

To: All Members of Llanrhidian Higher Community Council

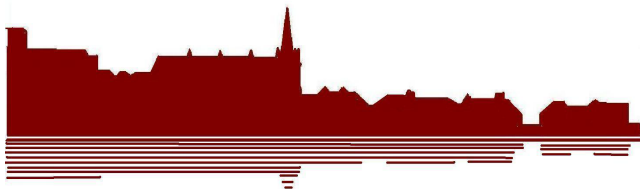
Dear Councillor,

You are hereby summoned to attend the COUNCIL MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 10th September 2026 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 16 th July 2026.	5-13
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.	14
a)	Accounts for Payment / Quotations.	15-22
b)	Budget Monitoring 2026/27.	23-27
c)	Correspondence.	28
d)	Work Plan 2026/2027.	29-31
e)	Community Council Action Tracker.	32-42
8.	Committee Reports – Finance & Events Committee.	
a)	Grant & Donations.	43-47
9.	Council Property, Burial Grounds & Community Projects.	48-51



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10.	City and County of Swansea Issues.	52
	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, 15 th October 2026 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
3rd September 2026

<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.

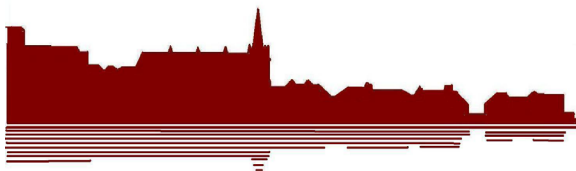
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 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

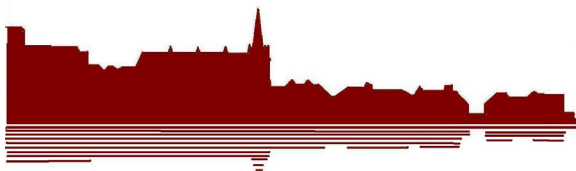
Officers

Financial Interests

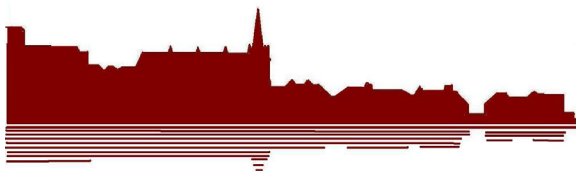
1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part 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.



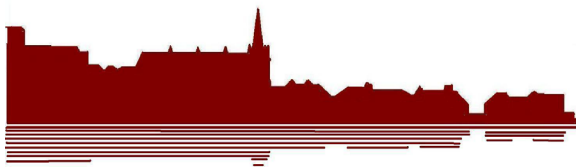
Minutes of the Meeting of Council	
Held at Penclawdd Community Centre	
On Thursday, 16th July 2026 at 7.00pm.	
Present:	Councillor Paul Tucker (Chair) presided
Councillors:	Russell Garrington, Sarah Hughes, Melissa Roberts, Mike Sheehan and Andrew Williams.
Officers:	Jeremy Parkhouse - Clerk to the Community Council
Also Present:	Will Evans, Richard Evans, David Jones and Nicola Jones.
34.	Apologies for Absence
	Apologies for absence were received from Councillors Huw Davies, Leanne Davies and James Matthews.
35.	To Receive Disclosures of Personal and Prejudicial Interests
	In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, the following interests were declared: -
	Councillor Paul Tucker and the Clerk declared personal interests in Minute No. 42a – Grants & Donations.
	Councillors Russell Garrington, Paul Tucker, Andrew Williams and the Clerk declared personal interests in Minute No. 42b – Annual Fees / Pitch Hire Costs 2026-2027.
	Councillor Paul Tucker declared a personal and prejudicial interest, made a statement and left the meeting prior to any discussions and decision making in respect of and Minute No. 39 – Swansea Council Issues b) Planning Applications for Consideration – Planning Application No. 2026/1049FUL - Retention of a mixed-use petting farm and agricultural operation at Highfield Farm Barns, Cilonnen Road, Llanmorlais, SA4 3UH.
	Councillor Andrew Williams declared a personal and prejudicial interest and left the meeting prior to any discussions in respect of Minute No. 38 – Public Question Time and Minute No. 39 – Swansea Council Issues b) Planning Applications for Consideration – Planning Application No. 2026/1049FUL - Retention of a mixed-use petting farm and agricultural operation at Highfield Farm Barns, Cilonnen Road, Llanmorlais, SA4 3UH.



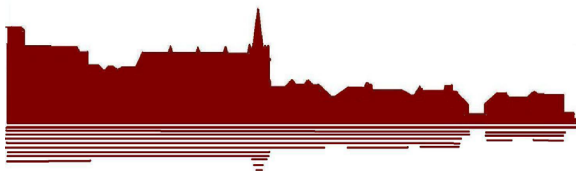
36. Minutes	
	Resolved that the Minutes of the Meeting of Council held on 18 th June 2026, be approved and signed as a correct record.
37. Chair's Announcements	
	There were no announcements.
38. Public Question Time	
	Will Evans and Richard Evans (applicants) asked for the support of the Community Council in respect of Planning Application No. 2026/1049FUL - Retention of a mixed-use petting farm and agricultural operation at Highfield Farm Barns, Cilonnen Road, Llanmorlais, SA4 3UH.
	The advantages of the petting farm were outlined, along with the educational, community, sustainable and economic benefits of the proposal. The diversification of the farm was highlighted, along with on-site parking, pre-booked only sessions, allowing time after sessions to allow traffic to clear and limiting visitor numbers.
	The Chair thanked the applicants for presenting their application.
	David and Nicola Jones (Objectors) asked for the support of the Community Council in objecting to Planning Application No. 2026/1049FUL - Retention of a mixed-use petting farm and agricultural operation at Highfield Farm Barns, Cilonnen Road, Llanmorlais, SA4 3UH.
	They highlighted the large increase in visitor numbers to the site, the increase of traffic in the area which also brought parking issues, their lack of privacy which has impacted upon their family and safety issues relating to the increase of traffic. They added that in their opinion, the business was not a working farm and there was no evidence to prove this. It was a visitor attraction which had increased its opening hours, noticeably increasing traffic and had impacted on their lives and the community.
39. Swansea Council Issues	
	b) Planning Applications for Consideration.
	Planning Application No. 2026/1049FUL - Retention of a mixed-use petting farm and agricultural operation at Highfield Farm Barns, Cilonnen Road, Llanmorlais, SA4 3UH.



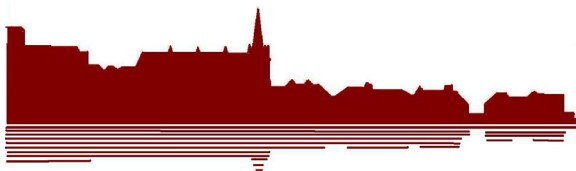
	Councillor Paul Tucker declared a personal and prejudicial interest, made a statement which outlined the history of the site. He left the meeting prior to any discussions and decision making regarding this item.
	(Councillor Mike Sheehan (Vice Chair) presided)
	The meeting discussed the positives and negative issues raised by the applicant / objectors and Councillors commented upon the benefit of receiving both points of view.
	The Clerk was requested to draft a statement which outlined the Community Council's position, outlining that the Council neither objected nor supported the application. However, that statement should also comment on the following: -
	Opening Hours – As the Community Council is sympathetic to the loss of privacy by the neighbouring property, this could be addressed by limiting the opening hours (close at 5pm).
	Limit burning of waste on site to reduce the environmental impact.
	In response to environmental and safety concerns raised by residents, no parking be allowed on grass verges / outside the neighbouring properties, particularly to allow safe passage to emergency vehicles / emergency personnel.
	The environmental impact upon the AONB by the increased traffic and visitors be noted by planning.
	Install discreet barriers / fencing to protect the privacy of the neighbouring property.
	Resolved that: -
	1) The Clerk drafts a statement on behalf of the Community Council and circulates to Councillors for comment.
	2) Once agreed, the statement be added to comments on the Swansea Council Planning Portal.
	(Councillor Paul Tucker (Chair) presided)
	40. Community Reports – South Wales Police
	There were no South Wales Police officers present.



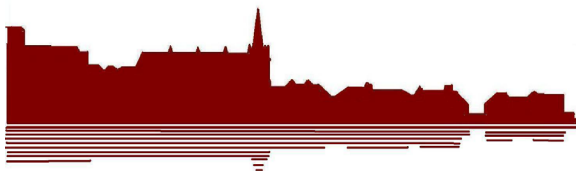
41.	Reports of the Clerk		
	a) Accounts for Payment / Quotations		
	The accounts for payment were provided at Appendix A of the report.		
	The following were also discussed: -		
	<u>Additional Expenditure</u>		
	£108 – FEC Nener Ltd – 3 x key security boxes for Llanmorlais Changing Rooms. £28.10 – Crofty Supermarket & Post Office.		
	<u>Additional Income</u>		
	£28.32 – Reserve Account Interest. £2.08 – Projects Account Interest. £1,600.00 – New Burial Plot at Mount Hermon Ceremony (Non-Resident).		
	<u>Quotations</u>		
	A list of quotations was provided at Appendix A.1.		
	1) The payments / additional payments / amendments be approved.		
	2) The payments paid since 16 th June 2026 meeting be noted and agreed.		
	3) The income / additional income be noted.		
	4) The bank reconciliation, bank transfers and bank account balances be noted and agreed.		
	5) The Clerk be given authority to make appropriate bank transfers during August 2026, to ensure sufficient funds are available.		
	6) The CCLA investment income be noted.		
	7) The actions in respect of the following quotations be approved / noted: -		
		Quotation Details	Action
	1.	Removal of ivy from fence at Parc Dan Y Graig and treatment of the roots.	Resolved that the quotation provided by JK Gardening Services for £1,950 plus VAT, be approved.
	2.	Repair of grave at Parc Hendy Cemetery.	Clerk to provide additional quotes for a retaining wall in September 2026.



