

To: All Members of Llanrhidian Higher Community Council

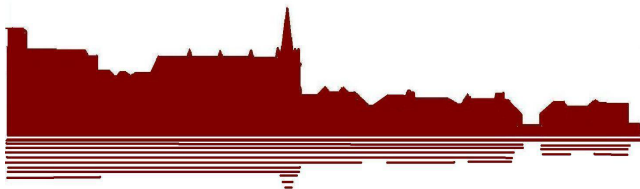
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 16th January 2025 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

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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 21 st November 2024.	5-10
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
6.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
7.	Budget Report.	11-16
8.	Reports of the Clerk.	17-33
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d)	Community Council Action Tracker.	
9.	Committee Reports – None.	
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Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

11.	City and County of Swansea Issues.	37
	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: - Council Meeting at 7 p.m. on Thursday, 13th February 2025 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
8th January 2025

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor Melissa Roberts
Councillor Leanne Davies	Councillor Mike Sheehan (Vice-Chair)
Councillor Russell Garrington	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, 21st November 2024 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Sarah Hughes, Russell Garrington, Melissa Roberts,
Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

68. Apologies for Absence

Apologies for absence were received from Councillors Huw Davies, Leanne Davies, James Matthews and Mike Sheehan.

69. 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.74 – Reports of the Clerk – Accounts for Payment.

The Clerk declared a personal and prejudicial interest in Minute No.74 – Reports of the Clerk – Accounts for Payment and left during discussion of the item concerned.

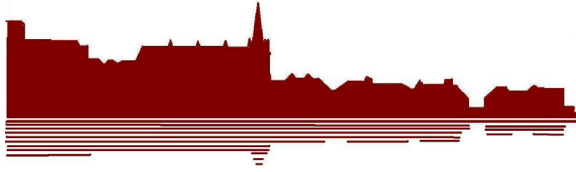
70. Minutes

Resolved that the Minutes of the Council meeting held on 17th October 2024 be approved and signed as a correct record.

71. Chairs Announcements

The Chair made the following announcements: -

- Newly Elected Community Councillor – The Chair welcomed Councillor Russell Garrington, who had been elected as a Penclawdd Ward Councillor early in November 2024.
- Grant Funding – Penclawdd Football Club had been successful in obtaining £2,500 grant funding from the Welsh Church Acts Fund which is administered by Swansea Council. Councillor Andrew Williams added that he had also provided £2,500 from his community fund. The football club had therefore reached their target funding of £5,000. The Chair congratulated the club on obtaining the funding.



72. Public Question Time

None.

73. Community Reports

a) Police Report

The Clerk reported an email report received from PCSO Andrew Brown, South Wales Police, which informed the Council regarding the local incidents which had occurred in the period September to November 2024. The Council discussed the some of the incidents reported.

Councillor Andrew Williams reported that three bus shelters at Crofty Point, Royal Oak Pub and Graig Y Coed had been vandalised and Swansea Council had included the repairs in their work programme. It was added that the repairs could take some time to complete.

Councillor Melissa Roberts proposed that when incidents occur in the future, the Community Council offers a cash sum for further information. The Clerk stated that he would discuss the proposal with PCSO Andrew Brown.

74. 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.

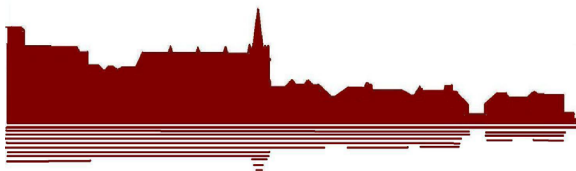
The following were also highlighted: -

Additional Invoices

- a) £832 – Swansea Council – Trade bins collection at Foreshore Car Park, Penclawdd – October 2024 to March 2025.
- b) £23.40 – Crofty Supermarket and Post Office – postage.
- c) £426 – Commercial Marquee Hire – Flooring for Remembrance Sunday Service.
- d) £280 – Penclawdd Community Centre – Room hire April to November 2024.
- e) £171.60 – E Parkhouse – Inputting finance into Edge IT (amended invoice)

Quotations

- a) Finishing shower area at disabled toilet at Parc Dany Y Graig.
- b) Quotations for materials to complete café area at Parc Dan Y Graig Changing Rooms.
- c) Weed clearance at Foreshore Car Park.



- d) Signage at Penclawdd Playground.
- e) Flooring at skateboard ramp.
- f) Camera / pipe clearing – Graig Y Coed.
- g) Safety barrier at entrance to Penclawdd Playground.
- h) Hanging Baskets 2025.
- i) Replacement of shower valves at Penclawdd Rugby Pavilion.
- j) Clearance and installation of stone at seawall, Penclawdd.

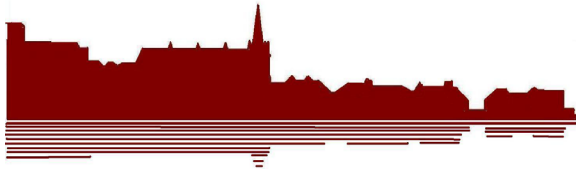
Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 17th October 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 - Noted that Penclawdd AFC had been successful in obtaining grant funding and the work would be completed as soon as possible.
- 8) Quotation c – Quotation to be provided.
- 9) Quotation d – The quotation for £101.38 had been approved by the Chair / Chair of Events & Projects Committee.
- 10) Quotation e – Flooring at skateboard ramp – a site visit and further discussions on the options available take place.
- 11) Quotation f – Jonathan Davis had obtained a quotation for £664.50 from a drainage company which had been approved by the Chair / Chair of Events & Projects Committee.
- 12) Quotation g – The Clerk discusses the options further with Jonathan Davis.
- 13) Quotation h – The Clerk seeks clarification on the ownership of the three-tier planters, a quote for a three-tier planter be requested for Station Square Penclawdd, a hanging basket be requested by the Llanmorlais sign at Riverside and the updated quote be reported to the Community Council meeting in January 2025.
- 14) Quotation i) – The Clerk seeks clarity regarding the urgency and scope of the works.
- 15) Quotation j) – Alternative options be sought and discussed at the Council meeting in January 2025.

b) To Monitor the Council Budget 2024-2025 and Agree the Draft Council Budget 2025-2026 Monitoring 2024/25

The Clerk presented the up-to-date budget spend for 2024-25. The Council noted the high budget spend for 2023-2024 and the deficit that had been created due to the Penclawdd Playground grant funding and payment being in different financial years.

