

To: All Members of Llanrhidian Higher Community Council

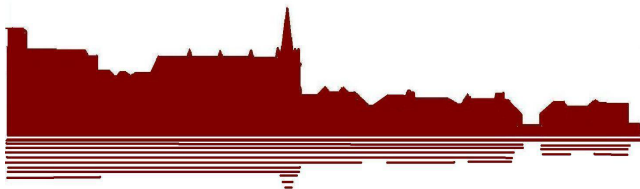
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 16th October 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 18 th September 2025.	5-9
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
6.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
b)	Local Area Co-ordinator. (Verbal)	
	Business to be Transacted: -	
7.	Reports of the Clerk.	10
a)	Accounts for Payment / Quotations.	11-12
b)	Budget Monitoring 2025/26.	13-14
c)	Correspondence.	15
d)	Work Plan 2025/2026.	16-18
e)	Community Council Action Tracker.	19-25
8.	Committee / Working Group Reports: - None.	
9.	Council Property / Community Projects / Burial Grounds.	26-28



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

10.	City and County of Swansea Issues.	29
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
11.	Reports of Delegate's on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 20th November 2025 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
9th October 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, 18th September 2025 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

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

Officers: Jeremy Parkhouse - Clerk to the Community Council

Also Present: Matthew Tucker – Penclawdd AFC

47. Apologies for Absence

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

48. Disclosures of Personal and Prejudicial Interests

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

49. Minutes

Resolved that the Minutes of the meeting held on 17th July 2025 be approved and signed as a correct record.

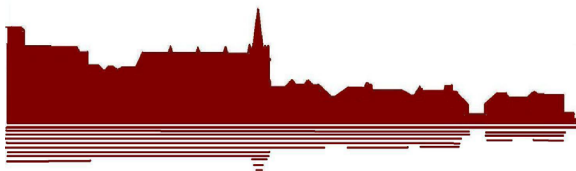
50. Chairs Announcements

The following announcements were made: -

- Community Shed / Woodland Project – The formal opening of the Shed by Councillor Rob Stewart, Leader of Swansea Council, was scheduled for 2 p.m. on Friday, 26th September 2025. Rebecca Evans MS would also be in attendance. The Chair would present Terry Snell with a gift he had purchased himself, as an appreciation of all the work he had completed in delivering the project.

51. Public Question Time

Matthew Tucker informed the Community Council of the progress being made by Penclawdd AFC, particularly in respect of the crowdfunding project at Parc Dan Y Graig, which would improve the facilities to Football Association of Wales (FAW) requirements. The proposed additions to the facilities were outlined. He added that



the crowdfunding was progressing well and asked for the support of the Community Council if the target was not met.

The Council would consider the matter towards the end of the crowdfunding window.

52. Community Reports

a) Police Report

The Clerk stated that the Police would be present at the next scheduled meeting.

53. Reports of the Clerk

The Clerk reported the following:

a) Accounts for Payment

- The accounts for payment were provided at Appendix A.1 of the report. Appendix A.2 provided details of the payments made in August 2025.

The following were also highlighted:

Additional Payments

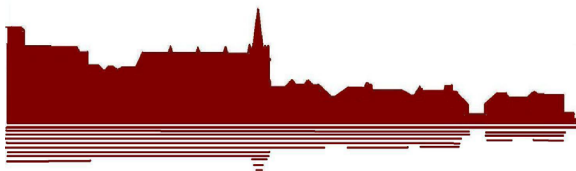
- £164.97 – Currys – Fridge and insurance for Community Shed
- £386.85 – Screwfix – Tools for the Community Shed
- £60.00 – Marneon Signs - Sign for Community Shed
- £99.96 – SSE Energy Solutions – Quarterly Electricity Bill at Llanmorlais Changing Rooms
- £25.20 – Crofty Supermarket & Post Office – Postage

Quotations

	Quotation Details
1.	Finishing shower area at disabled toilet at Parc Dan Y Graig.
2.	Shutters at Graig Y Coed Pavilion.
3.	Double gates / single gate at Graig Y Coed Woodland entrance and kissing gate at Graig Y Coed leading to path up the Graig.
4.	Repair work at Rugby Pavilion.
5.	Tarmac to be laid in front of Graig Y Coed Community Shed.
6.	Printing Order of Service for Remembrance Sunday.
7.	Fan to be installed at Rugby Pavilion.

