) Quotation e – Councillor Adam Woolliscroft looks for appropriate signage at Penclawdd Playground.
- 11) Quotation f – No charges be introduced for parking and a no overnight camping notice be placed on the camper van which had remained in the car park for a number of months.

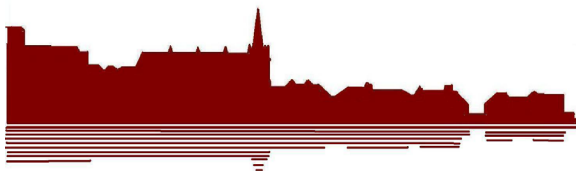
b) Budget Monitoring 2024/25

The Clerk presented 'for information' the up-to-date budget spend for 2024-25 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
6.	Tonner, Johns & Ratti Solicitors – Update.	Proceed with investigating removal of equipment. Clerk to discuss public liability / risk with the Council's insurers.
11.	Bowls Club Request – shuttering on Bowls Green.	Chair, Councillor Andrew Williams, Jonathan Davis and Clerk to attend site visit at Bowls Green.
16.	Resignation – John Davies.	Clerk to write o letter of thanks to John Davies.



	Additional Correspondence	
17.	S Pritchard – Request regarding Foreshore Car Park.	The car had been sold and would be shortly removed.
18.	Urdd Eisteddfod – request for funding.	Additional clarification sought and decision to be made at 17 October 2024 meeting.
19.	Penclawdd Brass Band Concert.	Councillors to inform Clerk if they can attend.
20.	Swansea Council – Notice that an election had been called in respect of the Penclawdd Ward vacancy.	Further details would be provided in due course. The anticipated date for an election was 7 th November 2024.

Resolved that: -

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

d) Work Plan 2024/25

The Clerk reported the up-to-date Work Programme 2024-25 ‘for information’.

e) Community Council Action Tracker

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

52. Committee Reports

None.

53.	Council Property / Community Projects / Burial Grounds
	The Clerk presented a report regarding Community Council property, community projects and burial grounds. The following were discussed: -
	<ul style="list-style-type: none"> • Penclawdd Playground – Clerk to confirm delivery date of the new notice board. • Memorial Gardens – Mr Marcus Lovering had kindly agreed to donate 20 plants. 2 new beds were required to accommodate the plants. • Foreshore Car Park – Councillor Andrew Williams would forward the bench brochure to Mr P Bevan for his preferred design. A final price would be agreed at the next meeting, if a response is received. • Remembrance Sunday – Maureen Lewis had requested assistance to check the woollen poppies, which had been stored when wet. The Clerk would arrange a suitable day / time. • Café at Rugby Pavilion – It was confirmed that Penclawdd RFC had responsibility. The Clerk was requested to confirm the drainage options at the rear of the café.



54. Committee Reports.

Resolved that the Clerk arranges Events & Projects, Finance and Personnel Committee meetings.

42. 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 month. The following were also discussed:

- CWOTS Team – AW to check if Highways will clear the weeds at the base of the seawall at Seaview Terrace could be cleared.
- 30/70 Community Grant – The project to purchase a man shed / make improvements to Graig Y Coed Pavilion were outlined. It was noted that the project would cost approximately £20,000 in total and 70% of the cost would be covered by Swansea Council. **Resolved** that authority be given to proceed with the project which would cost the Community Council approximately £5,000.
- Hendy Road – Resurfacing works had recommenced.

b) Planning – No discussion.

c) Footpath LH 5 – Cycle track to Mount Hermon Chapel. The rotten railway sleepers at the entrance to the fields below the Chapel had been removed.

- Footpath LH 1 from Pencaerfenni Park to Crofty Industrial Estate. AW had employed Jonathan Davis to place chippings on the muddy path, which was widely used by children walking to catch the school bus. Caroline Gregg, Swansea Council had agreed to the work being completed.

43. Outside Bodies

No reports.

The meeting ended at 8.55 p.m.

