

To: All Members of Llanrhidian Higher Community Council

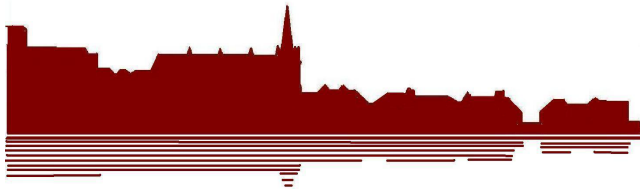
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 18th January 2024 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 Council meetings held on 16 th November 2023, 6 th December 2023 and 4 th January 2024.	5-13
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
6.	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
7.	Budget Report 2023/24.	14-18
8.	To Approve the Draft Community Council Safeguarding Policy.	19-22
9.	Reports of the Clerk.	23
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	c) Events & Projects Committee – Meeting held 6th December 2023.	
11.	Council Property / Community Projects / Burial Grounds.	41-42
12.	City and County of Swansea Issues.	43
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
13.	Reports of Delegate’s on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting – 7 p.m. on 8th February 2024.	
	<i>Jeremy Parkhouse</i>	

**Jeremy Parkhouse - Clerk to the Community Council
 11th January 2024**

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor James Matthews
Councillor John Davies	Councillor Melissa Roberts
Councillor Leanne Davies	Councillor Paul Tucker (Chair)
Councillor Colin Guy	Councillor Andrew Williams
Councillor Sarah Hughes (Vice Chair)	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.

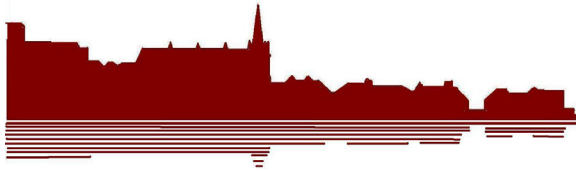
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 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 November 2023 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, John Davies, Leanne Davies, Colin Guy, Sarah Hughes, Melissa Roberts, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

Also Present: Brian Farr – Local Area Co-ordinator

75. Apologies for Absence

An apology for absence was received from Councillor James Matthews.

76. Disclosures of Personal and Prejudicial Interests

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

Councillors Paul Tucker, Andrew Williams, Adam Woolliscroft and the Clerk declared personal interests in Minute No.'s

77. Minutes

Resolved that the Minutes of the Council meeting held on 19th October 2023 be approved and signed as a correct record.

78. Chairs Announcements

The Chair made the following announcements: -

- Remembrance Sunday Service - the Chair thanked the Clerk for his work in respect of the Remembrance Sunday Service. He also thanked Councillors and community organisations for their involvement and support. Councillor Adam Woolliscroft added that it was a great community event and despite the weather, was well attended by locals.

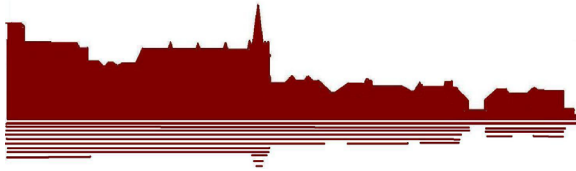
The Clerk added that thank you letters would be forwarded to all the organisations / individuals involved.

79. Public Question Time

None.

80. Police Report on Local Matters

No report.



81. Report of Brian Farr, Local Area Co-ordinator

Brian Farr, Local Area Co-ordinator (LAC) provided a verbal report which updated Councillors on developments since he last attended in July 2023.

He stated that he had increased new introductions from to over 90 and referrals had come from various sources. He made reference to partnership working with different bodies, which were good examples of teamwork.

He had also attended the reopening of Llanmorlais Hall and had attended the over 50's group who met at the Hall. He also highlighted the SWOT analysis of the Ward, the appointment of the West of Gower LAC, the Enabling Communities funding currently available and the role of the new social prescriber within the GP Surgery.

He added that he would be retiring in March 2024 but would attend one further meeting in the New Year.

The Chair thanked the LAC for his comprehensive update.

82. Reports of the Clerk

The Clerk reported the following: -

a) Accounts for Payment

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

The following were highlighted: -

Additional Invoices for Payment

- Penclawdd RFC – Room Hire for meetings - £120.00
- Active HSE – Quarters 1 & 2 health & safety checks, fire safety policy for Parc Dan Y Graig and disconnecting immersion boiler - £700.00
- Repayment for supplies purchased by Penclawdd WI for Remembrance Sunday Reception - £14.00
- Total Sound Solutions – Sound for Remembrance Sunday Service - £668.40

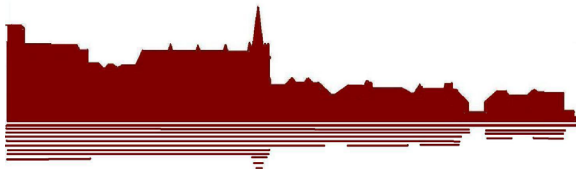
Additional Income

- Cremated remains new plot (resident) at Mount Hermon Cemetery – £235.00
- Cremated remains reopener (resident) at Parc Hendy Cemetery - £160.00

Quotations

- a) Moving maintenance access gate / installing second pedestrian gate at Penclawdd Playground – for information – approved by Events and Projects Committee on 7th November 2023.
- b) Hanging baskets for 2024.

The Clerk also highlighted that he had worked 80 hours overtime due to the amount of work created by additional meetings / number of ongoing projects.



Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 19th October 2023 meeting be noted and agreed.
- 3) The income / additional income be noted.
- 4) The bank reconciliation, bank transfers and bank account balances be noted and agreed.
- 5) The CCLA investment income be noted.
- 6) Quotation a) provided by Jonathan Davis for £2,572.11 be noted.
- 7) The Chair meets with Swansea Council officers to discuss reducing the quotation provided for 2024.
- 8) The Clerk be paid for 80 hours overtime worked.

b) Budget Monitoring 2023/24 and to Agree the Draft Budget 2024-2025

The Clerk presented the up-to-date budget spend for 2023-24. The Council noted the high budget spend for 2023-2024 and the large payments in respect of the Parc Dan Y Graig Project. The Clerk highlighted that the funds in respect of the Bowls Pavilion Project were available in the Projects Bank Account.

The Clerk also presented a draft budget for 2023/2024 which included a 10% increase to the precept, which only just balanced. He noted that the updated draft budget for 2024-25 would be approved by the Community Council in January 2024.

Resolved that: -

- 1) The contents of the report be noted.
- 2) The draft budget 2024-2025 be approved.

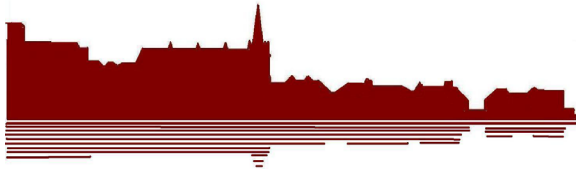
c) Correspondence

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
1.	Swansea Council – Swansea Community Review.	To be discussed at the meeting scheduled for January 2024.
2.	Swansea Council – Land at Victoria Road, Penclawdd.	Noted that the Council had no record of the land.
8.	National Pay Agreement 2023/24.	Noted and approved.
	Additional Correspondence	
9.	Welsh Government – Section 137 Levels 2024.	Noted.
10.	Swansea Council – Community & Town Councils Forum – 22 nd November 2023 at 5 p.m.	Noted – Clerk to circulate details / meeting request to those Councillors who wish to attend.

Resolved that:

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



d) Work Plan 2022/23

The Clerk reported the up-to-date Work Programme 2023-24 'for information'.

e) Community Council Action Tracker

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

- Llanmorlais Hall Car Park – Quotations were awaited off Jonathan Davis in respect of drainage and line marking.

83. Committee Reports

1) Events & Projects Committee

Councillors Andrew Williams, Leanne Davies and Adam Woolliscroft reported on the recent site visit made by Swansea Council Cabinet Members and officers. Issues discussed included the following: -

- Drainage at the site / options available.
- Installation timescale.
- Financial contributions by the Community Council.
- Timescale of meetings to appoint the preferred contractor.
- Additional groundworks / soft works.

Resolved that: -

- 1) The Community Council provides £10,000 towards the project groundworks / soft works.
- 2) A tender opening group consisting of Councillor Leanne Davies, Councillor Adam Woolliscroft and the Clerk meet on Friday, 1st December 2023.
- 3) An Extraordinary Council meeting be scheduled for 8.30 p.m. on Wednesday, 6th December 2023 to appoint the preferred tenderer for the Penclawdd Playground Project.

2) Finance Committee

To Agree Burial Fees & Charges 2024

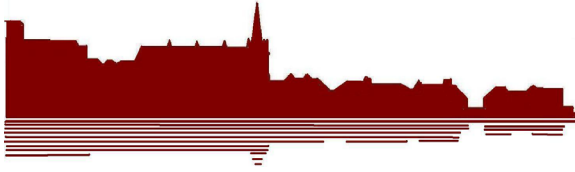
The Clerk presented a Finance Committee report which recommended the approval of the Burial Fees and Charges for 2024. The Charges for 2023 were provided at Appendix A of the report. It was proposed that: -

- 1) The Burial Fees & Charges 2024 increase by 5% for non-residents and residents.