Resolved that:

- The payments / additional payments / amendments be approved.
- The payments paid since 17th July 2025 meeting be noted and agreed.
- 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 1 – Quotations be sought in respect of painting only.
- 7) Quotation 2 – An additional quotation be obtained.
- 8) Quotation 3 – The Clerk seeks grant funding to cover the costs.
- 9) Quotation 4 – Awaiting quotation.
- 10) Quotation 5 – Tarmac to be laid in front of Graig Y Coed Community Shed - 3 quotations were received: - Quotation A - £3,228.00 (Including VAT); Quotation B - £3,372.60 (Including VAT); Quotation C - £2,652.00 (Including VAT). Quotation C for £2,652.00 provided by Jonathan Davis was approved.
- 11) Quotation 6 – Printing Order of Service for Remembrance Sunday – the quotation for £110.00 provided by Kingsbridge Print was approved.
- 12) Quotation 7 - Fan to be purchased and installed at Rugby Pavilion – the quotation for £756.00 (Including VAT) provided by RAWELEC was approved.

b) To Monitor the Council Budget 2025-2026

The Clerk presented the up-to-date budget spend for 2025-26.

Resolved that the Council Budget 2025-2026 be approved.

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:

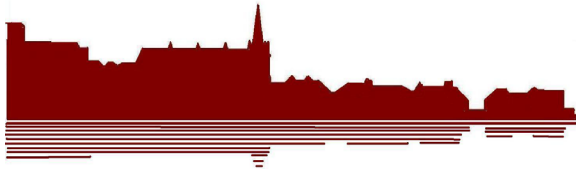
	Details	Action / Comments
11.	D Evans – Hedgerow damage at Penclawdd Recreation Ground.	The correspondence was noted. Any future requests would be dealt with on an individual basis, with specific responses.
15.	One Voice Wales – Welsh Government Consultation on extending the duty on local authorities to broadcast meetings.	WIFI at Penclawdd Community Centre – Councillor James Matthews would investigate the potential costs involved.

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'.



It was requested that the meeting scheduled for Thursday, 19th February 2025 be brought forward to Thursday, 12th February 2025.

Resolved that the request be approved and new meeting requests be circulated.

e) Community Council Action Tracker

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

- 8 – BT Boxes – It was agreed to delete the item from the tracker. It could be a possible future project.
- 9 – Cockle Women Sculpture - It was agreed to delete the item from the tracker. It could be a possible future project.
- 5 – The item should be deleted as the signs at Station Road and Riverside had been renewed.
- 16 – Table Tennis Tables - It was agreed to delete the item from the tracker. It could be a possible future project.
- 20 – Social Gathering – Further discussions would take place at the next meeting. One suggestion was to meet in January to avoid Christmas functions.
- 26 – K Knoedl request for rear access to his property – the item should be deleted as the work had been completed.
- 27 – Newsletter – The Clerk to seek quotes for printing copies with a budget of approximately £150.
- 33 – Grant funding information on the Council's Facebook page - the item should be deleted as the request had been completed.

54. Committee Reports

1) Finance Committee – Annual Fees / Pitch Hire Costs 2025-2026.

The Clerk presented the report of the Finance Committee which recommended approval of the fees / pitch hire costs provided at Appendix B.

Resolved that the Annual Fees / Pitch Hire Costs for 2025-2026 be approved.

55. Council Property / Community Projects / Burial Grounds

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

- Roses at Memorial Gardens – Clerk to organise a plaque.
- St. Gwynour's, Llanyrnewydd Cemetery – The Clerk reported that he had met with Father Tim Ardouin and Alex Glanville, Church in Wales regarding the proposed take-over of the Cemetery by the Community Council.



It was added that the requests made by the Council in respect of the clearance of the overgrown section of the cemetery, a tree survey, boundary wall repair and the future management of the Church were discussed. The Church were not in favour of using goats to clear the overgrown section due to health and safety concerns relating to the use of an electric fence and potential damage to graves by the goats.

The Church Council were scheduled to meet in mid-October and a response would be forwarded to the Community Council following the meeting.

- Pen.com – The Clerk was requested to obtain prices in respect of purchasing pens with Community Council logo's.

