

To: All Members of Llanrhidian Higher Community Council

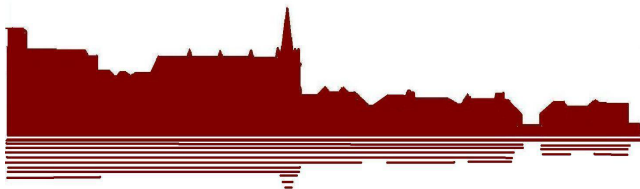
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 17th July 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

		Page No.
1.	Apologies for absence.	
2.	To receive Disclosures of Personal and Prejudicial Interests.	3-4
3.	To Approve and Sign as a Correct Record the Minutes of the meeting of Council held on 19 th June 2025.	5-12
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.	13-14
a)	Accounts for Payment / Quotations.	15-16
b)	Budget Monitoring 2025/26.	17-20
c)	Correspondence.	21
d)	Work Plan 2025/2026.	22-24
e)	Community Council Action Tracker.	25-32
8.	Committee / Working Group Reports – No Reports.	
9.	Council Property / Community Projects / Burial Grounds.	33-35
10.	City and County of Swansea Issues.	36



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

	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, 18 th September 2025 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
9th July 2025

<u>Llanrhidian Higher Community Council</u>	
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, 19th June 2025 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Russell Garrington, James Matthews, Melissa Roberts, Mike Sheehan, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse - Clerk to the Community Council

Also Present: Karen Trussler and Don Trussler – Swansea Junior Football League, Nicole Chartier and Matthew Tucker – Penclawdd AFC, Jonathan Davis – Grounds Maintenance Contractor

20. Apologies for Absence

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

21. 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 Melissa Roberts and Mike Sheehan declared personal interests in Minute No. 23 – Chair's Announcements.

The Clerk declared a personal and prejudicial interest in Minute No. and left the meeting during consideration of the item.

22. Minutes

Resolved that the Minutes of the Annual Council meeting held on 15th May 2025 be approved and signed as a correct record.

23. Chairs Announcements

The following announcements were made: -

- Presentation by Swansea Junior Football League – Karen and Don Trussler were in attendance to present Jonathan Davis with the Dorian Heel Bar Trophy for his services to local football by going 'the extra mile' in preparing pitches for games. Jonathan Davis accepted the award on behalf of the Community Council. The



Chair congratulated Jonathan Davis and thanked the Swansea Junior Football League representatives for attending to present the award.

- Penclawdd AFC Update – Nicole Chartier and Matthew Tucker provided the Council with an update on the progress being made by the club. It was highlighted that crowdfunding would be used to raise funds towards the installation of railings around Dan Y Graig, which would allow both ladies and men's teams to progress in their respective leagues.

The club were also delighted to announce that Ella Drew had won a Wales cap at Under 15 level in Portugal. The club had also formed a girls only team at under 8 age group.

The Chair thanked the representatives of the football club for their update.

- Family Fun Day – It was announced that the Family Fun Day would be held on 12th July 2025 at Penclawdd RFC.
- Social Gathering – The Chair announced that he would like the Council to meet socially at least once a year. Discussions would take place at the next meeting.
- Cockle Gathering – The Chair highlighted that the cockle beds would be opened on Monday, 23rd June 2025. The Council would keep a watching brief and would act, if necessary, to protect the children, residents and visitors using the Foreshore Car Park and Playground.

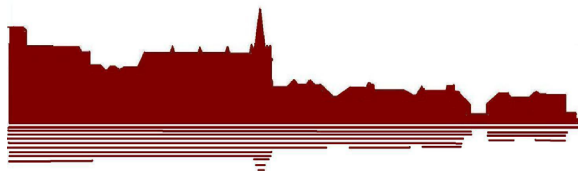
Responses received from Welsh Government and Huw Irranca-Davies, Deputy First Minister, were read out and discussed.

The Clerk also referred to recent correspondence received from Somerset Trust and to recent quotations from Tonner, Johns, Ratti Solicitors for acting for the Council in respect of the Foreshore Car Park and land at Victoria Road. The Clerk was requested to seek alternative quotations, to instruct the appointed solicitors in respect of costs and to obtain agreement to proceed with the appointment of solicitors from the Chair, Vice-Chair and Vice-Chair of the Finance Committee.

Councillor James Matthews / Councillor Andrew Williams would inform the local community regarding the cockle bed opening situation via the Council's Facebook page.

24. Public Question Time

Councillor Mike Sheehan referred to the need to comply with the requirement to provide hybrid meetings, if possible. The difficulty in achieving a solution was discussed, especially as the Council did not own Penclawdd Community Centre, which had no Wi-Fi. The Clerk was requested to seek advice from One Voice Wales and to progress matters at the next meeting.



25. Community Reports

a) Police Report

There were no representatives from the Police present.

26. To Approve the Report of the Internal Auditor – Annual Return for the Year Ended 31st March 2025 and to sign the Annual Governance Statement.

The Clerk presented the report of Lyn Llewellyn, Internal Auditor regarding the Annual Return for the year ended 31st March 2025. The work undertaken by the Internal Auditor and the appropriate sections of the Annual Governance Statement were outlined.

The Council thanked the Clerk for his work on the accounts / Annual Governance Statement.

Resolved that: -

- 1) The report of the Internal Auditor for Annual Return for the year ended 31st March 2025 be approved.
- 2) The Annual Return be signed by the Chair and Clerk and forwarded to the External Auditor for approval.

27. To Appoint an Internal Auditor for the Financial Year Ending 31st March 2026

The Clerk presented a report which recommended that Lyn Llewellyn be appointed Internal Auditor for the year ending 31st March 2026.

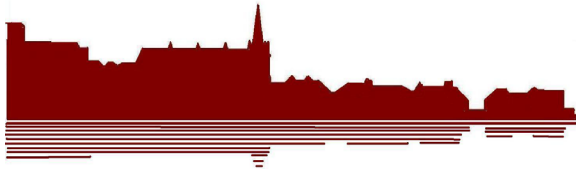
Resolved that Lyn Llewellyn be appointed Internal Auditor for the year ending 31st March 2026.

28. To Approve Councillor Expenses 2024/2025.

The Clerk presented the Councillor Allowances for the 2024-2025 Financial Year.