Resolved that the Burial Fees & Charges 2024 increase by 5% for non-residents and residents.

84. Council Property / Community Projects / Burial Grounds

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



- Christmas Trees – the Clerk reported that Jonathan Davis had informed him that he could purchase two 6ft potted trees which could be planted at the Memorial Gardens / Llanmorlais roundabout.

Resolved that Councillors John Davies and Leanne Davies approach local providers to donate the Christmas trees.

- Swansea University – Use of Community Council facilities – the Clerk stated that Penclawdd RFC had been in discussions with Swansea University regarding use of the rugby pitches at Penclawdd Recreation Ground / Graig Y Coed.

Resolved that Penclawdd RFC be allowed to make arrangements for the remainder of the 2023-24 rugby season.

85. 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 months. The following were also discussed:

- Sewage at Gowerton Road - Dwr Cymru – There had been sewage coming out of a manhole onto the public footpath opposite Llynfa Road on Gowerton Road and following several phone calls, this issue was addressed, and the sewage cleaned up. However, it was admitted that the current system could not cope during periods of heavy rainfall. The response provided by Dwr Cymru would be forwarded to the Clerk for circulation.
- Sewage at Crofty – Dwr Cymru had been releasing raw sewage into Crofty Pill. This was within Natural Resources Wales guidelines and was done to prevent houses being flooded in Crofty. However, this was an on-going hot topic for discussion.

Tonia Antoniazzi MP and Rebecca Evans MS were both aware of both issues.

b) Planning

No discussions.

c) Footpaths

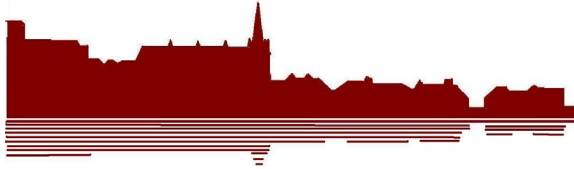
No discussions.

86. Outside Bodies

No reports.

The meeting ended at 9.11 pm

Chair



Minutes of the Extraordinary Meeting of Council

Held at Penclawdd Community Centre

On Wednesday, 6th December 2023 at 8.30 p.m.

Present: Councillor Sarah Hughes (Vice-Chair) presided

Councillors: Huw Davies, John Davies, Leanne Davies, Colin Guy,
Melissa Roberts, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

87. Apologies for Absence

Apologies for absence were received from Councillors James Matthews and Paul Tucker.

88. Disclosures of Personal and Prejudicial Interests

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

89. Chairs Announcements

None.

90. Public Question Time

None.

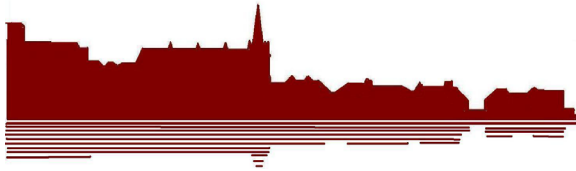
91. Exclusion of the Public

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

(Closed Session)

92. To Approve the Preferred Tender in Respect of the Penclawdd Playground Project.

Councillors Leanne Davies and Adam Woolliscroft reported that the Invitation to Tender (ITT) in respect of Penclawdd Playground was issued to potential contractors on 10th November 2023 and was forwarded to five firms. The ITT was attached at Appendix A.



The deadline for submission of tenders was 1st December 2023 and a working group consisting of Councillors Leanne Davies and Councillor Adam Woolliscroft met on 1st December 2023 to open the tenders received. Two tenders were submitted before the deadline date. These were listed as Contractor 1 and Contractor 2.

The Events and Projects Committee met on 6th December 2023 at 7 p.m. and recommended that Contractor 1 be appointed. The reasons supporting that decision were outlined.

Resolved that: -

- 1) Contractor 1 be approved, subject to approval and receipt of grant funding from Swansea Council.
- 2) The total budget be increased to £130,000 net and to include additional wet pour on areas of high footfall, which is to be negotiated with the successful contractor.
- 3) Councillor Andrew Williams commits £5,000 in respect of contingency funding.
- 4) Councillors Leanne Davies and Adam Woolliscroft be given the authority as project managers to fine tune the contract with the successful contractor.
- 5) The Clerk informs Swansea Council regarding the decision to appoint a contractor.

93. To Approve the Preferred Tender in Respect of the Penclawdd Playground Project.

The Clerk reported that following the drainage problems at Graig Y Coed Football pitch, the Chair had asked Jonathan Davis, Ground Maintenance Contractor for a quotation to repair the problem and allow games to commence as soon as possible.

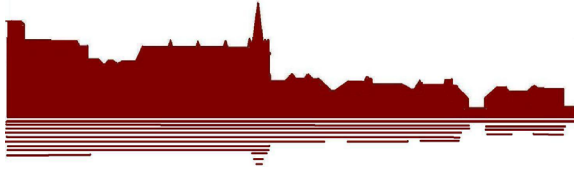
The quotation was provided and it was also explained that Jonathan Davis could undertake a test dig to the problem areas in order to find a solution. It was added that Swansea Council should also be contacted in order to solve the problem of water on the road at the entrance to Graig Y Coed, which could also be a contributory factor to the drainage problems.

Resolved that: -

- 1) The Ground Maintenance Contractor be requested to undertake a test dig to the problem areas in order to find a solution.
- 2) Councillor Andrew Williams / the Clerk contact Swansea Council regarding the problem of water on the road at Graig Y Coed entrance.

The meeting ended at 9.05 pm

Chair



Minutes of the Extraordinary Meeting of Council

Held at Penclawdd Community Centre

On Wednesday, 4th January 2024 at 7.00 p.m.

Present: Councillor Paul Tucker (Chair) presided

Councillors: John Davies, Sarah Hughes, James Matthews, Melissa Roberts, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

94. Condolences

The Chair referred with sadness to the recent passing of Mr Owen Pugh, father-in-law of the Clerk. All those present stood in silence as a mark of sympathy and respect.

95. Apologies for Absence

Apologies for absence were received from Councillors Huw Davies, Leanne Davies and Colin Guy.

96. Disclosures of Personal and Prejudicial Interests

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

97. Chairs Announcements

The Chair thanked the Events & Projects Committee for the ongoing work in respect of Penclawdd Playground. He added that a site visit had been arranged on Saturday, 6th January 2024, with consultants in respect of the Parc Dan Y Graig Project. The Chair and Vice-Chair confirmed that they would attend.

98. Public Question Time

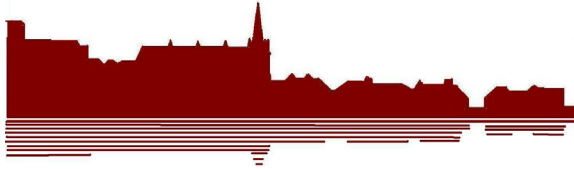
None.

99. Exclusion of the Public

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

(Closed Session)

Extraordinary Council – 4th January 2024



100. To Approve the Preferred Tender in Respect of the Ground Maintenance Contract 2024-2027.

The Clerk reported that the current ground maintenance contract was due to expire on 31st March 2024 and the Finance Committee was given the responsibility to oversee its renewal.

The Committee discussed its options at its meeting on 3rd October 2023 and the Clerk was requested to update the contract document prior to the contract document being circulated to potential contactors / advertised.

Following approval of the contract on 3rd October 2023, documents were circulated to four contractors and advertised on the Community Council website. Three contractors declined to submit a tender. Tenderer One informed the Clerk that it no longer had the personnel available to complete the work required, Tenderer Two had stopped taking on ground maintenance work and Tenderer Three failed to submit a tender by the required deadline. Tenderer Four's tender was submitted before the deadline of 5pm on Friday, 22nd December 2023 and this was considered by the Finance Committee meeting held prior to the Community Council meeting.

The Finance Committee recommended that Tenderer Four be appointed.

Resolved that: -

- 1) Tenderer Four be appointed the 2024-2027 Grounds Maintenance Contractor.
- 2) The Community Council notes that the contract can be extended by 2 years, if required.

The meeting ended at 7.32 p.m.

Chair

Item No. 7

Report of the Clerk

Llanrhidian Higher Community Council – 18th January 2024

Budget Report - 2024/25

1) Background

A community council must calculate its budget requirement for a financial year in accordance with Section 50 of the Local Government Finance Act 1992 and issue a precept to the billing authority. The billing authority collect the precept (charge) on behalf of town and community councils under Section 41 of the above Act.

The City and County of Swansea has informed the Community Council that the Council Tax Base for Llanrhidian Higher has been calculated as 1,599 Band D equivalent properties. This figure has been calculated using the valuation lists provided by the valuation officer on 31st October 2023.

Precept payment dates for 2024/25 will be as follows: -

- 1/3 last working day of April 2024
- 1/3 last working day of August 2024
- 1/3 last working day of December 2024

The Community Council must notify the City and County of Swansea of the Precept for 2024/25 no later than 31st January 2024.

