

To: All Members of Llanrhidian Higher Community Council

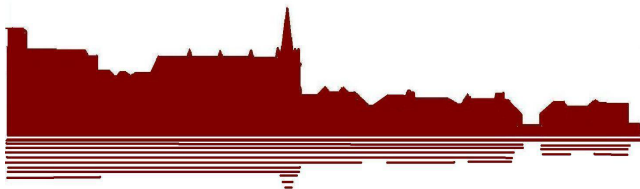
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 18th July 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 meeting of Council held on 20 th June 2024.	5-11
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.	12
a)	Accounts for Payment / Quotations.	13
b)	Budget Monitoring 2024/25.	14-14
c)	Correspondence.	18
d)	Work Plan 2024/2025.	19-20
e)	Community Council Action Tracker.	21-29
8.	Committee Reports - None.	
9.	Council Property / Community Projects / Burial Grounds.	30-31



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

10.	City and County of Swansea Issues.	32
	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, 19th September 2024 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
10th July 2024

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor Melissa Roberts
Councillor John Davies	Councillor Mike Sheehan (Vice-Chair)
Councillor Leanne Davies	Councillor Paul Tucker (Chair)
Councillor Sarah Hughes	Councillor Andrew Williams
Councillor James Matthews	Councillor Adam Woolliscroft

Quorum – 4

Item No. 2
Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the Llanrhidian Higher Community Council. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the City and County of Swansea's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration.



Minutes of the Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 20th June 2024 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, John Davies, James Matthews, Melissa Roberts, Mike Sheehan, Paul Tucker, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

Also Present: Paul Walker-Jones – Down to Earth

19. Apologies for Absence

Apologies for absence were received from Councillors Leanne Davies and Sarah Hughes. Also, from PCSO Andrew Brown, South Wales Police.

20. 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 Andrew Williams declared a personal and prejudicial interest in Minute No.22 – Swansea Council Matters b) Planning – Down to Earth presentation and left prior to any discussions taking place.

Councillors Huw Davies, Paul Tucker, Andrew Williams, Adam Woolliscroft and the Clerk declared personal interests in Minute No.29 – Reports of the Clerk – Quotations.

21. Minutes

Resolved that the Minutes of the Annual Council meeting held on 16th May 2024 be approved and signed as a correct record.

22. Swansea Council Matters

b) Planning

- Down To Earth – Proposed Manufacturing Facility at Crofty Industrial Estate – Paul Walker-Jones provided an informative presentation regarding the proposed development. Councillors asked a number of questions in relation to the presentation, which were responded to accordingly.



The Chair thanked the Down to Earth representative for his presentation.

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:

- CWOTS Team – They had cleared the footpath at Pen Y Lan and the ivy growing on the seawall at West End.
- Gower Local Area Co-ordinator – The new LAC had recently commenced in her role and had met with the Ward Member.
- Litter – There had been visibly less litter around the car park since the removal of the small bins at the entrance to the playground.
- Community Funding Day – This would be held on Penclawdd Recreation Ground on 13th July 2024 and many local groups / clubs would be attending.
- Resurfacing of B4295 from Gowerton to Station Square – The contract would be awarded shortly.

c) Footpaths

- Delay in Contract Award – Councillor Andrew Williams highlighted that there had been a delay in the footpaths cutting contract being awarded for the second successive year. He added that some footpaths were becoming impassable and he had received a number of complaints from residents.

An explanation regarding the delay had been requested.

23. Chairs Announcements

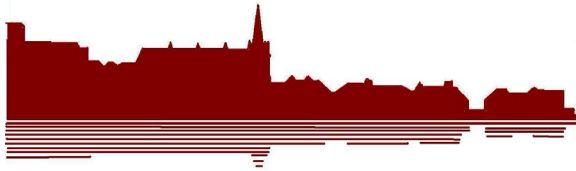
The Chair made the following announcements: -

- Playground Project – All involved in the Penclawdd Playground Project were thanked for their work. It was added that the proposed date for the formal opening is Friday, 19th July 2024, but this is to be confirmed.

Councillor Adam Woolliscroft reported the playground inspection report and stated that Dragon Play and Sports Ltd were addressing some of the issues. The Council needed to repair / paint the tarmac strip in the middle of the playground.

Resolved that: -

- 1) A letter of thanks be forwarded to the Leader of Swansea Council.
- 2) A 'keep clear' sign be placed on the maintenance gate at the playground.