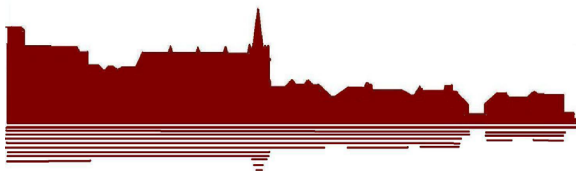
	3.	Removal / replacement of stock fencing at Graig Y Coed.	Resolved that the quotation provided by Jonathan Davis & Son for £951.50 plus VAT, be approved.
	4.	Replacement of tennis court fencing at Llanmorlais.	Quotations awaited.
	5.	Cutting Graig Y Coed Paths.	Resolved that the quotation provided by Jonathan Davis & Son for £910 plus VAT, be approved and the work be added to the Ground Maintenance Contract (3 cuts per annum).
	6.	Replacement Rugby Posts at Graig Y Coed.	Resolved that 1) Councillor Andrew Williams confirms if Swansea Council could provide the old St Helen's posts (if available). 2) The quotation provided by Jonathan Davis & Son for £1,595 for 5m aluminum socketed posts and £1,343.20 plus VAT to remove the old posts and fit the new posts, be approved
	7.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	Awaiting quotation. Jonathan Davis & Son would discuss with the owner of an adjoining field to ensure the drainage in that field is effective, prior to proving a quotation.
	8.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation.
	9.	Mapping for St Gwynour's Cemetery.	Awaiting quotation.
	10.	Skip Purchase for Penclawdd Recreation Ground.	Resolved that the Clerk obtains an appropriate price for an 8-yard skip and the issue be discussed further in September 2026.
	11.	CCTV hard drive at Bowls Pavilion.	Resolved that the quotation provided by



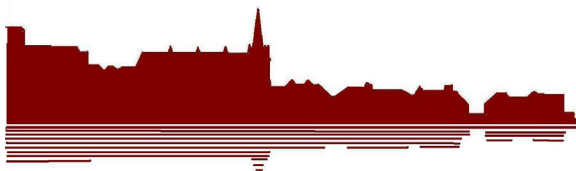
		PES for £165 plus VAT, be approved.	
12.	Electricity rates at Graig Y Coed, Memorial Gardens and Llanmorlais.	Resolved that the rates provided by Utility Aid for Memorial Gardens, Graig Y Coed Pavilion and Llanmorlais Changing Rooms, be approved.	
13.	New posts & topsoil at Parc Hendy Cemetery.	Resolved that 1) the quotation provided by Jonathan Davis & Son for £341.60 plus VAT, be approved. 2) The Clerk obtains a price for 'no parking on the verge' signage.	
14.	Playground works following annual inspection.	Noted the comments provided by Jonathan Davis & Son in respect of the Top Bearing Assembly on Pendulum Swing at Penclawdd Playground. Resolved that 1) The quotations provided by Jonathan Davis & Son for £730 plus VAT for Penclawdd Playground and £690 plus VAT for Crofty Playground, be approved. 2) A photograph of the Top Bearing Assembly on Pendulum Swing at Penclawdd Playground be provided.	
15.	Clearance of vegetation between the tennis courts and MUGA at Llanmorlais Recreation Ground.	Awaiting quotation.	
b) To Monitor the Council Budget 2026-2027			
The Clerk presented the up-to-date Council budget spends for 2026-2027.			
He added that the 2025-2026 files would have to be transported to Audit Wales in Cardiff early in August 2026.			
Resolved that the report 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: -
	1) Item 6 – Somerset Trust – Resolved that the Clerk seeks an update from Somerset Trust regarding the request to purchase the car park.
	2) Item 11 – Laugharne Township Community Council – Cockling Issues – Resolved that the Clerk requests donations from the cockle buyer towards the upkeep and appearance of the local villages and includes a code of conduct in respect of use of the Foreshore Car Park.
	<u>Additional Correspondence</u>
	St David's Church, Wernffrwd – Thank you letter for hanging baskets outside the Church.
	d) Work Plan 2026/2027
	The report was provided for information.
	e) Community Council Action Tracker
	The report was provided for information. The following were discussed: -
	Item 10 – Blocked Up Windows at Belle Vue Studios – Councillor Melissa Roberts requested an update. Councillor Andrew Williams stated that he had previously contacted the Area Planning Manager for an opinion and was still awaiting a response.
	42. Committee / Working Group Reports
	a) Finance & Events Committee – Grants & Donations
	The Finance & Events Committee presented a report which sought approval of grants and donations previously agreed by the Committee.
	Resolved that grants be made to the following under the Power of Well-being (Local Government Act 2000): -
	1) Penclawdd Brass Band - £920.
	2) Llanmorlais Community Hall - £1,000.

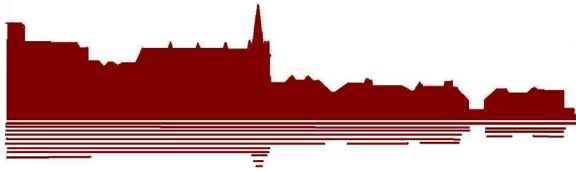


	b) Finance & Events Committee - Annual Fees / Pitch Hire Costs 2026-2027
	The Finance & Events Committee presented a report which sought approval of the Annual Fees / Pitch Hire Costs 2026-2027. The proposed fees and costs were provided at Appendices A and B.
	Resolved that the Annual Fees / Pitch Hire Costs 2026-2027, be approved.
	43. Council Property / Community Projects / Burial Grounds
	The Clerk presented a report regarding Community Council property, community projects and burial grounds. The following were discussed: -
	Ground Maintenance Contract – Possible extension. The Clerk stated that he would seek advice from One Voice Wales and SLCC.
	44. Swansea Council Issues
	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: -
	• Weed Spraying – Procurement had been delayed in awarding the contract which had resulted in a delay to the required works.
	• Verges – Councillor Paul Tucker highlighted that the verges before Llanmorlais Cross. Councillor Andrew Williams stated that this would be completed in September.
	• Hedges – It was added that the hedges from Llanmorlais Cross to Wernffrwd Cross required cutting back.
	c) Footpaths
	Councillor Andrew Williams stated that the contractors appointed by Swansea Council had cut the local footpath network.
	45. Outside Bodies
	• Gower National Landscape Advisory Group – Councillor Paul Tucker attended on Monday, 22nd June 2026.
	• One Voice Wales – Swansea Area Committee – Councillor Russell Garrington attended on Monday, 13th July 2026.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

	The meeting ended at 9.35 p.m.
	Chair



Item No. 7

Council – 10th September 2026

Reports of the Clerk

a) Accounts for Payment / Financial Report

The report detailing payment for September 2026 is attached at Appendix A.1 for approval. The list of payments for August 2026 is attached at Appendix A.2 for approval / noting. The list of quotations is attached at Appendix A.3.

b) To Monitor the Council Budget 2026-2027

The reports are attached at Appendix B.1 – July 2026 and Appendix B.2 – August 2026, for approval.

c) Correspondence

The list of correspondence for discussion is attached at Appendix C.

d) Work Programme 2025/2026

The report is attached for information at Appendix D.

e) Community Council Action Tracker

The report is attached for information at Appendix E.

Jeremy Parkhouse
Clerk to the Community Council
3rd September 2026

Appendix A.1**ACCOUNTS FOR PAYMENT – 10th September 2026**

Salary Costings	£4,745.01
Clerks Expenses	£42.98
Pinnacle - Printing costs - Invoice 100670 (£6.16 Net) (£1.23 VAT)	£7.39
EDF Energy - Electricity at Bowls Pavilion - 1st to 31st August 2026 (£62.47 Net) (£3.12 VAT)	£65.59
Celtic Mowers - Pitchmarker 10 litres x 4 (£199.04 Net) (£39.81 VAT)	£238.85
Celtic Mowers - Pitchmarker 10 litres (£29.60 Net) (£5.92 VAT)	£35.52
Vision ICT - Website hosting and support (£327.50 Net) (£65.50 VAT)	£393.00
PWLB Loan - Mount Hermon Cemetery Project	£1,288.18
Jonathan Davis & Son - Invoice 26/85 - Monthly Costing August 2026 - Additional Works - Annual Playground Maintenance as per Quotation 77/26. Penclawdd Playground, Crofty Playground (Please Note that the Painting of Items of Play Equipment Has Not Yet be Carried Out, this will be Invoiced when Completed). Removal to Licenced Waste Recycling Facility of Fly Tipped Asbestos Roofing Sheets from Hermon Car Park (£6,868.58 Net) (£1,373.71 VAT)	£8,242.29

