

To: All Members of Llanrhidian Higher Community Council

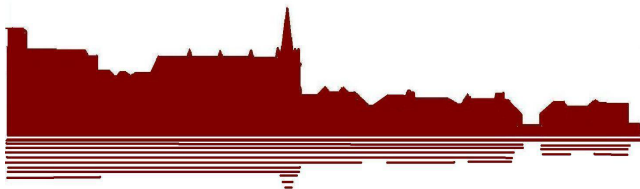
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 13<sup>th</sup> February 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](mailto: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 16 <sup>th</sup> January 2025.	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.	Reports of the Clerk.	11-28
a)	Accounts for Payment / Quotations.	
b)	Budget Monitoring 2024/25 and to Note the 2025/26 Budget.	
c)	Correspondence.	
d)	Work Plan 2024/2025.	
e)	Community Council Action Tracker.	
8.	Committee Reports.	
a)	Finance Committee – To elect a Councillor to the vacancy on the Finance Committee.	



9.	Council Property / Community Projects / Burial Grounds.	29-31
10.	City and County of Swansea Issues.	32
	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, 20 <sup>th</sup> March 2025 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council  
5<sup>th</sup> February 2025

**Llanrhidian Higher Community Council**

Councillor Huw Davies	Councillor Melissa Roberts
Councillor Leanne Davies	Councillor Mike Sheehan <b>(Vice-Chair)</b>
Councillor Russell Garrington	Councillor Paul Tucker <b>(Chair)</b>
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, 16<sup>th</sup> January 2025 at 7.00pm.**

**Present:** Councillor Paul Tucker (Chair) presided

**Councillors:** Huw Davies, Leanne Davies, Sarah Hughes, Melissa Roberts, Mike Sheehan, Andrew Williams and Adam Woolliscroft

**Officers:** Huw Evans - Acting Temporary Clerk to the Community Council

**80. Apologies for Absence**

Apologies for absence were received from Councillor Russell Garrington and also from Jeremy Parkhouse (Clerk).

**81. Disclosures of Personal and Prejudicial Interests**

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

**82. Minutes**

**Resolved** that the Minutes of the Council meeting held on 21<sup>st</sup> November 2024 be approved and signed as a correct record.

**83. Chairs Announcements**

The Chair made the following announcements:

- Condolences - Dave Williams. The Chair referred to the recent death of Dave Williams. Dave had been the Booking Secretary for Penclawdd Community Centre for many years and a lead person in several of the area's events such as Festival of the Tides and the Produce Market. The Clerk was asked to write a letter to the family, expressing the Council's sorrow and its thanks for Dave's tireless work over the years.

All present stood for a minutes silence as a mark of sympathy and respect.

**84. Public Question Time**

None.



## **85. Community Reports**

### **a) Police Report**

None.

## **86. Budget Report**

The Clerk presented the Budget Report 2025/26.

Appendix A provided the Financial Budget Comparison for the remainder of 2024/25 and provided the Budget for 2025/26 including the increase of 1% in the precept. The Council meeting on 21<sup>st</sup> November 2024 recommended a 2% increase. The Clerk noted that the number of Band D properties had increased from 1,599 to 1,608 properties. It was added that Council were not aware of this change when recommending a 2% increase, so the increase was based on 1,599 properties. The Council were requested to consider the figures provided.

It was added that as part of the budget monitoring process, reports had been provided to all Community Council / Finance Committee meetings for income and expenditure to be monitored. The Clerk outlined the budget information in detail, highlighting the income / expenditure and the level of Reserves, including the CCLA investment.

**Resolved that:**

- 1) The Budget figures for the remainder of 2024/25 be noted.
- 2) The level of Reserves / Projects / CCLA accounts be noted.
- 3) The minimum level of Reserves be agreed at £50,000 for 2025/26.
- 4) The Budget for 2025/26 be agreed and the City & County of Swansea be informed of the Precept figures by 31<sup>st</sup> January 2025.
- 5) The Precept be set at £184,051.68 (2% increase). This is based on 1,608 Band D equivalent properties at £114.46 per property.

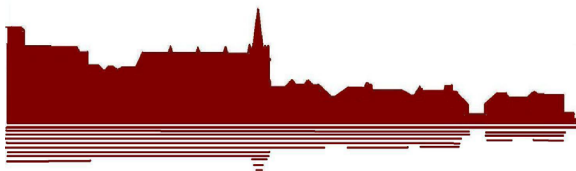
Noted: Cllr Melissa Roberts abstained to vote in respect of the 2% rise to the Precept.

## **87. 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 December 2024 were also provided.



The following were also highlighted:

Additional Invoices

- a) £31.50. Post Office. Postage.
- b) £1,210.82. RAWELEC. Stock of Trace Heating Equipment for Water Pipes.

Quotations

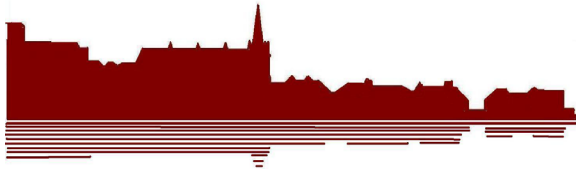
- a) Finishing shower area at disabled toilet at Parc Dany Y Graig.
- b) Quotations for materials to complete café area at Parc Dan Y Graig Changing Rooms.
- c) Weed clearance at Foreshore Car Park.
- d) Signage at Penclawdd Playground.
- e) Flooring at skateboard ramp.
- f) Drainage camera investigations - Graig Y Coed.
- g) Safety barrier at Penclawdd Playground.
- h) Hanging Baskets 2025.
- i) Rose Bed at Memorial Gardens.