The Clerk also presented a draft budget for 2025/2026 which included a 2% increase to the precept. The level of reserves was also noted. He noted that the updated draft budget for 2025-26 would be approved by the Community Council in January 2025.



Councillor Melissa Roberts proposed an amendment to approve a 1% increase. There was no seconder to the proposal and the amendment was lost.

Resolved that: -

- 1) The draft budget, including a 2% increase to the precept, be approved.
- 2) The level of reserves be noted.

***Noted** – Councillor Melissa Roberts requested that her abstention be recorded.

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
1.	One Voice Wales - Digital Maturity of Community and Town Councils Self-Assessment.	Clerk to respond.
3.	One Voice Wales - Local Government Services Pay Agreement 2024/25.	Noted – payments to the Clerk were approved at accounts for payment.
6.	One Voice Wales - Model Financial Regulations 2024.	Item to be reported to Finance Committee.
8.	Wales Air Ambulance - Community Council Appeal 2024.	Item to be reported to Finance Committee.
11.	Resident Request – Cut back trees in Memorial Gardens.	Jonathan Davis be requested to organise an inspection.

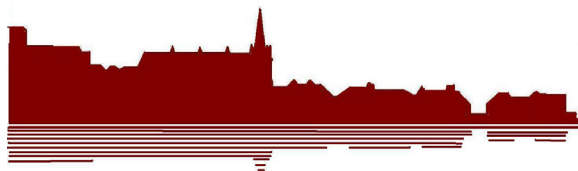
- 1) All correspondence be noted.
- 2) The actions outlined in the list of correspondence be completed.

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.



75. Committee Reports – Finance Committee

The Finance Committee discussed the Burial Fees & Charges 2025 at its meeting held on 12th November 2024. The proposed charges for 2025 were provided at Appendix A.

Resolved that: -

- 1) The Burial Fees and Charges 2025 provided at Appendix A, be approved.

76. Council Property / Community Projects / Burial Grounds

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

- Chairs at Llanmorlais Changing Rooms – The chair proposed that the chair, which belonged to Llanmorlais Hall, be scrapped.
- CPR / Defibrillator training – The Clerk reported that the training had taken place on 18th November 2024. He added that the Community Council should consider purchasing bleed kits, which could be stored within some of the defibrillator boxes.
- Remembrance Sunday Service – The Chair and Councillors commented on how well the service had gone on 10th November 2024. The Clerk would circulate thank you letters.

77. 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: -

- Cycle track – Surveyors had been out on site.
- Penclawdd Playground – Some of the groundworks had dropped and required filling in. The issue would be highlighted to Jonathan Davis.
- Litter Picking – The Ward Member had completed a pick and a large amount of litter had been removed.
- Penclawdd Primary School had received a very positive Estyn report.
- A resident had asked Councillor Melissa Roberts regarding trees opposite houses on Gowerton Road. It was explained that they were the responsibility of NRW / private landlords.
- Signs – The Ward Member had ordered signs for Riverside / Station Road and explained that the replacements could take some time to install.
- Hendy Cottage – The Ward Member explained that the building would be used for respite care once renovations had been completed.
- Voucher Scheme – the Ward Member had been working with Penclawdd Primary School / LAC to ensure vouchers were provided to those who were entitled.



b) Planning – The resubmitted plans for Bethel Chapel had been turned down.

c) Footpaths – No discussion.

78. Outside Bodies

None.

79. Meeting – 20th February 2025

The Clerk requested that the meeting for 20th February 2025 be moved to 13th February 2025.

Resolved that the request be approved.

The meeting ended at 8.53 p.m.

Chair

Item No. 7

Report of the Clerk

Llanrhidian Higher Community Council – 16th January 2025

Budget Report - 2025/26

1) Background

A community council must calculate its budget requirement for a financial year in accordance with Section 50 of the Local Government Finance Act 1992 and issue a precept to the billing authority. The billing authority collect the precept (charge) on behalf of town and community councils under Section 41 of the above Act.

The City and County of Swansea has informed the Community Council that the Council Tax Base for Llanrhidian Higher has been calculated as 1,608 Band D equivalent properties. This figure has been calculated using the valuation lists provided by the valuation officer on 31st October 2024.

Precept payment dates for 2024/25 will be as follows: -

- 1/3 last working day of April 2025
- 1/3 last working day of August 2025
- 1/3 last working day of December 2025

The Community Council must notify the City and County of Swansea of the Precept for 2025/26 no later than 31st January 2025.

***Note:** - Whilst the precept is based upon Band D properties, residents pay both their Council Tax and the Community Town Council precept on a pro rata basis depending upon the valuation of their property from Bands A to I.

2) Budget Setting - 2025/26 Financial Year

External Auditors have previously highlighted that the Council had to formally note the level of reserves held by the Council. At present, the Community Council holds the following balances (8/01/2025): -

Account	Balance
Current Account	£85,085.14
Projects Account	£1,373.49
Reserve Account	£34,387.02
CCLA Account	£25,000
Total	£145,846.65

It must be noted that the Council will be spending funds in respect of the Graig Y Coed Woodland project.

As part of the budget monitoring process, reports have been provided to all Community Council / Finance Committee meetings in order for income and expenditure to be monitored. The budget spends for 2024/25 were highlighted and noted by Council on 21st November 2024 and the Clerk also presented a draft budget for 2025/26 the which including a 2% increase to the precept in order to present a balanced budget. The Clerk went through the budget information in detail, highlighting the income / expenditure and the level of Reserves. The Council currently has 1608 Band D equivalent properties and the proposals for 2025/26 would increase the precept to £185,499.99, which would be £116.01 per Band D property.