***Note:** - Whilst the precept is based upon Band D properties, residents pay both their Council Tax and the Community Town Council precept on a pro rata basis depending upon the valuation of their property from Bands A - I.

2) Budget Setting - 2023/24 Financial Year

External Auditors have previously highlighted that the Council had to formally note the level of reserves held by the Council. At present, the Community Council holds the following balances (10/01/2024): -

Account	Balance
Current Account	£116,958.96
Projects Account	£33,129.87
Reserve Account	£12,583.93
CCLA Account	£25,000
Total	£187,672.76

It must be noted that the Council will be spending approximately £80,000 to £90,000 within the next six months from its reserves on the Parc Dan Y Graig, Penclawdd Playground and Bowls Pavilion Repair projects.

As part of the budget monitoring process, reports have been provided to all Community Council / Finance Committee meetings in order for income and

expenditure to be monitored. The budget spends for 2023/24 were highlighted and noted by Council on 16th November 2023 and the Clerk also presented a draft budget for 2024/25 the which including the 10% increase to the precept in order to present a balanced budget. The Clerk went through the budget information in detail, highlighting the income / expenditure and the level of Reserves. The Council currently has 1599 Band D equivalent properties and the proposals for 2024/25 would increase the precept to £185,499.99, which would be £116.01 per Band D property.

***Note:** - The number of Band D properties has increased from 1559 to 1599 properties which would result in a precept increase from £164,427.73 to £168,646.53 if there is no increase to the precept. The Council meeting in November was not aware of this change and the 10% increase approved in November 2023 was based upon 1559 properties, not the 1599 amount. The precept agreed in the draft budget was £180,095.37. To reach this target a 7% increase would be required.

Appendix A provides the Financial Budget Comparison for the remainder of the 2023/24 and the Draft Budget for 2024/25, including the precept of £180,095.37, agreed by Council on 16th November 2023.

To assist Councillors in making their decision, the figures below are provided as a guide to setting the precept for 2024/25.

Percentage Increase	Price Per Band D Equivalent	Precept
0%	£105.47	£168,646.53
5%	£110.74	£177,073.26
6%	£111.79	£178,752.21
7%	£112.85	£180,447.15
10%	£116.01	£185,499.99
12%	£118.12	£188,873.88
15%	£121.29	£193,942.71
20%	£126.56	£202,369.44

It is recommended that: -

- 1) The Budget figures for the remainder of 2023/24 be noted;
- 2) The levels of Reserves / Projects / CCLA accounts be noted;
- 3) The minimum level of Reserves be agreed for 2024/2025;
- 4) The Budget for 2024/25 be agreed and the City and County of Swansea be informed of the Precept figures by 31st January 2024.

Jeremy Parkhouse
Clerk to the Community Council
10th January 2021

Appendices:

Appendix A – Financial Budget Comparison for the remainder of the 2023/24 and Budget for 2024/25.

Appendix A

Financial Budget Comparison

Comparison between 01/04/23 and 02/01/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/24	Actual Net	Balance	2024/25	
INCOME						
Administration						
100	Precept	£153,999.34	£163,725.98	£164,427.73	£701.75	£180,098.50
105	Refund of bank charges	£0.00	£0.00	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£12.00	£0.00	£-12.00	£0.00
121	Bank Interest	£546.41	£12.00	£1,249.68	£1,237.68	£1,100.00
122	Bank Interest	£0.00	£0.00	£93.66	£93.66	£120.00
150	Grants received	£0.00	£0.00	£169,757.22	£169,757.22	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£925.24	£2,500.00	£2,778.14	£278.14	£4,200.00
251	Miscellaneous Income - Current Account	£2,828.69	£3,500.00	£130,086.26	£126,586.26	£4,800.00
Total Administration		£158,299.68	£169,749.98	£468,392.69	£298,642.71	£190,318.50
Outside Services						
300	Cemetery Income	£7,717.00	£10,000.00	£6,130.00	£-3,870.00	£12,000.00
320	Wayleaves	£128.55	£129.00	£128.55	£-0.45	£129.00
330	Recreation Grounds	£5,629.34	£9,700.00	£4,618.78	£-5,081.22	£6,450.00
Total Outside Services		£13,474.89	£19,829.00	£10,877.33	£-8,951.67	£18,579.00
Total Income		£171,774.57	£189,578.98	£479,270.02	£289,691.04	£208,897.50

Appendix A

Financial Budget Comparison

Comparison between 01/04/23 and 02/01/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		Previous Year's Net	2023/24	Actual Net	Balance	2024/25
EXPENDITURE						
Administration						
1001	Salaries	£28,012.08	£36,500.00	£26,426.95	£10,073.05	£40,500.00
1002	Clerks Expenses	£426.15	£430.00	£690.75	£-260.75	£650.00
1010	Subscriptions	£1,073.13	£1,230.00	£410.12	£819.88	£1,410.00
1015	Office Costs	£2,937.91	£3,300.00	£2,180.56	£1,119.44	£3,960.00
1020	Web Site	£356.00	£850.00	£286.00	£564.00	£400.00
1025	Advertising	£85.00	£150.00	£85.00	£65.00	£150.00
1030	Insurance	£5,267.13	£5,000.00	£5,126.28	£-126.28	£5,500.00
1040	Bank Charges	£77.55	£80.00	£63.00	£17.00	£100.00
1045	Audit Fees	£681.00	£715.00	£450.00	£265.00	£775.00
1046	Accountancy Services	£0.00	£260.00	£525.00	£-265.00	£250.00
1050	Legal Costs	£0.00	£2,500.00	£0.00	£2,500.00	£1,000.00
1060	Loan Repayments	£2,576.36	£6,000.00	£1,288.18	£4,711.82	£4,000.00
1065	Training	£0.00	£800.00	£0.00	£800.00	£0.00
1070	ICO Fee	£35.00	£35.00	£35.00	£0.00	£35.00
1075	Consultancy Costs	£0.00	£300.00	£0.00	£300.00	£300.00
1076	Signage	£331.00	£500.00	£0.00	£500.00	£500.00
Total Administration		£41,858.31	£58,650.00	£37,566.84	£21,083.16	£59,530.00
Outside Services						
3000	Cemeteries	£1,492.56	£12,700.00	£3,357.22	£9,342.78	£12,400.00
3001	Grounds Maintenance	£88,608.38	£75,000.00	£50,828.46	£24,171.54	£90,000.00
3010	Playgrounds	£0.00	£7,100.00	£384.00	£6,716.00	£5,100.00
3030	Recreation Grounds	£10,920.48	£13,300.00	£155,496.06	£-142,196.06	£13,450.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
3050	Other Outside services	£2,601.40	£11,850.00	£8,872.63	£2,977.37	£11,500.00

Appendix A

Financial Budget Comparison

Comparison between 01/04/23 and 02/01/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		Previous Year's Net	2023/24	Actual Net	Balance	2024/25
3051	Remembrance Sunday Service	£921.82	£1,400.00	£1,159.65	£240.35	£1,500.00
3055	Defibrillators	£1,625.00	£1,500.00	£0.00	£1,500.00	£1,600.00
Total Outside Services		£106,169.64	£124,350.00	£220,098.02	-£95,748.02	£135,550.00
Civic						
2000	Councillor Expenses	£0.00	£3,850.00	£0.00	£3,850.00	£3,850.00
2005	Councillor Training	£630.00	£800.00	£254.00	£546.00	£800.00
2010	Meeting Costs	£360.00	£300.00	£180.00	£120.00	£600.00
2030	Election Costs	£210.00	£3,000.00	£0.00	£3,000.00	£3,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00	£0.00	£0.00
Total Civic		£1,200.00	£7,950.00	£434.00	£7,516.00	£8,250.00
Grants						
4046	Donations	£450.00	£500.00	£0.00	£500.00	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£4,100.00	£5,000.00	£3,500.00	£1,500.00	£5,000.00
Total Grants		£4,550.00	£5,500.00	£3,500.00	£2,000.00	£5,500.00
Total Expenditure		£153,777.95	£196,450.00	£261,598.86	-£65,148.86	£208,830.00
Total Income		£171,774.57	£189,578.98	£479,270.02	£289,691.04	£208,897.50
Total Expenditure		£153,777.95	£196,450.00	£261,598.86	-£65,148.86	£208,830.00
Total Net Balance		£17,996.62	-£6,871.02	£217,671.16		£67.50

Item No. 8

Llanrhidian Higher Community Council – 18th January 2024

To Approve the Draft Community Council Safeguarding Policy

Introduction / Purpose

During the application process for grant funding to Swansea Council in respect of the Graig Y Coed Woodland Project, the Community Council was advised to agree a Safeguarding Policy as part of the application process.

A Safeguarding Policy would provide the Community Council clear principles and procedures to follow to safeguard children and at-risk adults from abuse or neglect.

If the Council adopts the Safeguarding Policy attached at Appendix A, it must also appoint a Councillor with responsibility for Safeguarding, who will be the named contact in the policy.