Resolved that: -

- 1) The Councillor Expenses 2024/25 at Appendix A be approved.
- 2) The Councillor Expenses 2024/25 are published on the Community Council website.
- 3) The Councillor Expenses 2024/25 are forwarded to the Democracy and Boundary Commission Cymru (DBCC).



29. 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

- £67.78 – Adobe – Annual Fee.
- £28.80 – Post Office – postage.
- £55.03 – EDF Energy – Electricity at Bowls Pavilion.
- £98.57 – SSE Energy

Additional Income

- £700 – Swansea Rams Rugby League – Annual Fee.
- £170 – Cremated Remains Re-opener – Resident.

Quotations

	Quotation Details
1.	Finishing shower area at disabled toilet at Parc Dan Y Graig.
2.	Shutters at Graig Y Coed Pavilion.
3.	Community Council and Sports Association Annual Insurance.
4.	Community Council and Sports Association Cyber Insurance.
5.	Double gates / single gate at Graig Y Coed Woodland entrance and kissing gate at Graig Y Coed leading to path up the Graig.
6.	Playground Inspections at Crofty and Penclawdd.
7.	Repairing ground at Graig Y Coed Football pitch.
8.	Removal of goal posts at Graig Y Coed Football pitch.
9.	Preparing ground and adding topsoil to Graig Y Coed Football pitch.
10.	Marquee for Remembrance Sunday 2025 Service.
11.	Costs at St Gwynour's Cemetery.
12.	Slope to Graig Y Coed Rugby pitch.
13.	Parking adjacent to Bowls Pavilion.
14.	Electrical work in Community Council buildings.

Resolved that:

- The payments / additional payments / amendments be approved.
- The payments paid since 15th May 2025 meeting be noted and agreed.
- The income / additional income be noted.
- The bank reconciliation, bank transfers and bank account balances be noted and agreed.
- The CCLA investment income be noted.
- Quotation 1 – Quotations be sought in respect of plastering / painting.

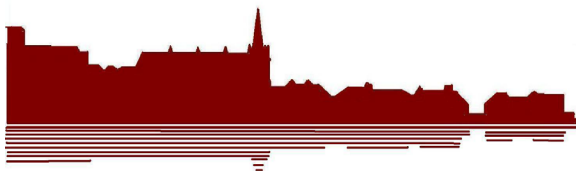


- 7) Quotation 2 – an additional quotation be obtained.
- 8) Quotation 3 – the quotation provided by Clear Insurance for £8,855.71, be approved.
- 9) Quotation 4 – the quotation provided by Clear Insurance for £410.75, be approved.
- 10) Quotation 5 – the Clerk seeks grant funding to cover the costs.
- 11) Quotation 6 – Inspections were awaited.
- 12) Quotation 7 – Mining Remediation Authority were dealing with the issue.
- 13) Quotation 8 – the quotation for £726 plus VAT provided by Jonathan Davis, be approved. *Noted – this was an additional quotation above the base contract but under £5,000 and awarded to the Ground Maintenance Contractor.
- 14) Quotation 9 – the quotation for £1,584.65 plus VAT provided by Jonathan Davis, be approved. *Noted – this was an additional quotation above the base contract but under £5,000 and awarded to the Ground Maintenance Contractor.
- 15) Quotation 10 – the quotation from contractor A be noted and a submission deadline be given to contractor B.
- 16) Quotation 11 – The prices provided by Jonathan Davis be noted, the cost of clearing the graveyard be discussed with the church and to option of hiring a herd of goats to clear the graveyard be suggested.
- 17) Quotation 12 – the quotation for £920 plus VAT provided by Jonathan Davis, be approved. *Noted – this was an additional quotation above the base contract but under £5,000 and awarded to the Ground Maintenance Contractor.
- 18) Quotation 13 – the quotation provided by Jonathan Davis be placed on hold.
- 19) Quotation 14 – No quotations received to date.
- 20) Quotation 15 – Edge IT – Additional Admin Module – The Clerk trials the module and reports to the next meeting.
- 21) Quotation 16 – Community Shed Insurance – The quotation for £375.70 provided by Gambit Insurance, approved by the Finance Committee, was noted.
- 22) Water Bowser for Gower Native Plant – The decision to refuse the quotation by the Finance Committee, was noted.

b) To Monitor the Council Budget 2025-2026

The Clerk presented the up-to-date budget spend for 2025-26. 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 were provided to the internal and external auditors.

It was added that following approval of the Annual Return for the year ended 31st March 2025, the required documents would be forwarded to Audit Wales, external auditors. It was noted that the external audits for the years ending 31st March 2022, 2023 and 2024, remained outstanding with Audit Wales.



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
7.	Blue Anchor Men and Ladies Bowls Clubs.	Resolved that the clubs be permitted to park on the grass behind the rugby pitch and the cost of a slow closing mechanism on the gate be investigated.
18.	A Reid	Resolved that the request to park her camper van at Llanmorlais Hall, be approved and the Clerk provides laminated authority to be displayed in the vehicles' windscreen.

Resolved that:

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

d) Work Plan 2025/26

The Clerk reported the up-to-date Work Programme 2025-26 'for information'.

e) Community Council Action Tracker

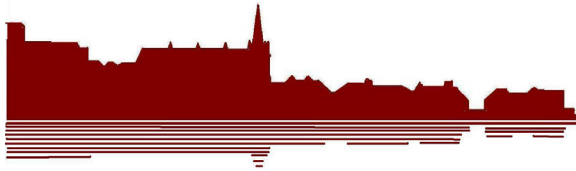
The Community Council Action Tracker was provided 'for information'. All completed actions would be deleted.

30. Committee Reports

a) Finance Committee – Model Financial Regulations

Resolved that: -

- 1) The Model Financial Regulations are adopted.
- 2) The Model Financial Regulations are published on the Community Council website.



31. Council Property / Community Projects / Burial Grounds

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

- Parc Hendy Cemetery – Leaning headstone. **Resolved** that the Clerk investigates.
- Tennis fencing at Llanmorlais – As discussed at Finance Committee, the Grounds Maintenance Contractor would be requested to temporarily repair the fencing.