56. 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:

- Toddler Group at Tabernacle – A donation had been made to the group.
- New bin – A new bin had been installed at Llanmorlais.

b) Planning – No discussions.

c) Footpaths – No discussions.

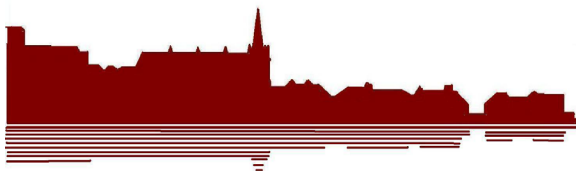
57. Outside Bodies

- Gower National Landscapes Advisory Group – 22nd September 2025.

Councillor Paul Tucker to attend.

The meeting ended at 8.46 p.m.

Chair



Item No. 7

Council – 16th October 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.	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.	Repair work to Rugby Pavilion.	Awaiting quotation.
5.	Plumbing works required following annual inspection.	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.

Jeremy Parkhouse
Clerk to the Community Council
6th October 2025

Appendix A

ACCOUNTS FOR PAYMENT – 16th October 2025

1	Salaries	£1,250.08
2	Clerks Expenses	£42.98
3	Pinnacle - Printing costs - Invoice 173088 (£18.61 Net) (£3.72 VAT)	£22.33
4	Jonathan Davis & Son - Invoice 25/101 - Monthly Costing September 2025 - Additional Works - Repairs to Junior Swings Fencing at Crofty Playground 8/9/2025, Removal & Chipping of Fallen Sycamore Tree at Penclawdd RFC 15/9/2025 and Preparation Works, Supply & Lay Tarmacadam to Front Area at GYC Community Shed & Workshop as per Quotation 112/25, Works Carried Out on 12&13/9/2025 (£8,439.08 Net) (£1,687.81 VAT)	£10,126.89
5	EDF - Electricity at Bowls Pavilion - 1st to 30th September 2025 (£54.40 Net) (£2.72 5% VAT) Invoice KI-47C5A6A3-0010	£57.12
6	Somerset Trust - Foreshore Car Park & Playground Rent for Current Year (March to March)	£350.00
7	Vision ICT - Website hosting and support for December 2025 to November 2026 (£290.00 Net) (£58.00 VAT)	£348.00
8	Edge IT - AdvantEDGE Finance, Band 4, upto £250,000 pa, 5 Year Contract, annual fee, Epitaph Classic, Band 1, 5 year contract, annual fee, 10% discount for additional module, HeritEDGE digital mapping & genealogical search (15% of annual fee, £90 min & £300 max per site) (£863.50 Net) (£172.70 VAT)	£1,036.20
9	Celtic Mowers - Pitchmarker 10 Litres (£116.00 Net) (£23.20 VAT)	£139.20
9.1	E Parkhouse - Finance Administration	£61.05
10	Swansea Council Pension Fund	£522.94
11	HMRC - PAYE	£578.08
	Total Payments	£14,534.87
	<u>Invoices paid since 18th September 2025</u>	
12	Crofty Supermarket & Post Office - Toilet roll, bleach, handwash, kitchen roll and toilet spray for toilets at Graig Y Coed Pavilion (for Community Shed opening) (£9.81 Net) (£1.96 VAT)	£11.77
13	Crofty Supermarket & Post Office - Envelopes (£2.08 Net) (£0.42 VAT)	£2.50
14	Crofty Supermarket & Post Office - Postage	£10.20
15	Andrew Evans - Emergency Repair to Graig Y Coed Pavilion Roof	£245.00
16	Adobe Systems Software - Acrobat Pro	£19.97
17	Bank Service Charges	£8.50
	Total	£17,925.40
	Total Outgoings	£32,460.27

<u>Income since 18th September 2025</u>		
18	Penclawdd AFC - Annual Fees for use of Parc Dan Y Graig, Graig Y Coed and Llanmorlais	£2,050.00
19	CCLA Interest payment	£82.71
<u>Total Income</u>		<u>£2,132.71</u>
TRANSFERS:		
None		
RECONCILIATION:		
Current Account Balance – 5th October 2025		£51,914.24
Less Approved Payments (October 2025)		£14,534.87
<u>Total</u>		<u>£37,379.37</u>
<u>BANK ACCOUNTS</u>		
Current Account Balance – 5th October 2025		£51,914.24
Reserve Account Balance - 5th October 2025		£44,402.19
CCLA Investment - 5th October 2025		£25,000.00
Memorial Gardens Charity Account - 5th October 2025		£1.00
Projects Account Balance - 5th October 2025		£5,032.34
<u>TOTAL</u>		<u>£126,349.77</u>

Financial Budget Comparison

Comparison between 01/04/25 and 08/10/25 inclusive.

