

To: All Members of Llanrhidian Higher Community Council

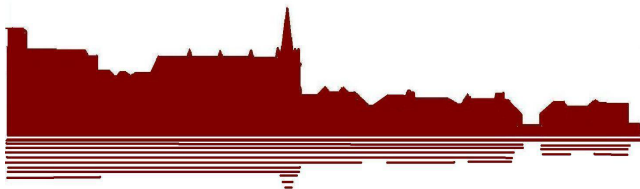
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 10th April 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 20 th March 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
a)	Accounts for Payment / Quotations.	12
b)	Budget Monitoring 2024/25 and to Note the 2025/26 Budget.	13-16
c)	Correspondence.	17
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e)	Community Council Action Tracker.	21-30
f)	Annual Report 2024-25.	31-37
g)	Annual Plan 2025-26.	38-42
8.	Committee Reports – None.	



Llanrhidian Higher Community Council
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9.	Council Property / Community Projects / Burial Grounds.	43-45
10.	City and County of Swansea Issues.	46
	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: - Annual Council Meeting – 7 p.m. on 15th May 2025.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
3rd April 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, 20th March 2025 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, Russell Garrington, Sarah Hughes, James Matthews, Melissa Roberts, Mike Sheehan and Andrew Williams

Officers: Jeremy Parkhouse - Clerk to the Community Council

104. Apologies for Absence

Apologies for absence were received from Councillors Leanne Davies and Adam Woolliscroft.

105. Disclosures of Personal and Prejudicial Interests

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

Councillors Huw Davies, Paul Tucker, Andrew Williams and the Clerk declared personal interests in Minute No. 110c – Reports of the Clerk – Correspondence.

The Clerk declared a personal and prejudicial interest in Minute No.110a – Reports of the Clerk – Accounts for Payment and left the meeting during discussion of the item concerned.

106. Minutes

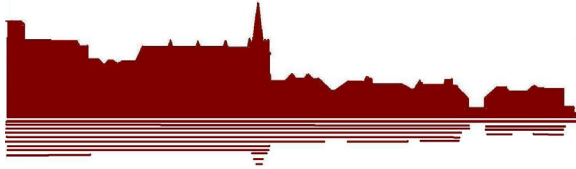
Resolved that the Minutes of the Council meeting held on 13th February 2025 be approved and signed as a correct record.

107. Chairs Announcements

None.

108. Public Question Time

None.



109. Community Reports

a) Police Report

There were no representatives from the Police present.

Councillor Melissa Roberts highlighted incidents of potential arson and criminal damage which had recently occurred in Crofty. However, there had been a very disappointing response from the Police.

Resolved that the Clerk highlights the issues to Police representatives.

110. Reports of the Clerk

The Clerk reported the following:

a) Accounts for Payment

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

The following were also highlighted:

Additional Payments

- a) £31.50 – Post Office – Postage.
- b) £206 – Paint and cost of painting gates at Penclawdd Playground (Repayment of Councillor Paul Tucker).
- c) £420.32 – Swansea Council – Rates at Parc Hendy Cemetery.
- d) £96.11 – Electricity at Llanmorlais Pavilion.

Additional Income

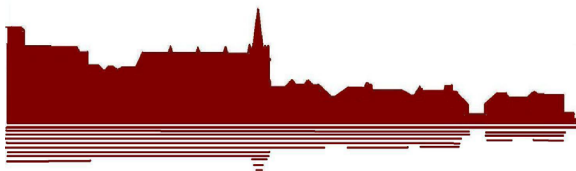
- a) £230 – Residents permit at Mount Hermon Cemetery.
- b) £1,150.00 – New resident burial plot at Mount Hermon Cemetery.
- c) £0.78 – Projects Account Interest.

Quotations

- a) Finishing shower area at disabled toilet at Parc Dany Y Graig.
- b) Flooring at skateboard ramp.
- c) CCTV – Graig Y Coed Pavilion.
- d) Shutters at Graig Y Coed Pavilion.
- e) Clear Insurance – additional requirements at Graig Y Coed.
- f) Options for seawall at Foreshore Car Park.
- g) Sunken area / post and rail fencing collapse at Graig Y Coed Football Pitch.

Resolved that:

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 13th February 2025 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 once the evenings become lighter.
- 7) Quotation b – be a future project of the Council.
- 8) Quotation c – Quotation approved by Finance Committee on 18th February 2025.
- 9) Quotation d – an additional quotation be obtained.
- 10) Quotation e – The Clerk finalises matters once the containers are in place / CCTV installed.
- 11) Quotation f – The Ground Maintenance Contractor would cut and manage the grassed area going forward.
- 12) Quotation g – The quotation be placed on hold, the Clerk progresses having the area surveyed and the Ground Maintenance Contractor be requested to fence the area as soon as possible.

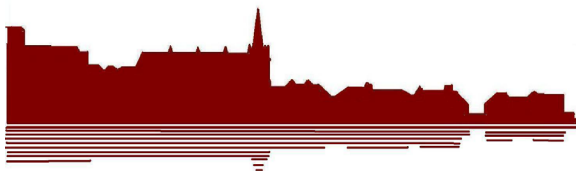
b) To Monitor the Council Budget 2024-2025 and to Note the Council Budget 2025-2026

The Clerk presented the up-to-date budget spend for 2024-25. The Council noted the budget overspend for 2024-2025 and the deficit that had been created due to the Penclawdd Playground grant funding and payment being in different financial years. It was added that explanations of the overspend would have to be provided to the internal and external auditors.

c) Correspondence

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

	Details	Action / Comments
2.	Llanmorlais Hall – Request to hold Llanmorlais Carnival on 28th June 2025 / Advert request.	Both requests approved.
6.	Llanmorlais Hall – Response regarding WIFI donation.	Response noted in respect of 2024/25 grant funding donations.
8.	Marie Curie – Great Daffodil Appeal 2025.	Noted – request must be specific to the Ward.
10.	Friends of the Gower Commons – Donation Request.	Noted – request must be specific to the Ward.
11.	J Williams – Request for funding.	Applicant be requested to apply in the next Municipal year.
12.	Swansea Rams Rugby League – Request to use Community Council Facilities.	Request approved subject to further negotiations from the Clerk regarding costs and the



		Ground Maintenance Contractor regarding the timetable of usage. The Clerk to confirm the final agreement in writing.
Additional Correspondence		
13.	One Voice Wales – New website.	Noted.
14.	One Voice Wales – Webinar on Section 6 reports.	Noted.
15.	Swansea Council – Community Investment Funding – Graig Y Coed – confirmation of £17,500 grant funding.	The Clerk had responded. £5,000 budget be approved to support the project and the Clerk to transfer £4,000 into Projects Account to increase the balance to £5,000.
16.	Swansea Council – Gower National Landscape Advisory Group – 6.30 p.m. on 24 March 2025.	Chair to attend.
17.	Penclawdd Women’s Institute – Request for funding.	Applicant be requested to apply in the next Municipal year.