**Resolved that:**

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 21<sup>st</sup> November 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 previously agreed.
- 9) Quotation d – Noted that the work has been completed.
- 10) Quotation e – Flooring at skateboard ramp. The Clerk to seek quotes for the required works.
- 11) Quotation f – The works have been scheduled.
- 12) Quotation g – The quote was accepted and the Clerk was requested to work with Jonathan Davis to remove the concrete lumps which had appeared following a period of heavy rain.
- 13) Quotation h – The quote was accepted and the Clerk was to seek clarity why a planter could not be placed at Station Square, Penclawdd and a hanging basket at the Llanmorlais sign.
- 14) Quotation i - Rose Bed at Memorial Gardens. The quote was accepted.

**b) 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
4.	One Voice Wales. Information on RAAC in buildings.	Noted & Pass to Finance Committee.
5.	Swansea Council. Community Council Precepts 2025/2026.	Clerk to respond.
6.	Swansea Council. Flowers 2025 Quotation.	The quotation was accepted.
8.	S Dalton. Rugby Training at Graig-y-Coed.	The Teams have been informed of the issue and the litter has been cleared.
10.	Tonner, Johns and Ratti Solicitors. Land at Victoria Road / Dunraven Close and Foreshore Car Park.	<p>Councillors expressed concern at the ongoing issue. They referred to oil leakage from the boats.</p> <p>The Clerk to draft a letter of complaint and concern to Natural Resources Wales (NRW).</p> <p>The Clerk to explore the option of placing formal signage up stating that vehicles / vessels etc. would be towed away at a cost to the owner.</p> <p>The issue to be added as an item for the next Council meeting.</p>
14.	DCMS Grassroots Facilities Evaluation: Cymru Football Foundation.	The Clerk to complete survey and respond.

**Resolved** that:

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

**c) Work Plan 2024/25**

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

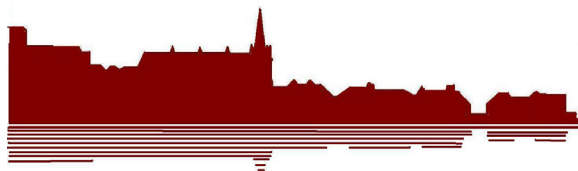
**d) Community Council Action Tracker**

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

**88. Committee Reports**

None.





**89. Council Property / Community Projects / Burial Grounds**

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

- Llanmorlais Hall. Councillor Melissa Hall stated that the Llanmorlais Hall were in the process of repairing the hall floor at a cost of approximately £5,500. She asked if future consideration could be given for a grant to be allocated to assist the Hall Management with the works.
- Memorial Gardens. Councillor Leanne Davies asked that future consideration be given to erecting a Bandstand at the Memorial Gardens. It was agreed that the item be discussed at a future Council meeting.
- Foreshore Playground. Councillors asked for the reinstatement of the Hopscotch area within the playground.

**90. 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:

- Street Lighting. Please inform AW of any street lighting issues or report them directly at [www.swansea.gov.uk/reportit](http://www.swansea.gov.uk/reportit)
- SCFC Match Day Tickets. AW had passed 5 tickets to the Penclawdd Brass Band.
- Penclawdd Cycle Path. The CWOT Team had cleared the weeds from the path making it wider.
- Man Shed. The Man Shed Project at Graig y Coed had been successful in obtaining a grant of £25,000, 70% from Swansea Council and 30% from Councillor Andrew Williams Community Budget. Further discussion would be required regarding naming, mixed use and safeguarding.
- Road Drain near to Berthlwyd. AW to raise issue with Swansea Council.
- Buses not turning up or braking down. AW to raise issue with Swansea Council.
- Old Gym. Concern was expressed that the windows at the Old Gym had been bricked up. AW to raise issue with Swansea Council.
- Tesco Blue Tokens. Councillors were reminded that Tesco were currently operating a Blue Token scheme which would raise money for Penclawdd Primary School.

b) Planning. There was one application namely The Anchorage, Beach Road.

c) Footpaths. Swansea Council operatives would be clearing the paths of weeds and overgrowth early in the spring season.

**91. Outside Bodies**

None.



**92. Meeting – 13<sup>th</sup> February 2025**

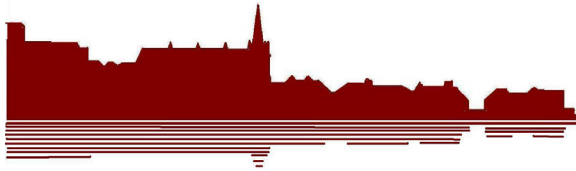
Noted that the next meeting was one week earlier than normal.

Councillors asked that the April 2025 be brought forward one week to 10 April 2025 to avoid any clashes with Easter.

**Resolved** that the request be approved.

The meeting ended at 8.16 p.m.