Chair



Item No. 7

Council – 17th October 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.
- Quotations / requests reported.
 - Finishing shower area at disabled toilet at Parc Dan Y Graig.
 - Quotations for materials to complete café area in Parc Dan Y Graig Changing Rooms.
 - Weed clearance at Foreshore Car Park.
 - Order of Service – Remembrance Sunday.
 - Shuttering at Bowls Green.
 - Signage at Penclawdd Playground.
 - Flooring at skateboard ramp.
 - Camera / Pipe clearing – Graig Y Coed.

b) Budget Monitoring 2024/25

Attached at Appendix B.

c) Correspondence

Attached at Appendix C.

d) Work Programme 2024-2025

Attached at Appendix D.

e) Community Council Action Tracker

Attached at Appendix E.

Jeremy Parkhouse
Clerk to the Community Council
9th October 2024

Appendix A

ACCOUNTS FOR PAYMENT – 17th October 2024

Salaries	£1,745.10
Clerks Expenses	£50.97
Pinnacle - Printing costs - Invoice 125946 (£46.86 Net) (£9.37 VAT)	£56.23
Jonathan Davis & Son - Invoice 24/96 - Monthly Costing September 2024. Additional Works - Supply and Install 12ft Galvanised Field Gate to Penclawdd RFC Lower Entrance. Supply, Lay, Seed & Fertilise Topsoil to Top Out French Drain to the Club End of Penclawdd RFC. (£7,138.58 Net) (£1,427.71 VAT)	£8,566.29
Jonathan Davis & Son - Invoice 24/97 - Invoice for the Supply of Powered Hand Tools, Non-Powered Hand Tools and Supply and Installation of Recycled Seating. Powered Hand Tools, Non-Powered Hand Tools, 3no Recycled Plastic Seating, Installation of the seating in Concrete Foundations including Collection. (£3,516.25 Net) (£703.25 VAT)	£4,219.50
The Somerset Trust - Foreshore Car Park & Playground rent for current year (March to March) 29/09/2024 - 28/09/2025.	£350.00
Vision ICT - Website hosting (£290.00 Net) (£58.00 VAT)	£348.00
h3 group - Fire extinguisher and signage at Dan Y Graig Changing Rooms (£187.16 Net) (£37.43 VAT)	£224.59
Swansea Council Pension Fund	£744.79
HMRC - PAYE	£813.79
Total Payments	£17,119.26
Invoices paid since 17th October 2024	
Scottish Power - Electricity at Bowls Pavilion (£66.50) (£3.50 VAT @ 5%)	£70.00
SSE Southern - Electricity at Memorial Gardens	£114.06
Adobe Systems Software - Acrobat Pro	£19.97
Crofty Supermarket and Post Office - Paper and envelopes	£31.84
Crofty Supermarket and Post Office - Postage	£15.00
Xerox Finance Ltd	£152.78
Bank Service Charges	£7.00
Total	£410.65
Total Outgoings	£17,529.91
Income since 17th October 2024	
CCLA - Interest - October 2024	£102.64
Reserve Account Interest - October 2024	£25.36
Projects Account Interest - October 2024	£1.18
Total Income	£129.18
TRANSFERS:	
None.	
RECONCILIATION:	
Current Account Balance – 9th October 2024	£65,968.70
Less Approved Payments (October 2024)	£17,119.26
Total	£48,849.44
BANK ACCOUNTS	
Current Account Balance – 9th October 2024	£65,968.70
Reserve Account Balance - 9th October 2024	£30,955.72
CCLA Investment - 9th October 2024	£25,000.00
Memorial Gardens Charity Account - 9th October 2024	£1.00
Projects Account Balance - 9th October 2024	£1,591.12
TOTAL	£123,516.54

Financial Budget Comparison

Comparison between 01/04/24 and 10/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Actual Net	Balance
INCOME				
Administration				
100	Precept	£180,447.15	£120,298.10	-£60,149.05
105	Refund of bank charges	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00
121	Bank Interest	£1,100.00	£680.48	-£419.52
122	Bank Interest	£120.00	£488.10	£368.10
150	Grants received	£0.00	£10,680.00	£10,680.00
155	PWLB Loan	£0.00	£0.00	£0.00
250	Miscellaneous Income	£6,000.00	£1,000.00	-£5,000.00
251	Miscellaneous Income - Current Account	£4,800.00	£125.21	-£4,674.79
Total Administration		£192,467.15	£133,271.89	-£59,195.26
Outside Services				
300	Cemetery Income	£12,000.00	£3,608.50	-£8,391.50
320	Wayleaves	£129.00	£0.00	-£129.00
330	Recreation Grounds	£6,450.00	£2,145.15	-£4,304.85
Total Outside Services		£18,579.00	£5,753.65	-£12,825.35
Total Income		£211,046.15	£139,025.54	-£72,020.61