- Graig Y Coed Football Pitch – Jonathan Davis, Ground Maintenance Contractor was thanked for the tremendous amount of work that had been completed to deal with the drainage problems.

24. Public Question Time

None.

25. Community Reports

a) Police Report

PCSO Andrew Brown had informed the Penclawdd Ward Member that crime levels were currently very low.

Councillor Melissa Roberts reported that an adult's Saracen bike had been stolen from the driveway of a house on Pencaerfenni Lane, Crofty, last week. People had been asked to look out for it and to be aware.

26. To Approve the Report of the Internal Auditor – Internal Audit for the Year Ended 31st March 2024 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 31st March 2024. The work undertaken by the Internal Auditor and the appropriate sections of the Annual Governance Statement were outlined.

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

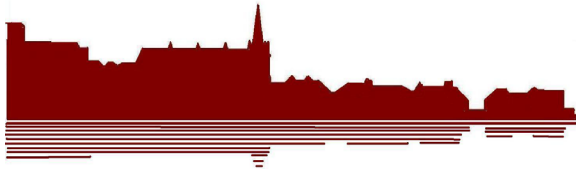
Resolved that: -

- 1) The report of the Internal Auditor for the year ended 31st March 2024 be approved.
- 2) The Annual Governance Statement be signed by the Chair and Clerk and forwarded to the External Auditor for approval.

27. To Appoint an Internal Auditor for the Financial Year Ending 31st March 2025.

The Clerk presented a report which recommended that Lyn Llewellyn be appointed Internal Auditor for the year ending 31st March 2025.

Resolved that Lyn Llewellyn be appointed Internal Auditor for the year ending 31st March 2025.



28. To Approve Councillor Expenses 2023/2024.

The Clerk presented the Councillor Allowances for the 2023-2024 Financial Year.

Resolved that

29. Reports of the Clerk

The Clerk reported the following: -

a) Accounts for Payment

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

The following were also highlighted: -

Additional Invoices

- a) £12.75 – Crofty Post Office – postage.
- b) £149.83 – SSE Southern – Electricity at Llanmorlais.
- c) £672.00 – Swansea Council – Trade Waste at Foreshore Car Park.
- d) £26.10 – Penclawdd Post Office – postage.
- e) £33.24 – Amazon – Office supplies.
- f) £60 – Curry's – Cloud Back Up (Repayment of Clerk)

Additional Income

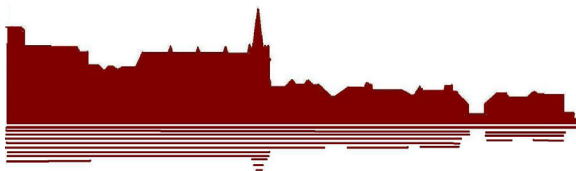
- a) £221.00 – Mount Hermon - Cremated remains permit (non-resident).
- b) £146 – Mount Hermon – Cremated remains permit (resident).
- c) £168 – Mount Hermon – Cremated remains re-opener (resident).
- d) £304 – Mount Hermon – Cremated remains new plot (no-resident).

Transfers

£141,791.40 from Projects Account to Current Account.

Quotations

- a) Finishing shower area at disabled toilet at Parc Dany Y Graig – not received.
- b) CCTV Extension at Penclawdd Recreation Ground – not received.
- c) Quotations for materials to complete café area at Parc Dan Y Graif Changing Rooms.
- d) Sound provision at Remembrance Sunday Service.
- e) Flooring provision at Remembrance Sunday Service.
- f) Provision of painting materials for Penclawdd Recreation Ground Pavilion.



Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 16th June 2024 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 d listed above, provided by Total Sound Solutions for £639.50, be approved.
- 7) Quotation e listed above, provided by Commercial Marquees for £355, be approved.
- 8) Request f be approved and be limited to £200.
- 9) Quotation c be noted at present and grant applications be sought to purchase the materials.

b) Budget Monitoring 2024/25

The Clerk presented 'for information' the up-to-date budget spend for 2024-25 at Appendix B.

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.	One Voice Wales – Amended Standing Orders.	Clerk to report to July / September meeting.
2.	Tonner, John & Ratti – Legal advice.	1. Clerk to serve notice that abandoned car be removed in 2 weeks. 2. Clerk to seek potential costs of employing a car park security company.
	Additional Correspondence	
9.	Play Inspection Company – Penclawdd Playground Inspection.	Councillor Adam Woolliscroft to co-ordinate actions.
10.	Play Inspection Company – Crofty Playground Inspection.	Clerk / Jonathan Davis to co-ordinate actions.
11.	Audit Wales – 2023/24 Audit – Timetable and advice.	Noted.