<u>Total Payments</u>	<u>£15,058.81</u>
<u>Invoices paid since 20th August 2026</u>	
Crofty Supermarket & Post Office - Postage (Finance & Events Committee)	£10.80
SSE Energy Solutions - Electricity Charge for Memorial Gardens - (£93.88 Net) (£4.69 - 5% VAT)	£98.57
E Parkhouse - Inputting Burial Records	£254.20
CF Corporate Finance Ltd - Xerox Multi-functional Device Hire (£65 Net) (£13 VAT)	£78.00
SSE Energy Solutions - Electricity charges at Graig Y Coed Pavilion 1st to 31st July 2026 (£90.75 Net) (£4.54 - 5% VAT)	£95.29
SSE Energy Solutions - Electricity Charge for Graig Y Coed Pavilion - (£90.75 Net) (£4.54 - 5% VAT)	£95.29
Dyfed Recycling - Skip Hire (£195 Net) (£39 VAT)	£234.00
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£8.50
<u>Total</u>	<u>£894.62</u>
<u>Total Outgoings</u>	<u>£15,953.43</u>
<u>Income since 20th August 2026</u>	
Swansea Council - Precept	£64,957.39
Llwchwr Schools - Annual Fee	£250.00
Penclawdd AFC - Annual Fee Payments - Various Sites	£2,150.00
Mount Hermon Cemetery - Additional inscription (Resident)	£1,700.00
Parc Hendy Cemetery - Additional Inscription (Non-Resident)	£150.00
Reserve Account Interest - August 2026	£29.93
Projects Account Interest - August 2026	£2.22
CCLA - Interest for September 2026	£81.74
<u>Total Income</u>	<u>£69,321.28</u>

TRANSFERS:	
Reserve Account to Current Account - 4th August 2026	£15,000.00
RECONCILIATION:	
Current Account Balance – 3rd September 2026	£71,051.96
Less Approved Payments (September 2026)	£15,058.81
<u>Total</u>	<u>£55,993.15</u>
<u>BANK ACCOUNTS</u>	
Current Account Balance – 3rd September 2026	£71,051.96
Reserve Account Balance - 3rd September 2026	£63,328.07
CCLA Investment - 3rd September 2026	£25,000.00
Memorial Gardens Charity Account -3rd September 2026	£1.00
Projects Account Balance - 3rd September 2026	£5,057.32
<u>TOTAL</u>	<u>£164,438.35</u>

Appendix A.2

ACCOUNTS FOR PAYMENT – 20th August 2026

Salary Costings	£4,745.01
Clerks Expenses	£104.58
Pinnacle - Printing costs - Invoice 100221 (£70.54 Net) (£14.11 VAT)	£84.65
h3 Group - For the period 01/07/26 to 30/06/27 - Maintenance charge for fire extinguishers (Multiple sites - Bowls Pavilion, Dan Y Graig Pavilions, Rugby Pavilion, Llanmorlais Pavilion, Graig Y Coed Pavilion & Community Shed) Invoice 30096 - (£200 Net) (£40 VAT)	£240.00
h3 Group - 6ltr flourine free foam fire extinguisher commander - Invoice 30340 - (£62.50 Net) (£12.50 VAT)	£75.00
EDF Energy - Electricity at Bowls Pavilion (£80.14 Net) (£4.01 - 5% VAT)	£84.15
Jonathan Davis & Son - Invoice 26/71 - Monthly Costing July 2026 - Additional Works - Installation of 3no. Key boxes to Llanmorlais Changing Rooms - works carried out on 15/07/26 (£60), herbicide application to Japanese knotweed at Graig Y Coed Woodland - works carried out on 16/07/26 (£216), supply and level type 1 limestone stone to worn areas at Penclawdd Foreshore Car Park as per quotation 51/26 - work carried out on 29/07/26 (£680), remove and dispose of dead tree from the Memorial Gardens - work carried out on 30/07/26 (£117.70) (£6,992.28 Net) (£1,398.45 VAT)	£8,390.73
<u>Total Payments</u>	<u>£13,724.12</u>

Invoices paid since 16th July 2026	
Amazon - Steel shelf supports for metal filing cabinets (£17.75 Net) (£3.54 VAT)	£21.29
SSE Energy Solutions - Electricity Charge for Graig Y Coed Pavilion - 1st to 30th June 2026 (£72.15 Net) (£3.61 - 5% VAT)	£75.76
Dyfed Recycling - Skip hire (£290 Net) (£58 VAT)	£348.00
Llanmorlais Community Hall - Power of Well-being grant	£1,000.00
Penclawdd Brass Band - Power of Well-being grant	£920.00
Crofty Supermarket & Post Office - File dividers (£4.33 Net) (£0.87 VAT)	£5.20
PES Systems Ltd - Multi network SIM installed at Graig Y Coed Pavilion (£90 Net) (£33 VAT)	£108.00
PES Systems Ltd - Replacement of 2TB Hard drive at Graig Y Coed Pavilion (£165 Net) (£18 VAT)	£198.00
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£8.50
<u>Total</u>	<u>£2,704.72</u>
<u>Total Outgoings</u>	<u>£16,428.84</u>

<u>Income since 16th July 2026</u>	
Mount Hermon Cemetery - New burial plot (Non-resident)	£1,600.00
Llwchwr Schools - Annual Fee for use of Graig Y Coed to train on Monday evenings - 01/01/27 to 31/12/27	£200.00
Penclawdd RFC - Printing of 150 membership letters	£48.00
Penclawdd RFC - Annual fee for use of Penclawdd Recreation Ground (Rugby & Weights Room) and	£2,050.00
Penclawdd RFC - Water Bill at Bowls Pavilion	£369.80
Penclawdd RFC - Electricity Bill at Bowls Pavilion	£331.45
CCLA - Interest for August 2026	£81.36
Reserve Account Interest	
<u>Total Income</u>	<u>£4,680.61</u>

TRANSFERS:	
Reserve Account to Current Account	£15,000.00
RECONCILIATION:	
Current Account Balance – 7th August 2026	£20,618.02
Less Approved Payments (August 2026)	£13,724.12
<u>Total</u>	<u>£6,893.90</u>
<u>BANK ACCOUNTS</u>	
Current Account Balance – 7th August 2026	£20,618.02
Reserve Account Balance - 7th August 2026	£59,166.40
CCLA Investment - 7th August 2026	£25,000.00
Memorial Gardens Charity Account - 7th August 2026	£1.00
Projects Account Balance - 7th August 2026	£5,055.10
<u>TOTAL</u>	<u>£109,840.52</u>

Appendix A.3

1) Quotations

Below is the list of quotations for discussion and decision.

	Quotation Details	Action
1.	Repair of grave at Parc Hendy Cemetery.	Awaiting quotations to install a retaining wall.
2.	Replacement of tennis court fencing at Llanmorlais.	Awaiting quotation
3.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	Awaiting quotation
4.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation
5.	Mapping for St Gwynour's Cemetery.	For Decision
6.	Clearance of vegetation between the tennis courts and MUGA at Llanmorlais Recreation Ground.	Awaiting quotation
7.	Playground Inspections 2027.	For Discussion
8.	Flooring / Painting – Parc Dan Y Graig Old Pavilion.	For Discussion

Financial Budget Comparison

Comparison between 01/04/26 and 05/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		Period 2026/27	Actual Net	Balance	Variance
INCOME					
Administration					
100	Precept	£81,196.74	£64,957.39	-£16,239.35	-20.00%
105	Refund of bank charges	£0.00	£0.00	£0.00	
120	Bank Interest	£0.00	£0.00	£0.00	
121	Bank Interest	£666.67	£415.84	-£250.83	-37.62%
122	Bank Interest	£416.67	£8.44	-£408.23	-97.97%
150	Grants received	£625.00	£3,013.00	£2,388.00	382.08%
155	PWLB Loan	£0.00	£0.00	£0.00	
250	Miscellaneous Income	£3,333.33	£0.00	-£3,333.33	-100.00%
251	Miscellaneous Income - Current Account	£8,333.33	£0.00	-£8,333.33	-100.00%
252	Miscellaneous Income - Projects Account	£416.67	£0.00	-£416.67	-100.00%
Total Administration		£94,988.40	£68,394.67	-£26,593.73	-28.00%
Outside Services					
300	Cemetery Income	£6,041.67	£4,390.00	-£1,651.67	-27.34%
320	Wayleaves	£54.17	£0.00	-£54.17	-100.00%
330	Recreation Grounds	£2,770.83	£13,168.77	£10,397.94	375.26%
Total Outside Services		£8,866.67	£17,558.77	£8,692.10	98.03%
Total Income		£103,855.07	£85,953.44	-£17,901.63	-17.24%
EXPENDITURE					
Administration					
1001	Salaries	£25,208.33	£18,980.04	£6,228.29	-24.71%
1002	Clerks Expenses	£229.17	£220.68	£8.49	-3.70%
1010	Subscriptions	£625.00	£264.40	£360.60	-57.70%
1015	Office Costs	£1,791.67	£350.85	£1,440.82	-80.42%
1020	Web Site	£120.83	£0.00	£120.83	-100.00%
1025	Advertising	£62.50	£85.00	-£22.50	36.00%
1030	Insurance	£3,458.33	£9,179.11	-£5,720.78	165.42%
1040	Bank Charges	£41.67	£33.58	£8.09	-19.41%
1045	Audit Fees	£520.83	£1,603.53	-£1,082.70	207.88%
1046	Accountancy Services	£108.33	£240.00	-£131.67	121.54%
1050	Legal Costs	£1,875.00	£0.00	£1,875.00	-100.00%
1060	Loan Repayments	£2,435.26	£0.00	£2,435.26	-100.00%
1065	Training	£166.67	£44.00	£122.67	-73.60%
1070	ICO Fee	£14.58	£47.00	-£32.42	222.29%
1075	Consultancy Costs	£0.00	£0.00	£0.00	
1076	Signage	£208.33	£0.00	£208.33	-100.00%
Total Administration		£36,866.51	£31,048.19	£5,818.32	-15.78%
Outside Services					
3000	Cemeteries	£2,412.50	£694.17	£1,718.33	-71.23%
3001	Grounds Maintenance	£35,833.33	£18,456.34	£17,376.99	-48.49%
3010	Playgrounds	£2,125.00	£380.00	£1,745.00	-82.12%