***Note:** - The number of Band D properties has increased from 1599 to 1608 properties which would result in a precept increase from £180,447.15 to £181,462.80 if there is no increase to the precept. The Council meeting in November 2024 was not aware of this change and the 2% increase approved in November 2024 was based upon 1599 properties, not the 1608 amount. The precept agreed in the draft budget was £184,056.09. To reach this target a 2% increase would be required.

Appendix A provides the Financial Budget Comparison for the remainder of the 2024/25 and the Draft Budget for 2025/26.

To assist Councillors in making their decision, the figures below are provided as a guide to setting the precept for 2024/25.

Percentage Increase	Price Per Band D Equivalent	Precept
0%	£112.85	£181,462.80
1%	£113.97	£183,263.76
2%	£115.10	£185,080.80
5%	£118.49	£190,531.92
7%	£120.74	£194,149.92
10%	£124.13	£199,601.04

It is recommended that: -

- 1) The Budget figures for the remainder of 2024/25 be noted.
- 2) The levels of Reserves / Projects / CCLA accounts be noted.
- 3) The minimum level of Reserves be agreed at £50,000 for 2025/2026.
- 4) The Budget for 2025/26 be agreed and the City and County of Swansea be informed of the Precept figures by 31st January 2025.

Jeremy Parkhouse
Clerk to the Community Council
8th January 2025

Appendices:

Appendix A – Financial Budget Comparison for the remainder of the 2024/25 and Budget for 2025/26.

Financial Budget Comparison

Comparison between 01/04/24 and 06/01/25 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance	2025/26
INCOME					
Administration					
100	Precept	£180,447.15	£180,447.15	£0.00	£183,263.76
105	Refund of bank charges	£0.00	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00	£0.00
121	Bank Interest	£1,100.00	£1,198.51	£98.51	£1,500.00
122	Bank Interest	£120.00	£1,074.01	£954.01	£120.00
150	Grants received	£0.00	£0.00	£0.00	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£6,000.00	£1,000.00	£-5,000.00	£6,000.00
251	Miscellaneous Income - Current Account	£4,800.00	£10,607.21	£5,807.21	£8,000.00
252	Miscellaneous Income - Projects Account	£0.00	£362.50	£362.50	£0.00
Total Administration		£192,467.15	£194,689.38	£2,222.23	£198,883.76
Outside Services					
300	Cemetery Income	£12,000.00	£5,036.50	£-6,963.50	£13,000.00
320	Wayleaves	£129.00	£129.61	£0.61	£129.00
330	Recreation Grounds	£6,450.00	£4,612.65	£-1,837.35	£6,150.00
Total Outside Services		£18,579.00	£9,778.76	£-8,800.24	£19,279.00
Total Income		£211,046.15	£204,468.14	£-6,578.01	£218,162.76

Financial Budget Comparison

Comparison between 01/04/24 and 06/01/25 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance	2025/26
EXPENDITURE					
Administration					
1001	Salaries	£40,500.00	£26,317.06	£14,182.94	£42,500.00
1002	Clerks Expenses	£650.00	£614.97	£35.03	£490.00
1010	Subscriptions	£1,410.00	£820.22	£589.78	£1,690.00
1015	Office Costs	£3,960.00	£1,953.79	£2,006.21	£3,850.00
1020	Web Site	£400.00	£290.00	£110.00	£400.00
1025	Advertising	£150.00	£0.00	£150.00	£150.00
1030	Insurance	£5,500.00	£8,116.59	-£2,616.59	£7,600.00
1040	Bank Charges	£100.00	£70.61	£29.39	£100.00
1045	Audit Fees	£775.00	£470.00	£305.00	£850.00
1046	Accountancy Services	£250.00	£0.00	£250.00	£250.00
1050	Legal Costs	£1,000.00	£2,775.00	-£1,775.00	£2,000.00
1060	Loan Repayments	£6,000.00	£2,922.31	£3,077.69	£5,844.62
1065	Training	£0.00	£80.00	-£80.00	£0.00
1070	ICO Fee	£35.00	£35.00	£0.00	£35.00
1075	Consultancy Costs	£300.00	£0.00	£300.00	£100.00
1076	Signage	£500.00	£0.00	£500.00	£300.00
Total Administration		£61,530.00	£44,465.55	£17,064.45	£66,159.62
Outside Services					
3000	Cemeteries	£12,400.00	£1,356.60	£11,043.40	£9,200.00
3001	Grounds Maintenance	£90,000.00	£52,112.49	£37,887.51	£90,000.00
3010	Playgrounds	£5,100.00	£126,514.68	-£121,414.68	£3,900.00

Financial Budget Comparison

Comparison between 01/04/24 and 06/01/25 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance	2025/26
3030	Recreation Grounds	£13,450.00	£28,854.29	-£15,404.29	£14,275.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	£0.00
3050	Other Outside services	£11,500.00	£7,320.86	£4,179.14	£12,050.00
3051	Remembrance Sunday Service	£1,500.00	£1,374.58	£125.42	£1,200.00
3052	War Memorial Charity	£0.00	£0.00	£0.00	£1.00
3055	Defibrillators	£1,600.00	£50.00	£1,550.00	£1,650.00
Total Outside Services		£135,550.00	£217,583.50	-£82,033.50	£132,276.00
Civic					
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00	£3,850.00
2005	Councillor Training	£800.00	£80.00	£720.00	£800.00
2010	Meeting Costs	£600.00	£280.00	£320.00	£600.00
2030	Election Costs	£3,000.00	£0.00	£3,000.00	£5,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00	£0.00
Total Civic		£8,250.00	£360.00	£7,890.00	£10,250.00
Grants					
4046	Donations	£500.00	£414.85	£85.15	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00	£5,000.00
Total Grants		£5,500.00	£414.85	£5,085.15	£5,500.00
Total Expenditure		<u>£210,830.00</u>	<u>£262,823.90</u>	<u>-£51,993.90</u>	<u>£214,185.62</u>

Financial Budget Comparison

Comparison between 01/04/24 and 06/01/25 inclusive. Includes due and unpaid transactions.