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

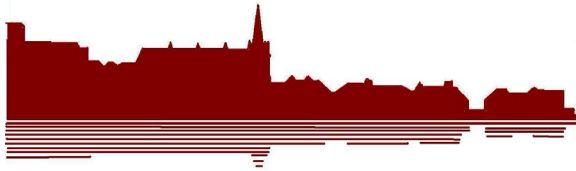
	2025/26	Actual Net	Balance
INCOME			
Total Administration	£198,883.76	£151,106.07	-£47,777.69
Total Outside Services	£19,279.00	£10,452.00	-£8,827.00
Total Income	£218,162.76	£161,558.07	-£56,604.69

Financial Budget Comparison

Comparison between 01/04/25 and 08/10/25 inclusive.

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

	2025/26	Actual Net	Balance
EXPENDITURE			
Total Administration	£66,159.62	£33,429.76	£32,729.86
Total Outside Services	£132,276.00	£86,560.68	£45,715.32
Total Civic	£10,250.00	£4,559.02	£5,690.98
Total Grants	£5,500.00	£0.00	£5,500.00
Total Expenditure	£214,185.62	£124,549.46	£89,636.16
Total Income	£218,162.76	£161,558.07	-£56,604.69
Total Expenditure	£214,185.62	£124,549.46	£89,636.16
Total Net Balance	£3,977.14	£37,008.61	



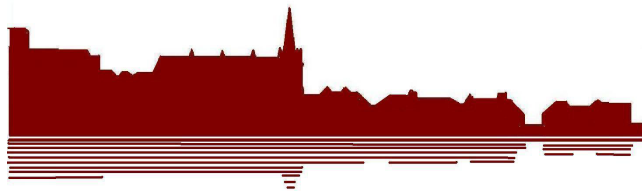
Correspondence – 16th October 2025

1.	SLCC – Membership.
2.	Mid & West Wales Fire Authority – Training.
3.	Sports Wales – Crowdfunding at Parc Dan Y Graig.
4.	Estuary Players – Shipping Container Request.
5.	ARAG Law – Draft Order.
6.	Dragon Play & Sport – Confirmation on Warranty (Surfboard).
7.	Swansea Council – Memorandum of Understanding.
8.	Swansea Council – Employers Data Retention Policy.
9.	One Voice Wales – Swansea Area Committee.
10.	One Voice Wales – Policy Advice & Resources.
11.	Swansea Council – Swansea Events Strategy.
12.	Urdd Gobaith Cymru – Request for Support.
13.	GG's Gelato – Christmas Lights Switch-on.
14.	Llanmorlais Hall – Wedding Party Request 11/07/26.
15.	Benson Estates – Dock, Penclawdd.
16.	Democracy & Boundary Commission Cymru – Submission of Draft Annual Remuneration Report 2026-27.
17.	Swansea Council – Local Nature Reserves.
18.	Active HSE – Update on Community Shed.

Jeremy Parkhouse

Clerk to the Community Council

8th October 2025



Report of the Clerk

Council – 16th October 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.

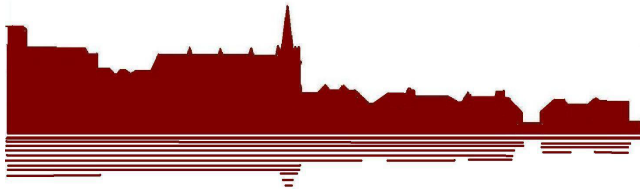
Jeremy Parkhouse
Clerk to the Community Council
3rd October 2025

	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 approve 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 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 – 16th October 2025