Financial Budget Comparison

Comparison between 01/04/26 and 05/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		Period 2026/27	Actual Net	Balance	Variance
3030	Recreation Grounds	£9,250.00	£20,168.25	-£10,918.25	118.04%
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	
3050	Other Outside services	£9,729.17	£4,242.36	£5,486.81	-56.40%
3051	Remembrance Sunday Service	£833.33	£0.00	£833.33	-100.00%
3052	War Memorial Charity	£0.42	£0.00	£0.42	-100.00%
3055	Defibrillators	£833.33	£0.00	£833.33	-100.00%
Total Outside Services		£61,017.08	£43,941.12	£17,075.96	-27.99%
Civic					
2000	Councillor Expenses	£1,000.00	£0.00	£1,000.00	-100.00%
2005	Councillor Training	£208.33	£88.00	£120.33	-57.76%
2010	Meeting Costs	£187.50	£0.00	£187.50	-100.00%
2030	Election Costs	£2,083.33	£0.00	£2,083.33	-100.00%
2040	Financial Settlement	£0.00	£0.00	£0.00	
Total Civic		£3,479.17	£88.00	£3,391.17	-97.47%
Grants					
4046	Donations	£250.00	£0.00	£250.00	-100.00%
4047	Section 137 Payments	£0.00	£0.00	£0.00	
4048	Power of Well-being (Local Government Act 2000)	£2,083.33	£0.00	£2,083.33	-100.00%
Total Grants		£2,333.33	£0.00	£2,333.33	-100.00%
Total Expenditure		£103,696.09	£75,077.31	£28,618.78	-27.60%
Total Income		£103,855.07	£85,953.44	-£17,901.63	-17.24%
Total Expenditure		£103,696.09	£75,077.31	£28,618.78	-27.60%
Total Net Balance		£158.98	£10,876.13		

Financial Budget Comparison

Comparison between 01/04/26 and 03/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Actual Net	Balance	Variance
INCOME					
Administration					
100	Precept	£194,872.17	£129,914.78	-£64,957.39	-50.00%
105	Refund of bank charges	£0.00	£0.00	£0.00	0.00%
120	Bank Interest	£0.00	£0.00	£0.00	0.00%
121	Bank Interest	£1,600.00	£527.13	-£1,072.87	-203.53%
122	Bank Interest	£1,000.00	£10.66	-£989.34	-9280.86%
150	Grants received	£1,500.00	£3,013.00	£1,513.00	50.22%
155	PWLB Loan	£0.00	£0.00	£0.00	0.00%
250	Miscellaneous Income	£8,000.00	£0.00	-£8,000.00	100.00%
251	Miscellaneous Income - Current Account	£20,000.00	£0.00	-£20,000.00	100.00%
252	Miscellaneous Income - Projects Account	£1,000.00	£0.00	-£1,000.00	100.00%
Total Administration		£227,972.17	£133,465.57	-£94,506.60	-70.81%
Outside Services					
300	Cemetery Income	£14,500.00	£6,090.00	-£8,410.00	-138.10%
320	Wayleaves	£130.00	£0.00	-£130.00	100.00%
330	Recreation Grounds	£6,650.00	£18,566.77	£11,916.77	64.18%
Total Outside Services		£21,280.00	£24,656.77	£3,376.77	13.70%
Total Income		£249,252.17	£158,122.34	-£91,129.83	-57.63%
EXPENDITURE					
Administration					
1001	Salaries	£60,500.00	£23,725.05	£36,774.95	-155.00%

Financial Budget Comparison

Comparison between 01/04/26 and 03/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

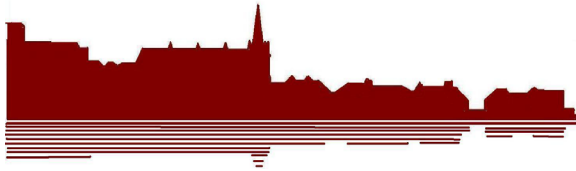
		2026/27	Actual Net	Balance	Variance
1002	Clerks Expenses	£550.00	£325.26	£224.74	-69.10%
1010	Subscriptions	£1,500.00	£264.40	£1,235.60	-467.32%
1015	Office Costs	£4,300.00	£449.94	£3,850.06	-855.68%
1020	Web Site	£290.00	£0.00	£290.00	100.00%
1025	Advertising	£150.00	£85.00	£65.00	-76.47%
1030	Insurance	£8,300.00	£9,179.11	-£879.11	9.58%
1040	Bank Charges	£100.00	£42.08	£57.92	-137.64%
1045	Audit Fees	£1,250.00	£1,603.53	-£353.53	22.05%
1046	Accountancy Services	£260.00	£240.00	£20.00	-8.33%
1050	Legal Costs	£4,500.00	£0.00	£4,500.00	100.00%
1060	Loan Repayments	£5,844.62	£0.00	£5,844.62	100.00%
1065	Training	£400.00	£44.00	£356.00	-809.09%
1070	ICO Fee	£35.00	£47.00	-£12.00	25.53%
1075	Consultancy Costs	£0.00	£0.00	£0.00	100.00%
1076	Signage	£500.00	£0.00	£500.00	100.00%
Total Administration		£88,479.62	£36,005.37	£52,474.25	-59.31%
Outside Services					
3000	Cemeteries	£5,790.00	£694.17	£5,095.83	-734.09%
3001	Grounds Maintenance	£86,000.00	£25,448.62	£60,551.38	-237.94%
3010	Playgrounds	£5,100.00	£380.00	£4,720.00	-1242.11%
3030	Recreation Grounds	£22,200.00	£20,575.54	£1,624.46	-7.90%
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	100.00%

Financial Budget Comparison

Comparison between 01/04/26 and 03/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Actual Net	Balance	Variance
3050	Other Outside services	£23,350.00	£4,598.74	£18,751.26	-407.75%
3051	Remembrance Sunday Service	£2,000.00	£0.00	£2,000.00	100.00%
3052	War Memorial Charity	£1.00	£0.00	£1.00	100.00%
3055	Defibrillators	£2,000.00	£0.00	£2,000.00	100.00%
Total Outside Services		£146,441.00	£51,697.07	£94,743.93	-64.70%
Civic					
2000	Councillor Expenses	£2,400.00	£0.00	£2,400.00	100.00%
2005	Councillor Training	£500.00	£88.00	£412.00	-468.18%
2010	Meeting Costs	£450.00	£0.00	£450.00	100.00%
2030	Election Costs	£5,000.00	£0.00	£5,000.00	100.00%
2040	Financial Settlement	£0.00	£0.00	£0.00	100.00%
Total Civic		£8,350.00	£88.00	£8,262.00	-98.95%
Grants					
4046	Donations	£600.00	£0.00	£600.00	100.00%
4047	Section 137 Payments	£0.00	£0.00	£0.00	100.00%
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£1,920.00	£3,080.00	-160.42%
Total Grants		£5,600.00	£1,920.00	£3,680.00	-65.71%
Total Expenditure		£248,870.62	£89,710.44	£159,160.18	-177.42%
Total Income		£249,252.17	£158,122.34	-£91,129.83	-173.51%
Total Expenditure		£248,870.62	£89,710.44	£159,160.18	-56.36%
Total Net Balance		£381.55	£68,411.90		



Correspondence – 10th September 2026

1.	NAMM Corporate Associate Membership.
2.	PES – Worksheets for work completed.
3.	ICCM – Response regarding training.
4.	Swansea Council - The County of Swansea (Communities) Order 2026.
5.	Swansea Council – Temporary Closure of Cockle and Mussel Beds.
6.	Swansea Council - DRAFT Charter between the City and County of Swansea and Community / Town Councils (C/TC) within its Boundaries.
7.	Swansea Council - Active Travel Network Map (ATNM) Update 2026 – Public Consultation.
8.	Llyr Gruffydd AS/MS - Cabinet Minister for Rural Resilience and Sustainability – Burry Inlet Cockle Beds.
9.	Swansea Council – Planning Decision - 2026/0488/FUL – Parc Dan Y Graig – Spectator Stand, dugouts and footpaths.
10.	Swansea Council - Comments for Planning Application 2026/1049/FUL.
11.	One Voice Wales – Training Modules.
12.	Penclawdd AFC – Response regarding Parking Issues.
13.	John Davies MS - Town and Community Council restructuring in Swansea.
14.	One Voice Wales - Innovative Practice Conference – Wednesday 30 September 2026.
15.	National Association of Local Councils – 2026/27 National Salary Award.
16.	Penclawdd AFC – Parc Dan Y Graig Project.

Jeremy Parkhouse

Clerk to the Community Council

3rd September 2026

Meeting Schedule by Date

The following schedule sets out the principal items of business for each meeting date. Standard agenda items, as listed below, are expected to appear at most ordinary meetings unless otherwise determined by the Council.