32. 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:

- Weeds next to bus stop on Beach Road, opposite the Royal Oak. AW would investigate.
- B4295 – Work to resurface the road from Penclawdd to Llanmorlais would commence on the week commencing 14th July 2025. The road from Llanmorlais to Llanrhidian would be completed early in September 2025.
- Benches – Some benches in Penclawdd were in a poor state and AW had started the process of replacing them.
- 70/30 grant funding schemes – More money was available and improving the skateboard facilities at Llanmorlais was a potential project. Outline costings were being investigated.
- Community Shed – Benches had been installed in the shed and the volunteers were progressing well.
- Layby Opposite Graig Y Coed – The layby was overgrown and required cutting. AW would investigate.

b) Planning.

Planning Application No.2025/1215/PLD - Gower House (Former Burry Villa), Burry View, Penclawdd – Application noted.

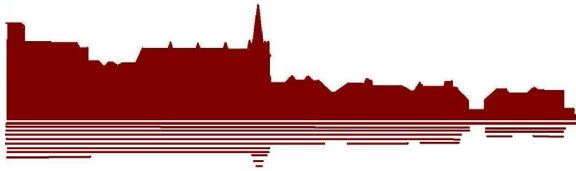
c) Footpaths.

Cutting of footpaths – The work in the Penclawdd Ward had commenced.

33. Outside Bodies

- Swansea Council Gower National Landscapes Advisory Group – 23rd June 2025.

The Chair stated that he had a clash of meetings and could not attend the meeting.



34. Exclusion of the Public

Resolved that the public be excluded from the meeting during consideration of the following item(s) of business on the grounds that that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as set out in the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

(Closed Session)

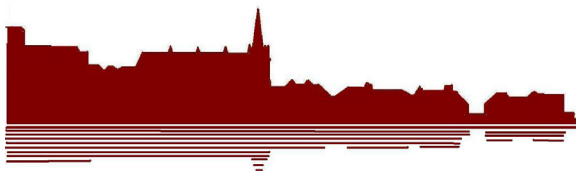
35. Personnel Matters

The Clerk presented a report on personnel matters.

Resolved that the recommendations contained in the report be approved.

The meeting ended at 9.20 p.m.

Chair



Item No. 7

Council – 17th July 2025

Reports of the Clerk

a) **Accounts for Payment / Financial Report**

- Appendix A – Accounts for Payment / Financial Report.
- Quotations / requests reported.

	Quotation Details	Action
1.	Finishing shower area at disabled toilet at Parc Dan Y Graig.	Plastering / painting / contractor quotations to be sought.
2.	Shutters at Graig Y Coed Pavilion.	Additional quotation being sought.
3.	Double gates / single gate at Graig Y Coed Woodland entrance and kissing gate at Graig Y Coed leading to path up the Graig.	Quotations submitted as part of a grant application.
4.	Repairing ground at Graig Y Coed Football pitch.	Being dealt with by the Mining Remediation Authority.
5.	Marquee for Remembrance Sunday 2025 Service.	For decision.
6.	Costs at St Gwynour's Cemetery.	Ongoing.
7.	Electrical work in Community Council buildings.	For decision.
8.	Epitaph Health Check / Training.	For decision.
9.	Edge IT – Finance Health Check / Training.	For decision.
10.	Repair work to Rugby Pavilion.	For decision.

b) **Budget Monitoring 2025/26.**

Attached at Appendix B.

c) **Correspondence**

Attached at Appendix C.

d) **Work Programme 2025/2026**

Attached at Appendix D.

e) **Community Council Action Tracker**

Attached at Appendix E.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Jeremy Parkhouse
Clerk to the Community Council
7th July 2025

Appendix A

ACCOUNTS FOR PAYMENT – 17th July 2025

1	Salaries	£1,214.36
2	Clerks Expenses	£42.98
3	Pinnacle - Printing costs - Invoice 162431 (£87.94 Net) (£17.59 VAT)	£105.53
4	Jonathan Davis & Son - Invoice 25/54 - Monthly Costing June 2025 - Additional Works - Playing Surface Repairs to Sunken Areas on Drainage Repair Section at GYC Football as per Quotation 79/25, Works Carried Out on 11/6/2025. Supply & Fit 1no Shot Bolt and Padlock to Main Doors on Penclawdd RFC Pavilion, Works Carried Out on 30/6/2025. 2no D Shackles Supplied & Fitted to Junior Swings at Crofty Playground as per Highlighted as Urgent on Playground Inspectors Annual Report, Works Carried Out on 24/6/2025 (No charge) (£7,924.18 Net) (£1,584.83 VAT)	£9,509.01
5	EDF - Electricity at Bowls Pavilion - 1st to 30th June 2025 (£58.70 Net) (£2.94 VAT) Invoice KI-47C5A6A3-0007	£61.64
6	The Play Inspection Company - Annual Playground Inspections at Crofty & Penclawdd Playgrounds - (£362 Net) (£72.40 VAT)	£434.40
7	One Voice Wales - Training - Councillor Mike Sheehan - The Council Meeting - Module 5 - Invoice 9636	£42.00
8	One Voice Wales - Training - Councillor Russell Garrington - Introduction to Community Engagement Part 1 - Module 8 - Invoice 9703	£42.00
9	One Voice Wales - Training - Councillor Mike Sheehan - Chairing Skills - Module 10 - Invoice 9738	£42.00
10	Audit Wales - 2022/23 Audit Fees	£1,170.00
11	Swansea Council Pension Fund	£506.93
12	HMRC - PAYE	£555.87
Total Payments		£13,726.72
Invoices paid since 19th June 2025		

Terry Snell - Repayment for Community Shed Supplies	£280.00
Information Commissioners Office (ICO) - Annual Fee	£47.00
Llanmorlais & District - Carnival Programme Advert	£85.00
Xerox Finance Ltd - Multi Functional Device (£77.32 Net) (£15.46 VAT)	£92.78
Gower Timber Ltd - Painting Supplies / Batons for Community Shed (£138.08 Net) (£27.62 Net)	£165.70
SSE Energy - Electricity Charges at Graig Y Coed Changing Rooms - 07/09/2024 to 28/05/2025 (£433.54 Net) (£21.71 - 5% VAT)	£455.25
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£8.50
Total	£17,735.76
Total Outgoings	£31,462.48