**Chair**



**Item No. 7**

**Council – 13<sup>th</sup> February 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 – Site visit to be arranged.
  - Flooring at skateboard ramp.
  - CCTV – Graig Y Coed Pavilion.
  - Shutters at Graig Y Coed Pavilion.
  - New laptop for Clerk.
  - Clear Insurance – additional requirements at Graig Y Coed.
  - Defibrillators at Memorial Gardens and Llanmorlais Hall.

**b) Budget Monitoring 2024/25 and to Note the 2025/26 Budget.**  
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**  
**4<sup>th</sup> February 2025**

Appendix A

**ACCOUNTS FOR PAYMENT – 13th February 2025**

Salaries	£1,214.56
Clerks Expenses	£50.97
Pinnacle - Printing costs - Invoice 142221 (£10.86 Net) (£2.17 VAT)	£13.03
Jonathan Davis & Son - Invoice 24/123 - Monthly Costing January 2025 - Additional Works Over & Above Costings for Upgraded Materials for Works to the Bowling Green Surround as Agreed with the Bowls Clubs.	£7,912.29
Removal of Risen Kerb Stones Within Penclawdd Playground as per Councillor Andrew Williams on an Emergency Basis. (£6,593.58 Net) (£1,318.71 VAT)	
Edge IT Systems Ltd - Microsoft 365 Online (Plan 1) for Councillors / Clerk, hosted mailbox with 50GB storage, access to email via web portal, mobile device or private licence of Microsoft Outlook 2013/2016 from 27/04/2025 to 26/04/2026 (£431.64 Net) (£86.33 VAT)	£517.97
Edge IT Systems Ltd - Temporary band upgrade from band 5 to band 6 (allowing £500k income for 2024/25, plus admin fee (£172 Net) (£34.40 VAT)	£206.40
E Parkhouse - Inputting Burial / Cremations / Finance into Edge IT – 13 Hours	£148.72
EDF - Electricity at Bowls Pavilion - 1st January to 31st January 2025 (£60.18 Net) (£3.01 VAT)	£63.19
Swansea Council Pension Fund	£506.93
HMRC - PAYE	£493.68
<b>Total Payments</b>	<b>£11,127.74</b>
<b>Invoices paid since 16th January 2025</b>	
Crofty Post Office & Supermarket - Box of Paper (£21.87 Net) (£4.38 VAT)	£26.25
SSE Southern - Electricity at Graig Y Coed Changing Rooms - 07/09/24 to 31/12/24 (£104.26 Net) (£5.21 @ 5% VAT)	£109.47
H Evans - Temporary Clerk Duties	£150.00
P T Sims - Plumbing work at Bowls Pavilion - to run water feed from machine room to the men's toilets. This job will have times 2 new stop taps, one for the main building and one for the toilets, all new pipes insulated. Prices includes materials and labour	£840.00
Amazon - Padlock for Graig Y Coed Pavilion (£27.50 Net) (£4.99 VAT)	£32.49
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£8.50
<b>Total</b>	<b>£1,186.68</b>
<b>Total Outgoings</b>	<b>£12,314.42</b>
<b>Income since 16th January 2025</b>	
CCLA - Interest - February 2025	£100.14
City & County of Swansea - Grant - Tools for Graig Y Coed Woodland Project	£3,516.25
<b>Total Income</b>	<b>£3,616.39</b>
<b>TRANSFERS:</b>	
Projects Account to Reserve Account - 17 January 2025	£362.50
<b>RECONCILIATION:</b>	
Current Account Balance – 5th February 2025	£69,161.35
Less Approved Payments (February 2025)	£11,127.74
<b>Total</b>	<b>£58,033.61</b>
<b>BANK ACCOUNTS</b>	
Current Account Balance – 5th February 2025	£69,161.35
Reserve Account Balance - 5th February 2025	£35,557.55
CCLA Investment - 5th February 2025	£25,000.00
Memorial Gardens Charity Account - 5th February 2025	£1.00
Projects Account Balance - 5th February 2025	£1,011.95
<b>TOTAL</b>	<b>£130,731.85</b>

# Financial Budget Comparison

Comparison between 01/04/24 and 05/02/25 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance	2025/26
<b>INCOME</b>					
<b>Administration</b>					
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	£1,328.54	£228.54	£1,500.00
122	Bank Interest	£120.00	£1,074.97	£954.97	£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
<b>Total Administration</b>		£192,467.15	£194,820.37	£2,353.22	£198,883.76
<b>Outside Services</b>					
300	Cemetery Income	£12,000.00	£5,396.50	-£6,603.50	£13,000.00
320	Wayleaves	£129.00	£129.61	£0.61	£129.00
330	Recreation Grounds	£6,450.00	£4,931.40	-£1,518.60	£6,150.00
<b>Total Outside Services</b>		£18,579.00	£10,457.51	-£8,121.49	£19,279.00
<b>Total Income</b>		£211,046.15	£205,277.88	-£5,768.27	£218,162.76