Standard Agenda Items

- **Police Report**
- **Financial Report**
- **Budget Monitoring Report**
- **Correspondence**
- **Action Tracker**
- **Work Plan**
- **Committee Reports**
- **Community Council Property, Burial Grounds & Community Projects**
- **Swansea Council Issues**
- **Reports of Delegates on Outside Bodies**

21 May 2026**Annual Meeting and Governance**

- Election of the Chair
- Election of the Vice-Chair
- To Review and Adopt Standing Orders, Financial Regulations, Annual Report 2025/25 & Annual Plan 2026/27
- Democracy & Boundary Commission Cymru (DBCC) Annual Report 2026-2027
- Constitutional Matters 2026/27
- General Power of Competence (GPoC) Declaration
- To Review and Approve the Councillors Training Programme
- Community Council Fixed Assets – May 2026

18 June 2026

Audit, Governance and Finance

- To Approve the Report of the Internal Auditor – Internal Audit for the Year Ended 31st March 2026 and to sign the Annual Governance Statement
- To Appoint an Internal Auditor for the Financial Year Ending 31st March 2027
- Approval of councillors' allowances for the 2025–2026 financial year

16 July 2026

Audit, Governance and Finance

- Audit Wales: completion of the audit of the Annual Return 2022/23
- Approval of grant payments
- Approval of the annual charges for the use of Community Council facilities by sports clubs

10 September 2026

Finance

- Approval of grant payments

15 October 2026

Audit

- Audit Wales: Completion of the audit of the Annual Return 2025/26
- Audit Wales: completion of the audit of the Annual Return 2022/23

20 November 2026

Finance

- Approval of the draft budget
- Approval of the annual burial charges
- Approval of grant payments
- Approval of extension of Ground Maintenance Contract / Ground Maintenance Contract 01/04/2027 to 31/03/2030

21 January 2027

Budget and Precept

- Approval of the budget for 2027/28
- Setting of the precept for 2027/28

18 February 2027

No additional substantive items are scheduled beyond the standard agenda items.

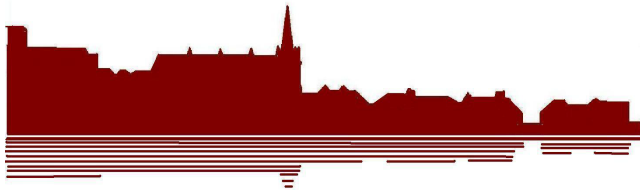
18 March 2027

Annual Business and Finance

- Approval of the draft Annual Report
- Approval of the draft Annual Plan
- Approval of grant payments
- Consideration of the Employers' Data Retention Policy

15 April 2027

No additional substantive items are scheduled beyond the standard agenda items.



Report of the Clerk

Council – 10th September 2026

Community Council Action Tracker

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

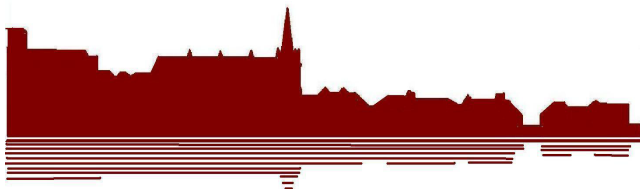
Report Author: Jeremy Parkhouse

For Information

1. Introduction

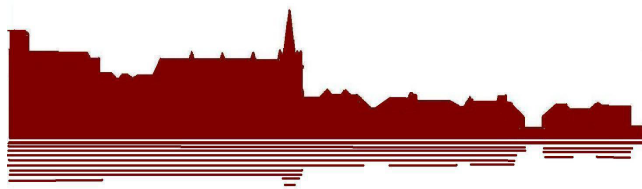
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

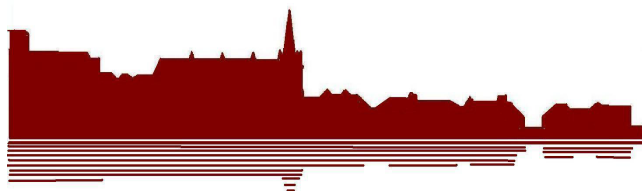


Appendix 1

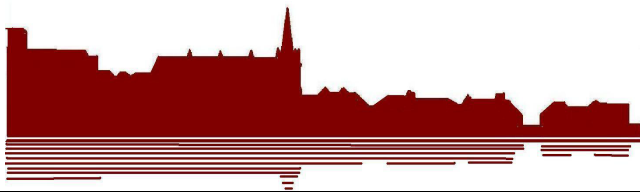
Action Tracker		
	Details	Outcome / Action
1)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	ONGOING 2) Manhole covers to be replaced. Boulders are now in place.
	Crofty Playground Lease	ONGOING Awaiting confirmation of registration from Land Registry via solicitors.
2)	03/06/25 – Finance Committee – Minute No.11 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	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 – Files removed to Penclawdd Community Centre in March 2026.
3)	03/06/25 – Events & Projects Committee – Minute No. – 7 – Projects	
	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. The work was included into the GMC work programme.	ONGOING
4)	02/09/25 – Finance Committee - Minute No.16 – Quarterly Discussion with the Grounds Maintenance Contractor	
	Marking tennis courts. The work was included into the GMC work programme.	CLOSED
5)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Parc Dan Y Graig	
	Steps into new changing / officials' rooms.	ONGOING
6)	16/10/25 – Council – Minute No.64c – Clerks Reports – Correspondence	
	Mid & West Wales Fire Authority – Training be organised in the New Year.	ONGOING
7)	20/11/25 – Council – Minute No. – 73 - Public Question Time	
	Painting Football Pavilion (internally and externally) – The Community Council pays for the paint / painting equipment and Penclawdd AFC carries out the works.	ONGOING – Internal painting completed.
8)	20/11/25 – Council – Minute No. 78 – Swansea Council Matters	
	Footpaths – Footpath LH78 – It was reported that the fence post at the end of the footpath was rotten. As the land is unregistered, the Clerk was requested to ask Jonathan Davis to assist, if possible.	ONGOING
9)	15/01/26 – Council – Minute No. 87a – Accounts for Payment	
	Quotation 5 – the quotation for £897.87 plus VAT provided by Jonathan Davis for the installation of ACO drainage channels to Llanmorlais Hall Car Park, be approved.	ONGOING
10)	15/01/26 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds	
	Station Platform – Councillor James Matthews proposed that the Council considers installing some form of ceramic style tiles	ONGOING



	depicting a historical scene relating to the area. Further research be undertaken and the issue be discussed at a future meeting.	
	Planning - Councillor Melissa Roberts requested an update regarding the bricked-up windows at the Bellevue Studios, Bellevue, Penclawdd. The Ward Member would seek a progress update.	CLOSED – Update request sent to Area Planning Officer, Swansea Council.
11)	12/02/26 – Council – Minute No. 101 – Council Property / Community Projects / Burial Grounds	
	Land at Llanmorlais Cross – The possibility of purchasing the land was discussed. The Clerk sought the authority to negotiate with the landowners. It was also proposed that the landowners name be used to name the site, if it was purchased. The Clerk be given the authority to contact the landowner to progress matters.	CLOSED – Duplicate with No.23.
12)	03/03/26 – Finance Committee – Minute No. 54 – Financial Report	
	Councillor Paul Tucker would contact Penclawdd Forge regarding the required work at Penclawdd Rugby Pavilion.	ONGOING
	Redressing the surface of the Foreshore Car Park – The quotation for £680 (Plus VAT) provided by Jonathan Davis & Son, be approved and the Clerk be requested to write to all businesses near to the Car Park and cockle firms to ask for donations towards the redressing.	CLOSED – work completed.
	General Tidy of Bottom End of the Car Park Area (40m x 9m) – The quotation for £2,193.60 (Plus VAT) provided by Jonathan Davis & Son, be approved.	CLOSED
13)	16/04/26 – Council – Minute No. 123a – Reports of the Clerk – Accounts for Payment	
	The Clerk writes to businesses in the vicinity of the Foreshore Car Park for donations towards the car park maintenance.	CLOSED – Agreed to write to the cockle buyers.
14)	16/04/26 – Council – Minute No. 125 – Council Property / Community Projects / Burial Grounds	
	Memorial Gardens – The need for a new plinth to house the wreaths was highlighted. The Clerk would progress the issue.	ONGOING
	Defibrillators – The possibility of adding a new defibrillator at Llotrog was highlighted. The Clerk investigates the land ownership and reports back to a future meeting.	ONGOING
15)	21/05/26 – Annual Council – Minute No. 14 – Reports of the Clerk - a) Accounts for Payment / Quotations	
	WIFI at Penclawdd Community Centre - 2 quotations were discussed. Agreed that the quotation provided by Uplands Radio be approved, subject to further discussions.	ONGOING
16)	11/06/26 – Personnel Committee - Minute No. 8 – Personnel Matters	
	To oversee the transfer of ownership of St Gwynour's Cemetery, Llanyrnewydd to the Community Council.	CLOSED - Quotations regarding mapping / administration of burials were scheduled to be approved by Council.
	To organize CPR training and to monitor the defibrillators within the Ward.	ONGOING: - 1) Agreed to proceed with the option at Station Square. 2) The Clerk arranges suitable dates for CPR /