Recommendation(s)

It is recommended that: -

- 1) The Draft Community Council Safeguarding Policy be adopted.
- 2) A Councillor with responsibility for Safeguarding be appointed.
- 3) The Policy be reviewed prior to the end of January 2025.

For Decision

Jeremy Parkhouse PSLCC

Clerk to the Community Council

9th January 2024



Llanrhidian Higher Community Council

SAFEGUARDING POLICY

1. Purpose

Safeguarding children and at-risk adults from abuse or neglect.

This policy defines how Llanrhidian Higher Community Council operates to safeguard children, young people and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Note - If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.



3. Persons Affected

- All Councillors, trustees, volunteers, and staff
- All those attending any activity or service that is being delivered from the village hall charity property
- All visitors and contractors

4. Policy Principles

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

Llanrhidian Higher Community Council: -

- has a zero-tolerance approach to abuse.
- recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.
- is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.
- is aware of the work of their local safeguarding support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Llanrhidian Higher Community Council is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part.
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

5. Procedures

- a. All councillors, staff, helpers or other volunteers identified as children, young adults or at risk adults will sign a declaration that they have no convictions in relation to abuse.

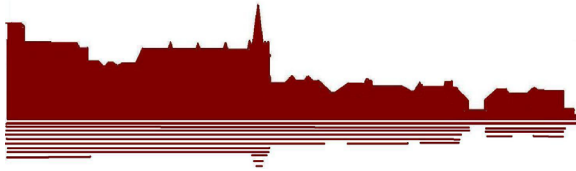


- b. All councillors, staff, helpers or other volunteers will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.
- c. All councillors, staff, helpers or other volunteers will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- d. All councillors, staff, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- e. The community council will follow safe recruitment practices.
- f. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The named person is Councillor.....

- g. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adult at risk who has:
 - behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
 - possibly committed a criminal offence against or related to a child or adult at risk; or
 - behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.
- h. There will be an annual review of this policy.

Revision	Revision date	Approved	Position	



Item No. 9

Council – 18th January 2024

Reports of the Clerk

Attached at the appendices are the following: -

a) Accounts for Payment / Financial Report

- Appendix A – Accounts for Payment / Financial Report – January 2024.
- Appendix B – Accounts for Payment / Financial Report – December 2023.
- Quotations / requests reported.
 - Stone dressing of paths at Graig Y Coed Woodland Project.
 - Re-Establishment of Steps to Path from GYC Perimeter Path to Graig Footpath.
 - Semi-Permanent Car Park Markings to Llanmorlais Hall Car Park.
 - Installation of ACO Drainage Channels to Llanmorlais Hall Car Park.
 - Repairs To Blown Out Drainage Runs on GYC Football Field.

b) Correspondence

Attached at Appendix B.

c) Work Programme 2023-2024

Attached at Appendix C.

d) Community Council Action Tracker

Attached at Appendix D.

Jeremy Parkhouse
Clerk to the Community Council
11th January 2024

Appendix A

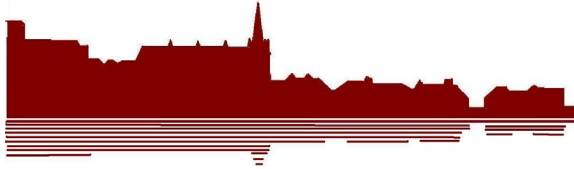
ACCOUNTS FOR PAYMENT – 18th January 2024

Salaries	£1,143.22
Clerks Expenses	£50.97
Jonathan Davis (£6,955.87 Net) (£1,391.17 VAT) - Invoice 23/114 LHCC - Monthly Fee for December 2023 & Additional Works	£8,347.04
Edge IT - Band Increase from Band 5 to Band 6 (£201.00 Net) (£40.20) - Invoice 37480	£241.20
Pinnacle - Printing costs - Invoice 87736 (£11.35 Net) (£2.27 VAT)	£13.62
Swansea Council Pension Fund	£479.83
HMRC - PAYE	£468.15
Total Payments	£10,744.03
Invoices Paid since 21st December 2023	
Scottish Power - Electricity at Bowls Pavilion (£172.58) (£9.08 VAT @ 5%)	£181.66
Xerox Finance Ltd - Multifunctional device rental	£92.78
Microsoft 365 - Package	£79.99
Crofty Supermarket - Envelopes	£7.25
Adobe Systems Software - Acrobat Pro	£19.97
SSE Southern Electric - Electricity at Graig Y Coed	£101.59
Bank Service Charges	£7.00
Total	£490.24
Total Outgoings	£11,234.27
Income Since 21st December 2023	
Public Sector Deposit Fund	£111.92
Swansea Council - Precept Payment	£54,809.25
HMRC - VAT Refund	£3,866.61
Ashes in Grave x 2, Permits and Search - Parc Hendy Cemetery (Non	£366.00
Additional Inscription (Resident) - Parc Hendy Cemetery	£139.00
Additional Inscription (Resident) - Parc Hendy Cemetery	£139.00
Blue Anchor Men Bowls Club - Annual Fee	£277.16
Blue Anchor Ladies Bowls Club - Annual Fee	£277.16
Bank Interest - Projects Account	£34.22
Bank Interest - Reserve Account	£11.97
Total Income	£60,032.29
TRANSFERS:	
	£0.00
RECONCILIATION:	
Current Account Balance – 10th January 2024	£116,958.96
Less Approved Payments (January 2024)	£10,744.03
Total	£106,214.93
BANK ACCOUNTS	
Current Account Balance – 10th January 2024	£116,958.96
Reserve Account Balance - 10th January 2024	£12,595.90
CCLA Investment - 10th January 2024	£25,000.00
Projects Account Balance - 10th January 2024	£33,164.09
TOTAL	£187,718.95

Appendix A

ACCOUNTS FOR PAYMENT – 21st December 2023

Salaries	£2,560.47
Clerks Expenses	£150.97
Jonathan Davis (£5,497.32 Net) (£1,099.46 VAT) - Invoice 23/105 LHCC - Monthly Fee for November 2023 & Additional Works	£6,596.78
Jonathan Davis (£3,731.99 Net) (£746.39 VAT) - Invoice 23/104 LHCC - Fee for Foul Water Drainage System Installation Invoice at Parc Dan Y Graig Project	£4,478.38
Celtic Mowers (£82.50 Net) (£16.50) - Invoice 124245 - Pitchmarker	£99.00
Celtic Wildflowers (£175 Net) (£35 VAT)	£210.00
Pinnacle - Printing costs - Invoice 83092 (£85.52 Net) (£17.10 VAT)	£102.62
Swansea Council Pension Fund	£1,160.42
HMRC - PAYE	£1,484.78
Total Payments	£16,843.42
Invoices Paid since 16th November 2023	
Scottish Power - Electricity at Bowls Pavilion (£172.58) (£9.08 VAT @ 5%)	£181.66
Commercial Marquees (£300 Net) (£60 VAT) - Invoice 0720 - Flooring and transport for Remembrance Sunday	£360.00
SSE Southern Electric - Electricity at Memorial Gardens	£81.13
Crofty Supermarket - Envelopes	£6.78
Adobe Systems Software - Acrobat Pro	£19.97
SSE Southern Electric - Electricity at Graig Y Coed	£118.25
Bank Service Charges	£7.00
Total	£774.79
Total Outgoings	£17,618.21
Income Since 16th November 2023	
Public Sector Deposit Fund	£100.94
Public Sector Deposit Fund	£7.18
Cymru Football Federation - Grant for Dan Y Graig	£44,682.53
Penclawdd RFC - Programme Printing	£120.00
Bank Interest - Projects Account	£37.72
Bank Interest - Reserve Account	£12.67
Total Income	£44,961.04
TRANSFERS:	
	£0.00
RECONCILIATION:	
Current Account Balance – 13th December 2023	£75,616.76
Less Approved Payments (December 2023)	£16,843.42
Total	£58,773.34
BANK ACCOUNTS	
Current Account Balance – 13th December 2023	£75,616.76
Reserve Account Balance - 13th December 2023	£11,273.69
CCLA Investment - 13th December 2023	£25,000.00
Projects Account Balance - 13th December 2023	£33,129.87
TOTAL	£145,020.32

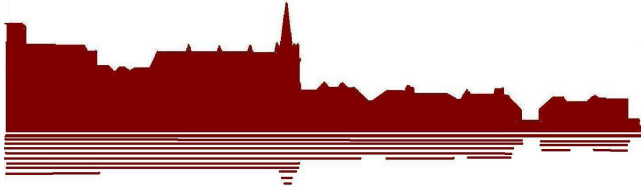


Correspondence – 18th January 2024

1.	Swansea Council - Swansea Community Review.
2.	Swansea Council – Precepts 2024-2025.
3.	One Voice Wales - Communication about digital training for distribution
4.	One Voice Wales – Papers for Swansea Area Committee – 15 th January 2024.
5.	Swansea Council - Swansea and Gower Countryside Access Plan.
6.	Swansea Council - Rural Anchor - RA080 Llanrhidian Higher Community Council - Grant application approval in principle.
7.	One Voice Wales – Training Schedule 2024.
8.	Swansea Council - Gower AONB Advisory Group - Training, Branding and Meetings.