Community Council Action Tracker

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

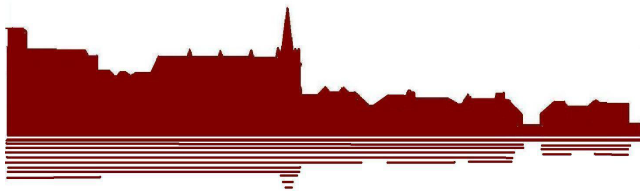
Report Author: Jeremy Parkhouse

For Information

1. Introduction

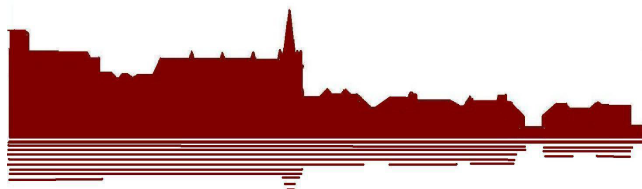
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

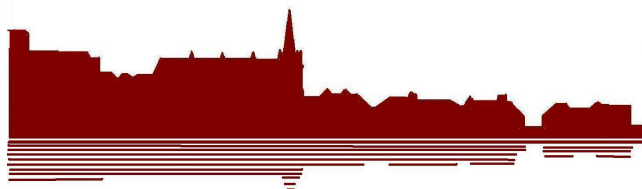


Appendix 1

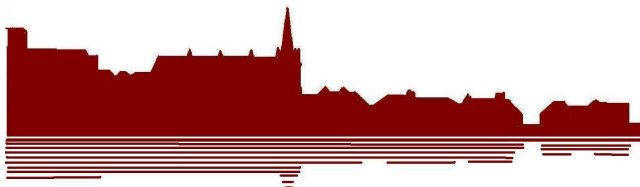
Action Tracker		
	Details	Outcome / Action
1)	24/01/2023 – Finance Committee – Minute 61 - The Finance and Governance Toolkit for Community and Town Councils – To Review Part 1 – The Health Check – Themes A and B	
	Finance & Governance Toolkit	<ul style="list-style-type: none"> Email addresses provided 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"> CLOSED – Duplicate with No.21.
5)	08/10/24 – Events & Projects Committee – Minute No. 12 – Events & Projects Report	
	<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. 	CLOSED - Both signs had been requested from Highways, however there is a backlog so it could take some time.



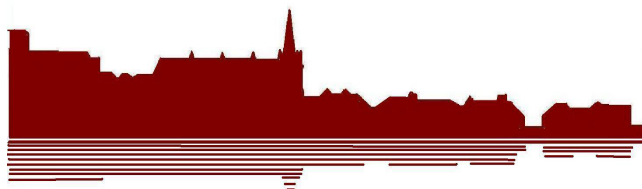
6)	16/01/25 – Council – Minute No. 87 – b) Correspondence	
	<ul style="list-style-type: none"> The Clerk to explore the option of placing formal signage up stating that vehicles / vessels etc. would be towed away at a cost to the owner. 	ONGOING
7)	16/01/25 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Foreshore Playground. Councillors asked for the reinstatement of the Hopscotch area within the playground. 	CLOSED – Duplicate with No.15
8)	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"> CLOSED – Item could be looked at in the future.
9)	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"> CLOSED – Item could be looked at in the future.
10)	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"> CLOSED – Advised that no action is required.
11)	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"> CLOSED – The cost of roll-up ramps is too expensive.
12)	20/03/25 – Council – Minute No. 111 – Committee Reports – Finance Committee	
	<ul style="list-style-type: none"> Emergency Plan 	CLOSED <ul style="list-style-type: none"> The Clerk has approached Mid & West Wales Fire Authority regarding buildings safety checks / Councillor training. Included in correspondence – 16/10/25
13)	03/06/25 – Finance Committee – Minute No.7 – Quarterly Discussions with Grounds Maintenance Contractor	
	<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. 	CLOSED – Duplicate with No.21
	<ul style="list-style-type: none"> Table Tennis Tables – Action(s): 1) Option to be discussed further. 	CLOSED – Item could be looked at in the future.