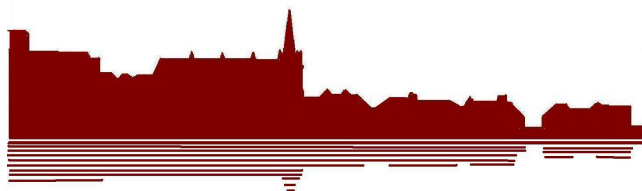
		Fire training.
	To continue with the training programme for Councillors / the Clerk.	CLOSED - 2) The Clerk proceeds with booking memorial testing training, subject to the location of the training.
	To oversee the increase in hours of the Clerk to full-time (37 hours a week).	CLOSED: - 1) The Clerk contacts other community / town councils regarding their administrative organization. 2) The Clerk discusses the current ground maintenance contract with the contractor, particularly items that need to be removed / added. 3) CLOSED - The Clerk seeks further advice regarding organizing the procurement of the ground maintenance contract 2027-2030.
17)	11/06/26 – Finance & Events Committee - Minute No. 7 – Gower Nature Communities - Graig y Coed Community Woodland – Biodiversity Improvement Plan	
	Hazel coppicing be commenced as soon as possible, including training for volunteers.	ONGOING – Ursula Jones is arranging the training.
	Signage / interpretation panels be erected at access points, including warning signage regarding the quarry.	ONGOING – The Clerk is liaising with Ursula Jones, Swansea Council regarding the signage.
	Fire breaks be installed within the Woodland as soon as it is practicable.	CLOSED – Paths cut as required.
	Japanese Knotweed within the Woodland be treated as part of the knotweed treatment programme.	CLOSED – Treatment completed in July 2026.
18)	11/06/26 – Finance & Events Committee - Minute No.9 – Events & Projects Report	
	Readings – list of readings to be agreed.	CLOSED – Rita Ridgeway has confirmed that she will organise the readings.
	Participation.	CLOSED - The Clerk / Council contacts the following: - Penclawdd Brass Band – Confirmed. - Veterans – Including Clive Francis, Mark Hayes – Confirmed. - Share a Skill Group – Confirmed. - Penclawdd Cubs /



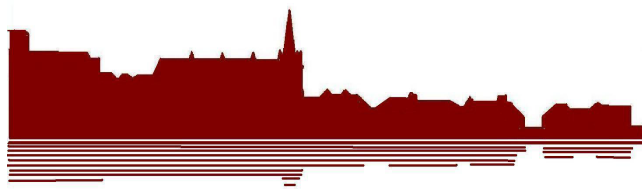
Llanrhidian Higher Community Council

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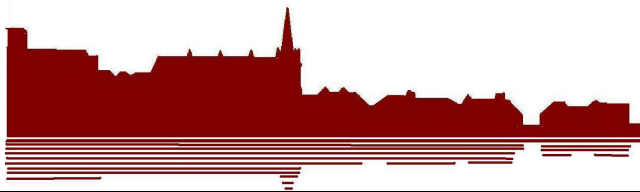
		Scouts / Brownies / Guides - Confirmed. • Penclawdd Primary School. • Churches / Chapels – Father Tim Ardouin, Father Nigel Doyle and Michael Eller have confirmed attendance. • Penclawdd W.I. - confirmed
	• Order of Service.	CLOSED - Clerk has confirmed participation and deadline with Kingsbridge Print.
	• Marquee / Flooring / Stage.	ONGOING – Quotation approved. The position of the marquee could change. The Clerk will ask Learn a Skill Group regarding the location of the tree poppies.
	• Share a Skill Group.	CLOSED - The Clerk will ask the Group if they will be providing plastic poppies and knitted poppies for the tree / perimeter fence – Confirmed.
	• Transfer of documentation.	CLOSED – Older documentation received. Current documentation retained by the Church until the transfer is complete.
	• Future administration.	CLOSED - A quotation in respect of grave mapping is awaited.
	• New signage.	CLOSED - Clerk to progress / obtain quotations following the transfer. Duplicate with No.26.
19)	11/06/26 – Finance & Events Committee - Minute No.10 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	• Llanmorlais Tennis Courts.	ONGOING - The Clerk discusses the suggestion to remove the fence / foliage on the bank between the courts and the MUGA be removed during the winter months, with the Ground Maintenance



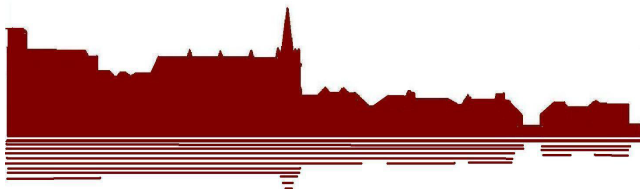
		Contractor.
	Llanmorlais Car Park.	CLOSED - Arrangements be made for the parking bays / disabled bay markings to be replaced. Duplicate with No.26.
20)	18/06/26 – Council - Minute No.26 - To Approve the Report of the Internal Auditor – Internal Audit for the Year Ended 31st March 2026 and to sign the Annual Governance Statement	
	The Annual Return be signed by the Chair and Clerk and forwarded to the External Auditor for approval.	CLOSED – The files were delivered to Audit Wales in August.
21)	18/06/26 – Council - Minute No.29 – Reports of the Clerk - Accounts for Payment / Quotations	
	Repair of grave at Parc Hendy Cemetery.	ONGOING - Clerk to arrange quotes for a retaining wall.
	Replacement Rugby Posts at Graig Y Coed.	CLOSED – Old posts removed and new posts ordered following approval of quotation.
	Repair of Metal Door at Bowls Pavilion.	ONGOING – Awaiting quotation.
	Mapping for St Gwynour's Cemetery.	CLOSED - Awaiting quotation.
	Replacement fence at Parc Hendy Cemetery and topsoil to repair ground adjacent to entrance road.	CLOSED – Quotation approved.
22)	18/06/26 – Council - Minute No.29 – Reports of the Clerk - Correspondence	
	Item 6 – Somerset Trust	CLOSED - The Clerk seeks an update from Somerset Trust.
	Item 7 – One Voice Wales – Practice Development Notes	ONGOING - The Clerk research Martyn's Law / undertakes appropriate training in respect of future Remembrance Sunday services.
23)	18/06/26 – Council - Minute No.29 – Reports of the Clerk – Community Council Action Tracker	
	Item 19 – Land at Llanmorlais Cross – It was noted that the grass needed cutting and the surrounding fence was in disrepair.	CLOSED - The Clerk to contact the owners to establish if they are interested in selling the land – Offer received.
24)	18/06/26 – Council - Minute No.31 – Council Property / Community Projects / Burial Grounds	
	Parc Dan Y Graig – The Clerk reported that he had forwarded suggestions raised by the Police in respect of parking during match days. The football club would consider the issues raised and report back.	CLOSED – Response provided in correspondence.
	Community Shed – the Shed had recently completed and installed a new noticeboard at Crofty Supermarket & Post Office. A photograph of the new noticeboard to include Shed	ONGOING



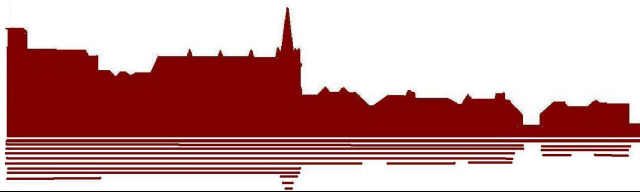
	members and Councillors would be organised.	
	Lay-by Opposite Graig Y Coed Playing Fields – The Clerk queried if the Community Council were still interested in pursuing a community asset transfer (CAT) of the land.	CLOSED – Agreed that the CAT still be pursued. Email forwarded to Swansea Council.
	Registration of Dunraven / Quarry at Victoria Road - Councillors highlighted that the land had been fenced off by neighbouring properties. The Clerk would query progress with the Council's Solicitors.	ONGOING
25)	18/06/26 – Council - Minute No.32 – Swansea Council Issues	
	Lay-by opposite Graig Y Coed – The Chair stated that the overgrowth surrounding the memorial bench needed cutting back. Councillor Andrew Williams would inform the CWOTS Team.	CLOSED – Request forwarded to CWOT's Team by Councillor Andrew Williams.
26)	29/06/26 – Finance & Events Committee - Minute No.18 - Quarterly Discussion with the Grounds Maintenance Contractor – Q1 2026/27	
	Penclawdd Playground Inspection – Heavy footfall on the grassed areas had caused significant wear, which would be difficult to repair due to usage. Different options were discussed. It was noted that the mount on the pendulum swing had been identified as being worn. It was requested that photographs of all work identified / completed be taken as evidence. JD stated that he would go through the items identified and forward a quotation for the required work.	CLOSED - Actions: 1) JD to provide a quotation in respect of the work identified. 2) Repair of grassed areas be included in the Ground Maintenance Contract. 3) A grassed area be used to experiment turf / matting. Finance & Events Committee agreed that scarifying the grass would be the best option and to look at the matting in Spring 2027.
	Crofty Playground Inspection – The inspection report had been forwarded to JD. It was requested that photographs of all work identified / completed be taken as evidence. JD stated that he would go through the items identified and forward a quotation for the required work.	CLOSED - Actions: 1) JD to provide a quotation in respect of the work identified. 2) Weeds within the playground be treated, which would require the playground to be closed for a day. Works completed.
	Llanmorlais Tennis Courts – The findings of the site visit were discussed, particularly removing the fencing backing onto the MUGA and clearing the vegetation from the bank behind the fence.	ONGOING - Actions: 1) JD to provide a quotation to remove the vegetation on the bank between the tennis courts and MUGA. 2) JD to provide a quotation to replace the fencing.
	Graig Y Coed – JD had previously highlighted that the current rugby posts were a health and safety risk due to corrosion.	CLOSED - Actions: 1) The current posts be removed as they are a health and safety risk. 2)