Jeremy Parkhouse

11th January 2024



Report of the Clerk

Council – 18th January 2024

Llanrhidian Higher Community Council Work Plan 2023/2024

Purpose: This report details the Community Council Work Plan to May 2024.

Report Author: Jeremy Parkhouse

For Information

1. Introduction

1.1 The Community Council Workplan to May 2024 is attached at Appendix 1 for information.

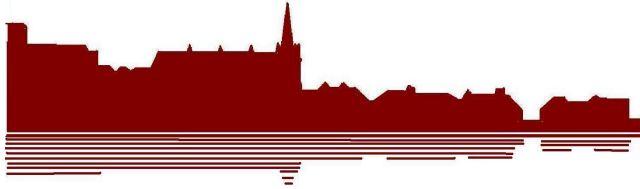
1.2 The dates included for the meetings in 2023/24 are subject to approval at the Annual Council meeting.

Appendix 1 – Community Council Workplan 2023/24.

Llanrhidian Higher Community Council Workplan 2023/24

Appendix 1

	May 2023	June 2023	July 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024
Presentations	Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report	Police Report	Police Report Local Area Co-ordinator		Police Report	Police Report	Police Report Local Area Co-ordinator	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 2024. To Approve Councillors Allowances for the 2022-2023 Financial Year.						To appoint the Grounds Maintenance Contractor To note the budget 2024/25 To Set the Precept for 2023/24	Annual Governance Statement - To approve the report of the External Auditor		
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
Committee Reports		Finance Events & Projects	Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs. Finance - To Approve Grant Payments Personnel / Events & Projects	Events & Projects	Events & Projects	Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Events & Projects	Finance – To recommend the appointment of the preferred contractor – Penclawdd Playground	Finance – To recommend the appointment of the Grounds Maintenance Contractor	Events & Projects	Personnel	Events & Projects
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 – 18th January 2024

Community Council Action Tracker

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

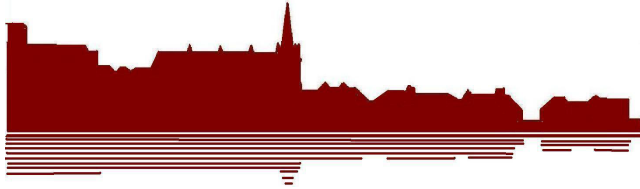
Report Author: Jeremy Parkhouse

For Information

1. Introduction

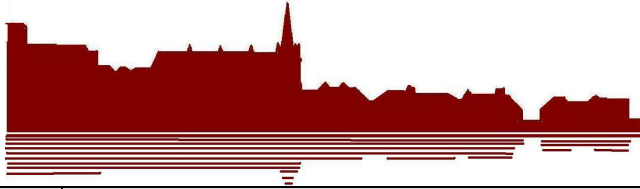
- 1.1 During the course of Community Council, Finance Committee, Personnel Committee and Playground & Memorial Gardens Working Group meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 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

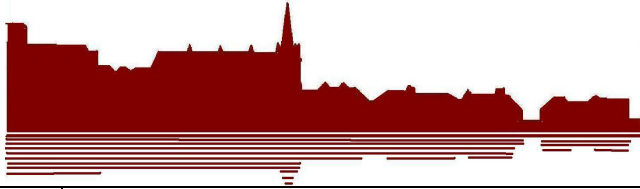


Appendix 1

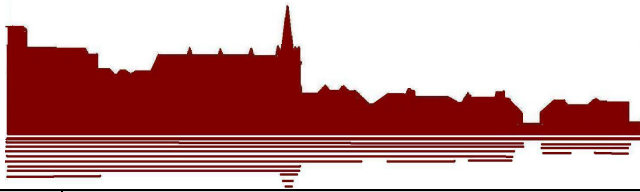
Action Tracker		
	Details	Outcome / Action
1)	21/02/19 – Council - Minute No.120 – Council Property / Community Projects / Burial Grounds	
	Parc Hendy Cemetery / Mount Hermon Cemetery	Gravestones be headstones only in the new section of Parc Hendy and next row at Mount Hermon Cemeteries. ONGOING
2)	31/01/2022 – Finance Committee - Minute No. 45 - Council’s Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms	Clerk to invite quotations in respect of painting the newer section of the Changing Rooms. Ongoing – Awaiting chairs from Llanmorlais Hall to be removed before inviting quotations. ON HOLD
3)	17/02/2022 – Council - Minute No.84 - Reports of the Clerk	
	Correspondence – 17 th February 2022 Penclawdd Community Centre Committee – Responses regarding storage and WIFI.	Approval given regarding storage. The Clerk is to liaise / organise with the Chair of the Community Centre. ONGOING The Clerk is to wait upon further developments prior to seeking wifi quotations. ON HOLD
4)	16/06/2022 – Council - Minute No. 26 - To Approve the Report of the Internal Auditor – Internal Audit for the Year Ended 31st March 2022 and to sign the Annual Governance Statement	
	The Clerk presented the report of Lyn Llewellyn, Internal Auditor regarding his Internal Audit for the Year Ended 31 st March 2022. The work undertaken by the Internal Auditor and the appropriate sections of the Annual Governance Statement were outlined.	1) the Clerk be given authority to open a separate account in respect of the Memorial Gardens charity. ONGOING
5)	21/07/2022 – Council – Minute 42 - Council Property / Community Projects / Burial Grounds	
	Shutters at Graig Y Coed Pavilion	ON HOLD – Clerk to obtain 3 x quotations.
6)	24/01/2023 – Finance Committee – Minute 57 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Flooding to Council buildings.	• The Clerk investigates / drafts an emergency plan. ONGOING
7)	24/01/2023 – Finance Committee – Minute 59 - To Monitor the Risk Management Schedule	
	Benches	Clerk to forward the list of benches to the Ground Maintenance Contractor who would appoint a contractor to check all the benches.



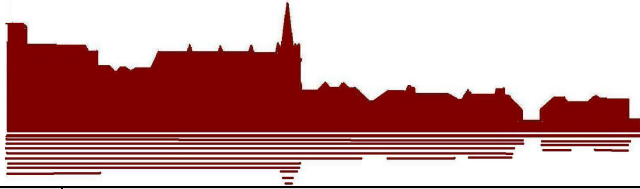
		CLOSED – Duplicate with No. 32.
8)	24/01/2023 – Finance Committee – Minute 61 - The Finance and Governance Toolkit for Community and Town Councils – To Review Part 1 – The Health Check – Themes A and B	
	Finance & Governance Toolkit	<ul style="list-style-type: none"> The Council has provided email addresses but not all Councillors are using them. Clerk to assist Councillors not using the addresses to comply with the requirement. ONGOING Training plan developed / published and reviewed in November 2022. Not all Councillors have completed the training requirements as outlined in the Council training programme. Clerk to assist Councillors to complete the training. ONGOING Clerk to review policies, review policies available on the ACAS website / via One Voice Wales and report to the next meeting. ONGOING The updated Themes A and B sections be reported to a future meeting. ONGOING
9)	16/03/2023 – Council – Minute No.105a – Accounts for Payment	
	Quotations a) Drainage at Parc Hendy Cemetery – Jonathan Davis. c) CCTV at Mount Hermon Car Park – PES Security Ltd / Tower Hire.	<ol style="list-style-type: none"> Quotation a) be reconsidered next year and additional quotations be sought at the time. ON HOLD The quotations at c) be noted and Mount Hermon Car Park be monitored closely for the next 6 months, and the matter be discussed in October 2023. ON HOLD The Clerk looks further into the Community Council obtaining the General Power of Competence. ONGOING
	Item No.30 - Penclawdd sign at the entrance to the village.	Different options to be considered at a future meeting. ONGOING



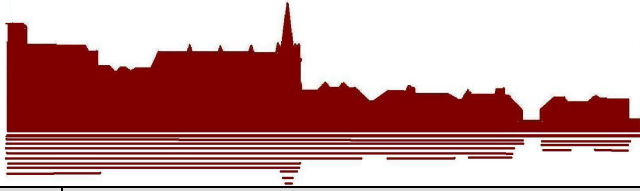
10)	20/04/2023 – Council – Minute No.120 – Reports of the Clerk = Accounts for Payment Quotations	<p>a) Screen for skip at Penclawdd Recreation Ground. ON HOLD - contractor be asked if the skip can be painted green.</p> <p>b) Springy at Crofty – Playground – ON HOLD - subject to the possibility of like for like equipment being transferred from Penclawdd Playground.</p>
11)	18/05/2023 – Annual Council – Minute No. 13 – Reports of the Clerk a) Accounts for Payment - Quotations: -	<p>a) LECTERNS at Station Square / footpath to Gowerton – The Clerk reported that Swansea Council tendered for 2 options and the winning tenders were from the same company. The cheaper option at Quotation c) be approved, subject to the Clerk negotiating the replacement of the information contained within the lecterns, the location of the damaged lectern located opposite Abercedi, Penclawdd being clarified and a maintenance plan being established in respect of the lecterns / Penclawdd sign. ONGOING</p> <p>b) Dog Waste Signs – The Clerk stated that he had been in discussion with Swansea Council Design Print regarding a possible tender for dog waste / any additional signs required. Councillor Adam Woolliscroft queried the maximum size of sign available without planning permission. ONGOING</p>
	Action Tracker	<ul style="list-style-type: none"> • Noticeboard – Memorial Gardens – Clerk to discuss options with Jonathan Davis. CLOSED – Decided to keep using the current