Financial Budget Comparison

Comparison between 01/04/24 and 10/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Actual Net	Balance
EXPENDITURE				
Administration				
1001	Salaries	£40,500.00	£15,570.99	£24,929.01
1002	Clerks Expenses	£650.00	£351.09	£298.91
1010	Subscriptions	£1,410.00	£173.04	£1,236.96
1015	Office Costs	£3,960.00	£683.34	£3,276.66
1020	Web Site	£400.00	£0.00	£400.00
1025	Advertising	£150.00	£0.00	£150.00
1030	Insurance	£5,500.00	£8,116.59	-£2,616.59
1040	Bank Charges	£100.00	£43.70	£56.30
1045	Audit Fees	£775.00	£470.00	£305.00
1046	Accountancy Services	£250.00	£0.00	£250.00
1050	Legal Costs	£1,000.00	£1,645.00	-£645.00
1060	Loan Repayments	£6,000.00	£0.00	£6,000.00
1065	Training	£0.00	£40.00	-£40.00
1070	ICO Fee	£35.00	£35.00	£0.00
1075	Consultancy Costs	£300.00	£0.00	£300.00
1076	Signage	£500.00	£0.00	£500.00
Total Administration		£61,530.00	£27,128.75	£34,401.25
Outside Services				
3000	Cemeteries	£12,400.00	£555.00	£11,845.00
3001	Grounds Maintenance	£90,000.00	£21,286.49	£68,713.51
3010	Playgrounds	£5,100.00	£126,514.68	-£121,414.68

Financial Budget Comparison

Comparison between 01/04/24 and 10/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

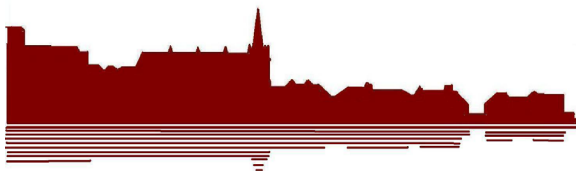
		2024/25	Actual Net	Balance
3030	Recreation Grounds	£13,450.00	£24,133.70	-£10,683.70
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00
3050	Other Outside services	£11,500.00	£5,915.34	£5,584.66
3051	Remembrance Sunday Service	£1,500.00	£0.00	£1,500.00
3052	War Memorial Charity	£0.00	£0.00	£0.00
3055	Defibrillators	£1,600.00	£50.00	£1,550.00
Total Outside Services		£135,550.00	£178,455.21	-£42,905.21
Civic				
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00
2005	Councillor Training	£800.00	£0.00	£800.00
2010	Meeting Costs	£600.00	£0.00	£600.00
2030	Election Costs	£3,000.00	£0.00	£3,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00
Total Civic		£8,250.00	£0.00	£8,250.00
Grants				
4046	Donations	£500.00	£0.00	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00
Total Grants		£5,500.00	£0.00	£5,500.00
Total Expenditure		£210,830.00	£205,583.96	£5,246.04

Financial Budget Comparison

Comparison between 01/04/24 and 10/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Actual Net	Balance
Total Income	£211,046.15	£139,025.54	-£72,020.61
Total Expenditure	£210,830.00	£205,583.96	£5,246.04
Total Net Balance	£216.15	-£66,558.42	