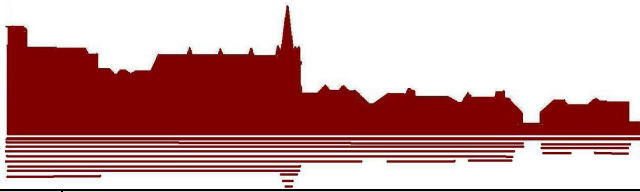
		Approved by Council on 16th July 2026.
	Graig Y Coed Woodland – The actions required following the survey by Swansea Council were noted.	ONGOING - Actions: 2) Path cutting x 3 per calendar year, be added to the GMC. 3) JD to provide a quotation to treat the knotweed on site. 4) Knotweed treatment at the woodland be added to the GMC.
	Llanmorlais Recreation Ground / Car Park – The request by a resident to clear the run-off ditch at the rear of Trem Y Mor was discussed. JD highlighted that the drainage in the field below the Recreation Ground would also have to be cleared if the drainage was to be effective. It was noted that the disabled sign had faded.	ONGOING - Actions: 1) JD to provide a quotation to clear the run-off ditch. 2) JD to discuss the issue with the owner of the field below the Recreation Ground. 3) Clearance of the run-off ditch be added to the 5-year capital work programme. 4) JD to provide a quotation to replace the faded disabled sign.
	St Gwynour's Cemetery – JD highlighted that the operatives cutting the grass had encountered a lot of dog faeces within the cemetery.	ONGOING - Action: The Clerk obtains quotations for new signage.
27)	29/06/26 – Finance & Events Committee - Minute No.22 - Financial Report	
	b) Removal of ivy from fence at Parc Dan Y Graig and treatment of roots. The Chair and Clerk had visited the site and spoken with the shop owner adjacent to the site regarding access from his property, which was agreed.	CLOSED – Duplicate with No.32.
	Treatment of the Community Shed roof.	ONGOING - The Council agrees in principle to cover the cost of the materials / job and the Clerk confirms the specifics of the job.
28)	29/06/26 – Finance & Events Committee - Minute No.23 – Events & Projects Report	
	Remembrance Sunday	ONGOING - Councillor Huw Davies would clarify arrangements with Penclawdd Primary School.
	Newsletter	ONGOING - Councillor Adam Woolliscroft would progress the newsletter with a delivery target of autumn 2026.



29)	29/06/26 – Finance & Events Committee - No.24 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	Llanmorlais Recreation Ground	CLOSED - The clearance of the run-off ditch be added to the 5-year capital work programme.
30)	29/06/26 – Finance & Events Committee - No.25 – To Discuss the Renewal of the Ground Maintenance Contract 2027-2030	
	The Clerk presented a report which sought the instructions of the Committee in respect of the extension of the Ground Maintenance Contract (GMC) 2024-2027 or the renewal of the GMC 2027-2030.	CLOSED – 1) The term of the current contract be extended to 31st March 2029, subject to confirmation of the Council's legal obligations. 2) If the Council cannot extend the current contract, Councillor Adam Woolliscroft assists the Clerk with the renewal of the Ground Maintenance Contract 2027-2030.
31)	16/07/26 – Council – Minute No.39 – Swansea Council Issues	
	Planning Application No. 2026/1049FUL – Highfield Farm.	CLOSED 1) The Clerk drafts a statement on behalf of the Community Council and circulates to Councillors for comment. 2) Once agreed, the statement be added to comments on the Swansea Council Planning Portal.
32)	16/07/26 – Council – Minute No.41 – Reports of the Clerk - Quotations	
	Removal of ivy from fence at Parc Dan Y Graig and treatment of the roots.	CLOSED - The quotation provided by JK Gardening Services for £1,950 plus VAT, be approved.
	Removal / replacement of stock fencing at Graig Y Coed.	CLOSED - The quotation provided by Jonathan Davis & Son for £951.50 plus VAT, be approved.
	Cutting Graig Y Coed Paths.	CLOSED - The quotation provided by Jonathan Davis & Son for £910 plus VAT, be approved.

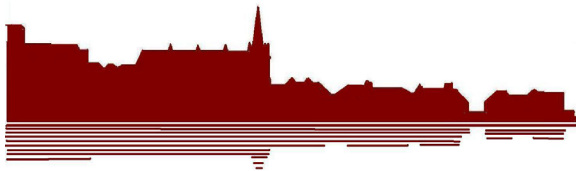


		approved and the work be added to the Ground Maintenance Contract (3 cuts per annum).
	Skip Purchase for Penclawdd Recreation Ground.	CLOSED - The Clerk obtains an appropriate price for an 8-yard skip and the issue be discussed further in September 2026.
	CCTV hard drive at Graig Y Coed Pavilion.	CLOSED - The quotation provided by PES for £165 plus VAT, be approved.
	New posts & topsoil at Parc Hendy Cemetery.	ONGOING - 1) the quotation provided by Jonathan Davis & Son for £341.60 plus VAT, be approved. 2) The Clerk obtains a price for 'no parking on the verge' signage.
	Playground works following annual inspection.	CLOSED - 1) The quotations provided by Jonathan Davis & Son for £730 plus VAT for Penclawdd Playground and £690 plus VAT for Crofty Playground, be approved. 2) A photograph of the Top Bearing Assembly on Pendulum Swing at Penclawdd Playground be provided.
33)	16/07/26 – Council – Minute No.41 – Reports of the Clerk - Correspondence	
	Item 6 – Somerset Trust	CLOSED - The Clerk seeks an update from Somerset Trust regarding the request to purchase the car park.
	Item 11 – Laugharne Township Community Council	ONGOING - The Clerk requests donations from the cockle buyer towards the upkeep and appearance of the local villages and includes a code of conduct in respect of use of the Foreshore Car Park.
34)	16/07/26 – Council – Minute No.42 – Committee / Working Group Reports	
	Finance & Events Committee – Grants & Donations - Grants be made to the following under the Power of Well-being (Local Government Act 2000).	CLOSED – 1) Penclawdd Brass Band - £920. 2) Llanmorlais



Llanrhidian Higher Community Council
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		Community Hall - £1,000.
	Annual Fees / Pitch Hire Costs 2026-2027	CLOSED - The Annual Fees / Pitch Hire Costs 2026-2027, be approved.
35)	16/07/26 – Council – Minute No.43 – Council Property / Community Projects / Burial Grounds	
	Ground Maintenance Contract – Possible extension.	CLOSED - The Clerk stated that he would seek advice from One Voice Wales and SLCC. Advice to renew the contract provided.



Item No. 8a)

Report of the Finance & Events Committee

Council – 10th September 2026

Grants & Donations

Purpose:	The report seeks the approval of grant and donations agreed by the Finance & Events Committee.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that grants be made to the following under the Power of Well-being (Local Government Act 2000): - 1) Graig Y Coed Community Shed - £868.34.

1. Introduction

This report outlines the Community Council powers to make grants, donations, and payments. A new Grants and Donations Policy was agreed in March 2025 and for guidance, is attached at Appendix A.

2. Grants Awarded

The Community Council has not awarded any grants to date for the 2026-2027 financial year.

3. Powers Available

The Community Council can make grant awards under the following: -

a)	Section 137(4) (A) of the Local Government Act 1972	Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. Often referred to as the "Power of last resort", when there are no other powers
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		available to incur expenditure, but where the Council can justify its use in benefitting all or some of the inhabitants or the area.
b)	Power of Well-being (Local Government Act 2000)	The Power of Well-being gives all Community Councils in Wales the power to do anything they consider is likely to achieve any one or more of the following objectives: i) The promotion or improvement of the economic well-being of their area. ii) The promotion or improvement of the social well-being of their area. iii) The promotion or improvement of the environmental well-being of their area. The power may be used in relation to or for the benefit of i) the whole or any part of the Community Council's area, or ii) all or any person's resident or present in its area. Section 2(5) of the Local Government Act 2000 enables a Community Council to use the Power of Well-being to do anything in relation to, or for the benefit of, any person or area situated outside its area if it considers that it is likely to achieve any one or more of the above.
c)	Local Government (Miscellaneous Provisions) Act 1976 s.19.	Grants or Donations to Organisations that provide Recreational Facilities in or outside the Council's area.
	Summary of Powers	Should the Council determine to make any payments then it should always seek to state the specific power under legislation that it is relying on to make the payment. If the expenditure is under Section 137 of the Local Government Act 1972 or under the Power of Well-being (Local Government Act 2000) then its subject to a maximum spend of £11.10 per elector in 2025-2026. If any grants / donations are agreed, the Finance Committee will recommend to Council a list for approval. The decision to award grant money will be made by the Community Council and that decision shall be final.



4. Grants / Donations Budget 2026-2027

The Community Council approved the following grants and donations budget for 2026-2027: -

Type	Amount
Donations	£600
Grant Funding	£5,000
Current Balance	£3,680

5. Applications Received

A report was presented to the Finance & Events Committee on 1st September 2026. The Committee discussed one application received and recommended that they be agreed and recommended to Council for approval. The applications received were as follows: -

Organisation	Reason(s)	Amount Requested
Graig Y Coed Community Shed	To purchase a dust extractor fan / associated equipment for the shed.	£868.34

Appendices:

Appendix A – Grants & Donations Policy.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
2nd September 2026



Grants and Donations Policy

1. Introduction

- 1.1 Section 137 of the Local Government Act 1972 provides the Council with the power to give grants to Organisations for the direct benefit to the community.

2. Budget Setting for Grants & Donations

- 2.1 The maximum sum set aside each financial year for grants & donations, shall be agreed annually at the Council meeting in which the precept is set.
- 2.2 All applications must be made in writing (preferably via email) and submitted to the Clerk.
- 2.3 All donation applications must be decided by Council.
- 2.4 The Council must satisfy itself that the donation will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed activity.