Resolved that:

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

d) Work Plan 2024/25

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

e) Community Council Action Tracker

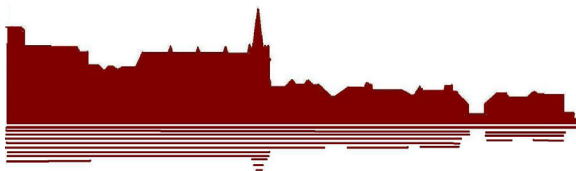
The Community Council Action Tracker was provided ‘for information’. All completed actions would be deleted. The following items were discussed: -

- Graig Y Coed – Further discussions take place with the Ground Maintenance Contractor regarding improvements / options for the slope to the rugby pitch. The options available to improve the lighting also be discussed.

111. Committee Reports

• Finance Committee

- a) Emergency Plan - The Clerk reported that the Community Council had previously requested that an Emergency Plan be drafted to ensure the correct policies were followed during an emergency. Attached at Appendix A was the Draft Plan, which was approved by the Finance Committee on 18th February 2025.



Resolved that: -

- 1) The Draft Emergency Plan be approved and adopted.
 - 2) The Clerk approaches Mid & West Wales Fire Authority regarding buildings safety checks / Councillor training.
- b) Grants & Donations Policy – The Clerk reported that the Finance Committee had previously requested he undertook research and to draft a new policy for the Community Council. Attached at Appendix A was the Draft Grants & Donations Policy and the proposed application form was attached at Appendix B. The Draft Policy was agreed by the Finance Committee on 18th February 2025 and would commence at the start of the new Municipal year in May 2025.

Resolved that: -

- 1) The Grants & Donations Policy be approved and adopted.
 - 2) The grants and donations for 2024/25 listed below, as recommended by the Finance Committee, be approved.
- Penclawdd Brass Band - £1,000 (For building / instrument maintenance).
 - Llanmorlais Hall - £750 (For building maintenance).
 - Penclawdd Community Centre - £750 (For building maintenance).
 - North Gower Food Bank - £300
 - 7th Cwm Newydd (Penclawdd) Scouts - £500 (For building maintenance)
 - Wales Air Ambulance - £200
 - Community Fun Day - £200
- Total - £3,700.00**

112. Council Property / Community Projects / Burial Grounds

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

- Bowls Car Park – Clerk to meet on site with Judith Buddina.
- Land at Victoria Road – The Clerk reported that he had spoken with Swansea Council who had confirmed that the land was in the process of being transferred by the Land Registry from Swansea Council to the Community Council ownership. He added that a neighbouring property had expanded their boundary onto the land in question. **Resolved** that the Clerk obtains an up-to-date plan of the land, seeks quotations to value the land and discusses the options available for the land with the neighbouring properties.
- Penclawdd Playground - Hard backed advertisement board – Penclawdd RFC had requested to place a hard backed board on the fencing at Penclawdd Playground to enable them to place posters when required. **Resolved** that the request be approved.
- Graig Y Coed – Councillor Melissa Roberts highlighted the possibility of caravans using Community Council pitches during the summer months for weekend meets.



113. 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:

- Penclawdd Primary School – A competition had been held to design a poster to highlight local litter / dog fouling problems. The Clerk would contact Swansea Council to obtain prices to design / produce the posters.
- Litter Picking – The Ward Member reported that additional litter pickers were required to commence litter picking during the lighter evenings. **Resolved** that the Clerk orders 10 litter pickers from Amazon.

b) Planning.

None.

c) Footpaths.

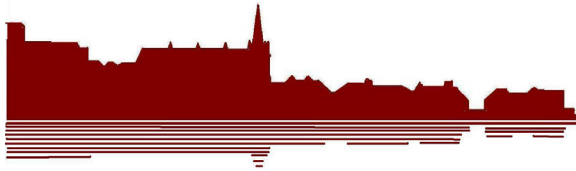
- Footpath from Station Road, Llanmorlais to Llanmorlais Hall – Councillor Melissa Roberts highlighted that the footpath had been churned up due to ongoing works to Tirzah Chapel. It was explained that the footpath was not registered and Swansea Council / Community Council had no authority to act on this matter.

114. Outside Bodies

None.

The meeting ended at 8.30 p.m.

Chair



Item No. 7

Council – 10th April 2025

Reports of the Clerk

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 – added to 5-year capital programme.
- CCTV – Graig Y Coed Pavilion – To be installed on 14th April 2025.
- Shutters at Graig Y Coed Pavilion – Additional quotation ongoing.
- Clear Insurance – additional requirements at Graig Y Coed – Clerk is awaiting additional quotation.
- Double gates / single gate at Graig Y Coed Woodland entrance.
- Kissing gate at Graig Y Coed leading to path up the Graig.
- Playground Inspections – Crofty & Penclawdd Playground.
- Repairing Ground / fencing at Graig Y Coed.
- Survey of land at Graig Y Coed Football pitch.

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.

f) Annual Report 2024-25.
Attached at Appendix F.

g) Annual Plan 2025-26.
Attached at Appendix G.