Income since 19th June 2025	
Cremated Remains (Resident) - Mount Hermon Cemetery	£170.00
Swansea Schools Under 16's Rugby - Hire of Penclawdd Recreation Ground for training - 2 sessions	£50.00
Additional Permit Inscription (Resident) - Mount Hermon Cemetery	£150.00
Additional Permit Inscription (Resident) - Mount Hermon Cemetery	£150.00
Permit Fee (Non Resident) - Mount Hermon Cemetery	£230.00
Additional Permit Inscription (Resident) - Mount Hermon Cemetery	£150.00
Swansea Council - Repayment of Duplicate payment	£102.60
PES Systems Limited - Repayment of Duplicate Payment	£468.36
Projects Account Interest	£3.34
Reserve Account Interest	£24.51
CCLA Investment Interest - July 2025	£87.86
Total Income	£1,416.67
TRANSFERS:	
None	
RECONCILIATION:	
Current Account Balance – 8th July 2025	£17,779.89
Less Approved Payments (July 2025)	£13,726.72
Total	£4,053.17
BANK ACCOUNTS	
Current Account Balance – 8th July 2025	£17,779.89
Reserve Account Balance - 8th July 2025	£39,312.25
CCLA Investment - 8th July 2025	£25,000.00
Memorial Gardens Charity Account - 8th July 2025	£1.00
Projects Account Balance - 8th July 2025	£5,023.49
TOTAL	£87,116.63

Financial Budget Comparison

Comparison between 01/04/25 and 08/07/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Administration				
100	Precept	£183,263.76	£61,350.56	-£121,913.20
105	Refund of bank charges	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00
121	Bank Interest	£1,500.00	£356.16	-£1,143.84
122	Bank Interest	£120.00	£9.80	-£110.20
150	Grants received	£0.00	£0.00	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00
250	Miscellaneous Income	£6,000.00	£0.00	-£6,000.00
251	Miscellaneous Income - Current Account	£8,000.00	£27,041.38	£19,041.38
252	Miscellaneous Income - Projects Account	£0.00	£0.00	£0.00
Total Administration		£198,883.76	£88,757.90	-£110,125.86
Outside Services				
300	Cemetery Income	£13,000.00	£4,160.00	-£8,840.00
320	Wayleaves	£129.00	£0.00	-£129.00
330	Recreation Grounds	£6,150.00	£1,362.00	-£4,788.00
Total Outside Services		£19,279.00	£5,522.00	-£13,757.00
Total Income		£218,162.76	£94,279.90	-£123,882.86

Financial Budget Comparison

Comparison between 01/04/25 and 08/07/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Administration				
1001	Salaries	£42,500.00	£10,281.97	£32,218.03
1002	Clerks Expenses	£490.00	£165.38	£324.62
1010	Subscriptions	£1,690.00	£106.40	£1,583.60
1015	Office Costs	£3,850.00	£549.44	£3,300.56
1020	Web Site	£400.00	£0.00	£400.00
1025	Advertising	£150.00	£85.00	£65.00
1030	Insurance	£7,600.00	£9,377.14	-£1,777.14
1040	Bank Charges	£100.00	£22.66	£77.34
1045	Audit Fees	£850.00	£485.00	£365.00
1046	Accountancy Services	£250.00	£0.00	£250.00
1050	Legal Costs	£2,000.00	£850.00	£1,150.00
1060	Loan Repayments	£5,844.62	£0.00	£5,844.62
1065	Training	£0.00	£0.00	£0.00
1070	ICO Fee	£35.00	£47.00	-£12.00
1075	Consultancy Costs	£100.00	£0.00	£100.00
1076	Signage	£300.00	£0.00	£300.00
Total Administration		£66,159.62	£21,969.99	£44,189.63
Outside Services				
3000	Cemeteries	£9,200.00	£370.00	£8,830.00
3001	Grounds Maintenance	£90,000.00	£16,766.63	£73,233.37
3010	Playgrounds	£3,900.00	£171.00	£3,729.00

Financial Budget Comparison

Comparison between 01/04/25 and 08/07/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
3030	Recreation Grounds	£14,275.00	£4,750.25	£9,524.75
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00
3050	Other Outside services	£12,050.00	£20,185.64	-£8,135.64
3051	Remembrance Sunday Service	£1,200.00	£0.00	£1,200.00
3052	War Memorial Charity	£1.00	£0.00	£1.00
3055	Defibrillators	£1,650.00	£2,950.00	-£1,300.00
Total Outside Services		£132,276.00	£45,193.52	£87,082.48
Civic				
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00
2005	Councillor Training	£800.00	£42.00	£758.00
2010	Meeting Costs	£600.00	£0.00	£600.00
2030	Election Costs	£5,000.00	£4,349.02	£650.98
2040	Financial Settlement	£0.00	£0.00	£0.00
Total Civic		£10,250.00	£4,391.02	£5,858.98
Grants				
4046	Donations	£500.00	£0.00	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00
Total Grants		£5,500.00	£0.00	£5,500.00
Total Expenditure		£214,185.62	£71,554.53	£142,631.09

Financial Budget Comparison

Comparison between 01/04/25 and 08/07/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
Total Income	£218,162.76	£94,279.90	-£123,882.86
Total Expenditure	£214,185.62	£71,554.53	£142,631.09
Total Net Balance	£3,977.14	£22,725.37	



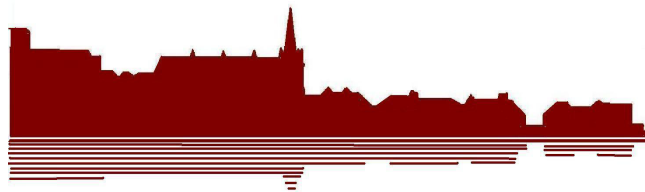
Correspondence – 17th July 2025

1.	Swansea Council - Pensions Dashboard Programme PDP.
2.	ICO - Renewal confirmation.
3.	One Voice Wales - Constitution and Governance Framework.
4.	Play Inspection Company – Inspection Report on Crofty Playground.
5.	Play Inspection Company – Inspection Report on Penclawdd Playground.
6.	One Voice Wales – Swansea Area Committee Agenda – 14 th July 2025
7.	E Best – Abandoned boating equipment in Foreshore Car Park.
8.	P Egan, One Voice Wales – Hybrid Meetings.