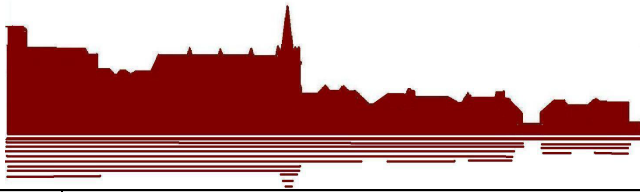
		noticeboard until it becomes unusable / replace faulty lock.
12)	18/05/2023 – Annual Council – Minute No. 15 – Community Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground	1) The Clerk discusses different options regarding the prevention of lazy parking at the entrance to the Playground with Jonathan Davis. ON HOLD – Await completion of the new playground.
13)	06/06/2023 – Finance Committee – Minute No. 7 – Quarterly Discussions with Grounds Maintenance Contractor	
	Discussions with GMC	1) JD / the Clerk speaks to the resident living near to Dunraven regarding Japanese Knotweed. ONGOING
14)	15/06/2023 – Council – Minute No. 27 – Council Property / Community Projects / Burial Grounds	
	Foreshore Car Park Bins - Councillor John Davies had met with GG's / Roma as discussed at the Finance Committee. He would meet them again on 16th June 2023 to agree the options going forward and report back to Finance Committee / Council.	1) The Clerk / Councillor James Matthews further investigate the deterrent options discussed / signage. ONGOING
15)	11/07/2023 – Events & Projects Committee – Minute No. 8 – Penclawdd Playground Project	
	The meeting discussed the proposed development of Penclawdd Playground. The following were discussed: - <ul style="list-style-type: none"> Sheds adjacent to playground – The Community Council needs to establish ownership of the sheds as soon as possible. Different options discussed included the Council taking over the lease / demolish. If successful, the new playground can wrap around the current shed area, extending the fence boundary. The tree on the current boundary should also be removed if it had died. Install a second usable exit. 	1) The Clerk continues to investigate the ownership of the sheds. CLOSED – The garages / shed are owned by Somerset Trust. 2) The tree on the eastern boundary be removed if dead. CLOSED – Land is not being used in the new playground. 3) A second usable gate be included in the final design. CLOSED – Second entrance to be included as part of the new design.
16)	21/09/2023 – Council – Minute No. 48 – Reports of the Clerk	
	Quotations: - <ul style="list-style-type: none"> c) Biodiversity & Ecological Enhancement works (as required by Planning Permission), to install fruit trees at Parc Dan Y Graig. d) Installation of disabled shower and toilet in old changing rooms at Parc Dan Y Graig. 3 quotations received. 	Quotation – Jonathan Davis – approved. CLOSED Quotation – R A Jones – approved and works commenced. CLOSED



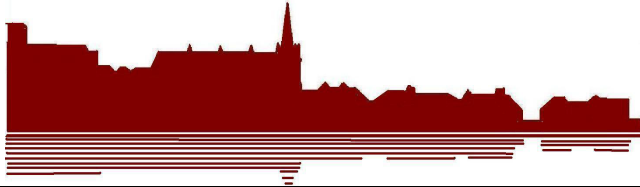
	e) Tree & Scrub Cutting to Re-Establish 4m Wide Paths within the Graig Y Coed Woodland Area. 3 quotations received.	Quotation – Jonathan Davis – approved. CLOSED
	Correspondence: - <ul style="list-style-type: none"> Men's Sheds and our Biodiversity Plans - Councillor Melissa Roberts reported that Penllergaer Men's Shed were interested in providing bird / insect boxes to the Council. June Robatto & Lesley James – Request to remove ivy / weeds at Parc Dan Y Graig. Penclawdd RFC – Request to for funding to update floodlights. 	Cllr Melissa Roberts would update the next meeting. CLOSED – The Council was updated. The Clerk has asked Jonathan Davis to treat / remove the weeds. CLOSED – Work completed. Referred to Finance Committee. CLOSED
17)	21/09/2023 – Council – Minute No. 50 – Council Property / Community Projects / Burial Grounds	
	Llanmorlais Hall Car Park – Councillor Melissa Roberts reported that the Hall Committee had requested that parking lines be reinstalled for Hall users.	Action – The Clerks asks Jonathan Davis to arrange quotations. CLOSED – Quotes provided.
18)	21/09/2023 – Council – Minute No. 51 – Swansea Council Issues	
	<ul style="list-style-type: none"> CWOTS – It was requested that the CWOTS Team clear along the base of the top wall at Parc Hendy Cemetery. 	ONGOING
19)	03/10/2023 – Finance Committee – Minute No. 19 – Items referred by Council	
	Penclawdd RFC – Request for financial support for floodlights at Graig Y Coed	The matter be placed on hold to allow the financial position of the Community Council to be made clear following the completion of the Parc Dan Y Graig and Bowls Pavilion refurbishment projects. ON HOLD
20)	03/10/2023 – Finance Committee – Minute No. 23 – Ground Maintenance Contract 2024-2027	
	<ul style="list-style-type: none"> Cleaning of changing rooms fascia / down pipes. Annual service of boilers, pipework and heating at Council changing rooms. Arrange electricity inspection of buildings when required. Annual service check of floodlights at Llanmorlais. <p>The Community Council follows the process it undertook in 2019 with the option to extend the contract for a further 2 years.</p>	CLOSED – Included within ground maintenance contract
21)	03/10/2023 – Personnel Committee – Minute No. 15 – Personnel Matters	
	<ul style="list-style-type: none"> The Clerk obtains a quotation from PES to extend the current CCTV coverage at Penclawdd Recreation Ground. 	ONGOING
22)	03/10/2023 – Events & Projects Committee – Minute No. 13 – Events & Projects Report	
	Penclawdd Playground	CLOSED – All actions completed / included in the



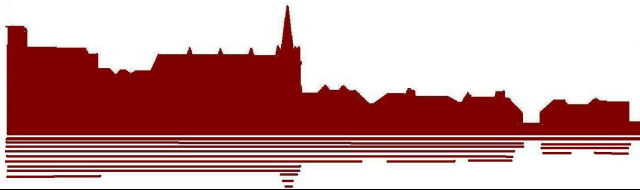
	<ul style="list-style-type: none"> • Access gate to be moved and positioning discussed with Jonathan Davis (JD). • Roma Fish Bar be asked if a smaller pedestrian gate could have access to their land, particularly the seated area. • Final budget to be confirmed to tendering companies. • Swing seat to remain in its current position. • Equipment to be moved to Crofty Playground - Equipment to be disposed of / stored once removed. • JD be asked to provide quotations to project manage the work, to quote to remove the equipment, in addition to his previous quote to remove the surface. • Five firms be asked to quote. 	<p>tender.</p>
<p>23)</p>	<p>19/10/2023 – Council – Minute No. 67 – Chair’s Announcements</p>	
	<ul style="list-style-type: none"> • Parking at Station Platform, Penclawdd – Susan and Rod Cooper highlighted that cars were regularly parking on the grass area near to the Station Platform 	<p>The Chair requested that the Clerk looks at the grant / lease agreement to see the powers of the Community Council in respect of the land / CK’s are contacted regarding the issue. ONGOING – The Community Council has an agreement to cut the grass only.</p>
<p>24)</p>	<p>19/10/2023 – Council – Minute No. 68 – Police Report</p>	
	<ul style="list-style-type: none"> • Local Matters 	<p>The Clerk / Councillor Andrew Williams have the authority to undertake additional background research and to proceed to address the issues discussed. ONGOING</p>
<p>25)</p>	<p>19/10/2023 – Council – Minute No. 69 – Reports of the Clerk</p>	
	<ul style="list-style-type: none"> • Quotations 	<ul style="list-style-type: none"> • Quotation a) provided by Jonathan Davis for £2,275.00 (including VAT) @ £35 per hour for 65 hours, be approved. CLOSED • Quotation b) provided by Jonathan Davis to Removal to either recycling facility or storage for re-use of existing play equipment from within Penclawdd Playground / supply of type 1 limestone sub-base to backfill footing holes and compact to completion, for £2,952.00