Resolved that:

- 1) All correspondence be noted.



2) The actions outlined in the list of correspondence be completed.

d) Work Plan 2024/25

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

e) Community Council Action Tracker

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

30. Committee Reports

- Finance Committee - Annual Fees / Pitch Hire Costs 2024-2025

Resolved that the Annual Fees and Charges 2024-2025, provided at Table 1, be approved.

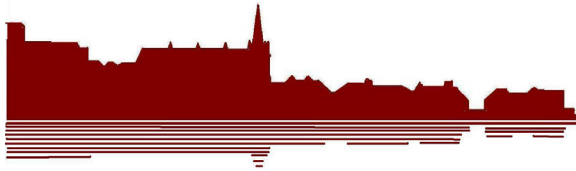
31. Council Property / Community Projects / Burial Grounds

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

- Skateboard Ramp – Users had stated that the ramps were fine but that the concrete flooring was uneven and required repair.
- Tennis courts – both courts were being used, which was great to see.
- Examples of litter bins as a possibility for the Foreshore Car Park.
- Current bins at the Foreshore Car Park.
- Graig Y Coed drainage – The Clerk reported that the Ground Maintenance Contractor had asked for a drainage contractor to be employed to clear a blocked drainage system. The Clerk added that Swansea Council were prepared to assist with advice in relation to Graig Y Coed drainage.
- Dunraven – It was noted that Dunraven had still not been cut.

Resolved that: -

- 1) The Clerk to request a quotation off Jonathan Davis to repair / renew the flooring at the skateboard ramp.
- 2) Councillor James Matthews circulates the example of litter bins to the Council.
- 3) The Clerk clarifies if Swansea Council would remove the bins should the Community Council purchase new bins and if so, obtain the cost of installing a base.
- 4) Councillor Andrew Williams to request a bin without a top slot to deter the seagulls from dragging items out of the bin.
- 5) The Clerk requests that Swansea Council provide officer assistance / advice in relation to the drainage.



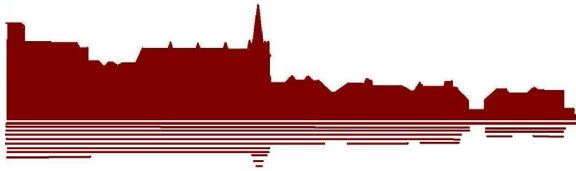
- 6) Once the advice is obtained, a drainage contractor be appointed (if required) to clear the blocked drainage system.
- 7) The Clerk requests an update regarding Dunraven being cut.

32. Outside Bodies

- Gower National Landscapes Advisory Group – 24th June 2024 at 6.30 p.m. – Chair to attend.
- One Voice Wales Swansea Area Committee – 15th July 2024 at 7 p.m. (Zoom only) – Councillor Huw Davies to attend.

The meeting ended at 8.45 pm

Chair



Item No. 7

Council – 18th July 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 – July 2024.
- Quotations / requests reported.
 - Finishing shower area at disabled toilet at Parc Dan Y Graig.
 - Quotations for materials to complete café area in Parc Dan Y Graig Changing Rooms.
 - CCTV Extension at Penclawdd Recreation Ground.
 - Works to Crofty Playground.
 - Line markings at Foreshore Car Park.
 - Tarmac strip within Penclawdd Playground.
 - Noticeboard.
 - Enforcement services at Foreshore Car Park.

b) Budget Monitoring 2024/25

Attached at Appendix B.

c) Correspondence

Attached at Appendix C.

d) Work Programme 2024-2025

Attached at Appendix D.

e) Community Council Action Tracker

Attached at Appendix E.