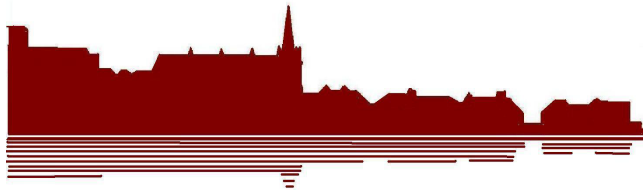


Correspondence – 17th October 2024

1.	J Peebles – Request to repair bench a Mount Hermon Cemetery.
2.	Swansea Council – Agenda for Community & Town Council Forum – 30 th September 2024
3.	One Voice Wales – 3-month Training Programme.
4.	Swansea Council – Agenda for Gower National Landscapes Advisory Group – 30 th September 2024.
5.	DAS Law – Procedures for completing a claim in respect of Foreshore Car Park.
6.	Active HSE - Legionella Test Results.
7.	Swansea Council – Notice of Election – 7 th November 2024.
8.	Tonner, Johns and Ratti Solicitors – Queries in respect of land at Dunraven / Victoria Road.
9.	Urdd Eisteddfod – Request for funding.
10.	Friends of Penclawdd - Christmas Fayre Donation Request.
11.	One Voice Wales – Swansea Area Committee – 14 th October 2024.
12.	Swansea Council - Sub-Group - Review of the Charter between Swansea Council and the Community / Town Councils within its area.
13.	Rural Event Funding - New Funding for Rural Swansea.
14.	One Voice Wales – Reminder – Welsh Government Free Places.
15.	Swansea Council - By-Election - Llanrhidian Higher Community Council (Penclawdd Ward)
16.	SLCC Membership Renewal Notice.
17.	Swansea Council - Community Investment Fund EOI.

Jeremy Parkhouse

10th October 2024



Report of the Clerk

Council – 17th October 2024

Llanrhidian Higher Community Council Work Plan 2024/2025

Purpose:	This report details the Community Council Work Plan to May 2025.
Report Author:	Jeremy Parkhouse
For Information	

1. Introduction

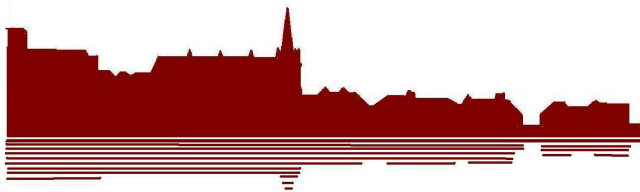
- 1.1 The Community Council Workplan to May 2025 is attached at Appendix 1 for information.
- 1.2 The dates included for the meetings in 2024/25 are subject to approval at the Annual Council meeting.

Appendix 1 – Community Council Workplan 2024/25.

Llanrhidian Higher Community Council Workplan 2024/25

Appendix 1

	May 2024	June 2024	July 2024	September 2024	October 2024	November 2024	January 2025	February 2025	March 2025	April 2025
Presentations	Police Report	Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report Local Area Co-ordinator	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 2025 To Approve Councillors Allowances for the 2023-2024 Financial Year.				Annual Governance Statement - To approve the report of the External Auditor	To note the budget 2025/26 To Set the Precept for 2025/26			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 / Personnel / Events & Projects Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs.		Events & Projects Finance - To Approve Grant Payments	Events & Projects	Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Events & Projects		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 – 17th October 2024

Community Council Action Tracker

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

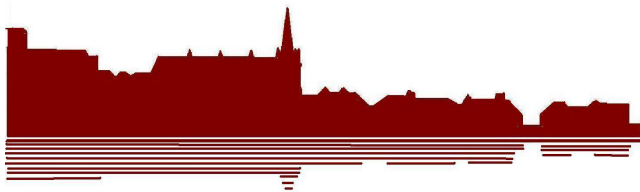
Report Author: Jeremy Parkhouse

For Information

1. Introduction

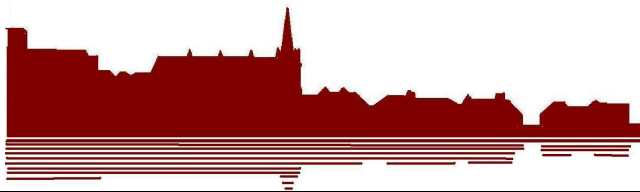
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken 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