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

	2024/25	Actual Net	Balance	2025/26
Total Income	£211,046.15	£204,468.14	-£6,578.01	£218,162.76
Total Expenditure	£210,830.00	£262,823.90	-£51,993.90	£214,185.62
Total Net Balance	£216.15	-£58,355.76	£45,415.89	£3,977.14



Item No. 8

Council – 16th January 2025

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 – Penclawdd AFC.
 - Weed clearance at Foreshore Car Park.
 - Signage at Penclawdd Playground.
 - Flooring at skateboard ramp.
 - Drainage camera investigations – Graig Y Coed.
 - Safety barrier at Penclawdd Playground.
 - Hanging Baskets 2025.

b) Correspondence

Attached at Appendix B.

c) Work Programme 2024-2025

Attached at Appendix C.

e) Community Council Action Tracker

Attached at Appendix D.

Jeremy Parkhouse
Clerk to the Community Council
8th January 2025

Appendix A

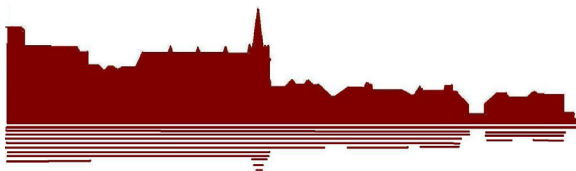
ACCOUNTS FOR PAYMENT – 16th January 2025

Salaries	£1,214.36
Clerks Expenses	£100.97
Pinnacle - Printing costs - Invoice 138795 (£3.59 Net) (£0.72 VAT)	£4.31
Jonathan Davis & Son - Invoice 24/123 - Monthly Costing December 2024 - Additional Works - Supply / Installation & Reinstatement of Bowling Green Edge after Installation of Plastic Edge to Raise Perimeter Edging as per Quotation 143/24. Supply / Instal / Remove & Chip 3no Christmas Trees to Llanmorlais, Crofty & Penclawdd. Re Payment of Invoice from Drainforce for Jetter & Additional Camera Survey of GYC Drains as per Email Confirmation to Proceed. Replacement of Missing D Shackle on Pirate Ship Equipment at Penclawdd Playground. 18/12/24 (£11,995.75 Net) (£2,399.15 VAT)	£14,394.90
Celtic Mowers Ltd - Invoice 129937 - Pitchmarker - 10 litres (£114 Net) (£22.80 VAT)	£136.80
Swansea Council Pension Fund	£506.93
HMRC - PAYE	£493.88
Total Payments	£16,852.15
Invoices paid since 19th December 2024	
SSE Southern - Electricity at Graig Y Coed Changing Rooms - 01/11/24 to 31/11/24 (£119.02 Net) (£5.95 @ 5% VAT)	£124.97
Xerox Finance Ltd - Hire of multifunctional device	£92.78
Microsoft 365 subscription	£79.99
SSE Southern - Electricity at Llanmorlais - 09/04/24 to 31/11/24 (£54.10 Net) (£2.71 @ 5% VAT)	£56.81
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£8.50
Total	£383.02
Total Outgoings	£17,235.17
Income since 19th December 2024	
CCLA - Interest - January 2025	£100.89
HMRC - Repayment of VAT - November & December 2024	£3,150.00
City & County of Swansea - Precept Payment	£60,149.05
Blue Anchor Mens Bowls Club - Additional costs for edging bowls green	£212.50
Llwchwr Schools Under 11's - Annual fee for Monday evening training at Graig Y Coed	£150.00
Total Income	£63,762.44
TRANSFERS:	
None.	
RECONCILIATION:	
Current Account Balance – 8th January 2025	£85,085.14
Less Approved Payments (January 2025)	£16,852.15
Total	£68,232.99
BANK ACCOUNTS	
Current Account Balance – 8th January 2025	£85,085.14
Reserve Account Balance - 8th January 2025	£34,387.02
CCLA Investment - 8th January 2025	£25,000.00
Memorial Gardens Charity Account - 8th January 2025	£1.00
Projects Account Balance - 8th January 2025	£1,373.49
TOTAL	£145,846.65

Appendix A

ACCOUNTS FOR PAYMENT – 19th December 2024

Salaries	£1,214.56
Clerks Expenses	£110.97
Pinnacle - Printing costs - Invoice 134751 (£85.34 Net) (£17.07 VAT)	£102.41
Jonathan Davis & Son - Invoice 24/123 - Monthly Costing November 2024. Additional Works: - Drain Survey GYC 27/11/24; Vegetation Cut Around Penclawdd Dock Car Park Area 22/11/24; Signs Erected Penclawdd Playground Gates 26/11/24; Timber Baulks Attached to Access Points onto GYC Rugby Field to Stop Horses 15/11/24 (No charge). (£6868.63 Net) (£1,373.72 VAT)	£8,242.35
Tonner, Johns & Ratti Solicitors - Professional fees - Issues concerning land at Victoria Road / Dunraven Close, Penclawdd (£1,130 Net) (£220 VAT)	£1,350.00
One Voice Wales - Councillor Training - Councillor Russell Garrington – New Councillor Induction – Invoice 8879	£40.00
One Voice Wales – Clerk Training – Advanced Understanding Local Government Finance – Module 21 - Invoice 8821	£40.00
Honorarium - D Phillips - Key holder	£130.00
Honorarium - M Hughes - Key holder	£130.00
Swansea Council Pension Fund	£506.93
HMRC - PAYE	£493.68
Total Payments	£12,360.90
Invoices paid since 21st November 2024	
Scottish Power - Electricity at Bowls Pavilion (£66.50) (£3.50 VAT @ 5%)	£70.00
P T Sims - Replacement of four non-concussive shower valves, including all materials and labour	£916.00
Gwyr Skips and Aggregate - Skip Hire (£370 Net) (£74 VAT)	£444.00
SSE Southern - Electricity at Llanmorlais - 09/04/24 to 31/08/24 (£56.81 Net) (£2.71 @ 5% VAT)	£55.84
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£7.00
Total	£1,512.81
Total Outgoings	£13,873.71
Income since 21st November 2024	
CCLA - Interest - December 2024	£98.72
Reserve Account Interest - December 2024	£25.77
Projects Account Interest - December 2024	£0.78
Blue Anchor Ladies Bowls - Annual fee and contribution towards edging of the bowls green	£512.50
Penclawdd RFC - Invoice 196 - Printing of match programme	£120.00
Scottish Power - Refund of overpayment following closure of account at Bowls Pavilion	£402.00
Total Income	£1,159.77
TRANSFERS:	
None.	
RECONCILIATION:	
Current Account Balance – 17th December 2024	£34,400.01
Less Approved Payments (December 2024)	£12,360.90
Total	£22,039.11
BANK ACCOUNTS	
Current Account Balance – 17th December 2024	£34,400.01
Reserve Account Balance - 17th December 2024	£34,286.13
CCLA Investment - 17th December 2024	£25,000.00
Memorial Gardens Charity Account - 17th December 2024	£1.00
Projects Account Balance - 17th December 2024	£1,010.99
TOTAL	£94,698.13