# Financial Budget Comparison

Comparison between 01/04/24 and 05/02/25 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance	2025/26
<b>EXPENDITURE</b>					
<b>Administration</b>					
1001	Salaries	£40,500.00	£28,532.43	£11,967.57	£42,500.00
1002	Clerks Expenses	£650.00	£747.44	-£97.44	£490.00
1010	Subscriptions	£1,410.00	£836.86	£573.14	£1,690.00
1015	Office Costs	£3,960.00	£2,101.36	£1,858.64	£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	£77.69	£22.31	£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
<b>Total Administration</b>		£61,530.00	£46,984.68	£14,545.32	£66,159.62
<b>Outside Services</b>					
3000	Cemeteries	£12,400.00	£1,356.60	£11,043.40	£9,200.00
3001	Grounds Maintenance	£90,000.00	£64,222.24	£25,777.76	£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 05/02/25 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	£30,248.77	-£16,798.77	£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
<b>Total Outside Services</b>		£135,550.00	£231,087.73	-£95,537.73	£132,276.00
<b>Civic</b>					
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
<b>Total Civic</b>		£8,250.00	£360.00	£7,890.00	£10,250.00
<b>Grants</b>					
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
<b>Total Grants</b>		£5,500.00	£414.85	£5,085.15	£5,500.00
<b>Total Expenditure</b>		<u>£210,830.00</u>	<u>£278,847.26</u>	<u>-£68,017.26</u>	<u>£214,185.62</u>

# Financial Budget Comparison

Comparison between 01/04/24 and 05/02/25 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	£205,277.88	-£5,768.27	£218,162.76
Total Expenditure	£210,830.00	£278,847.26	-£68,017.26	£214,185.62
<b>Total Net Balance</b>	<b>£216.15</b>	<b>-£73,569.38</b>	<b>£62,248.99</b>	<b>£3,977.14</b>





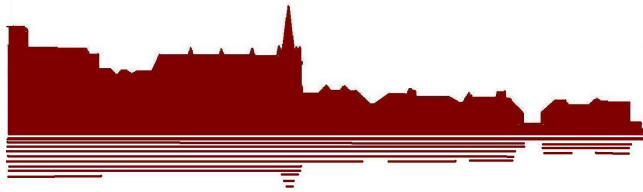
**Correspondence – 13<sup>th</sup> February 2025**

1.	Clear Insurance – Quotation requirements at Graig Y Coed.
2.	Blue Anchor Ladies Bowls – Access request at Bowls Pavilion Car Park.
3.	One Voice Wales - Buckingham Palace Garden Parties 7th and 20th May 2025.
4.	Active HSE – Update regarding building checks.
5.	DAS Claim Number – Potential Claim at Foreshore Car Parks.
6.	Drainforce Report – Graig Y Coed.
7.	One Voice Wales - Annual General Meeting 11 <sup>th</sup> March 2025.
8.	Penclawdd RFC – Family / Community Fun Day.
9.	J & B Furlong - School Transport Appeal Support.
10.	One Voice Wales – Training Programme.

**Jeremy Parkhouse**

**Clerk to the Community Council**

**5<sup>th</sup> February 2025**



**Report of the Clerk**

**Council – 13<sup>th</sup> February 2025**

**Llanrhidian Higher Community Council Work Plan 2024/2025**

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

**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.**

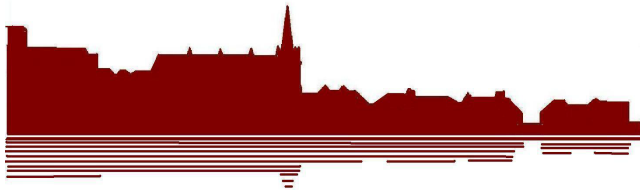
**Jeremy Parkhouse**  
**Clerk to the Community Council**  
**4<sup>th</sup> February 2025**

	May 2024	June 2024	July 2024	September 2024	October 2024	November 2024	January 2025	February 2025	March 2025	April 2025
<b>Presentations</b>	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report
<b>Governance</b>	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 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  To Approve the Model Financial Procedural Rules
<b>Clerk's Reports</b>	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

<b>Committee Reports</b>		Finance / Personnel / Events & Projects  Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs.		Events & Projects		Finance – To approve the draft budget.  Finance - To Agree the Annual Burial Charges  Finance - To Approve Grant Payments			Finance Committee:  Emergency Plan  Grants & Donations Policy	
<b>Council Assets</b>	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
<b>Swansea Council</b>	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
<b>Outside Bodies</b>	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 – 13<sup>th</sup> February 2025**

**Community Council Action Tracker**

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

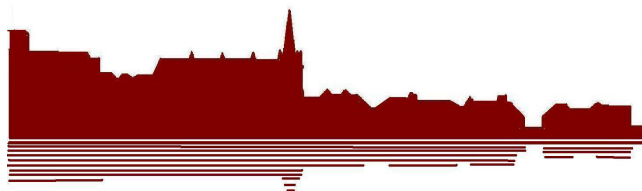
**Report Author:** Jeremy Parkhouse

**For Information**

**1. Introduction**

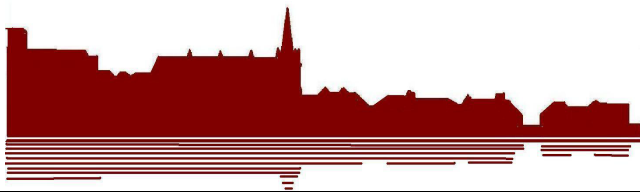
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