Jeremy Parkhouse

Clerk to the Community Council

6th July 2025



Report of the Clerk

Council – 17th July 2025

Llanrhidian Higher Community Council Work Plan 2025/2026

Purpose: This report details the Community Council Work Plan to May 2026.

Report Author: Jeremy Parkhouse

For Information

1. Introduction

1.1 The Community Council Workplan to May 2026 is attached at Appendix 1 for information.

1.2 The dates included for the meetings in 2025/26 are subject to approval at the Annual Council meeting.

Appendix 1 – Community Council Workplan 2025/26.

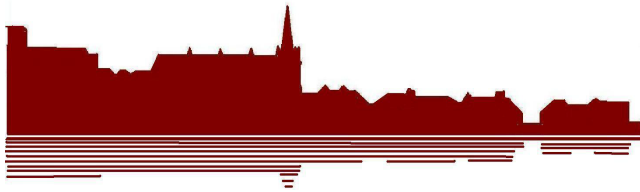
Jeremy Parkhouse
Clerk to the Community Council
6th July 2025

	May 2025	June 2025	July 2025	September 2025	October 2025	November 2025	January 2026	February 2026	March 2026	April 2026
Community Reports	Police Report	Police Report LAC Report	Police Report	Police Report	Police Report LAC Report	Police Report	Police Report	Police Report LAC 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 2026 To Approve Councillors Allowances for the 2024-2025 Financial Year.	Annual Governance Statement - To approve the report of the External Auditor for the years 2021/22, 2022/23 & 2023/24				To note the budget 2025/26 To Set the Precept for 2025/26			To Approve the Annual Report To Approve the Annual Plan To Approve the Model Financial Procedural Rules
Clerk's Reports	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan

Llanrhidian Higher Community Council Workplan 2025/26

Appendix 1

Committee Reports		Finance / Personnel / Events & Projects		Events & Projects Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs. Finance - To Approve Grant Payments.		Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Finance - To Approve Grant Payments		Finance - To Approve Grant Payments	Finance Committee: To Review the Emergency Plan To Review the 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 – 17th July 2025

Community Council Action Tracker

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

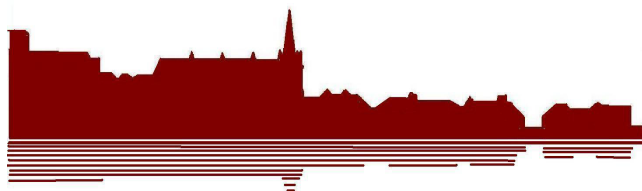
Report Author: Jeremy Parkhouse

For Information

1. Introduction

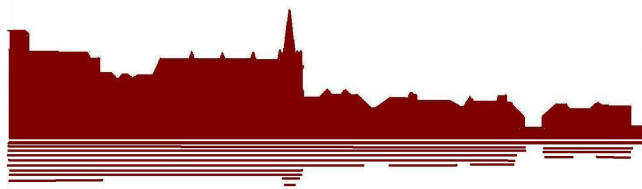
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

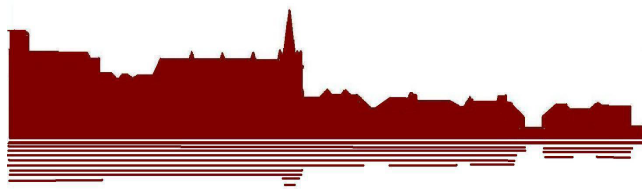


Appendix 1

Action Tracker		
	Details	Outcome / Action
1)	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
2)	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.
3)	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 Awaiting confirmation of registration from Land Registry via solicitors.
4)	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.
5)	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. 	CLOSED – Noticeboard delivered.



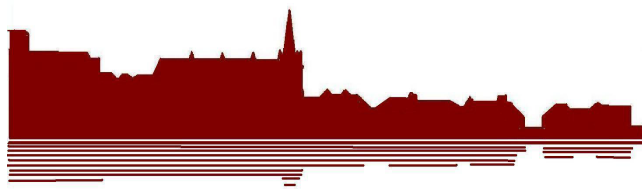
6)	08/10/24 – Events & Projects Committee – Minute No. 12 – Events & Projects Report	
	<ul style="list-style-type: none"> Clerk to request a quotation for a marquee in future years. 	CLOSED – Quotations for approval on 17/07/25.
	<ul style="list-style-type: none"> Station Road, Llanmorlais sign had been 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.
7)	16/01/25 – Council – Minute No. 87 – b) Correspondence	
	<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
8)	16/01/25 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Foreshore Playground. Councillors asked for the reinstatement of the Hopscotch area within the playground. 	ONGOING
9)	13/02/25 – Council – Minute No. 101 - Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> 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
10)	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
11)	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
12)	18/02/25 – Finance Committee – Minute No. 36 – The Council's Property Maintenance Schedule.	
	<ul style="list-style-type: none"> The costs of roll-up ramps be investigated – the Community Shed volunteers be requested to consider this as a potential future project. 	<ul style="list-style-type: none"> ONGOING
13)	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.
14)	10/04/25 – Council – Minute No. 122 – Reports of the Clerk – Accounts for Payment - Quotations	
	<ul style="list-style-type: none"> Shutters at Graig Y Coed Pavilion – Additional quotation to be obtained. 	ONGOING