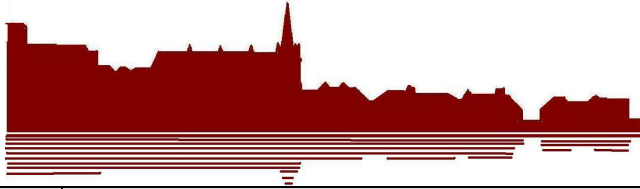
		<p>(including VAT), be approved. CLOSED</p> <ul style="list-style-type: none"> To install flooring at Remembrance Sunday Service from Quotation c) provided by Commercial Marquees for £300 (plus VAT), be approved. CLOSED
	<ul style="list-style-type: none"> Correspondence 	<ul style="list-style-type: none"> Swansea Council – Swansea Community Review - To be discussed at the next scheduled meeting. CLOSED – Included on 16/11/23 agenda. SLCC Annual Membership 2023-2024 - Agreed to renew the membership. CLOSED 20 mph speed limits - Councillor Andrew Williams to approach the relevant Cabinet Member regarding 20 mph signs around Penclawdd Primary School. CLOSED National Trust – Lease of Crofty Playground - Clerk to progress. ONGOING
	<ul style="list-style-type: none"> Community Council Action Tracker 	<ul style="list-style-type: none"> Llanmorlais Hall Car Park – Councillor Melissa Roberts highlighted that water running across the car park after heavy rain and was flooding the kitchen entrance and footpath around the side of the Hall. The Clerk seeks quotations to install drainage to prevent future flooding. CLOSED – Quotations provided.
26)	19/10/2023 – Council – Minute No. 72 – Swansea Council Issues	
	<ul style="list-style-type: none"> Report of the Penclawdd Ward Member 	<p>Water running from Graig Y Coed – Councillor Andrew Williams would ask Highways to investigate. CLOSED – Swansea Council had completed their investigations and would be undertaking a repair to the pipe running under the main road onto the marsh.</p>
27)	19/10/2023 – Council – Future Meetings	
	<ul style="list-style-type: none"> The Clerk requested that the Council meeting in February 	The request was approved.



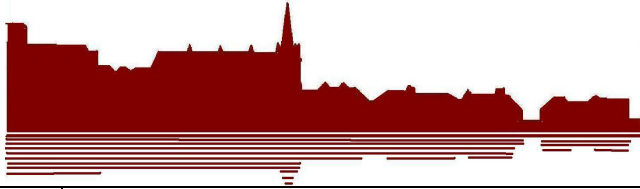
	2024 be moved from 15th to 8th February 2024.	CLOSED
28)	07/11/2023 – Finance Committee – Minute No. 28 - Quarterly Discussion with the Grounds Maintenance Contractor	
	<p>The meeting discussed the following: -</p> <ul style="list-style-type: none"> • Progress on the Bowls Pavilion Project – the work was being done by local contractors and was progressing well. • Dwr Cymru – had contacted the Clerk regarding the high usage at Penclawdd Recreation Ground. JD would check the meter / turn the water off to try to locate any potential leaks. • Llanmorlais Hall Car Park – JD would look at the current drainage in the car park to try to prevent water flooding the kitchen door area of the Hall. JD would also provide a quote for line marking at the Hall as discussed. 	<ul style="list-style-type: none"> • The Chair added that the Committee / Council could meet in the Bowls Pavilion once the work was completed. ONGOING • ONGOING – Check made and Welsh Water were due to visit to locate any leaks. JD stated that the meter at Trinity Chapel was running very slowly. • CLOSED – Quotations provided.
29)	07/11/2023 – Finance Committee – Minute No. 30 - To Monitor the Council Budget 2023-2024 and to Agree the Draft Budget 2024-2025	
	<ul style="list-style-type: none"> • The Clerk also presented a draft budget for 2023/2024 which included a 10% increase to the precept, which only just balanced. He noted that the updated draft budget for 2024-25 would be approved by the Community Council in January 2024. • The quotation provided by Swansea Council for hanging baskets in 2024 was discussed. Councillor Melissa Roberts asked the Clerk to check if the 3-tier planter at the entrance to Crofty was owned by the Community Council. 	<p>1) The Draft Budget for 2024-25 be recommended to Council for approval. CLOSED</p> <p>2) The Clerk confirms the ownership of the 3-tier planter at Crofty. CLOSED – Swansea Council owns the planter.</p>
30)	07/11/2023 – Finance Committee – Minute No. 31 - To Agree Burial Fees & Charges 2024	
	<ul style="list-style-type: none"> • It was proposed that: - • The Burial Fees and Charges increase by 5% for non-residents and residents. 	That the proposal be agreed and forwarded to Council for approval. CLOSED
31)	07/11/2023 – Finance Committee – Minute No. 32 - The Council’s Property Maintenance Schedule	
	<p>The Clerk reported that Active HSE had informed him that the immersion heater at Llanmorlais Changing Rooms was not heating sufficiently to reach legal levels for legionella testing. The options suggested were discussed and it was decided that the best option would be to disconnect the heater as the showers were not presently used.</p> <p>The Committee also requested that the following be added to the 5-year capital works programme: -</p> <ul style="list-style-type: none"> • Extension of Parc Hendy Cemetery. • Rugby Pavilion Roof at Penclawdd Recreation Ground. 	<p>1) The immersion heater at Llanmorlais be disconnected. CLOSED</p> <p>2) The proposed list be added to the 5-year capital works programme. ONGOING</p>



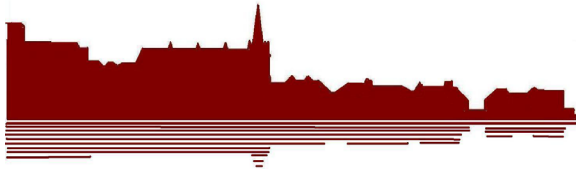
	<ul style="list-style-type: none"> Pitch / car park drainage at Graig Y Coed. Conversion of second changing rooms at Llanmorlais to office / meeting accommodation. Provision of disabled ramps to Community Council building to make them DDA compliant. 	
32)	07/11/2023 – Finance Committee – Minute No. 34 - To Monitor the Risk Management Schedule.	
	Benches	The list of benches be forwarded to Councillors John Davies and Sarah Hughes for the benches to be checked.
33)	16/11/23 – Council – Minute No.78 – Chair’s Announcement	
	The Clerk added that thank you letters would be forwarded to all the organisations / individuals involved.	CLOSED – Letters sent
34)	16/11/23 – Council – Minute No. 81 - Report of Brian Farr, Local Area Co-ordinator	
	Brian Farr added that he would be retiring in March 2024 but would attend one further meeting in the New Year.	ONGOING – Brian Farr has been invited to the meeting on 21/03/24.
35)	16/11/23 – Council – Minute No. 82 - Reports of the Clerk	
	<p>Accounts for Payment</p> <p>Quotations: -</p> <p>1) Moving maintenance access gate / installing second pedestrian gate at Penclawdd Playground – for information – approved by Events and Projects Committee on 7th November 2023.</p> <p>2) Hanging baskets for 2024.</p> <p>3) The Clerk also highlighted that he had worked 80 hours overtime due to the amount of work created by additional meetings / number of ongoing projects.</p>	<p>1) Quotation a) provided by Jonathan Davis for £2,572.11 be noted. CLOSED</p> <p>2) The Chair will meet with Alan Hughes, Swansea Council on 22nd January 2024 to discuss reducing the quotation provided for 2024. ONGOING</p> <p>3) The Clerk be paid for 80 hours overtime worked. CLOSED</p>
	Correspondence: - Swansea Council – Swansea Community Review.	ONGOING - To be discussed at the meeting scheduled for January 2024.
	Community Council Action Tracker	Llanmorlais Hall Car Park – Quotations were awaited off Jonathan Davis in respect of drainage and line marking. CLOSED – Quotation received / for approval.
36)	16/11/23 – Council – Minute No. 83 – Committee Reports	
	<p>Events & Projects Committee</p> <p>Councillors Andrew Williams, Leanne Davies and Adam Woolliscroft reported on the recent site visit made by Swansea Council Cabinet Members and officers. Issues discussed included the following: -</p> <ul style="list-style-type: none"> Drainage at the site / options available. 	<p>1) The Community Council provides £10,000 towards the project groundworks / soft works. CLOSED – Approved.</p> <p>2) A tender opening group consisting of Councillor Leanne Davies, Councillor Adam Woolliscroft and the</p>