Jeremy Parkhouse
Clerk to the Community Council
1st April 2025

Appendix A

ACCOUNTS FOR PAYMENT – 10th April 2025

Salaries	£1,214.56
Clerks Expenses	£42.98
Pinnacle - Printing costs - Invoice 15073 (£13.80 Net) (£2.76 VAT)	£16.56
Jonathan Davis & Son - Invoice 25/22 - Monthly Costing March 2025. Additional works - Supply & fit 3no padlocks to GYC Football, GYC Woodland and Llanmorlais Rec. Installation of rose bed in Memorial Gardens as per quotation 178/24 - work carried out on 25/03/25. (£6,427.58 Net) (£1,285.51 VAT)	£7,713.09
One Voice Wales - Councillor Training - Councillor Andrew Williams - Chair Training. Invoice No.9309	£40.00
EDF - Electricity at Bowls Pavilion - 1st March to 31st March 2025 (£45.14 Net) (£2.26 VAT) Invoice KI-47C5A6A3-0004	£47.40
Celtic Mowers - Invoice 131075 - Linemarkers (£85.50 Net) (£17.10 VAT)	£102.60
Swansea Council Pension Fund	£506.93
HMRC - PAYE	£555.87
Total Payments	£10,239.99
Invoices paid since 20th March 2025	
SSE Southern - Electricity at Graig Y Coed Changing Rooms (£106.74 Net) (£5.34 @ 5% VAT) 01/02/2025 to 28/02/2025	£112.08
7figure Pro Ltd - SLAH 32" / 81cm Reacher Grabber Tool x 10 @ £8.99 each - Invoice - INV UK - 202503-23	£89.90
F.E.C.Nener Ltd - Keys for Graig Y Coed Community Shed	£31.20
Xerox Finance Ltd - Multi Functional Device (£77.32 Net) (£15.46 VAT)	£92.78
Penclawdd Brass Band - Power of Well-being Donation	£1,000.00
Penclawdd Community Centre - Power of Well-being Donation	£750.00
Llanmorlais Community Hall - Power of Well-being Donation	£750.00
Community Fun Day (Penclawdd RFC) - Power of Well-being Donation	£200.00
North Gower Food Bank - Power of Well-being Donation	£300.00
7th Cwm Newydd Scouts (Penclawdd) - Power of Well-being Donation	£500.00
Wales Air Ambulance - Power of Well-being Donation	£200.00
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£9.50
Total	£4,055.43
Total Outgoings	£14,295.42
Income since 20th March 2025	
CCLA Investment Interest - April 2025	£95.54
Total Income	£95.54
TRANSFERS:	
Current Account to Projects Account	£4,000.00
Reserve Account to Current Account	£4,000.00
RECONCILIATION:	
Current Account Balance – 2nd April 2025	£38,027.42
Less Approved Payments (April 2025)	£10,239.99
Total	£27,787.43
BANK ACCOUNTS	
Current Account Balance – 2nd April 2025	£38,027.42
Reserve Account Balance - 2nd April 2025	£33,178.97
CCLA Investment - 2nd April 2025	£25,000.00
Memorial Gardens Charity Account - 2nd April 2025	£1.00
Projects Account Balance - 2nd April 2025	£5,013.69
TOTAL	£101,221.08

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 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	£1,574.56	£474.56	£1,500.00
122	Bank Interest	£120.00	£1,076.71	£956.71	£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	£14,123.46	£9,323.46	£8,000.00
252	Miscellaneous Income - Projects Account	£0.00	£362.50	£362.50	£0.00
Total Administration		£192,467.15	£198,584.38	£6,117.23	£198,883.76
Outside Services					
300	Cemetery Income	£12,000.00	£6,776.50	-£5,223.50	£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
Total Outside Services		£18,579.00	£11,837.51	-£6,741.49	£19,279.00
Total Income		£211,046.15	£210,421.89	-£624.26	£218,162.76

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 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	£34,672.85	£5,827.15	£42,500.00
1002	Clerks Expenses	£650.00	£849.38	-£199.38	£490.00
1010	Subscriptions	£1,410.00	£1,596.14	-£186.14	£1,690.00
1015	Office Costs	£3,960.00	£3,668.22	£291.78	£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	£93.53	£6.47	£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	£5,844.62	£155.38	£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	£58,491.33	£3,038.67	£66,159.62
Outside Services					
3000	Cemeteries	£12,400.00	£2,239.28	£10,160.72	£9,200.00
3001	Grounds Maintenance	£90,000.00	£76,824.30	£13,175.70	£90,000.00
3010	Playgrounds	£5,100.00	£126,703.00	-£121,603.00	£3,900.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

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

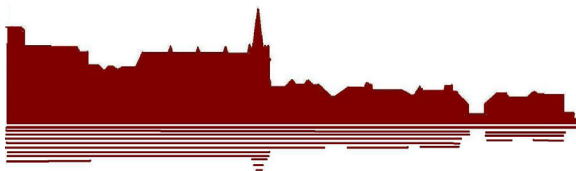
		2024/25	Actual Net	Balance	2025/26
3030	Recreation Grounds	£13,450.00	£31,538.51	-£18,088.51	£14,275.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	£0.00
3050	Other Outside services	£11,500.00	£7,899.86	£3,600.14	£12,050.00
3051	Remembrance Sunday Service	£1,500.00	£1,374.58	£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	£246,629.53	-£111,079.53	£132,276.00
Civic					
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00	£3,850.00
2005	Councillor Training	£800.00	£160.00	£640.00	£800.00
2010	Meeting Costs	£600.00	£430.00	£170.00	£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	£590.00	£7,660.00	£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	£3,700.00	£1,300.00	£5,000.00
Total Grants		£5,500.00	£4,114.85	£1,385.15	£5,500.00
Total Expenditure		<u>£210,830.00</u>	<u>£309,825.71</u>	<u>-£98,995.71</u>	<u>£214,185.62</u>

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 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	£210,421.89	-£624.26	£218,162.76
Total Expenditure	£210,830.00	£309,825.71	-£98,995.71	£214,185.62
Total Net Balance	£216.15	-£99,403.82	£98,371.45	£3,977.14



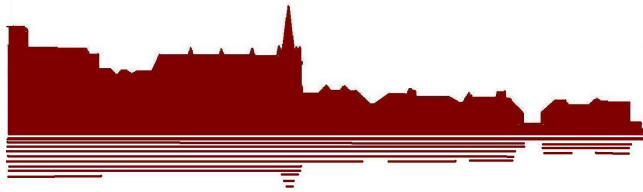
Correspondence – 10th April 2025

1.	One Voice Wales – Training Dates. (Previously Circulated)
2.	PES Security Ltd - CCTV Servicing Worksheet / Certificate.
3.	Independent Remuneration Panel for Wales - Transfer of functions from the Independent Remuneration Panel for Wales to Democracy and Boundary Commission Cymru.
4.	Robert Visintainer – UK Men's Shed Association – Update regarding queries.
5.	Llanmorlais Community Hall – Thank you for donation letter.
6.	Penclawdd Brass Band – Thank you for donation letter.
7.	7 th Cwm Newydd Scouts – Thank you for donation letter.
8.	Wales Air Ambulance – Thank you for donation letter.
9.	North Gower Food Bank – Thank you for donation letter.
10.	Penclawdd RFC – Thank you for donation letter in respect of the Community Fun Day.
11.	Penclawdd Community Centre – Thanks for donation letter.
12.	Audit Wales - Audit Notice 2024-25 - Councils having a Basic audit 2024-25 - Bridgend, Neath Port Talbot, RCT, Swansea
13.	Natural Resources Wales – Acknowledgement of complaint made.
14.	One Voice Wales – Confirmation of training booking – Councillor Russell Garrington – Local Government Finance and Finance & Governance Toolkit.
15.	Rural Anchor - New Funding for Rural Swansea.