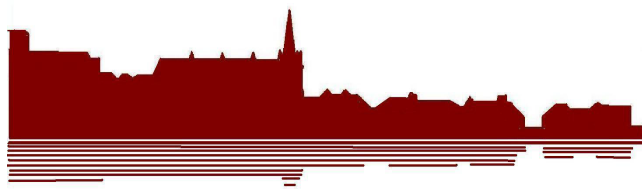


Appendix 1

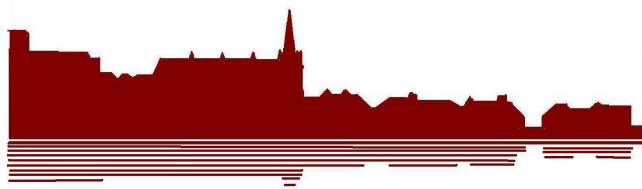
Action Tracker		
	Details	Outcome / Action
1)	31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing Rooms.	ONGOING – Awaiting chairs from Llanmorlais Hall to be removed before inviting quotations. ON HOLD
2)	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
3)	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
4)	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
5)	16/03/2023 – Council – Minute No.105a – Accounts for Payment	
	Quotations a) Drainage at Parc Hendy Cemetery – Jonathan Davis.	1) Quotation a) be reconsidered next year and additional quotations be sought at the time. ON HOLD
6)	20/04/2023 – Council – Minute No.120 – Reports of the Clerk = Accounts for Payment	
	Quotations - Screen for skip at Penclawdd Recreation Ground.	a) ONGOING - contractor be asked if the skip can be painted green.
7)	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.	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.



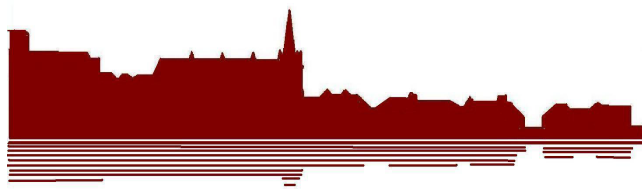
8)	08/02/24 – Council – Minute No. 118 – Chair’s Announcements	
	Parc Dan Y Graig – Penclawdd AFC were decorating the old changing rooms and it was noted that the shower area had not been completed. The Clerk added that the contractor had advised that respotex was the best option to finish the shower area rather than tiles.	ONGOING – Clerk to obtain prices to complete the shower area.
9)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	ONGOING 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.
	Graig Y Coed	2) The Clerk proceeds with obtaining 3 quotations for shutters. ONGOING
10)	12/03/24 – Finance Committee – Minute No. 50 - The Council’s Property Maintenance Schedule	
	Top Wall at Parc Hendy Cemetery	ONGOING – Awaiting quotation. Clerk was requested to contact a stone mason for a professional opinion on the wall.
11)	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.
12)	18/04/24 – Council – Minute No.144 – Reports of the Clerk	
	Accounts for Payment - Quotations a) Removal of old French Drain and installation of new at Penclawdd Recreation Ground - £8,979.79. b) Removal of wooden fence and installation of new fence / hedge at Greenacres entrance to Penclawdd Recreation Ground - £2,930.40.	ON HOLD – To be completed in the next financial year. ONGOING
13)	16/05/24 – Annual Council – Minute No.14 – Reports of the Clerk	
	Accounts for Payment - Quotations a) Penclawdd Tennis Courts – New lines.	<ul style="list-style-type: none"> Quotation approved and paint has been ordered.