3. Applications & Supporting Documentation

- 3.1 Each application must be accompanied by supporting documents:
- Summary of the applicants' accounts for the last financial year.
 - Details of the applicant's organization, Committee, and meeting structure, appointed officers, etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's Organization.
 - Other funding sources applied for in relation to the donation concerned.
- 3.2 If the donation requests received exceed the donation monies available in a financial year, then Councillors will target donations which benefit as many people as possible within the Community.
- 3.3 Council shall consider requests for grants or donations on a four-monthly basis.

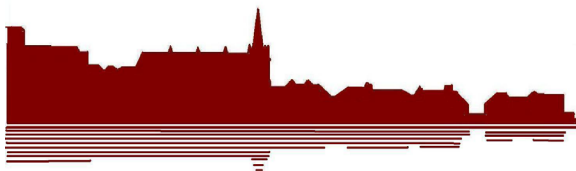


4. Donations Conditions

- 4.1 Donations will not normally be awarded to individuals.
- 4.2 Donations will not be made retrospectively.
- 4.3 Donations will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the Principal Authority.
- 4.4 Donations will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g., running costs, staff costs, premises maintenance and general overheads.
- 4.5 Organisations applying for a donation should be properly constituted, with appointed officers.
- 4.6 Donations will be awarded on the assumption that other sources of income have been sought.
- 4.7 Any donation application received after setting of the precept for the year may not be considered.
- 4.8 Donations will only be considered accompanied by sufficient and appropriate documentation which may require inclusion of financial records. If there is insufficient documentary evidence the application will not be considered.
- 4.9 If the organisation / body is unable to use the donation for the stated purpose, monies must be returned to the Council.
- 4.10 The donation must be used for the purpose for which the application was made.

5. No Right of Appeal against the Council's Decision

- 5.1 All donations are awarded at the Community Council's discretion. The Council's decision is final and there is no right of appeal.



Council – 10th September 2026

Community Council Property, Burial Grounds & Community Projects

Purpose:	The report provides information regarding Community Council property, burial grounds and community projects.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1) The report be approved. 2) Any additional actions discussed be included in the Community Council Action Tracker.

1. Introduction

The report provides the Community Council with information in respect of the various sites under its ownership or control, progress in respect of community projects and any issues regarding its burial grounds.

2. Community Council Property

a) Dan Y Graig

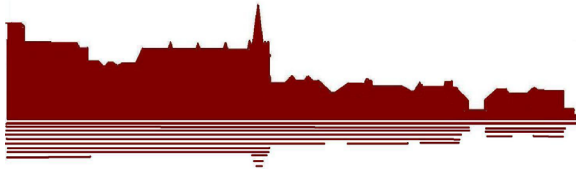
Penclawdd AFC volunteers have plastered the inside of the café area has been painted. The Community Council has agreed to cover the cost of materials.

The planning application in respect of the path, stand and dugouts has been approved. Unfortunately, the submitted grant application was turned down and will be resubmitted next year.

The Football Club has provided feedback regarding the parking suggestions made by South Wales Police and have stated that they do not have sufficient volunteers to be able to organise additional parking.

b) Penclawdd 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. Skips are being hired on an as and when basis and the usage will be regularly monitored.



c) Llanmorlais Recreation Ground / Changing Rooms / MUGA

Andrew Colwill Garage Doors have installed the 3 metal doors on the changing rooms / storage room. Emergency works to the changing room roof has also been completed by Andrew Evans, Roofer. Lock boxes have also been fixed to the changing rooms, housing 3 separate keys.

The drainage of the car park will be monitored over the next year. The sandbags have been moved into the storage room at the end of the changing rooms.

d) Graig Y Coed Playing Fields

The stock fencing has been removed from the fencing backing onto the car park on the football and rugby pitches.

The Council also approved the installation of new rugby posts, which will be installed shortly.

e) Foreshore Car Park

The boating equipment has been cleared from the car park area and the weeds within the car park have been cleared. The main thoroughfare to the car park has also been redressed.

John Davies MS met with the Chair, Councillor Andrew Williams and the Clerk to discuss the launching of boats from the car park to gather cockles. The Clerk forwarded a letter and the issue will be raised with Llyr Gruffydd, Welsh Government Cabinet Minister for Rural Resilience and Sustainability.

A metal bench situated beyond the boulders has been removed and scrapped by the Ground Maintenance Contractor due to its condition.

f) Penclawdd Playground

The actions coming from the annual playground inspection report have been completed.

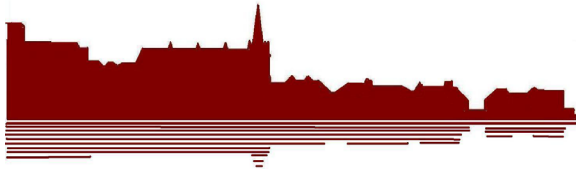
g) Memorial Gardens

The noticeboard is in a poor state of repair owing to a broken seal / lock following storm damage. The Community Shed will examine it to see if it is repairable.

The Clerk is seeking quotes to install a new plinth to hold wreaths on the Memorial stone.

h) Crofty Playground

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



The actions coming from the annual playground inspection report have been completed.

i) Dunraven / Quarry at Victoria Road

The Clerk has instructed the Tonner, John & Ratti Solicitors to register the land at Dunraven and the Quarry with the Land Registry.

j) Asset Transfer Request – Layby opposite Graig Y Coed

No progress has been made on the asset transfer of the land. The Clerk has contacted Swansea Council for an update.

k) Land at Llanmorlais Cross

The owner of the land at Llanmorlais Cross has contacted the Community Council with an offer, which will be discussed by the Council on 10th September 2026.

l) Defibrillators

An additional defibrillator and cabinet will be added at Station Square, Penclawdd by David Nicholas, Life Support Training and Safety.

The Clerk has been requested to establish the ownership of land at Llotrog as a potential site for a new defibrillator.

m) 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 & Events Committee monitors the Council's risks on a quarterly basis. Playground inspections took place in June 2026.

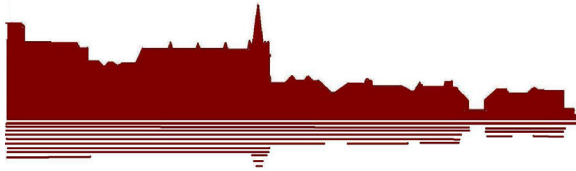
3. Burial Grounds

a) Mount Hermon Cemetery & Car Park

A large amount of fly-tipping has been deposited in the car park over the summer months which was kindly removed by Swansea Council and the Ground Maintenance Contractor.

The Community Council is now BRAMM registered, which requires all memorial masons working within the Council's cemeteries to also be BRAMM registered.

The Council is also a member of the Institute of Cemetery and Crematorium Management (ICCM).



b) 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 site visit took place on 4th June 2026 and the Clerk was asked to obtain additional quotations to build a retaining wall within the Cemetery.

The Community Council is now BRAMM registered, which requires all memorial masons working within the Council's cemeteries to also be BRAMM registered.

The Council is also a member of the Institute of Cemetery and Crematorium Management (ICCM).

c) St Gwynour's Cemetery

The transfer of ownership to the Community Council is ongoing and is being dealt with by Tonner, Johns and Ratti Solicitors

The Clerk has been requested to obtain quotations for signage at the site, including dog waste signs. Quotations have also been sought for graveyard mapping.

4. Community Projects

a) Graig Y Coed Community Shed

The Community Shed has increased in numbers are completing requests from the community. The Shed is also considering expanding, to include another container to sit alongside the current Shed.

The Shed has completed the new noticeboard for Crofty Supermarket & Post Office. The Clerk has been asked to arrange a photograph to publicise the work.

b) Graig Y Coed Woodland Project

Ursula Jones, Swansea Council presented the Gower Nature Communities - Graig y Coed Community Woodland – Biodiversity Improvement Plan to Finance & Events Committee on 11th June 2026.

There are several recommendations contained in the report and the Clerk is liaising with the Officer regarding their delivery. An action plan will be presented to Finance & Events Committee on 1st September 2026.

Jeremy Parkhouse

Clerk to Llanrhidian Higher Community Council

2nd September 2026

Item No. 10

Council – 10th September 2026

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 and Cabinet.
2)	I have met with the Local Area Co-ordinator (LAC) to discuss local issues.
3)	CWOT team have cleared the steps from Graig Y Coed to the footpath on the Graig and cleared weeds on the front around West End. Requests have also been submitted to cut around the layby opposite Graig Y Coed pitches, to clear the base of the Sea wall at Beach Road and to clear weeds at the base of Parc Hendy Cemetery wall at Llanyrnewydd.
4)	A new bench has been installed on Beach Road.
5)	Both Crofty and Wernffrwd bridges have been damaged once again. The damage has been reported to Highways.
6)	The request to install yellow lines at Cae Folland and Hendy Road is currently going through legal process, prior to installation.
7)	Progress has been made on the missing cycle track link between Penclawdd and Gowerton. The landowner is happy with the plan and legal discussions are ongoing regarding costs.
8)	Thank you to everyone in the Estuary Pickers for all the litter picking over the summer, it has made a big difference.
9)	A new lease of 32 years has been approved for Penclawdd Brass Band Room.
10)	A new drain cover has been installed at Penclawdd (bends), the previous cover was in a poor condition.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

The footpaths within Graig Y Coed Woodland were cut early in August.

2nd September 2026