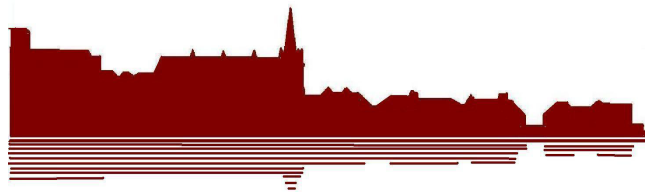
Correspondence – 16th January 2025

1.	Welsh Government - Review of Senedd Constituencies.
2.	Gower National Landscape Advisory Group - Next Meeting.
3.	Eisteddfod yr Urdd Dur a Môr, Parc Margam a'r Fro 2025.
4.	One Voice Wales - Information on RAAC in Buildings.
5.	Swansea Council - Community Council Precepts 2025/2026.
6.	Swansea Council - Flowers 2025 Quotation.
7.	Penclawdd Women's Institute - Remembrance Sunday 2024.
8.	S Dalton - Rugby Training at Graig-y-Coed.
9.	One Voice Wales - Swansea Area Committee Meeting 13 January 2025.
10.	Tonner, Johns and Ratti Solicitors - Land at Victoria Road / Dunraven Close and Foreshore Car Park.
11.	One Voice Wales – Training for Councillors.
12.	One Voice Wales – Training Dates.
13.	Penclawdd Brass Band – Remembrance Sunday.
14.	DCMS Grassroots Facilities Evaluation: Cymru Football Foundation.

Jeremy Parkhouse

Clerk to the Community Council

8th January 2025



Report of the Clerk

Council – 16th January 2025

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.

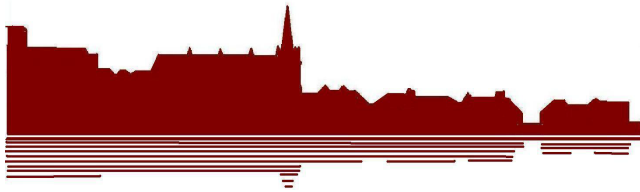
Jeremy Parkhouse
Clerk to the Community Council
2nd January 2024

	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 Constitutiona l 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 for the years 2021/22	To note the budget 2025/26 To Set the Precept for 2025/26 Annual Governance Statement - To approve the report of the External Auditor for the years 2021/22, 2022/23 & 2023/24			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

Llanrhidian Higher Community Council Workplan 2024/25

Appendix 1

Committee Reports		Finance / Personnel / Events & Projects Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs.		Events & Projects	Events & Projects	Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Finance - To Approve Grant Payments		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 – 16th January 2025

Community Council Action Tracker

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

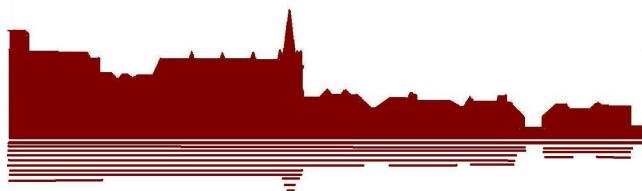
Report Author: Jeremy Parkhouse

For Information

1. Introduction

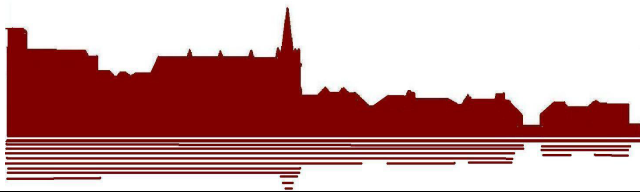
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

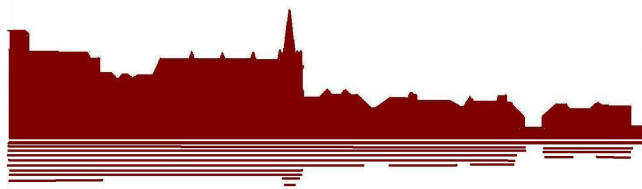


Appendix 1

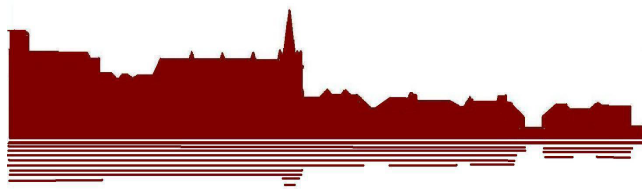
Action Tracker		
	Details	Outcome / Action
1)	31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing 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) CLOSED - contractor be asked if the skip can be painted green. Request turned down.