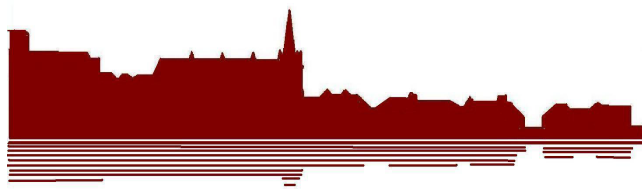


**Appendix 1**

<b>Action Tracker</b>		
	<b>Details</b>	<b>Outcome / Action</b>
<b>1)</b>	<b>31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule &amp; 5-Year Capital Work Programme</b>	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing Rooms.	<b>ONGOING</b> – Awaiting chairs from Llanmorlais Hall to be removed before inviting quotations. <b>ON HOLD</b>
<b>2)</b>	<b>17/02/2022 – Council - Minute No.84 - Reports of the Clerk</b>	
	Correspondence – 17 <sup>th</sup> 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.	<b>ONGOING</b> - The Clerk is to wait upon further developments prior to seeking Wi-Fi quotations. <b>ON HOLD</b>
<b>3)</b>	<b>24/01/2023 – Finance Committee – Minute 57 - Quarterly Discussion with the Grounds Maintenance Contractor</b>	
	Flooding to Council buildings.	<ul style="list-style-type: none"> <li>The Clerk investigates / drafts an emergency plan.</li> </ul> <b>ONGOING – Emergency Plan is being reported to Finance Committee on 18/02/25.</b>
<b>4)</b>	<b>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</b>	
	Finance & Governance Toolkit	<ul style="list-style-type: none"> <li>Email addresses provided by the Council should be used by all Councillors. <b>ONGOING</b></li> <li>Clerk to review policies, review policies available on the ACAS website / One Voice Wales. <b>ONGOING</b></li> <li>The updated Themes A and B sections be reported to a future meeting. <b>ONGOING</b></li> </ul>
<b>5)</b>	<b>16/03/2023 – Council – Minute No.105a – Accounts for Payment</b>	
	Quotations  a) Drainage at Parc Hendy Cemetery – Jonathan Davis.	<b>1)</b> Quotation a) be reconsidered next year and additional quotations be sought at the time. <b>ON HOLD</b>

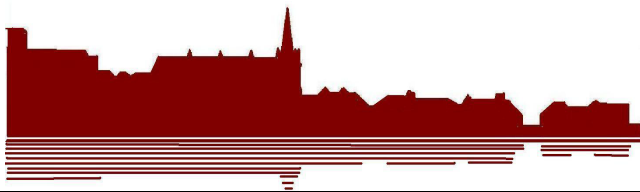


<b>6)</b>	<b>18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Quotations</b>	
	<p>a) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath.</p> <p>b) Installation of ACO drainage channels to Llanmorlais Hall Car Park.</p>	<p>a) Quotation b) provided by Jonathan Davis be noted and the work placed on hold. <b>ON HOLD</b></p> <p>b) <b>ONGOING</b> - Quotation d) provided by Jonathan Davis for £979.50 be approved.</p>
<b>7)</b>	<b>12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor</b>	
	Drainage at Graig Y Coed	<b>ONGOING</b> 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. <b>CLOSED – 3 quotations asked for.</b>
<b>8)</b>	<b>12/03/24 – Finance Committee – Minute No. 50 - The Council's Property Maintenance Schedule</b>	
	Top Wall at Parc Hendy Cemetery	<b>ONGOING – Awaiting quotation.</b> Clerk was requested to contact a stone mason for a professional opinion on the wall.
<b>9)</b>	<b>21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds</b>	
	Penclawdd Playground	<b>ONGOING</b> Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground Lease	<b>ONGOING</b> 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.
<b>10)</b>	<b>18/04/24 – Council – Minute No.144 – Reports of the Clerk - Quotations</b>	
	<p>a) Removal of old French Drain and installation of new at Penclawdd Recreation Ground - £8,979.79.</p> <p>b) Removal of wooden fence and installation of new fence / hedge at Greenacres entrance to Penclawdd Recreation Ground - £2,930.40.</p>	<p><b>ON HOLD – To be completed in the next financial year.</b></p> <p><b>ONGOING</b></p>