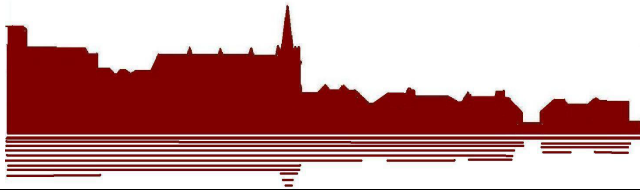
14)	03/06/25 – Finance Committee – Minute No.11 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	<ul style="list-style-type: none"> Llanmorlais Changing Rooms – Llanmorlais Hall be asked to remove the remainder of the chairs / carnival equipment. Community Council files would also have to be moved to Penclawdd Community Centre. 	ONGOING
15)	03/06/25 – Events & Projects Committee – Minute No. – 7 – Projects	
	<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"> Parc Dan Y Graig Improvements - Disabled shower / toilet and Steps into new changing / officials' rooms. 	CLOSED – Duplicate with No.27
16)	19/06/25 – Council - Minute No.23 – Chair's Announcements	
	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.	CLOSED – Duplicate with No.20.
17)	19/06/25 – Council - Minute No.29 – Reports of the Clerk - Quotations	
	1) Quotation 1 – Quotations be sought in respect of plastering / painting. 2) Quotation 2 – an additional quotation be obtained. 5) Quotation 5 – the Clerk seeks grant funding to cover the costs.	CLOSED – Duplicate with No.27 ONGOING CLOSED – Grant Application submitted.
18)	17/07/25 – Council - Minute No.42 – Reports of the Clerk	
	<ul style="list-style-type: none"> Quotation 11 – The quotation for £560 plus VAT provided by Gower Coast Kitchens (provided at trade price) for a sink, tap, kitchen unit and worktop at the Community Shed, plus labour at £350, be approved. 	CLOSED
	<ul style="list-style-type: none"> The Clerk was requested to approach the Community Shed volunteers and request that they consider the setting up of a committee, including a chair and treasurer. 	CLOSED
	<ul style="list-style-type: none"> Quotation 12 – The quotation for £1,250 plus VAT and disbursements for professional services in respect of the Foreshore Car Park provided by Tonner, Johns, Ratti Solicitors, be approved. 	CLOSED
	<ul style="list-style-type: none"> Quotation 13 – The quotation for £750 plus VAT and disbursements per plot for professional services in respect of Victoria Road provided by Tonner, Johns, Ratti Solicitors, be approved. 	CLOSED
19)	17/07/25 – Council - Minute No.42 – Reports of the Clerk - Correspondence	
	<ul style="list-style-type: none"> K Knoedl – Request for rear access to his property from Penclawdd Recreation Ground to install a shed base / shed. 	CLOSED The one-off request be approved and the fence / hedge be repaired following the completion of the work.



20)	17/07/25 – Council - Minute No.44 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Newsletter - It was proposed that a version in English and Welsh be placed in the new noticeboard at Penclawdd Playground. In addition, it was suggested that at least 500 copies be printed and quotations be obtained in order for the overall costs be established. Additional amendments would be made prior to the final version being agreed. 	CLOSED – Final version printed.
21)	02/09/25 – Finance Committee - Minute No.16 – Quarterly Discussion with the Grounds Maintenance Contractor	
	<ul style="list-style-type: none"> Work at Graig Y Coed by Mining Remediation Authority 	ONGOING Action: JD to check if stone is required.
	<ul style="list-style-type: none"> Marking tennis courts 	ONGOING Action: The Clerk / JD to look at different options.
	<ul style="list-style-type: none"> Fencing at Llanmorlais Tennis Courts 	ONGOING Action: JD to outline the cost of new fencing.
	<ul style="list-style-type: none"> Periwinkle Cottage – The owner had requested that weeds be removed from the fencing between her house and Parc Dan Y Graig. 	CLOSED – Weeds treated Action: JD would investigate and treat the weeds, if necessary.
22)	02/09/25 – Finance Committee - Minute No.19 – Financial Report	
	<ul style="list-style-type: none"> Tarmac to be laid in front of Graig Y Coed Community Shed. 3 quotations were received: - Quotation A - £3,228.00 (Including VAT); Quotation B - £3,372.60 (Including VAT); Quotation C - £2,652.00 (Including VAT). 	CLOSED Quotation C for £2,652.00 provided by Jonathan Davis in respect of tarmac to be laid in front of Graig Y Coed Community Shed, be recommended to Council for approval.
	<ul style="list-style-type: none"> Edge IT – Advantage EDGE set up per concurrent user / Annual Fees – Internal Audit logon (annual fee). Quotation - £160.20 (Including VAT) 	CLOSED Quotation for £160.20 provided by Edge IT, be approved.
	<ul style="list-style-type: none"> The Clerk highlighted that the potential spend on tools for the Community Shed would be approximately £700 and items were also required for the kitchen, including an urn and whiteboard. 	CLOSED The Clerk proceeds with purchasing the tools / kitchen items for the Community Shed. Funds be transferred from the Projects Account to cover the cost of tarmac, tools and kitchen items.
23)	02/09/25 – Finance Committee - Minute No.20 – To Monitor the Risk Management Schedule	
	<ul style="list-style-type: none"> Graig Y Coed drainage – to be added as a medium risk. 	CLOSED – Added to Risk Register.
	<ul style="list-style-type: none"> Section 3 – Expenditure – Legal powers – Illegal payment or activity – to be moved to low risk due to Councillors now signing off payments made from the Council bank accounts. 	CLOSED – Added to Risk Register.