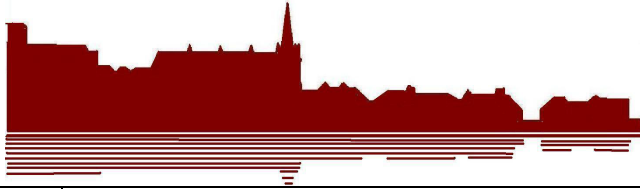
	Correspondence	
14)	16/05/24 – Annual Council – Minute No.16 – Council Property / Community Projects / Burial Grounds	
	Defibrillator – Councillor Leanne Davies had highlighted to the Clerk the sad recent death of a visitor on the Rhallt, Llanmorlais and the potential need to install a new defibrillator at a suitable location. This would have to be considered at a future meeting.	ONGOING – To be discussed at a future meeting.
15)	11/06/24 – Events & Projects Committee – Minute No. 7 – Events & Projects Report	
	Remembrance Sunday Service 2024 <ul style="list-style-type: none"> Readings – Clerk to contact Rita Ridgeway, veterans, Scouts / Cubs / Brownies / Guides / WI. Marquee / gazebo – Clerk to request to borrow one from Llanmorlais Hall. Order of Service – Clerk to ask Rita Ridgeway to contact Michael Eller. Clerk to contact Robert Barnes. Printing – Clerk to establish printing deadline with Kingsbridge Print. Post Event Reception – Clerk to request that Penclawdd WI organise. Learn A Skill Group – Clerk to contact Maureen Lewis / Rita Ridgeway. Remembrance figures – Clerk to obtain prices. 	CLOSED – Rita Ridgeway has organised readings. CLOSED – Hall Committee have agreed to lend the marquees, weather permitting. CLOSED – Rita Ridgeway has confirmed with Michael Eller and Maureen Lewis will contact Robert Barnes. CLOSED – Deadline is a week prior to the event. CLOSED – WI have confirmed they will organise. CLOSED – Both attended Events and Projects meeting – 08/10/24. CLOSED – Events & Projects Committee agreed to purchase Unknown Tommy figures at £175.
	Drainage at Graig Y Coed – JD provided a detailed update on the position at Graig Y Coed and the additional works that had been undertaken to remove the large amount of water from the football pitch. It was explained that progress had been by a trial-and-error process. The Chair requested that the Clerk writes to Swansea Council as landowners and highlights the additional costs being incurred and how it could result in the Community Council handing the site back to Swansea Council.	CLOSED – Request sent and no assistance was provided. Jonathan Davis asked to obtain a quotation from a drains company. Action(s) – 1) Clerk to contact Swansea Council to highlight the issues discussed, particularly the costs.
16)	20/06/24 – Council – Minute No. 29 – Reports of the Clerk	
	Accounts for Payment	
	<ul style="list-style-type: none"> Quotation c be noted at present and grant applications be sought to purchase the materials at Dan Y Graig. 	ONGOING – Noted – grant funding to be sought.



	Correspondence	
	<ul style="list-style-type: none"> Tonner, John & Ratti – Legal advice. 	CLOSED – Car removed / Council agreed not to proceed with charging etc.. 1. Clerk to serve notice that abandoned car be removed in 2 weeks. 2. Clerk to seek potential costs of employing a car park security company.
17)	20/06/24 – Council – Minute No. 31 – Council Property / Community Projects / Burial Grounds	
	1) The Clerk to request a quotation off Jonathan Davis to repair / renew the flooring at the skateboard ramp. 3) The Clerk clarifies if Swansea Council would remove the bins should the Community Council purchase new bins and if so, obtain the cost of installing a base. 6) Once the advice is obtained, a drainage contractor be appointed (if required) to clear the blocked drainage system.	ONGOING – Awaiting quote off JD. CLOSED – Further information will be forwarded by Swansea Council when Welsh Government advice is received. ONGOING
18)	18/07/24 – Council – Minute No. 36 – Chair’s Announcement – Graig Y Coed Woodland Project	
	The Clerk had been tasked with contacting Swansea Council regarding the next options available, including seating, Japanese knotweed treatment and tree planting.	ONGOING – Swansea Council have agreed to support the project with up to £4,000 in equipment / seating / trees.
19)	18/07/24 – Council – Minute No. 39 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Signage at Playground – The quotations were noted and it was agreed that alternative options be sought. 	CLOSED – Duplicate with No.25.
	<ul style="list-style-type: none"> Foreshore Car Park - Authority be given to remove the items within the car park, if required. 	CLOSED – Duplicate with No.25.
20)	18/07/24 – Council – Minute No. 40 – Reports of the Clerk – Accounts for Payment	
	Quotation provided by Jonathan Davis for £971.76, in respect of Crofty Playground, be approved.	ONGOING
	Additional quotations be sought in respect of enforcement services at Foreshore Car Park.	CLOSED – Quotations refused and any potential charging options be concluded.
21)	18/07/24 – Council – Minute No. 40 – Reports of the Clerk – Correspondence	
	S Pritchard – Request regarding Foreshore Car Park. Resident	CLOSED – Car removed.