	<ul style="list-style-type: none"> • Installation timescale. • Financial contributions by the Community Council. • Timescale of meetings to appoint the preferred contractor. • Additional groundworks / soft works. 	<p>Clerk meet on Friday, 1st December 2023. CLOSED – Completed.</p> <p>3) An Extraordinary Council meeting be scheduled for 8.30 p.m. on Wednesday, 6th December 2023 to appoint the preferred tenderer for the Penclawdd Playground Project. CLOSED – Meeting held.</p>
	To Agree Burial Fees & Charges 2024	<p>The Burial Fees & Charges 2024 increase by 5% for non-residents and residents. CLOSED – Approved.</p>
37)	16/11/23 – Council – Minute No. 84 –	
	<ul style="list-style-type: none"> • Christmas Trees – the Clerk reported that Jonathan Davis had informed him that he could purchase two 6ft potted trees which could be planted at the Memorial Gardens / Llanmorlais roundabout. • Swansea University – Use of Community Council facilities – the Clerk stated that Penclawdd RFC had been in discussions with Swansea University regarding use of the rugby pitches at Penclawdd Recreation Ground / Graig Y Coed. 	<p>Councillors John Davies and Leanne Davies approach local providers to donate the Christmas trees. ONGOING</p> <p>Penclawdd RFC be allowed to make arrangements for the remainder of the 2023-24 rugby season. CLOSED</p>
38)	06/12/23 – Special Events & Projects Committee – Minute No. 24 – To Approve the Preferred Tender in Respect of the Penclawdd Playground Project	
	<p>Councillors Leanne Davies and Adam Woolliscroft reported that the Invitation to Tender (ITT) in respect of Penclawdd Playground was issued to potential contractors on 10th November 2023 and was forwarded to five firms. The ITT was attached at Appendix A.</p> <p>The deadline for submission of tenders was 1st December 2023 and a working group consisting of Councillors Leanne Davies and Councillor Adam Woolliscroft met on 1st December 2023 to open the tenders received. Two tenders were submitted before the deadline date. These were listed as Contractor 1 and Contractor 2.</p> <p>The Committee considered both tenders at length.</p>	<p>1) Contractor 1 be recommended to Council for approval. CLOSED</p> <p>2) The total budget be increased to £130,000 net and to include additional wet pour on areas of high footfall, which is to be negotiated with the successful contractor. CLOSED</p> <p>3) The Clerk informs Swansea Council regarding the decision to appoint a contractor. CLOSED</p>
39)	06/12/23 – Council – Minute No. 92 – To Approve the Preferred Tender in Respect of the Penclawdd Playground Project	
	<p>Councillors Leanne Davies and Adam Woolliscroft reported that the Invitation to Tender (ITT) in respect of Penclawdd Playground was issued to potential contractors on 10th November 2023 and was forwarded to five firms. The ITT was attached at Appendix A.</p> <p>The deadline for submission of tenders was 1st December 2023 and a working group consisting of Councillors Leanne Davies and Councillor Adam Woolliscroft met on 1st December</p>	<p>1) Contractor 1 be approved, subject to approval and receipt of grant funding from Swansea Council. ONGOING</p> <p>2) The total budget be increased to £130,000 net and to include additional wet pour on areas of high footfall, which is to be negotiated with the successful contractor.</p>



	<p>2023 to open the tenders received. Two tenders were submitted before the deadline date. These were listed as Contractor 1 and Contractor 2.</p> <p>The Events and Projects Committee met on 6th December 2023 at 7 p.m. and recommended that Contractor 1 be appointed. The reasons supporting that decision were outlined.</p>	<p>CLOSED – Approved. 3) Councillor Andrew Williams commits £5,000 in respect of contingency funding. CLOSED – Approved. 4) Councillors Leanne Davies and Adam Woolliscroft be given the authority as project managers to fine tune the contract with the successful contractor. ONGOING 5) The Clerk informs Swansea Council regarding the decision to appoint a contractor. CLOSED – Swansea Council informed.</p>
<p>40)</p>	<p>06/12/23 – Council – Minute No. 93 – Graig Y Coed Football Pitch – Drainage Problems</p> <p>The Clerk reported that following the drainage problems at Graig Y Coed Football pitch, the Chair had asked Jonathan Davis, Ground Maintenance Contractor for a quotation to repair the problem and allow games to commence as soon as possible.</p> <p>The quotation was provided and it was also explained that Jonathan Davis could undertake a test dig to the problem areas in order to find a solution. It was added that Swansea Council should also be contacted in order to solve the problem of water on the road at the entrance to Graig Y Coed, which could also be a contributory factor to the drainage problems.</p>	<p>1) The Ground Maintenance Contractor be requested to undertake a test dig to the problem areas in order to find a solution. CLOSED – Test dig completed and further information sought from Planning regarding siting of original drains. 2) Councillor Andrew Williams / the Clerk contact Swansea Council regarding the problem of water on the road at Graig Y Coed entrance. CLOSED Swansea Council had completed their investigations and would be undertaking a repair to the pipe running under the main road onto the marsh.</p>



Item No. 11

Council – 18th January 2024

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

A site visit took place on Saturday, 6th January 2024. Sara Green, representing the Cymru Football Foundation attended and was impressed with the progress made.

SSE Southern Electric have still not installed the 3-phase meter and Penclawdd AFC have made a formal complaint regarding the delay. It is hoped that it will be fitted very shortly.

Works to the disabled toilet / shower are nearly completed, with only electrical works remaining. The Clerk will forward the final invoices to CFF once received.

2. Parc Hendy Cemetery

The surveyor's updated design was approved in September 2023. The Community Council is aware of the potential costs of drainage improvements and should look to progress matters in the new financial year.

3. The Dock / Penclawdd Playground

The preferred contractor was appointed on 6th December 2023. Councillors Adam Woolliscroft and Leanne Davies have been given the authority to complete the final negotiations / playground designs / programme timetable.

4. Memorial Gardens

The Christmas Tree will be planted inside the Memorial Gardens for future use.

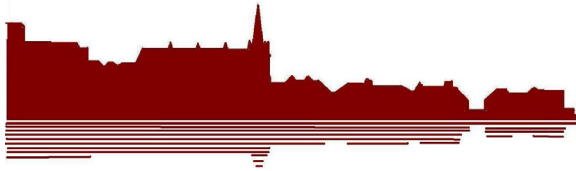
5. Recreation Ground / Bowls Green

The refurbishment project is nearing completion with only the kitchen units to be installed.

The gate access from Penclawdd RFC car park have been bolted shut following damage to the padlocks and chains. Welsh Water are due to check the meter usage as a result of heavy use in the summer / autumn.

6. Crofty Playground

The 25-year lease has been signed and forwarded to the National Trust who are proceeding with matters prior to completion.



- 7. Llanmorlais Changing Rooms / MUGA / Recreation Ground**
A replacement door is required for the storage shed next to the changing rooms. The Ground Maintenance Contractor has submitted quotations in respect of car park drainage and line marking.
- 8. Mount Hermon Cemetery & Car Park**
The Council agreed to monitor the position at the Car Park, prior to making any decisions regarding the purchase of CCTV.
- 9. Graig Y Coed**
The Clerk is awaiting a response from Swansea Council Planning Department regarding the original drainage at the site. This would allow further exploratory works to be undertaken.
- 10. Defibrillators**
Blue Anchor Ladies received a CPR / Defibrillator training session last summer at Penclawdd Community Centre, which was attended by Councillor Sarah Hughes.
- 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.
- 12. Graig Y Coed Woodland Project**
The application for Rural Anchor funding was approved in principle and subject to a firm offer, the Ground Maintenance Contractor / Volunteers can commence with the project. Additional quotes have also been received in respect to additional work at the site.
- 13. Asset Transfer Request – Layby opposite Graig Y Coed**
The Community Council agreed to proceed with the 'licence' to take over the layby and further progress from Swansea Council is awaited.

**Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
11th January 2024**

Item No. 12

Council – 18th January 2024

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 had all routine meetings including, full Council, Planning Committee, South Wales Police and Brian Farr (LAC).
2)	I reported Welsh Water issues to Tonia Antoniazzi M.P., who escalated the concern. A full report was received from Welsh Water senior management.
3)	Flooding issues have been raised with Bob Fenwick, Highways Section regarding the recent issues on Gowerton Road. Gulleys will be cleaned on a more frequent basis in trouble spots in future.
4)	Water on the road by Graig Y Coed has been resolved, a 4 inch pipe was damaged allowing the water to enter the carriageway.
5)	Penclawdd RFC were awarded over 5k towards the new floodlights at Graig Y Coed via Spacehive.
6)	I conducted a litter pick along the main road from West End to the end of Gowerton Road.
7)	Flooding issues on Hendy Road reported and are being investigated by Highways.
8)	Extensive flooding by Osborne Place, Crofty is being investigated by Highways.
9)	I have requested more gully sucking work for Station Road, Llanmorlais.
10)	I have reported issues to Housing as a result of unsatisfactory work carried out by R and M Williams.
11)	I have agreed to fund wildflower planting with the Council for next summer out of my community budget.
12)	I made a donation to Penclawdd Primary School to provide presents for pupils.
13)	I facilitated a meeting between residents and Swansea Council officials regarding the proposed use of the Council owned house at Blaencedi.
14)	My contribution to the charity 'The Sharing Table' provided hampers for local people over the Christmas period.
15)	New safety barriers have been installed along Belle Vue, Penclawdd.
16)	CWOT Team has been cleaning footpaths, the lane next to Penclawdd Community Centre and Graig Y Coed steps leading to the Graig.

17) Planning Applications.

Pen-clawdd Ward planning applications were circulated in the weekly list. Councillors can verbally raise any applications they wish to discuss.

18) Footpaths, Cycle Paths and Bridleways.

Councillor Colin Guy reported a fallend tree on the cycle track at Llanmorlais. The Clerk informed Sustrans regarding the issue.

11th January 2024