24)	02/09/25 – Finance Committee - Minute No.21 – To Agree Sports Pitch Hire / Annual Fees 2025/26	
	<ul style="list-style-type: none"> The Clerk presented a report which sought approval of the sports pitch hire / annual fees 2025/26. Appendix A provided the fees for 2024/25 and Appendix B provided the proposed fees for 2025/26. 	CLOSED The annual fees / pitch hire costs 2025/26 be recommended to Council for approval.
25)	02/09/25 – Finance Committee - Minute No.22 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	<ul style="list-style-type: none"> Recycling rubbish – the Clerk investigates the cost of indoor recycling bins for the various changing rooms. 	ONGOING
26)	02/09/25 – Finance Committee - Minute No.23 – Finance Committee Work Plan	
	<ul style="list-style-type: none"> It was highlighted that to date, no applications had been made for grant funding. A link to the new policy / application form would be included on the Council's Facebook page. 	CLOSED
27)	18/09/25 – Council – Minute No.53 – Reports of the Clerk – Accounts for Payment	
	<ul style="list-style-type: none"> Finishing shower area at disabled toilet at Parc Dan Y Graig - Quotation 1 – Quotations be sought in respect of painting only. 	ONGOING
	<ul style="list-style-type: none"> Tarmac to be laid in front of Graig Y Coed Community Shed - Quotation C for £2,652.00 provided by Jonathan Davis was approved. 	CLOSED – Work completed.
	<ul style="list-style-type: none"> Quotation 6 – Printing Order of Service for Remembrance Sunday – the quotation for £110.00 provided by Kingsbridge Print was approved. 	ONGOING
	<ul style="list-style-type: none"> Quotation 7 - Fan to be purchased and installed at Rugby Pavilion – the quotation for £756.00 (Including VAT) provided by RAWELEC was approved. 	ONGOING
28)	18/09/25 – Council – Minute No.53 – Reports of the Clerk – Correspondence	
	<ul style="list-style-type: none"> One Voice Wales – Welsh Government Consultation on extending the duty on local authorities to broadcast meetings. WIFI at Penclawdd Community Centre – Councillor James Matthews would investigate the potential costs involved. 	ONGOING
29)	18/09/25 – Council – Minute No.53 – Reports of the Clerk – Work Plan 2025-2026	
	<ul style="list-style-type: none"> It was requested that the meeting scheduled for Thursday, 19th February 2025 be brought forward to Thursday, 12th February 2025. 	CLOSED – Meeting requests sent
30)	18/09/25 – Council – Minute No.53 – Reports of the Clerk – Community Council Action Tracker	
	<ul style="list-style-type: none"> 20 – Social Gathering – Further discussions would take place at the next meeting. One suggestion was to meet in January to avoid Christmas functions. 	ONGOING
	<ul style="list-style-type: none"> 27 – Newsletter – The Clerk to seek quotes for printing copies with a budget of approximately £150. 	CLOSED – Quote approved at Events & Projects Committee
31)	18/09/25 – Council – Minute No.54 – Committee Reports – Finance Committee	
	<ul style="list-style-type: none"> Annual Fees / Pitch Hire Costs 2025-2026. Agreed the Annual Fees / Pitch Hire Costs for 2025-2026 be approved 	CLOSED – Invoices issued
32)	18/09/25 – Council – Minute No.54 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Roses at Memorial Gardens – Clerk to organise a plaque. 	ONGOING
	<ul style="list-style-type: none"> Pen.com – The Clerk was requested to obtain prices in respect of purchasing pens with Community Council logo's. 	CLOSED – Order placed.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

33)	18/09/25 – Council – Minute No.57 – Outside Bodies	
	<ul style="list-style-type: none">Gower National Landscapes Advisory Group – 22nd September 2025. Councillor Paul Tucker to attend.	CLOSED – Meeting attended.