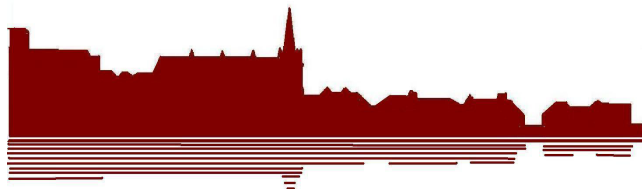
Llanrhidian Higher Community Council

Cyngor Cymuned Llanrhidian Uchaf

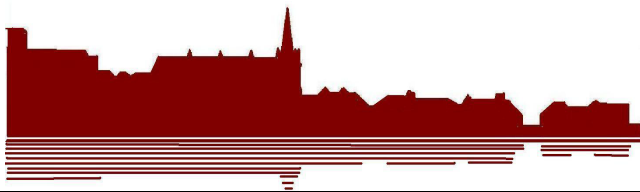
	<ul style="list-style-type: none"> Double gates / single gate at Graig Y Coed Woodland entrance. Grant to be sought. 	ONGOING - Clerk to seek grant funding.
	<ul style="list-style-type: none"> Kissing gate at Graig Y Coed leading to path up the Graig. Grant to be sought. 	ONGOING - Clerk to seek grant funding.
15)	10/04/25 – Council – Minute No. 124 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Land at Victoria Road – The Clerk was requested to wait until the Land Registry had updated their records and Community Council ownership was confirmed. 	ONGOING
16)	15/05/25 – Annual Council – Minute No.15 – Reports of the Clerk - Quotations	
	<ul style="list-style-type: none"> Marquee for Remembrance Sunday 2025 Service. 	<ul style="list-style-type: none"> CLOSED – Additional quotations for approval on 17/07/25.
	<ul style="list-style-type: none"> Penclawdd AFC – Requests for work over the summer. 	CLOSED – Requested works approved
	<ul style="list-style-type: none"> Swansea Council – SDF Funding. 	CLOSED – Needs to be diversity based.
	<ul style="list-style-type: none"> Father Tim Ardouin – request regarding St. Gwynour's Graveyard. 	CLOSED – Quotation provided. Jonathan Davis be requested to provide costings in respect of adding the work to the Ground Maintenance Contract and regarding additional works required at the site.
	<ul style="list-style-type: none"> Dragon Play – Surfboard at Penclawdd Playground. 	ONGOING – James McGrath would progress matters with Jonathan Davis.
17)	03/06/25 – Finance Committee – Minute No.7 – Quarterly Discussions with Grounds Maintenance Contractor	
	<ul style="list-style-type: none"> Action(s): 1) JD to provide a quotation to drop the manhole in front of the car park and use hardcore to extend the car park forward. 2) JD to provide a quotation to install a slow closing mechanism on the gate. 	ON HOLD – Council decision
	<ul style="list-style-type: none"> Action(s): 1) Clerk to contact James McGrath 	CLOSED – Email forwarded.
	<ul style="list-style-type: none"> Action(s): 1) Central area at Dunraven to be left uncut next year to assist pollinators and the action be added to the Biodiversity and Environment Action Plan. 	CLOSED – Added to Bio-diversity Plan
	<ul style="list-style-type: none"> Skip at Penclawdd Recreation Ground - Action(s): 1) JD to immediately lock the skip to prevent fly tipping. 	CLOSED
	<ul style="list-style-type: none"> Tennis fencing at Llanmorlais Recreation Ground. Action(s): 1) JD to liaise with the Clerk regarding the potential options. 	ONGOING
	<ul style="list-style-type: none"> Handrail at Foreshore Car Park - Action(s): 1) JD to liaise with the Clerk regarding the repairs. 	ONGOING
	<ul style="list-style-type: none"> Table Tennis Tables – Action(s): 1) Option to be discussed further. 	ONGOING
18)	03/06/25 – Finance Committee – Minute No.9 – Items Referred by Council	
	<ul style="list-style-type: none"> To agree the Model Financial Procedure Rules - the Model Financial Procedure Rules be agreed and recommended for 	CLOSED – Approved by Council on 19/06/25



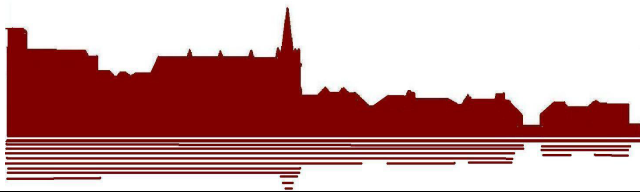
	approval to Council.	
19)	03/06/25 – Finance Committee – Minute No.10 – Budget	
	<ol style="list-style-type: none"> 1. Removal of goalposts at Graig Y Coed Football Pitch. 2. Topsoil at Graig Y Coed Football Pitch. 3. Path leading to Graig Y Coed Rugby Pitch. 4. Watering Gower Native Plants at Foreshore Car Park. 5. Community Shed Insurance. 	<p>1) Quotation a) for £726.00 provided by Jonathan Davis be approved. CLOSED – Approved by Council.</p> <p>2) Quotation b) for £1,584.65 provided by Jonathan Davis, be approved. CLOSED – Approved by Council.</p> <p>3) Quotation c) for £920.00 provided by Jonathan Davis, be approved. CLOSED – Approved by Council.</p> <p>4) Quotation d) for £1,610.00 provided by Jonathan Davis, be refused. CLOSED – Refused.</p> <p>5) Quotation e) for £325.00 provided by Gambit Insurance, be approved. CLOSED – Approved.</p>
20)	03/06/25 – Finance Committee – Minute No.11 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	<ul style="list-style-type: none"> • Llanmorlais Changing Rooms – Llanmorlais Hall be asked to remove the remainder of the chairs / carnival equipment. Community Council files would also have to be moved to Penclawdd Community Centre. 	ONGOING
	<ul style="list-style-type: none"> • 5-year capital works programme – Remove No.10 – Bandstand at Memorial Gardens and No.12 – Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath. 	CLOSED
	<ul style="list-style-type: none"> • Health & Safety Report – Electrical quotations were awaited, the Clerk to progress the work to the pillar at the Rugby Pavilion and arrange for the electrics to remain switched on at Llanmorlais Changing Rooms. 	ONGOING
21)	03/06/25 – Personnel Committee – Minute No. – 9 – Personnel Matters	
	<ul style="list-style-type: none"> • The proposals regarding the Clerk be forwarded to Council for approval. • If possible, the proposals be actioned during the 2026/27 or 2027/28 financial years. 	CLOSED – Approved by Council.
22)	03/06/25 – Events & Projects Committee – Minute No. – 7 – Events	
	<ul style="list-style-type: none"> • Participants - Contact Brass Band, veterans, Cubs / Scouts, Police, Church / Chapels (Father Tim Ardouin, Mr Robert Barnes and Reverend Michael Eller) Learn a Skill Group and Penclawdd Primary School to confirm attendance. 	ONGOING – Clerk and Cllr Adam Woolliscroft
	<ul style="list-style-type: none"> • Service readings - Clerk to ask Rita Ridgeway if she was interested in organising the readings as per previous years. 	CLOSED – RR has agreed.