Jeremy Parkhouse

Clerk to the Community Council

1st April 2025



Report of the Clerk

Council – 10th April 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.

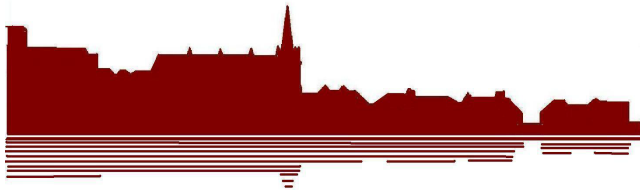
Jeremy Parkhouse
Clerk to the Community Council
31st March 2025

	May 2024	June 2024	July 2024	September 2024	October 2024	November 2024	January 2025	February 2025	March 2025	April 2025
Community Reports	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report
Governance	Election of Chair Election of Vice-Chair Standing Orders Financial Procedure Rules Constitutional Matters Appoint Chair / Vice Chair of Charity Assets of the Council	To Agree the Internal Audit Report and Annual Governance Statement. To Appoint an Internal Auditor for the Financial Year Ending 31st March 2025 To Approve Councillors Allowances for the 2023-2024 Financial Year.				Annual Governance Statement - To approve the report of the External Auditor for the years 2021/22	To note the budget 2025/26 To Set the Precept for 2025/26			To Approve the Annual Report To Approve the Annual Plan Annual Governance Statement - To approve the report of the External Auditor for the years 2021/22, 2022/23 & 2023/24
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 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

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		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	
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 – 10th April 2025

Community Council Action Tracker

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

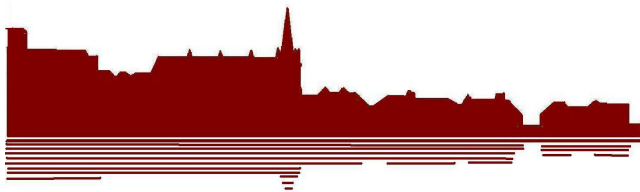
Report Author: Jeremy Parkhouse

For Information

1. Introduction

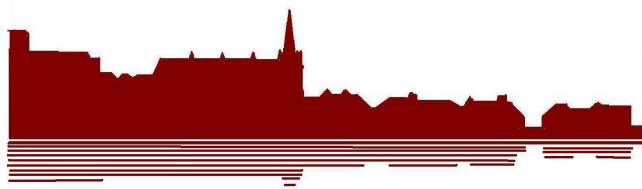
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

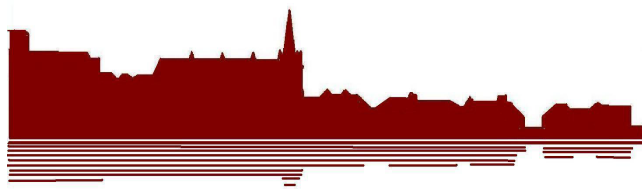


Appendix 1

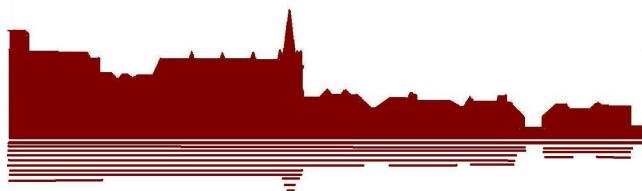
Action Tracker		
	Details	Outcome / Action
1)	31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing 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 Wi-Fi 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"> CLOSED – Emergency Plan approved by Council on 20/03/25.
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



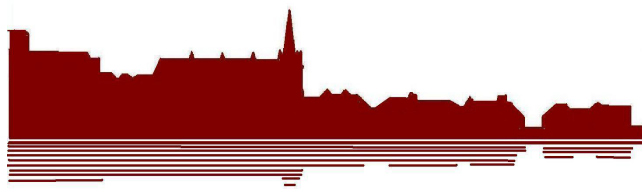
6)	18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Quotations	
	<p>a) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath.</p> <p>b) Installation of ACO drainage channels to Llanmorlais Hall Car Park.</p>	<p>a) Quotation b) provided by Jonathan Davis 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>
7)	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.
8)	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.
9)	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.
10)	18/04/24 – Council – Minute No.144 – Reports of the Clerk - Quotations	
	<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>ON HOLD – To be completed in the next financial year.</p> <p>ONGOING</p>



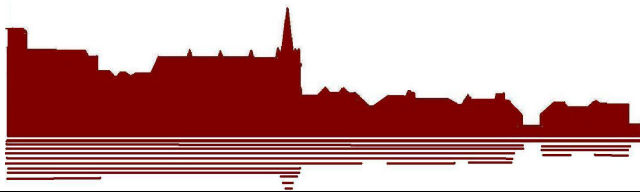
11)	16/05/24 – Annual Council – Minute No.14 – Reports of the Clerk - Quotations	
	a) Penclawdd Tennis Courts – New lines.	<ul style="list-style-type: none"> ONGOING - Quotation approved and paint has been ordered.
12)	16/05/24 – Annual Council – Minute No.16 – Council Property / Community Projects / 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.
13)	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
	<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. 	CLOSED – Duplicate with No. 40.
14)	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"> 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.
15)	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
16)	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. 	ONGOING
17)	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
18)	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