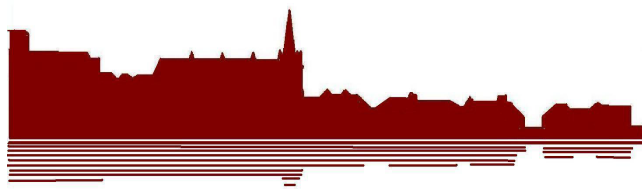
7)	18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Quotations	
	<p>a) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath.</p> <p>b) Installation of ACO drainage channels to Llanmorlais Hall Car Park.</p>	<p>a) Quotation b) provided by Jonathan Davis be noted and the work placed on hold. ON HOLD</p> <p>b) ONGOING - Quotation d) provided by Jonathan Davis for £979.50 be approved.</p>
8)	08/02/24 – Council – Minute No. 118 – Chair’s Announcements	
	<p>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.</p>	CLOSED – Duplicate with No.37. 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.



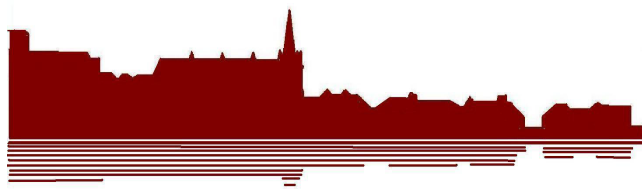
12)	18/04/24 – Council – Minute No.144 – Reports of the Clerk - Quotations	
	a) Removal of old French Drain and installation of new at Penclawdd Recreation Ground - £8,979.79. b) Removal of wooden fence and installation of new fence / hedge at Greenacres entrance to Penclawdd Recreation Ground - £2,930.40.	ON HOLD – To be completed in the next financial year. ONGOING
13)	16/05/24 – Annual Council – Minute No.14 – Reports of the Clerk - Quotations	
	a) Penclawdd Tennis Courts – New lines.	<ul style="list-style-type: none"> Quotation approved and paint has been ordered.
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)	20/06/24 – Council – Minute No. 29 – Reports of the Clerk - Accounts	
	<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. 	CLOSED – Grant funding obtained.
16)	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.	CLOSED – Duplicate with No.27
	6) Once the advice is obtained, a drainage contractor be appointed (if required) to clear the blocked drainage system.	CLOSED – Contractor appointed.
17)	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.
18)	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
	M Lovering – Request to plant roses at Memorial Gardens.	CLOSED – Mr Lovering had donated 20 plants.
19)	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.	CLOSED – JD provided a quotation / Celtic Wildflowers had completed the work.
20)	19/09/24 – Council – Minute No. 51 – Reports of the Clerk	
	<ul style="list-style-type: none"> A site visit be arranged to view the shower area at Dan Y Graig. 	CLOSED – Duplicate with No.37.



	<ul style="list-style-type: none"> Foreshore Car Park 	CLOSED - a no overnight camping notice be placed on the camper van which had remained in the car park for a number of months – Van had moved.
	<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. 	ONGOING – Clerk has contacted insurers Legal team and is progressing, as are the Council's solicitors.
21)	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. 	ONGOING – Company contacted.
	<ul style="list-style-type: none"> Memorial Gardens – Mr Marcus Lovering had kindly agreed to donate 20 plants. 2 new beds were required to accommodate the plants. 	CLOSED – Clerk / Jonathan Davis had agreed the position of the new rose bed.
	<ul style="list-style-type: none"> 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. 	ONGOING – Quotation to be forwarded to Mr P Bevan and a site visit to be arranged with him.
22)	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. 	CLOSED – Cllr Andrew Williams has asked Highways. Job completed.
23)	08/10/24 – Personnel Committee – Minute No. 14 – Personnel Report	
	<ul style="list-style-type: none"> The Clerk contacts One Voice Wales regarding the ongoing delay by Audit Wales in completing their audits over the last three years. 	CLOSED – Response received.
	<ul style="list-style-type: none"> To complete One Voice Wales Advanced Local Government Finance Training Module – The Clerk has booked training on 27th November 2024. 	CLOSED – Training attended.
24)	08/10/24 – Personnel Committee – Minute No. 15 – New Contract of Employment	
	<ul style="list-style-type: none"> The Clerk drafts the new contract of employment based on 'Green Book' conditions. 	ONGOING
	<ul style="list-style-type: none"> The new contract be signed by the Chair of the Personnel Committee and the Clerk. 	ONGOING
	<ul style="list-style-type: none"> The contract of employment based on what are known as 'Green Book' conditions be adopted. 	ONGOING



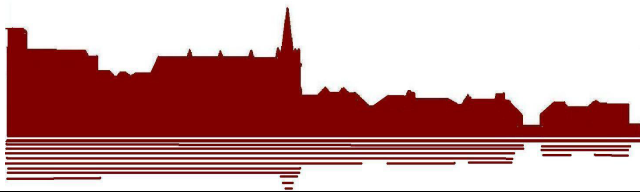
25)	08/10/24 – Events & Projects Committee – Minute No. 12 – Events & Projects Report	
	<ul style="list-style-type: none"> Clerk to request a quotation for a marquee in future years. Penclawdd Playground - Seek a quotation to install a pedestrian barrier between the entrance gate and the car park. 	<p>ONGOING</p> <p>CLOSED – Duplicate with No.37.</p>
26)	17/10/24 – Council – Minute No. 61 – Public Question Time.	
	The Clerk would keep the volunteers updated and would obtain an insurance quote in respect of the man shed(s).	ONGOING
27)	17/10/24 – Council – Minute No. 63 – Reports of the Clerk.	
	<ul style="list-style-type: none"> Flooring for skateboard ramp – quotation to be provided. 	ONGOING
	<p>Correspondence: -</p> <ul style="list-style-type: none"> J Peebles – Request to repair a broken bench at Mount Hermon Cemetery in memory of a family member. DAS Law - Clerk to complete online form. 	<p>ONGOING – J Peebles informed.</p> <p>ONGOING</p>
28)	17/10/24 – Council – Minute No. 65 - Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Layby opposite Graig Y Coed – Councillor Andrew Williams would request chippings / scalping's to fill in the large potholes. 	ONGOING
29)	17/10/24 – Council – Minute No. 66 – Swansea Council Matters	
	<ul style="list-style-type: none"> CWOTS Team – AW to request they clear the footpath running at the side of Pencaerfenni Park. 	ONGOING - CWOTS team have been assigned other work in the last couple of months, the path should have been cut back by countryside access contractors
	<ul style="list-style-type: none"> Seawall – the bottom had been requested to be cut. 	CLOSED - A request has been made to Highways to clear the growth. Job completed.
	<ul style="list-style-type: none"> Station Road, Llanmorlais sign had been damaged and would be reported. Riverside sign – the wording has disappeared and required replacing. 	ONGOING - Both signs had been requested from Highways, however there is a backlog so it could take some time
30)	12/11/24 – Finance Committee – Minute No. 18 – Quarterly Discussion with the Grounds Maintenance Contractor	
	<ul style="list-style-type: none"> Bowls Green – The work to the edges of the bowls green had been completed. The work had cost £425 more than had been quoted. <p>Action(s) – 1) Clerk to request that the Bowls Clubs contribute the £425 additional cost.</p>	CLOSED – Request sent.