Council – 16th October 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 painted to finish the improvements. Penclawdd AFC volunteers have agreed to undertake the painting.

The football club have been working on the improvements to the opposite side of the old changing rooms throughout the Summer.

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.

A resident has asked for a solution to a damaged grave which is sliding down the hill and is destabilising their ancestors grave which is adjacent to the damaged grave.

For Discussion

3. Foreshore Car Park / Penclawdd Playground

The new noticeboard is now in place and is a positive addition to the playground.

Legal action is proceeding in respect of the boating equipment in the car park.

Further discussions are needed regarding organising alternative parking for cockle gatherers. Benson Estates have requested that we review the matter.

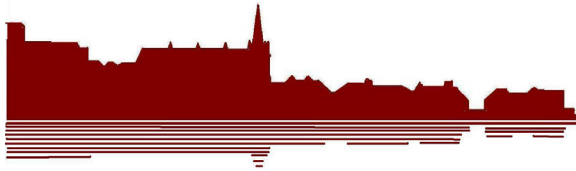
For Discussion

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 Mansel 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 awaiting delivery of the plaque.

The Remembrance Sunday Service is scheduled for 9th November 2025 and final arrangements had been agreed at the Events & Projects Committee held on 8th October 2025.



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 quotation to redress the roadway running from the Rugby Club car park to the Bowls Pavilion car park was approved and is included in the Ground Maintenance Contractor's work programme.

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 shortly.

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.

9. Graig Y Coed

The Mining Remediation Authority have completed their investigation work to the sunken land under the fencing at the Crofty end of the football pitch. A repair was undertaken to collapsed drainage, which will hopefully improve the playing surface.

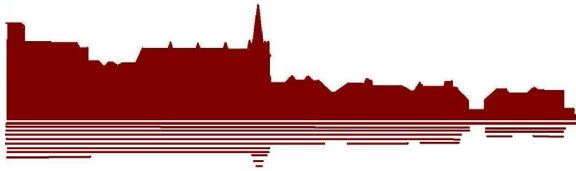
10. Defibrillators

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 was provided by David Nicholas to Penclawdd WI on 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 volunteers had completed the insulation of the shed, were keeping the paths cut back and had painted the outside of the shed and café. The kitchen had been fitted and the opening event held on Friday, 26th September 2025 was a great success.

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 has instructed the Council's solicitors to register the land at Dunraven and the Quarry with the Land Registry.

Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
9th September 2025

Item No. 10

Council – 16th October 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, Mid and West Wales Fire Service, Local Area Co-ordinator and Planning.
2)	The official opening of Graig Y Coed Community Shed took place on 26 th September 2026. Thank you to all for attending a very successful event.
3)	New recycled plastic benches have been installed on Beach Road.
4)	A new multi-purpose bin has been installed in Llanmorlais, at the end of the cycle track.
5)	Improvements have been carried out on Gowerton Road, opposite the football pitch, to help avoid future flooding.
6)	I have made donations to Penclawdd RFC, Penclawdd Brass Band and Penclawdd Primary School from my community budget.
7)	A stile leading onto the marsh off the cycle track on Gowerton Road has been replaced by a local contractor and was paid for from my community budget.
8)	I met with a Highways Officer with a view to replacing all village place name signs, including moving the Llanmorlais sign. A quote is awaited and I am keen to progress.
9)	A big thank you to members of the Estuary Pickers litter picking group for their work over the summer. I will continue throughout the winter period, especially around the playground in Penclawdd.
10)	I have joined the Cabinet on Swansea Council as the Cabinet Member for Corporate Services (Performance).
11)	CWOTS team have cleared the pathway into Penclawdd from the start of the village. They also undertook weed clearance at Waun y Felin.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

The footpaths at Graig Y Coed Woodland Project have received a final cut before the winter months.

2nd October 2025