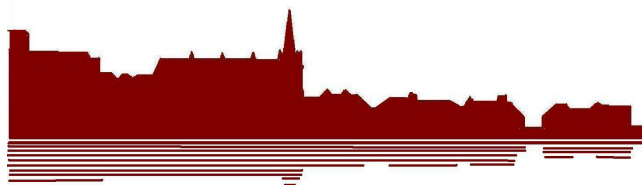
		the last couple of months, the path should have been cut back by countryside access contractors.
	<ul style="list-style-type: none"> Station Road, Llanmorlais sign had been damaged and would be reported. Riverside sign – the wording has disappeared and required replacing. 	ONGOING - Both signs had been requested from Highways, however there is a backlog so it could take some time.
19)	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 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. 	CLOSED – Duplicate with No. 25.
20)	21/11/24 – Council – Minute No. 74 – Reports of the Clerk - Quotations	
	<ul style="list-style-type: none"> One Voice Wales - Model Financial Regulations 2024. Resident Request – Cut back trees in Memorial Gardens. 	<ul style="list-style-type: none"> ONGOING - Item to be reported to Finance Committee. CLOSED - Jonathan Davis had completed an inspection and no action was required.
21)	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 chair proposed that the chairs, which belonged to Llanmorlais Hall, be scrapped. 	CLOSED – Chairs to be used at Community Workshop / Rest area.
22)	16/01/25 – Council – Minute No. 87 – b) Correspondence	
	<ul style="list-style-type: none"> The Clerk to draft a letter of complaint and concern to Natural Resources Wales (NRW). 	CLOSED Incidents regarding sunken boats / oil and fuel leaks reported to NRW.
	<ul style="list-style-type: none"> 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. 	ONGOING
23)	16/01/25 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Llanmorlais Hall. Councillor Melissa Roberts 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. 	CLOSED – Donation given to Llanmorlais Hall.
	<ul style="list-style-type: none"> Memorial Gardens. Councillor Leanne Davies asked that future consideration be given to erecting a Bandstand at the Memorial Gardens. It was agreed 	CLOSED – Added to future projects list.



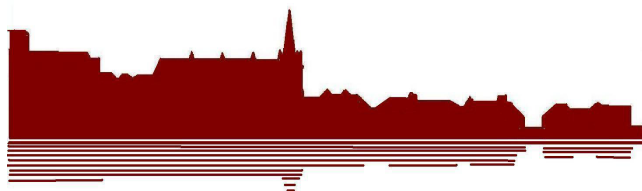
	that the item be discussed at a future Council meeting.	
	<ul style="list-style-type: none"> Foreshore Playground. Councillors asked for the reinstatement of the Hopscotch area within the playground. 	ONGOING
24)	16/01/25 – Council – Minute No. 90 – Swansea Council Matters	
	<ul style="list-style-type: none"> 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. 	CLOSED Project progressing.
25)	13/02/25 – Council – Minute No. 99 – a) Accounts for Payment	
	<ul style="list-style-type: none"> Finishing shower area at disabled toilet at Parc Dany Y Graig. Flooring at skateboard ramp. Shutters at Graig Y Coed Pavilion. Clear Insurance – additional requirements at Graig Y Coed. Defibrillators at Memorial Gardens and Llanmorlais Hall. 	<ul style="list-style-type: none"> ONGOING – Site visit to be arranged when evenings are lighter. CLOSED – Added as a future project of the Council. ONGOING – An additional quotation be sought. ONGOING - The Clerk finalises matters once the containers are in place / CCTV installed. CLOSED - Defibrillators at the Memorial Gardens and Llanmorlais Hall, including new boxes and bleed kits fitted.
26)	13/02/25 – Council – Minute No. 99 – c) Correspondence	
	<ul style="list-style-type: none"> Tonner, Johns & Ratti – Update regarding various issues. 	<ul style="list-style-type: none"> CLOSED - Clerk has spoken with Swansea Council regarding the Old Quarry and the land will be registered to the Community Council. Council's insurers are progressing regarding the Foreshore Car Park.



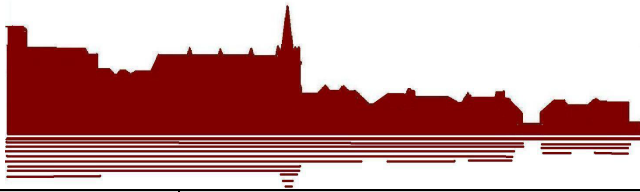
	<ul style="list-style-type: none"> One Voice Wales – Survey on Local Area Committee's. 	<ul style="list-style-type: none"> CLOSED - Completed.
27)	13/02/25 – Council – Minute No. 101 - Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Flagpole at Memorial Gardens – Clerk to obtain costs and Councillor Andrew Williams to establish if planning permission is required. Litter – Councillor Andrew Williams stated that all his litter picking equipment had been handed out to individuals within the community. He added that he would look for sponsorship to obtain additional equipment. The Finance Committee would discuss a donation at its next meeting. It was also proposed that Crofty Supermarket & Post Office store equipment for community use. BT Boxes – Councillor Melissa Roberts referred to painted boxes in Mumbles. The Clerk would look into the option and report to the next meeting. 	<ul style="list-style-type: none"> ONGOING CLOSED – Donation approved. ONGOING
28)	13/02/25 – Council – Minute No. 102 – Swansea Council Issues	
	<ul style="list-style-type: none"> Cockle Women Sculpture – The possibility of having sculptures at either the Station Platform or Memorial Gardens was discussed. A sculpture was being undertaken in Gowerton, Councillor Andrew Williams would seek further details. 	<ul style="list-style-type: none"> ONGOING
29)	18/02/25 – Personnel Committee – Minute No. 21 – Personnel Matters	
	<ul style="list-style-type: none"> The Chair of the Personnel Committee and Clerk sign the new NALC Model Contract of Employment for Councils with 'Green Book' conditions, as previously agreed by the Council. 	<ul style="list-style-type: none"> ONGOING
	<ul style="list-style-type: none"> The Clerk and Chair sign the completed appraisal form. 	<ul style="list-style-type: none"> ONGOING
30)	18/02/25 – Finance Committee – Minute No. 31 – Quarterly Discussion with the Grounds Maintenance Contractor	
	<ul style="list-style-type: none"> Drainage work / clearing of drainage pipes at Graig Y Coed. Action(s): 1) JD to quote for work to repair the ground underneath the dropped fence posts. 	<ul style="list-style-type: none"> ONGOING
	<ul style="list-style-type: none"> Penclawdd Recreation Ground – There was some confusion surrounding the query regarding the disabled access from the car park next to the Bowls Pavilion. Action(s): 1) Clarification be sought to find out the exact disabled access issue being raised. 2) JD check the details of the original quotation for the fencing. 	<ul style="list-style-type: none"> ONGOING
	<ul style="list-style-type: none"> Foreshore Car Park – Seawall – The different options were discussed. Action(s): 1) JD to quote for part removal of the soil, lining the full length, covering with cockle shells and spraying herbicide when required. 	<ul style="list-style-type: none"> CLOSED – Area to be regularly cut by Ground Maintenance Contractor.
31)	18/02/25 – Finance Committee – Minute No. 32 – To Monitor the Biodiversity and Environment Development Action Plan.	
	<ul style="list-style-type: none"> Action(s): The Clerk is to remove the Gower Plants from the Plan. 	<ul style="list-style-type: none"> CLOSED – Item removed.