	<ul style="list-style-type: none"> Printing - Clerk to confirm printing deadlines with Kingsbridge Print. 	ONGOING
	<ul style="list-style-type: none"> Post Event Reception - Penclawdd WI had confirmed that they would manage the post event reception. 	CLOSED
	<ul style="list-style-type: none"> Marquee / flooring - Clerk had received one quotation and was expecting a second. The first quote may have to be amended due to the size of marquee required. Councillor Adam Woolliscroft had access to two Coleman event shelters, if they were required. 	ONGOING – Clerk / Cllr Adam Woolliscroft
	<ul style="list-style-type: none"> Remembrance figures for Memorial Gardens - Options / prices be sought. 	ONGOING
23)	03/06/25 – Events & Projects Committee – Minute No. – 7 – Projects	
	<ul style="list-style-type: none"> Noticeboard - It had still not been delivered. The Clerk would chase the company for an update. 	ONGOING – Noticeboard delivered and is to be installed.
	<ul style="list-style-type: none"> Possible purchase of car park / playground - To be discussed at Council meeting. 	ONGOING
	<ul style="list-style-type: none"> Surfboard repair - No response to previous query regarding warranty had been received. Councillor Leanne Davies highlighted that the item was under warranty and that Dragon Play should deal with it. 	ONGOING
	<ul style="list-style-type: none"> Hopscotch - A stencil was required to re-instate the hopscotch. A favour was owed to Jonathan Davis which would allow the hopscotch to be reinstalled. 	ONGOING
	<ul style="list-style-type: none"> Grass within the Playground - Areas were very hard during the recent period of dry weather. It was suggested that GG's be asked to water the grass during dry periods. 	ONGOING – Dry conditions were affecting the surfaces.
	<ul style="list-style-type: none"> Graig Y Coed Woodland Project / Community Shed - New window on Community Shed. 	CLOSED – Installed.
	<ul style="list-style-type: none"> Installation of benches at Graig Y Coed Woodland 	CLOSED – Installed.
	<ul style="list-style-type: none"> Electricity points to be installed in the Community Shed - Once the work benches are installed, the electricity points / lighting can be installed. 	ONGOING
	<ul style="list-style-type: none"> Fitting out of kitchen / classroom - Items to be installed to allow the kitchen / classroom to be fully functional. 	ONGOING
	<ul style="list-style-type: none"> Parc Dan Y Graig Improvements - Disabled shower / toilet and Steps into new changing / officials' rooms. 	ONGOING
	<ul style="list-style-type: none"> Newsletter - Options / Design / Distribution - A draft newsletter be discussed at the next meeting in July 2025. 	ONGOING
	<ul style="list-style-type: none"> Parc Hendy Cemetery - Improvements to top boundary wall and drainage work to new burial area 	ON HOLD
24)	19/06/25 – Council - Minute No.23 – Chair's Announcements	
	<p>Social Gathering – The Chair announced that he would like the Council to meet socially at least once a year. Discussions would take place at the next meeting.</p>	ONGOING
25)	19/06/25 – Council - Minute No.24 – Public Question Time	
	<p>Councillor Mike Sheehan referred to the need to comply with the requirement to provide hybrid meetings, if possible. The difficulty in achieving a solution was discussed, especially as the Council did not own Penclawdd Community Centre, which had no Wi-Fi. The Clerk was requested to seek advice from One Voice Wales and to progress matters at the next meeting.</p>	CLOSED – Email sent to One Voice Wales and response received. For discussion.



26)	19/06/25 – Council - Minute No.26 – To Approve the Report of the Internal Auditor – Annual Return for the Year Ended 31st March 2025 and to sign the Annual Governance Statement	
	The Annual Return be signed by the Chair and Clerk and forwarded to the External Auditor for approval.	CLOSED – Forwarded to Audit Wales
27)	19/06/25 – Council - Minute No.27 – To Appoint an Internal Auditor for the Financial Year Ending 31st March 2026	
	Lyn Llewellyn be appointed Internal Auditor for the year ending 31st March 2026.	CLOSED – Lyn Llewellyn informed of appointment
28)	19/06/25 – Council - Minute No.28 – To Approve Councillor Expenses 2024/2025	
	<ul style="list-style-type: none"> The Councillor Expenses 2024/25 are published on the Community Council website. The Councillor Expenses 2024/25 are forwarded to the Democracy and Boundary Commission Cymru (DBCC). 	CLOSED – Published and forwarded.
29)	19/06/25 – Council - Minute No.29 – Reports of the Clerk - Quotations	
	1) Quotation 1 – Quotations be sought in respect of plastering / painting.	ONGOING
	2) Quotation 2 – an additional quotation be obtained.	ONGOING
	3) Quotation 3 – the quotation provided by Clear Insurance for £8,855.71, be approved.	CLOSED
	4) Quotation 4 – the quotation provided by Clear Insurance for £410.75, be approved.	CLOSED
	5) Quotation 5 – the Clerk seeks grant funding to cover the costs.	ONGOING
	6) Quotation 6 – Inspections were awaited.	CLOSED
	7) Quotation 7 – Mining Remediation Authority were dealing with the issue.	ONGOING
	8) Quotation 8 (Removal of goal posts) – the quotation for £726 plus VAT provided by Jonathan Davis, be approved. *Noted – this was an additional quotation above the base contract but under £5,000 and awarded to the Ground Maintenance Contractor.	ONGOING
	9) Quotation 9 (topsoil) – the quotation for £1,584.65 plus VAT provided by Jonathan Davis, be approved. *Noted – this was an additional quotation above the base contract but under £5,000 and awarded to the Ground Maintenance Contractor.	ONGOING
	10) Quotation 10 (Marquee) – the quotation from contractor A be noted and a submission deadline be given to contractor B.	ONGOING
	11) Quotation 11 – The prices provided by Jonathan Davis be noted, the cost of clearing the graveyard be discussed with the church and to option of hiring a herd of goats to clear the graveyard be suggested.	ONGOING
	12) Quotation 12 (GYC Rugby path) – the quotation for £920 plus VAT provided by Jonathan Davis, be approved. *Noted – this was an additional quotation above the base contract but under £5,000 and awarded to the Ground Maintenance Contractor.	ONGOING
	13) Quotation 13 (Car Park at Bowls) – the quotation provided by Jonathan Davis be placed on hold.	ON HOLD
	14) Quotation 14 (Electrics) – No quotations received to date.	ONGOING
	15) Quotation 15 – Edge IT – Additional Admin Module – The Clerk trials the module and reports to the next meeting.	ONGOING
	16) Quotation 16 – Community Shed Insurance – The quotation for £375.70 provided by Gambit Insurance, approved by the Finance Committee, was noted.	CLOSED