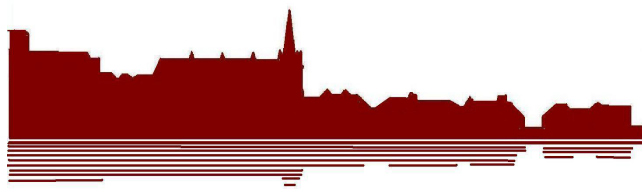


<b>11)</b>	<b>16/05/24 – Annual Council – Minute No.14 – Reports of the Clerk - Quotations</b>	
	a) Penclawdd Tennis Courts – New lines.	<ul style="list-style-type: none"> <li><b>ONGOING</b> - Quotation approved and paint has been ordered.</li> </ul>
<b>12)</b>	<b>16/05/24 – Annual Council – Minute No.16 – Council Property / Community Projects / Burial Grounds</b>	
	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.	<b>ONGOING – To be discussed at a future meeting.</b>
<b>13)</b>	<b>18/07/24 – Council – Minute No. 36 – Chair’s Announcement – Graig Y Coed Woodland Project</b>	
	The Clerk had been tasked with contacting Swansea Council regarding the next options available, including seating, Japanese knotweed treatment and tree planting.	<b>CLOSED – Swansea Council grant funding of £3,516 received.</b>
<b>14)</b>	<b>18/07/24 – Council – Minute No. 40 – Reports of the Clerk – Accounts for Payment</b>	
	Quotation provided by Jonathan Davis for £971.76, in respect of Crofty Playground, be approved.	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Tonner, Johns &amp; Ratti Solicitors – Update - Proceed with investigating removal of equipment. Clerk to discuss public liability / risk with the Council’s insurers.</li> </ul>	<b>ONGOING – Clerk has contacted insurers Legal team and is progressing, as are the Council’s solicitors.</b>
<b>15)</b>	<b>19/09/24 – Council – Minute No. 53 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Penclawdd Playground – Clerk to confirm delivery date of the new notice board.</li> </ul>	<b>ONGOING – Company contacted.</b>
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>ONGOING – Quotation to be forwarded to Mr P Bevan and a site visit to be arranged with him.</b>
<b>16)</b>	<b>08/10/24 – Personnel Committee – Minute No. 15 – New Contract of Employment</b>	
	<ul style="list-style-type: none"> <li>The Clerk drafts the new contract of employment based on ‘Green Book’ conditions.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>The new contract be signed by the Chair of the Personnel Committee and the Clerk.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>The contract of employment based on what are known as ‘Green Book’ conditions be adopted.</li> </ul>	<b>ONGOING</b>
<b>17)</b>	<b>08/10/24 – Events &amp; Projects Committee – Minute No. 12 – Events &amp; Projects Report</b>	
	<ul style="list-style-type: none"> <li>Clerk to request a quotation for a marquee in future years.</li> </ul>	<b>ONGOING</b>
<b>18)</b>	<b>17/10/24 – Council – Minute No. 61 – Public Question Time.</b>	
	The Clerk would keep the volunteers updated and would obtain an insurance quote in respect of the man shed(s).	<b>ONGOING</b>

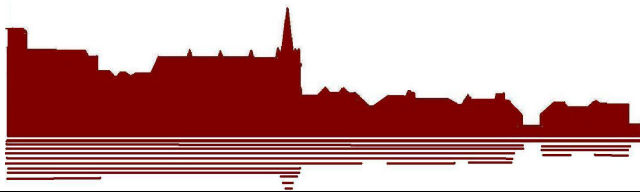




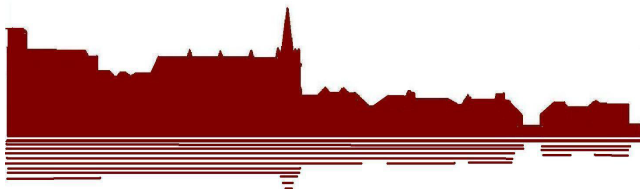
<b>19)</b>	<b>17/10/24 – Council – Minute No. 63 – Reports of the Clerk.</b>	
	<ul style="list-style-type: none"> <li>Flooring for skateboard ramp – quotation to be provided.</li> </ul>	<b>CLOSED</b> <b>Duplicate with No.26</b>
	<p>Correspondence: -</p> <ul style="list-style-type: none"> <li>J Peebles – Request to repair a broken bench at Mount Hermon Cemetery in memory of a family member.</li> <li>DAS Law - Clerk to complete online form.</li> </ul>	<b>CLOSED – J Peebles informed.</b>  <b>CLOSED – Form completed.</b>
<b>20)</b>	<b>17/10/24 – Council – Minute No. 65 - Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Layby opposite Graig Y Coed – Councillor Andrew Williams would request chippings / scalping's to fill in the large potholes.</li> </ul>	<b>CLOSED</b> <b>Highways have been informed.</b>
<b>21)</b>	<b>17/10/24 – Council – Minute No. 66 – Swansea Council Matters</b>	
	<ul style="list-style-type: none"> <li>CWOTS Team – AW to request they clear the footpath running at the side of Pencaerfenni Park.</li> </ul>	<b>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</b>
	<ul style="list-style-type: none"> <li>Station Road, Llanmorlais sign had been damaged and would be reported.</li> <li>Riverside sign – the wording has disappeared and required replacing.</li> </ul>	<b>ONGOING - Both signs had been requested from Highways, however there is a backlog so it could take some time</b>
<b>22)</b>	<b>12/11/24 – Finance Committee – Minute No. 18 – Quarterly Discussion with the Grounds Maintenance Contractor</b>	
	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Action(s) – 1) Clerk to organise a site visit.</p>	<b>CLOSED – Drainage firm has cleared drains. Penclawdd AFC have submitted a funding bid to cover drainage costs.</b>
	<ul style="list-style-type: none"> <li>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.</li> <li>Action(s) – 1) JD to provide quotations in respect of the above.</li> </ul>	<b>CLOSED – Contractor will complete the job as and when required. Advised that there is no need to include this in the contract.</b>
<b>23)</b>	<b>12/11/24 – Finance Committee – Minute No. 20 - To Monitor the Council Budget 2024-2025 and to Agree the Draft Budget 2025-2026</b>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>ONGOING</b> <b>Insurance firm have asked for photographs of the units.</b>