32)	18/02/25 – Finance Committee – Minute No. 33 – Items Referred to the Finance Committee by Council.	
	<ul style="list-style-type: none"> One Voice Wales – Reinforced Autoclaved Aerated Concrete (RAAC) – Active HSE be requested for additional advice, particularly on Llanmorlais Changing Rooms. 	<ul style="list-style-type: none"> ONGOING
33)	18/02/25 – Finance Committee – Minute No. 35 – To Monitor the Council Budget 2024-2025 and to Note the Budget 2025-2026.	
	<ul style="list-style-type: none"> Quotation 3, provided by PES Fire & Security Systems Ltd, be awarded the contract to install CCTV at Graig Y Coed Pavilion. The old laptop of the Clerk be removed from the list of Community Council assets. 	<ul style="list-style-type: none"> ONGOING – To be installed on 14th April 2025. ONGOING
34)	18/02/25 – Finance Committee – Minute No. 36 – The Council’s Property Maintenance Schedule.	
	<ul style="list-style-type: none"> Llanmorlais Skateboard Hub – Resurfacing / new template be added to the 5-year Capital Programme. New laptop for the Clerk – item to be deleted. The costs of roll-up ramps be investigated – the Community Shed volunteers be requested to consider this as a potential future project. Graig Y Coed Football Pitch - Repair the ground underneath the dropped fence posts. 	<ul style="list-style-type: none"> CLOSED – Added to list CLOSED ONGOING CLOSED Duplicate with No.36
35)	20/03/25 – Council – Minute No. 109 – Community Reports a) Police Report	
	<ul style="list-style-type: none"> Councillor Melissa Roberts highlighted incidents of potential arson and criminal damage which had recently occurred in Crofty. However, there had been a very disappointing response from the Police. 	<ul style="list-style-type: none"> CLOSED - Email forwarded to South Wales Police.
36)	20/03/25 – Council – Minute No. 110 – Reports of the Clerk a) Accounts for Payment	
	<ul style="list-style-type: none"> Quotations - g) Sunken area / post and rail fencing collapse at Graig Y Coed Football Pitch 	<ul style="list-style-type: none"> ONGOING - The quotation be placed on hold, the Clerk progresses having the area surveyed and the Ground Maintenance Contractor be requested to fence the area as soon as possible.
37)	20/03/25 – Council – Minute No. 110 – Reports of the Clerk c) Correspondence	
	<ul style="list-style-type: none"> Swansea Rams Rugby League – Request to use Community Council Facilities 	<ul style="list-style-type: none"> ONGOING - Request approved subject to further negotiations with the Clerk regarding costs and the Ground Maintenance Contractor regarding the timetable of usage. The Clerk to



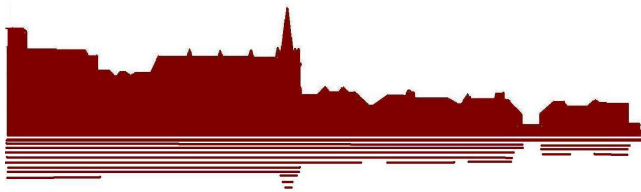
		confirm the final agreement in writing.
	<ul style="list-style-type: none"> Swansea Council – Community Investment Funding – Graig Y Coed – confirmation of £17,500 grant funding. 	<ul style="list-style-type: none"> CLOSED – Action Completed - The Clerk had responded. £5,000 budget be approved to support the project and the Clerk to transfer £4,000 into Projects Account to increase the balance to £5,000.
	<ul style="list-style-type: none"> Swansea Council – Gower National Landscape Advisory Group – 6.30 p.m. on 24 March 2025. 	<ul style="list-style-type: none"> CLOSED – Chair and Clerk attended.
38)	20/03/25 – Council – Minute No. 110 – Reports of the Clerk e) Action Tracker	
	<ul style="list-style-type: none"> Graig Y Coed – Further discussions take place with the Ground Maintenance Contractor regarding improvements / options for the slope to the rugby pitch. The options available to improve the lighting also be discussed. 	<ul style="list-style-type: none"> ONGOING
39)	20/03/25 – Council – Minute No. 111 – Committee Reports – Finance Committee	
	<ul style="list-style-type: none"> Emergency Plan 	<ul style="list-style-type: none"> ONGOING The Clerk approaches Mid & West Wales Fire Authority regarding buildings safety checks / Councillor training
	<ul style="list-style-type: none"> Grants & Donations Policy 	<ul style="list-style-type: none"> CLOSED The grants and donations for 2024/25 listed be approved and paid.
40)	20/03/25 – Council – Minute No. 112 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Bowls Car Park 	<ul style="list-style-type: none"> ONGOING Clerk to meet on site with Judith Buddina.
	<ul style="list-style-type: none"> Land at Victoria Road 	<ul style="list-style-type: none"> ONGOING the Clerk obtains an up-to-date plan of the land, seeks quotations to value the land and discusses the options available for the land with the neighbouring properties.



Llanrhidian Higher Community Council

Cyngor Cymuned Llanrhidian Uchaf

	<ul style="list-style-type: none"> Penclawdd Playground - Hard backed advertisement board 	<ul style="list-style-type: none"> CLOSED Penclawdd RFC informed.
41) CLOSED	20/03/25 – Council – Minute No. 113 – Swansea Council Matters	
	<ul style="list-style-type: none"> Penclawdd Primary School – A competition had been held to design a poster to highlight local litter / dog fouling problems. 	<ul style="list-style-type: none"> ONGOING Awaiting for the banners to be printed.
	<ul style="list-style-type: none"> Litter Picking – The Ward Member reported that additional litter pickers were required to commence litter picking during the lighter evenings. 	<ul style="list-style-type: none"> CLOSED Pickers purchased from Amazon.



Appendix F

Llanrhidian Higher Community Council – 10th April 2025

Annual Report 2024-2025

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

The Community Council's Annual Report for 2024-2025 is based upon the Annual Plan 2024-2025, which gives information about the Community Council, the activities it carried out and progress against its priorities for 2024-2025.