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

30)	19/06/25 – Council - Minute No.29 – Reports of the Clerk - Correspondence	
	<ul style="list-style-type: none"> Blue Anchor Men and Ladies Bowls Clubs - that the clubs be permitted to park on the grass behind the rugby pitch and the cost of a slow closing mechanism on the gate be investigated. 	CLOSED – Response sent.
	<ul style="list-style-type: none"> A Reid - the request to park her camper van at Llanmorlais Hall, be approved and the Clerk provides laminated authority to be displayed in the vehicles' windscreen. 	CLOSED – Request approved and authority sent.
31)	19/06/25 – Council - Minute No.30 – Committee Reports – Finance Committee	
	Finance Committee – Model Financial Regulations 1) The Model Financial Regulations are adopted. 2) The Model Financial Regulations are published on the Community Council website.	CLOSED
32)	19/06/25 – Council - Minute No.31 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Parc Hendy Cemetery – Leaning headstone. The Clerk investigates. 	ONGOING
33)	19/06/25 – Council - Minute No.32 – Swansea Council Issues	
	<ul style="list-style-type: none"> Weeds next to bus stop on Beach Road, opposite the Royal Oak. AW would investigate. 	ONGOING
	<ul style="list-style-type: none"> Layby Opposite Graig Y Coed – The layby was overgrown and required cutting. AW would investigate. 	CLOSED – Cut by CWOTS Team
34)	19/06/25 – Council - Minute No.35 – Personnel Matters	
	Personnel Matters - the recommendations contained in the report be approved.	CLOSED



Item No. 9

Council – 17th July 2025

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The site visit took place on 27th May 2025 and it was agreed that the disabled shower / toilet should be plastered and painted to finish the improvements.

The football club were scheduled to make improvements to the opposite side of the old changing rooms in June / July 2025.

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. Drainage work to the new burial area and the repair of the top boundary wall have been added to the Council's 5-year capital projects plan.

3. Foreshore Car Park / Penclawdd Playground

The new noticeboard has been delivered and will be erected as soon as possible.

The deadline to remove the boating equipment has passed and legal action is progressing.

The Penclawdd Ward Member is actively looking at alternative parking options for cockle vehicles. The Community Council has also been asked to forward a proposal in respect of purchasing the car park / playground.

The quotation to re-establish the Gower native plants bed at the seawall, was approved. The contractor has advised that the bed be left for a while to see which plants come through during the summer. Planting is expected in the autumn.

4. Memorial Gardens

Mr Lovering has kindly donated 20 rose plants which have been planted in the new bed within the Memorial Gardens by the Ground Maintenance Contractor. The Clerk is in the process of arranging a plaque.

5. Recreation Ground / Bowls Green

The French drain on the bank side of the rugby pitch will be monitored for the next year. The new fencing at the Greenacres access to the ground has been installed.



The work to improve the edges of the bowls green has been completed and the Bowls Clubs have contributed towards the costs. The quotation to redress the roadway running from the Rugby Club car park to the Bowls Pavilion car park was approved.

Swansea Rams Rugby League will be using Penclawdd Recreation Ground and until the end of July 2025.

6. Crofty Playground

The 25-year lease has been signed and forwarded to Tonner, Johns and Ratti Solicitors for completion with the Land Registry. There is a delay with the Land Registry and it is anticipated that the work will be completed in September 2025.

7. Llanmorlais Changing Rooms / MUGA / Recreation Ground

A replacement door is required for the storage shed next to the changing rooms. The additional drainage work in the car park will be monitored over the next year. The carnival equipment / chairs need to be moved into storage containers.

The Community Council files need to be moved to Penclawdd Community Centre.

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.

Black rubbish bags are being regularly fly tipped into the bin in the car park.

9. Graig Y Coed

The Mining Remediation Authority are dealing with the sunken land under the fencing at the Crofty end of the football pitch. Quotations have been received in respect of removing the fixed goals and providing topsoil to the pitch.

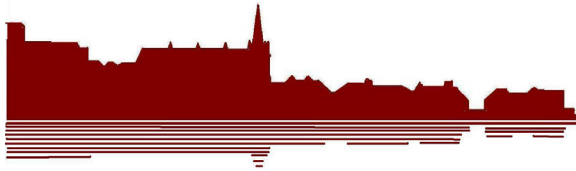
10. Defibrillators

NHS have been checking defibrillator units and queried the units at the Memorial Gardens and Llanmorlais Recreation Ground. The new units at Memorial Gardens and Llanmorlais Hall have been installed, with bleed kits included.

CPR / defibrillator training is planned for Monday, 1st September 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 Clerk was also requested to obtain an additional quotation for new shutters at the Pavilion, which was ongoing.

The quotation for insurance for the Community Shed was approved by the Finance Committee as it was not included in the Council's overall insurance policy.

The volunteers are progressing well with the work to insulate the shed and work to kit out the classroom / rest room is progressing.

13. Asset Transfer Request – Layby opposite Graig Y Coed

No progress has been made on the asset transfer of the land.

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,
7th July 2025

Item No. 10

Council – 17th July 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, Local Area Co-ordinator and Mid & West Wales Fire Authority Annual General Meeting.
2)	I also attended an open evening with South Wales Police.
3)	Two new replacement benches have been ordered for Beach Road.
4)	The work to repair the B4295 from Penclawdd to Llanrhidian is under way.
5)	The repair work to Victoria Road, Penclawdd has been completed.
6)	CWOTS Team have carried out work on Gowerton Road and the layby opposite Graig Y Coed Playing Fields.
7)	Positive news has been received from officers regarding the missing cycle link between Penclawdd and Gowerton. Funding has been received to progress to the next stage.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

The footpaths within the Pen-clawdd Ward have been cut.

9th July 2025