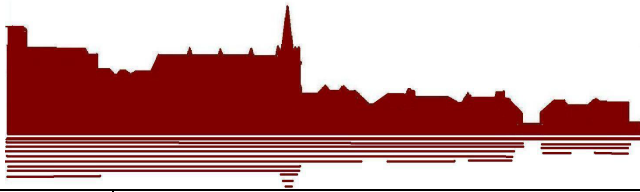
	<ul style="list-style-type: none"> Drainage options at Graig Y Coed – It was proposed that a site visit take place to look at the proposals put forward by Penclawdd Football Club. <p>Action(s) – 1) Clerk to organise a site visit.</p>	ONGOING
	<ul style="list-style-type: none"> Foreshore Car Park – Cutting weeds at the car park to be included in the Ground Maintenance Contract. The options available for the seawall were also discussed. Action(s) – 1) JD to provide quotations in respect of the above. 	ONGOING
31)	12/11/24 – Finance Committee – Minute No. 19 – To Monitor the Biodiversity and Environment Development Action Plan	
	It was agreed that the Gower plants be removed from the plan, once the final option for the wall had been approved.	CLOSED – Removed from Plan.
32)	12/11/24 – Finance Committee – Minute No. 20 - To Monitor the Council Budget 2024-2025 and to Agree the Draft Budget 2025-2026	
	<ul style="list-style-type: none"> The Draft Budget for 2025-26, including a 2% increase in the precept, be recommended to Council for approval. 	CLOSED – Draft budget approved on 21/11/2024.
	<ul style="list-style-type: none"> The Clerk seeks an insurance quote in respect of the 2 additional containers at Graig Y Coed, to be paid should the grant application be successful. 	ONGOING
33)	12/11/24 – Finance Committee – Minute No. 21 - Grants and Donations 2024-2025	
	<ul style="list-style-type: none"> The item be deferred to the next Committee meeting, subject to further investigations by the Clerk into the procedures undertaken by other Councils. 	ONGOING
34)	12/11/24 – Finance Committee – Minute No. 24 - To Agree Burial Fees & Charges 2025	
	<ul style="list-style-type: none"> The fees agreed by the Committee be forwarded to Council for approval. 	CLOSED – Approved by Council.
35)	12/11/24 – Finance Committee – Minute No. 25 - The Council's Property Maintenance Schedule	
	<ul style="list-style-type: none"> Llanmorlais Changing Rooms - Looking at a new layout of the changing rooms. 	ONGOING
	<ul style="list-style-type: none"> Delete completed jobs. 	CLOSED
	<ul style="list-style-type: none"> Hybrid meetings – Offering grants for Wi-Fi. 	ONGOING
	<ul style="list-style-type: none"> New laptop for the Clerk – price to be obtained. 	ONGOING
	<ul style="list-style-type: none"> Combining items 11 and 14 at Llanmorlais Hall. 	CLOSED
	<ul style="list-style-type: none"> The costs of roll-up ramps be investigated. 	ONGOING
36)	21/11/24 – Council – Minute No. 73 – Community Reports	
	<ul style="list-style-type: none"> Councillor Melissa Roberts proposed that when incidents occur in the future, the Community Council offers a cash sum for further information. The Clerk stated that he 	CLOSED – South Wales Police advised the Community Council not to proceed with the



	would discuss the proposal with PCSO Andrew Brown.	proposal.
37)	21/11/24 – Council – Minute No. 74 – Reports of the Clerk - Quotations	
	<ul style="list-style-type: none"> Finishing shower area at disabled toilet at Parc Dany Y Graig. 	<ul style="list-style-type: none"> ONGOING - A site visit be arranged to view the shower area.
	<ul style="list-style-type: none"> Quotations for materials to complete café area at Parc Dan Y Graig Changing Rooms. 	<ul style="list-style-type: none"> CLOSED - Noted that Penclawdd AFC had been successful in obtaining grant funding.
	<ul style="list-style-type: none"> Weed clearance at Foreshore Car Park. 	<ul style="list-style-type: none"> CLOSED - Quotation provided.
	<ul style="list-style-type: none"> Signage at Penclawdd Playground. 	<ul style="list-style-type: none"> CLOSED - The quotation for £101.38 had been approved by the Chair / Chair of Events & Projects Committee.
	<ul style="list-style-type: none"> Flooring at skateboard ramp. 	<ul style="list-style-type: none"> ONGOING - Flooring at skateboard ramp – a site visit and further discussions on the options available take place.
	<ul style="list-style-type: none"> Camera / pipe clearing – Graig Y Coed. 	<ul style="list-style-type: none"> CLOSED – Work completed. Jonathan Davis had obtained a quotation for £664.50 from a drainage company which had been approved by the Chair / Chair of Events & Projects Committee.
	<ul style="list-style-type: none"> Safety barrier at entrance to Penclawdd Playground. 	<ul style="list-style-type: none"> ONGOING - Clerk had met with Ground Maintenance Contractor regarding the positioning of barriers.
	<ul style="list-style-type: none"> Hanging Baskets 2025. 	<ul style="list-style-type: none"> CLOSED - The Clerk sought clarification on the ownership of the three-tier planters – these are Swansea Council owned; a quote for a three-tier planter be requested for Station Square Penclawdd – Swansea Council advise that it would be against health and safety