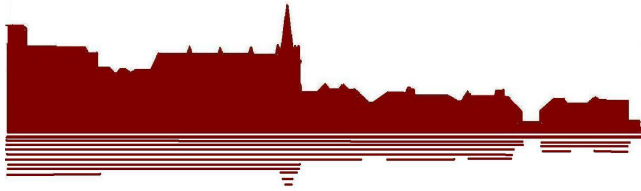
The Annual Report is attached at Appendix A.

Recommendation: It is recommended that the Annual Report 2024-2025 be approved and published on the Community Council website.

Jeremy Parkhouse

Clerk to the Community Council

3rd April 2025

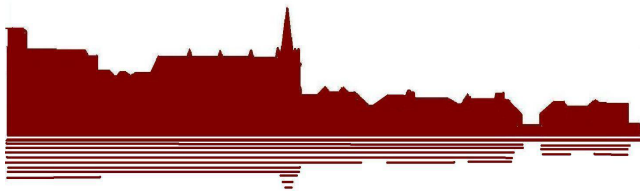


Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Appendix A

Llanrhidian Higher Community Council

Annual Report 2024-2025



Llanrhidian Higher Community Council

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

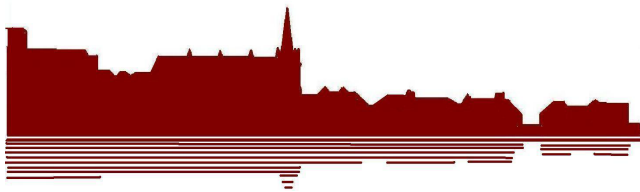
The Council employs one part-time employee who is the Clerk:

Mr Jeremy Parkhouse, Clerk and Responsible Finance Officer.

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

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

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



Councillors

Penclawdd Ward

Huw Davies (Independent)

cllr.h.davies@llanrhidianhighercommunitycouncil.co.uk

Russell Garrington (Independent)

cllr.r.garrington@llanrhidianhighercommunitycouncil.co.uk

Leanne Davies (Independent)

cllr.l.davies@llanrhidianhighercommunitycouncil.co.uk

Paul Tucker (Chair) (Independent)

Telephone: - 850496

Andrew Williams (Labour Party)

cllr.andrew.williams@swansea.gov.uk

Adam Woolliscroft (Independent)

cllr.a.woolliscroft@llanrhidianhighercommunitycouncil.co.uk

Llanmorlais Ward

Sarah Hughes (Vice-Chair) (Independent)

cllr.s.hughes@llanrhidianhighercommunitycouncil.co.uk

James Matthews (Labour Party)

cllr.j.matthews@llanrhidianhighercommunitycouncil.co.uk

Melissa Roberts (Labour Party)

Telephone: - 851192

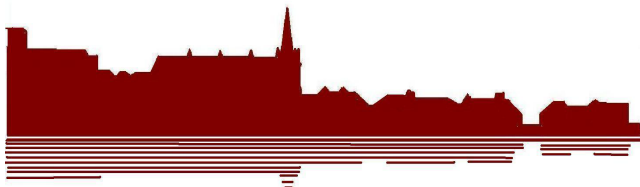
Mike Sheehan (Welsh Liberal Democrats)

cllr.m.sheehan@llanrhidianhighercommunitycouncil.co.uk

Clerk to the Community Council

Jeremy Parkhouse

clerk@llanrhidianhighercommunitycouncil.co.uk



DATES OF COUNCIL MEETINGS – 2024/2025

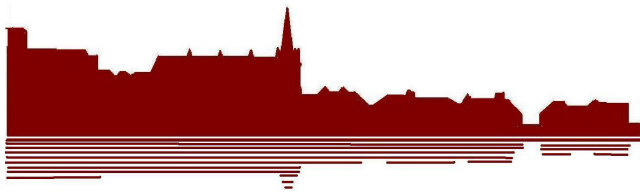
Meetings Commenced at 7 p.m. on the following dates: -

16th May 2024 (Annual Meeting)	-	Penclawdd Community Centre
20th June 2024	-	Penclawdd Community Centre
18th July 202	-	Penclawdd Community Centre
August 2024	-	Council in Recess
19th September 2024	-	Penclawdd Community Centre
17th October 2024	-	Penclawdd Community Centre
21st November 2024	-	Penclawdd Community Centre
December 2024	-	Council in Recess
16th January 2025	-	Penclawdd Community Centre
13th February 2025	-	Penclawdd Community Centre
20th March 2025	-	Penclawdd Community Centre
10th April 2025	-	Penclawdd Community Centre

Community Council Property

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

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



Financial Details

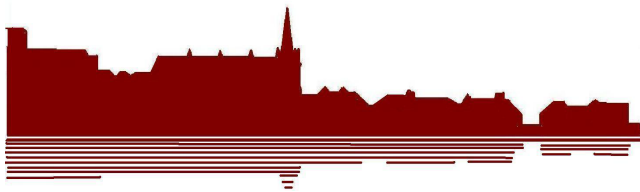
The Council's financial details for 2024/25 are as follows: -

- Council Precept – The Council Precept for 2024-2025 was £180,447.15, (£112.85 per Band D property).
- The total Income for 2024-2025 was £210,421.89
- The total expenditure for 2024-2025 was £309,825.71
- Annual Governance Statement for Years Ended 31st March 2022, 2023 and 2024 – Awaiting approval by Audit Wales (External Auditor).

Progress of Council Priorities

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

	Priority	Progress
1)	To continue to work with Swansea Council / third sector organisations / private businesses to improve the appearance of the area by working with the Penclawdd Ward Member and various departments of the Unitary Authority.	The Community Council has worked in partnership with the Penclawdd Ward Member / Swansea Council throughout the Ward.
2)	Continuing with the current onsite works, to continue with the digital transfer of records and to plan further capital works at Parc Hendy Cemetery.	The transfer of digital records is slowly progressing. The Grounds Maintenance Contractor previously provided a quotation to install drainage to the newest section of the graveyard. Contractors have been requested to provide quotations to repair the top entrance wall.
3)	To continue with the digital transfer of records and to plan further capital works at Mount Hermon Cemetery.	The transfer of digital records has progressed well. The lower section and cremated remains areas have been completed, with only the older section of the graveyard next to the Chapel remaining outstanding. However, the Council does not have any written records of these graves.
4)	Organizing CPR training at Penclawdd Community Centre on an annual basis.	A session was held in November 2024.
5)	Organizing the Remembrance Sunday Service 2024.	The Remembrance Sunday Service was successfully held on 10th November 2024.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

6)	To complete the Penclawdd Playground Improvements Project.	The Penclawdd Playground Project was successfully completed in July 2024.
7)	To finalise the Parc Dan Y Graig Project.	The Parc Dan Y Graig Project has a couple of small items outstanding.
8)	To oversee the installation of CCTV at problem areas.	CCTV will be installed at Graig Y Coed Pavilion on 14 th April 2025. The CCTV system at the Bowls Pavilion was serviced on 31 st March 2025.