	to be requested to remove the vehicle within 2 weeks.	
	P Bevan – Request for memorial bench at Foreshore Car Park. - the request be approved to install a recycled plastic bench / full costs be borne by the applicant.	ONGOING
	M Lovering – Request to plant roses at Memorial Gardens.	ONGOING – Mr Lovering will donate 20 plants.
22)	18/07/24 – Council – Minute No. 42 – Swansea Council Matters	
	<ul style="list-style-type: none"> Verge Cutting – The Ward Member be asked to request the verge from Crofty Industrial Estate to Llanmorlais Cross be cut. 	CLOSED – Job completed following action by Cllr Andrew Williams.
	<ul style="list-style-type: none"> Footpath in Llanmorlais – Councillor James Matthews / the Clerk to establish the process of footpath registration. 	CLOSED – Procedures identified.
23)	19/09/24 – Council – Minute No. 47 – Chair’s Announcements	
	The Clerk was requested to obtain a quotation for weed control in the Foreshore Car Park and to ask Celtic Wildflowers when they intended clearing the seawall area.	ONGOING – JD asked for a quotation and Celtic Wildflowers asked for an update.
24)	19/09/24 – Council – Minute No. 50 – To Review and Adopt the Model Standing Orders (Wales) 2023	
	The Model Standing Orders be published on the Council website.	CLOSED - Published
25)	19/09/24 – Council – Minute No. 51 – Reports of the Clerk	
	<p>Quotations –</p> <ul style="list-style-type: none"> A site visit be arranged to view the shower area at Dan Y Graig. Signage at Penclawdd Playground Foreshore Car Park 	<p>ONGOING – Site visit to be arranged.</p> <p>ONGOING – Cllr Adam Woolliscroft progressing.</p> <p>ONGOING - a no overnight camping notice be placed on the camper van which had remained in the car park for a number of months.</p>
	<p>Correspondence-</p> <ul style="list-style-type: none"> Tonner, Johns & Ratti Solicitors – Update - Proceed with investigating removal of equipment. Clerk to discuss public liability / risk with the Council's insurers. Bowls Club Request – shuttering on Bowls Green - Chair, Councillor Andrew Williams, Jonathan Davis and Clerk to attend site visit at Bowls Green. Resignation of Councillor John Davies – Clerk to send a letter of thanks. 	<p>ONGOING – Clerk has contacted insurers Legal team and is progressing, as are the Council’s solicitors.</p> <p>CLOSED – Clerk attended a site visit and a quotation received from Jonathan Davis</p> <p>Closed – Letter sent.</p>



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

	<ul style="list-style-type: none"> Urdd Eisteddfod – request for funding. 	ONGOING – Councillor Adam Woolliscroft to report to next meeting.
26)	19/09/24 – Council – Minute No. 53 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Penclawdd Playground – Clerk to confirm delivery date of the new notice board. Memorial Gardens – Mr Marcus Lovering had kindly agreed to donate 20 plants. 2 new beds were required to accommodate the plants. Foreshore Car Park – Councillor Andrew Williams would forward the bench brochure to Mr P Bevan for his preferred design. A final price would be agreed at the next meeting, if a response is received. Remembrance Sunday – Maureen Lewis had requested assistance to check the woollen poppies, which had been stored when wet. The Clerk would arrange a suitable day / time. 	<p>ONGOING – Company contacted.</p> <p>ONGOING – Clerk / Jonathan Davis to agree citing of new beds.</p> <p>ONGOING – Awaiting response.</p> <p>ONGOING</p>
27)	19/09/24 – Council – Minute No. 54 – Swansea Council Issues – Penclawdd Ward Member Report	
	<ul style="list-style-type: none"> CWOTS Team – AW to check if the weeds at the base of the seawall at Seaview Terrace could be cleared by Highways. 	ONGOING – Cllr Andrew Williams has asked Highways.



Council – 17th October 2024

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The Clerk is awaiting a quote to finish off the disabled toilet / shower area and costs to upgrade the opposite side of the changing rooms from Penclawdd AFC.