		procedures; a hanging basket be requested by the Llanmorlais sign at Riverside. Swansea Council – Swansea Council would not manage the hanging basket due to previous complaints; the quote would therefore remain the same.
	<ul style="list-style-type: none"> Replacement of shower valves at Penclawdd Rugby Pavilion 	<ul style="list-style-type: none"> CLOSED – Showers required replacement – Work completed. The Clerk seeks clarity regarding the urgency and scope of the works.
	<ul style="list-style-type: none"> Clearance and installation of stone at seawall, Penclawdd. 	<ul style="list-style-type: none"> ONGOING - Alternative options be sought and discussed at the Council meeting in January 2025.
	<ul style="list-style-type: none"> One Voice Wales - Digital Maturity of Community and Town Councils Self-Assessment. One Voice Wales - Model Financial Regulations 2024. Wales Air Ambulance - Community Council Appeal 2024. Resident Request – Cut back trees in Memorial Gardens. 	<ul style="list-style-type: none"> CLOSED - Clerk responded. ONGOING - Item to be reported to Finance Committee. ONGOING - Item to be reported to Finance Committee. ONGOING - Jonathan Davis be requested to organise an inspection.
38)	21/11/24 – Council – Minute No. 75 – Committee Reports – Finance Committee	
	<ul style="list-style-type: none"> The Burial Fees and Charges 2025 provided at Appendix A, be approved. 	CLOSED – Clerk to publish on the Council website and inform companies – Completed.
39)	21/11/24 – Council – Minute No. 76 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Chairs at Llanmorlais Changing Rooms – The chairs proposed that the chair, which belonged to Llanmorlais Hall, be scrapped. The Community Council should consider purchasing bleed kits, which could be stored within some of the defibrillator boxes. 	<p>ONGOING</p> <p>ONGOING</p>



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

	<ul style="list-style-type: none"> Remembrance Sunday Service – The Chair and Councillors commented on how well the service had gone on 10th November 2024. The Clerk would circulate thank you letters. 	CLOSED
40)	21/11/24 – Council – Minute No. 79 – Meeting – 20th February 2025	
	<ul style="list-style-type: none"> The Clerk requested that the meeting for 20th February 2025 be moved to 13th February 2025. 	CLOSED – Approved – Clerk has sent amended meeting request for 13th February 2025.



Council – 16th January 2025

Council Property / Community Projects / Burial Grounds

1. **Dan Y Graig**

The Clerk is due to organise a site visit to view the disabled toilet / shower are.

The football club have been successful with their 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**

Signage has been installed at the playground.

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 kindly donated 20 rose plants to be planted in a new bed within the Memorial Gardens.

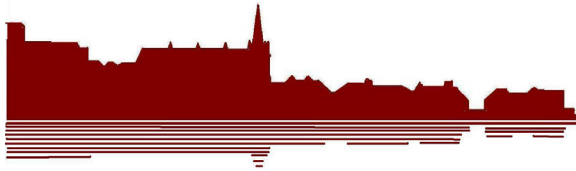
The Remembrance Sunday Service was held on 10th November 2024.

Councillor Melissa Roberts has requested that discussions take place regarding erecting a flagpole at the Memorial Gardens. **For Discussion**

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 work to improve the edges of the bowls green has been completed and the Bowls Clubs have contributed towards the costs.



6. Crofty Playground

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

Similarly to Penclawdd Playground, new signage has been installed.

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. This was approved and would be arranged by the family who requested to complete the work, in the next few months.

9. Graig Y Coed

Works to clear the blocked drains running down the main entrance is scheduled to be completed early in January 2025.

10. Defibrillators

The support arrangements have been finalised with David Nicholas / Heartbeat Trust. David Nicholas provided CPR training for 15 people on 18th November 2024.

Critical Bleed Control Kits and training opportunities are also available.

For Discussion

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.

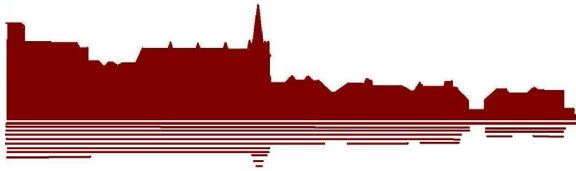
Councillors are to check sites under their responsibility on a regular basis.

The Finance Committee monitors the Council's risks on a quarterly 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 into Swansea Council in respect of a 70/30 grant to purchase a man shed for the project. The Chair, Clerk and Councillor Andrew Williams attended a site visit on 4th November 2024 and were informed that the grant



had been provisionally approved. A formal decision is awaited in January 2025.

13. Asset Transfer Request – Layby opposite Graig Y Coed

The Community Council agreed to proceed with the 'licence' to take over the layby and are awaiting correspondence from Swansea Council.

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,
1st January 2025

Item No. 11

Council – 16th January 2025

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, Planning Committee and Mid & West Wales Fire Authority.
2)	I have received updates on the work of the Local Area Co-ordinator (LAC) in the community.
3)	New bins have been installed throughout the Ward.
4)	75 vouchers have been distributed to 35 low income families within the Ward to assist with Christmas.
5)	Christmas hampers were distributed to some families within the Ward.
6)	A Christmas dinner for pensioners was held at Penclawdd RFC Clubhouse, which was funded out of my community budget.
7)	Litter picking has been carried out in the Ward.
8)	The 70/30 bid has been increased and resubmitted. A site visit from the officer in charge has taken place and a formal decision is awaited in January 2025.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

No report.

1st January 2025