Llanrhidian Higher Community Council – 10th April 2025

Annual Plan 2025-2026

Welcome to the Community Council's Draft Annual Report for 2025-2026.

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

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

It is recommended that the Annual Plan 2025-2026 be approved.

Jeremy Parkhouse

Clerk to the Community Council

3rd April 2025

Llanrhidian Higher Community Council - Vision

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

Core Values

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

Community:

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

Transparent:

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

Integrity:

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

Respectful:

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

Collaborative:

We work in collaboration and promote positive communication and creativity.

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cllr.h.davies@llanrhidianhighercommunitycouncil.co.uk

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Clerk to the Community Council

Jeremy Parkhouse

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

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

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DATES OF COUNCIL MEETINGS – 2025/2026

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(Annual Meeting)	
19th June 2025	- Penclawdd Community Centre
17th July 2025	- Penclawdd Community Centre
August 2025	- Council in Recess
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19th March 2026	- Penclawdd Community Centre
16th April 2026	- Penclawdd Community Centre
21st May 2026	- Penclawdd Community Centre

Council Property

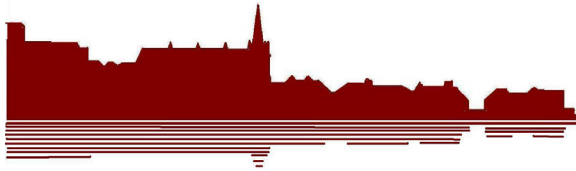
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- Mount Hermon Chapel, Cemetery and Car Park, Penclawdd.
- Parc Hendy Cemetery, Penclawdd.
- Graig Y Coed Woodland Project (Leased from Swansea Council).
- Graig Y Coed Community Workshop.

Council Priorities

The Council has highlighted the following as its priorities for 2025/26: -

1)	To work in partnership with the Penclawdd Ward Member to finalise Graig Y Coed Man Shed / woodland project and associated works.
2)	To organise the 2025 Remembrance Sunday service.
3)	To continue to oversee the transfer of graves at Mount Hermon / Parc Hendy Cemeteries onto Edge IT software.
4)	To work towards the resolution of issues at the Foreshore Car Park.
5)	To organise CPR training and to monitor the defibrillators within the Ward.



Item No. 9

Council – 10th April 2025

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The Clerk is due to organise a site visit, after the clocks go forward in the spring, to view the disabled toilet / shower.

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.

The Grounds Maintenance Contractor has circulated a pitch closure calendar for 2025.

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

The new noticeboard is scheduled to be delivered within the next few weeks.

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. A complaint has also been made to Natural Resources Wales (NRW).

4. Memorial Gardens

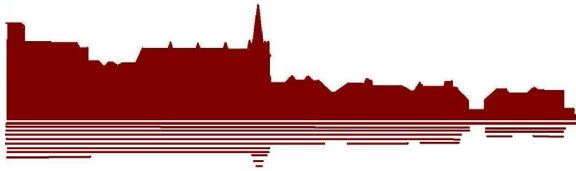
Mr Lovering has kindly donated 20 rose plants which have been planted in a new bed within the Memorial Gardens by the Ground Maintenance Contractor.

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

Councillor Melissa Roberts had requested that discussions take place regarding erecting a flagpole at the Memorial Gardens. Research was ongoing regarding planning requirements.

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 and is being investigated.

The Clerk met with a representative of Swansea Rams Rugby League in order to negotiate arrangements in respect of their request to use the Council's facilities during the summer months. Specific requests were made which require a formal decision. **For Discussion**

6. Crofty Playground

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

7. Llanmorlais Changing Rooms / MUGA / Recreation Ground

A replacement door is required for the storage shed next to the changing rooms. The quotation in respect of additional drainage work in the car park was approved 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

The Ground Maintenance Contractor provided a quotation to repair the sunken land / fencing at the meeting held on 20th March 2025. The Council requested that the Clerk seek quotations to survey the area of land.

10. Defibrillators

NHS have been checking defibrillator units and queried the units at the Memorial Gardens and Llanmorlais Recreation Ground. Quotations to replace both were approved at the meeting in February, along with providing critical bleed kits in both boxes. The new units are scheduled to be delivered the week commencing 31st March 2025.

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 / Community Shed

The tools / equipment and benches have been purchased and Swansea Council have paid grant funding to cover the cost.



The community shed / classroom have been delivered and progress is being made with the volunteers. The CCTV is scheduled to be installed on 14th April and it is hoped the project will be up and running by the end of April 2025.

The Clerk was also requested to obtain an additional quotation for new shutters at the Pavilion, which was ongoing.

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

The Clerk is currently in discussions with Swansea Council to obtain the correct boundary details prior to contacting neighbouring properties. Swansea Council had confirmed that the land was in the process of being transferred to the Community Council by the Land Registry.

Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
1st April 2025

Item No. 10

Council – 10th April 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, local Police Team and Mid & West Wales Fire Authority.
2)	The winning banners highlighting litter / dog mess were in the process of being printed and would be placed on fencing at Crofty and Penclawdd Playgrounds.
3)	I have spoken to the officer in charge of footpaths and have asked him to look at surface improvements to both the B4295 Wernffrwd to Llanmorlais pavement and the B4295 pavement heading east out of Penclawdd to the Rake and Riddle.
4)	I have requested that Highways carry out large patchworks to improve the surface on the upper part of Victoria Road, Penclawdd. I am hoping this will be done early in the new financial year.
5)	The community shed project – both units were in place and good progress has been made with the volunteers.
6)	Litter picking – new litter pickers have been purchased. I am hoping to get volunteers involved during April.
7)	Work continues in the background to deliver the missing cycle link between Penclawdd and Gowerton. I have recently received an update on progress from officers.
8)	I attended an LDP2 meeting at the Civic Centre, which highlighted all the potential sites within the Ward.
9)	Work continues on the property at Blaencedi. However, there have been a number of complaints from a resident regarding the contractors.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

No report.

1st April 2025