The football club have submitted a grant application to create a café within the old changing room section of the old changing rooms.

2. Parc Hendy Cemetery

The surveyor's updated design was approved in September 2023. The Clerk is awaiting a quotation in respect of repairing the boundary wall and top entrance to the Cemetery.

3. The Dock / Penclawdd Playground

Councillor Adam Woolliscroft is organising applicable signage.

The new noticeboard has been ordered and a date of delivery is awaited.

The Clerk is in discussions with the Council's insurers Legal Team and the Council's Solicitor regarding the issues in respect of boating equipment currently being stored within the car park.

4. Memorial Gardens

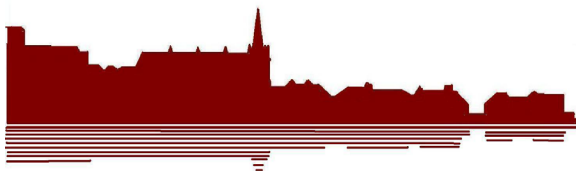
Mr Lovering has agreed to kindly donate 20 rose plants to be planted in new beds within the Gardens and two new beds will be installed.

Final arrangements in respect of Remembrance Sunday were discussed at the Projects and Events Committee on 8th October 2024.

5. Recreation Ground / Bowls Green

The approved quotation in respect of the French drain has been placed on hold for a year. The new fencing at the Greenacres access to the ground will be installed in due course.

The Clerk attended a site visit to the bowls green and a quotation is awaited from Jonathan Davis in respect of shuttering around the green.



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

A request has been received to repair a bench in the graveyard in memory of a family member.

9. Graig Y Coed

The football pitch has recovered well following the renovation works during the summer and has been used on several occasions.

10. Defibrillators

The support arrangements have been finalised with David Nicholas / Heartbeat Trust. The Clerk has agreed with David Nicholas for CPR training to be provided on 18th November 2024.

Critical Bleed Control Kits and training are also available.

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

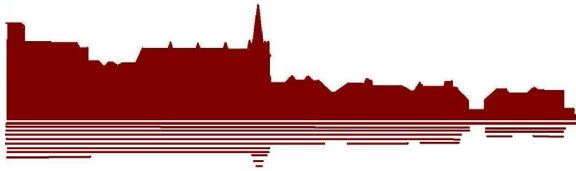
The Clerk met with Swansea Council representatives to sign off phase one of the project. The tools / equipment and benches have been purchased and an invoice forwarded to Swansea Council who have agreed to finance the purchases.

An Expression of Interest form and supporting documents have also been sent in to Swansea Council in respect of a 70/30 grant to purchase a man shed for the project.

13. Asset Transfer Request – Layby opposite Graig Y Coed

The Community Council agreed to proceed with the 'licence' to take over the layby. However, Swansea Council do not appear to want to progress matters.

For Discussion



14. Dunraven / Quarry at Victoria Road

Tonner, Johns and Ratti Solicitors are acting for the Community Council following contact from Swansea Council and have queried a few issues in respect of the land.

Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
9th October 2024

Item No. 10

Council – 17th October 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 Council and Planning Committee.
2)	I have received updates on the work of the Local Area Co-ordinator (LAC) in the community.
3)	The drains have been raised on the B4295 after the recent resurfacing work.
4)	A section of pavement has been renewed on the B4295 Gowerton Road.
5)	CWOTS Team have been instructed to clear weeds in Pencaerfenni Park and Rhyd Y Fenni.
6)	A funding bid for the 70/30 grant at Graig Y Coed Woodland Project has been submitted to Swansea Council.
7)	Litter picking has been carried out in Penclawdd Playground.
8)	Additional patch work has been undertaken to the surface of Hendy Road.
9)	The cost of weed spraying on the seawall will come out of my community budget.
10)	I have funded improvement works from my community budget to improve the footpath between Pencaerfenni Park and Crofty Industrial Estate, which has been completed by Jonathan Davis.

2) Planning Applications.

Pen-clawdd Ward planning applications were circulated in the weekly list.

3) Footpaths, Cycle Paths and Bridleways.

6th October 2024