<b>24)</b>	<b>12/11/24 – Finance Committee – Minute No. 21 - Grants and Donations 2024-2025</b>	
	<ul style="list-style-type: none"> <li>The item be deferred to the next Committee meeting, subject to further investigations by the Clerk into the procedures undertaken by other Councils.</li> </ul>	<b>CLOSED - Draft policy presented to Finance Committee / Council for approval.</b>
<b>25)</b>	<b>12/11/24 – Finance Committee – Minute No. 25 - The Council's Property Maintenance Schedule</b>	
	<ul style="list-style-type: none"> <li>Llanmorlais Changing Rooms - Looking at a new layout of the changing rooms.</li> </ul>	<b>CLOSED – Added to 5-year capital work programme.</b>
	<ul style="list-style-type: none"> <li>Hybrid meetings – Offering grants for Wi-Fi.</li> </ul>	<b>CLOSED – Added to 5-year capital work programme.</b>
	<ul style="list-style-type: none"> <li>New laptop for the Clerk – price to be obtained.</li> </ul>	<b>CLOSED – Added to 5-year capital work programme.</b>
	<ul style="list-style-type: none"> <li>The costs of roll-up ramps be investigated.</li> </ul>	<b>CLOSED – Added to 5-year capital work programme.</b>
<b>26)</b>	<b>21/11/24 – Council – Minute No. 74 – Reports of the Clerk - Quotations</b>	
	<ul style="list-style-type: none"> <li>Finishing shower area at disabled toilet at Parc Dany Y Graig.</li> </ul>	<ul style="list-style-type: none"> <li><b>ONGOING</b> - A site visit be arranged to view the shower area.</li> </ul>
	<ul style="list-style-type: none"> <li>Flooring at skateboard ramp.</li> </ul>	<ul style="list-style-type: none"> <li><b>ONGOING</b> - Flooring at skateboard ramp – a site visit and further discussions on the options available take place.</li> </ul>
	<ul style="list-style-type: none"> <li>Safety barrier at entrance to Penclawdd Playground.</li> </ul>	<ul style="list-style-type: none"> <li><b>CLOSED</b> – Quotation approved and included in work programme.</li> </ul>
	<ul style="list-style-type: none"> <li>One Voice Wales - Model Financial Regulations 2024.</li> <li>Wales Air Ambulance - Community Council Appeal 2024.</li> <li>Resident Request – Cut back trees in Memorial Gardens.</li> </ul>	<ul style="list-style-type: none"> <li><b>ONGOING</b> - Item to be reported to Finance Committee.</li> <li><b>ONGOING</b> - Item to be discussed by Finance Committee on 18/02/25.</li> <li><b>ONGOING</b> - Jonathan Davis be requested to organise an inspection.</li> </ul>
<b>27)</b>	<b>21/11/24 – Council – Minute No. 76 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Chairs at Llanmorlais Changing Rooms – The chair proposed that the chairs, which belonged to Llanmorlais Hall, be scrapped.</li> <li>The Community Council should consider purchasing bleed kits, which could be stored within some of the defibrillator boxes.</li> </ul>	<p><b>ONGOING</b></p> <p><b>ONGOING</b></p>



28)	<b>16/01/25 – Council – Minute No. 83 – Chair’s Announcements</b>	
	<ul style="list-style-type: none"> <li>Condolences - Dave Williams</li> </ul>	<b>CLOSED – Letter sent</b>
29)	<b>16/01/25 – Council – Minute No. 86 – Budget Report</b>	
	<ul style="list-style-type: none"> <li>The Budget for 2025/26 be agreed and the City &amp; County of Swansea be informed of the Precept figures by 31st January 2025.</li> </ul>	<b>CLOSED – Confirmation sent.</b>
30)	<b>16/01/25 – Council – Minute No. 87 – a) Accounts for payment</b>	
	<ul style="list-style-type: none"> <li>g) Safety barrier at Penclawdd Playground - The quote was accepted and the Clerk was requested to work with Jonathan Davis to remove the concrete lumps which had appeared following a period of heavy rain.</li> </ul>	<b>CLOSED – Quotation approved and concrete removed.</b>
	<ul style="list-style-type: none"> <li>h) Hanging Baskets 2025 - The quote was accepted and the Clerk was to seek clarity why a planter could not be placed at Station Square, Penclawdd and a hanging basket at the Llanmorlais sign.</li> </ul>	<b>CLOSED – Response circulated – 25/01/2025</b>
31)	<b>16/01/25 – Council – Minute No. 87 – b) Correspondence</b>	
	<ul style="list-style-type: none"> <li>One Voice Wales. Information on RAAC in buildings.</li> </ul>	<b>ONGOING – To be discussed by Finance Committee on 18/02/25.</b>
	<ul style="list-style-type: none"> <li>Swansea Council. Community Council Precepts 2025/2026.</li> </ul>	<b>CLOSED – Clerk responded</b>
	<ul style="list-style-type: none"> <li>Tonner, Johns and Ratti Solicitors. Land at Victoria Road / Dunraven Close and Foreshore Car Park - Councillors expressed concern at the ongoing issue. They referred to oil leakage from the boats.</li> </ul>	<b>ONGOING – Awaiting quotation for additional work / correspondence.</b>
	<ul style="list-style-type: none"> <li>The Clerk to draft a letter of complaint and concern to Natural Resources Wales (NRW).</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>The Clerk to explore the option of placing formal signage up stating that vehicles / vessels etc. would be towed away at a cost to the owner.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>The issue to be added as an item for the next Council meeting.</li> </ul>	<b>CLOSED – Item included on the agenda.</b>
	<ul style="list-style-type: none"> <li>DCMS Grassroots Facilities Evaluation: Cymru Football Foundation.- The Clerk to complete survey and respond.</li> </ul>	<b>CLOSED – Survey completed</b>
32)	<b>16/01/25 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Llanmorlais Hall. Councillor Melissa Hall stated that the Llanmorlais Hall were in the process of repairing the hall floor at a cost of approximately £5,500. She asked if future consideration could be given for a grant to be allocated to assist the Hall Management with the works.</li> </ul>	<b>ONGOING</b>



**Llanrhidian Higher Community Council**  
**Cyngor Cymuned Llanrhidian Uchaf**

	<ul style="list-style-type: none"> <li>Memorial Gardens. Councillor Leanne Davies asked that future consideration be given to erecting a Bandstand at the Memorial Gardens. It was agreed that the item be discussed at a future Council meeting.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Foreshore Playground. Councillors asked for the reinstatement of the Hopscotch area within the playground.</li> </ul>	<b>ONGOING</b>
<b>33)</b>	<b>16/01/25 – Council – Minute No. 90 – Swansea Council Matters</b>	
	<ul style="list-style-type: none"> <li>Workshop. The Workshop Project at Graig y Coed had been successful in obtaining a grant of £25,000, 70% from Swansea Council and 30% from Councillor Andrew Williams Community Budget. Further discussion would be required regarding naming, mixed use and safeguarding.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Road Drain near to Berthlwyd. AW to raise issue with Swansea Council.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Buses not turning up or breaking down. AW to raise issue with Swansea Council.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Old Gym. Concern was expressed that the windows at the Old Gym had been bricked up. AW to raise issue with Swansea Council.</li> </ul>	<b>CLOSED – Swansea Council informed and enforcement action is being taken.</b>
<b>34)</b>	<b>16/01/25 – Council – Minute No. 92 – Meeting 13th February 2025</b>	
	Councillors asked that the April 2025 be brought forward one week to 10 April 2025 to avoid any clashes with Easter.	<b>CLOSED – Meeting request for 10<sup>th</sup> April 2025 meeting have been circulated.</b>



Council – 13<sup>th</sup> February 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 design of the new noticeboard is progressing and a delivery date 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 illegally stored within the car park. Quotations to proceed with legal action have been requested from both and are awaited. **For Discussion**

### 4. **Memorial Gardens**

Mr Lovering has kindly donated 20 rose plants to be planted in a new bed within the Memorial Gardens. The Ground Maintenance Contractor will be preparing the rose bed shortly.

Councillor Leanne Davies has proposed that a bandstand be erected within the Gardens. This would be a future project.

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. The disabled access from the car park into the Bowls Green has been queried.

**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 last year 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 has been completed and the report / photographs / video has been circulated. Following the latest work, the drains were flowing well.

**10. Defibrillators**

NHS have been checking defibrillator units and queried the units at the Memorial Gardens and Llanmorlais Recreation Ground. Quotations to replace both are awaited from David Nicholas.

Critical Bleed Control Kits and training opportunities are also available.

**For Discussion**

**11. Risk Inspections**

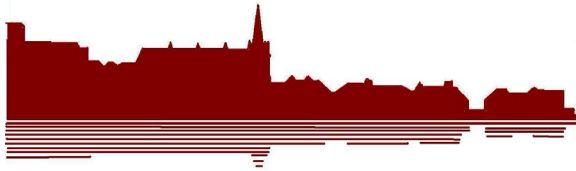
The Council Contractor undertakes risk inspections prior to work on all sites and has completed weekly forms in respect of the Council's playgrounds.

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 tools / equipment and benches have been purchased and an invoice forwarded to Swansea Council who have agreed to finance the purchases.



The 70/30 Project has been provisionally approved and it is hoped that the workshop will be up and running by April 2025.

The Clerk has asked for 3 quotations in respect of CCTV and new shutters at the Pavilion.

**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. An update is awaited from them in respect of the options available to the Community Council.

**Jeremy Parkhouse,**  
**Clerk to Llanrhidian Higher Community Council,**  
**4th February 2025**

## Item No. 10

**Council – 13<sup>th</sup> February 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)	A new bench has been ordered for Crofty (opposite Crofty Playground).
5)	It has been confirmed that the cycle track from Gower Timber to the Rake and Riddle will be refurbished. The date of the work is to be confirmed. This is separate to the ongoing work to secure the missing link between Penclawdd and Gowerton.
6)	CWOTS team carried out clearing of the cycle track, Penclawdd.
7)	Highways teams cleared rubbish from the Penclawdd to Crofty road (marsh side).
8)	A large litter pick was carried out to collect plastic litter caused by the recent storm.
9)	The 70/30 grant funding for the Graig Y Coed Workshop has been confirmed by Swansea Council and it is hoped work will commence in March 2025.
10)	Old Gym – Swansea Council had commenced enforcement action.

#### **2) Planning Applications.**

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

#### **3) Footpaths, Cycle Paths and Bridleways.**

No report.

**4<sup>th</sup> February 2025**