Jeremy Parkhouse
Clerk to the Community Council
8th July 2024

Appendix A

ACCOUNTS FOR PAYMENT – 18th July 2024

Salaries	£1,181.87
Clerks Expenses	£50.97
Pinnacle - Printing costs - Invoice 113894 (£22.52 Net) (£4.50 VAT)	£27.02
One Voice Wales - Councillor Training - Councillor Mike Sheehan - The Councillor Module 2	£40.00
Jonathan Davis & Son - Invoice 24/46 - Monthly Costing June 2024 - Additional Works: Padlock Supply Llanmorlais Rec, Penclawdd Playground 20no Additional Turf Required, Turf Pegs Supplied & Installed 3t Rootzone Supplied & Installed (Not Charged Labour on the Above Playground Materials Installation) (£6,438.58 Net) (£1,287.71 VAT)	£7,726.29
Jonathan Davis & Son - Invoice 24/47 - Drainage Investigation and Remedial Works on GYC Football Pitch During June 2024. Quotation 147/23 - Over & Above Additional Works (No Profit Added onto Above Items, Purely at Cost as per Attached Breakdown) (£14,598.74 Net) (£2,919.74 VAT)	£17,518.48
Jonathan Davis & Son - Invoice 24/48 - Preparation and Installation of Tarmacadam Access Path in Penclawdd Playground as per Quotation 48/24 (£2449.65 Net) (£489.93 VAT)	£2,939.58
Swansea Council Pension Fund	£492.32
HMRC - PAYE	£473.94
Total Payments	£30,450.47
Invoices paid since 20th June 2024	
Scottish Power - Electricity at Bowls Pavilion (£121.60) (£6.40 VAT @ 5%)	£128.00
Adobe Systems Software - Acrobat Pro	£19.97
Gwyr Skips and Aggregate - Skip Hire (£185 Net) (£37 VAT)	£222.00
The Play Inspection Company Ltd - Inspection Fee for Crofty Playground (£175.00 Net) (£35.00 Net)	£210.00
The Play Inspection Company Ltd - Inspection Fee for Penclawdd Playground (£375.00 Net) (£75.00 Net)	£450.00
Nolan Roadmarking Limited - Road markings and yellow lines at Foreshore Car Park (£825 Net) (£165 VAT)	£990.00
Amazon - Tennis Net (£58.31 Net) (£11.67)	£69.98
Bank Service Charges	£7.00
Total	£2,096.95
Total Outgoings	£32,547.42
Income since 20th June 2024	
CCLA - Interest - July 2024	£106.91
HMRC - VAT Repayment	£33,579.81
Penclawdd RFC - Annual Fees 2024/25	£1,800.00
Total Income	£35,486.72
TRANSFERS:	
None.	
RECONCILIATION:	
Current Account Balance – 10th July 2024	£52,008.08
Less Approved Payments (July 2024)	£30,450.47
Total	£21,557.61
BANK ACCOUNTS	
Current Account Balance – 10th July 2024	£52,008.08
Reserve Account Balance - 10th July 2024	£26,775.47
CCLA Investment - 10th July 2024	£25,000.00
Memorial Gardens Charity Account - 10th July 2024	£1.00
Projects Account Balance - 10th July 2024	£1,000.00
TOTAL	£104,784.55

Financial Budget Comparison

Comparison between 01/04/24 and 07/07/24 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance
INCOME				
Administration				
100	Precept	£180,447.15	£60,149.05	-£120,298.10
105	Refund of bank charges	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00
121	Bank Interest	£1,100.00	£410.05	-£689.95
122	Bank Interest	£120.00	£481.02	£361.02
150	Grants received	£0.00	£0.00	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00
250	Miscellaneous Income	£6,000.00	£0.00	-£6,000.00
251	Miscellaneous Income - Current Account	£4,800.00	£0.00	-£4,800.00
Total Administration		£192,467.15	£61,040.12	-£131,427.03
Outside Services				
300	Cemetery Income	£12,000.00	£2,351.50	-£9,648.50
320	Wayleaves	£129.00	£0.00	-£129.00
330	Recreation Grounds	£6,450.00	£345.15	-£6,104.85
Total Outside Services		£18,579.00	£2,696.65	-£15,882.35
Total Income		£211,046.15	£63,736.77	-£147,309.38

Financial Budget Comparison

Comparison between 01/04/24 and 07/07/24 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance
EXPENDITURE				
Administration				
1001	Salaries	£40,500.00	£10,885.36	£29,614.64
1002	Clerks Expenses	£650.00	£242.35	£407.65
1010	Subscriptions	£1,410.00	£139.76	£1,270.24
1015	Office Costs	£3,960.00	£293.41	£3,666.59
1020	Web Site	£400.00	£0.00	£400.00
1025	Advertising	£150.00	£0.00	£150.00
1030	Insurance	£5,500.00	£7,912.26	-£2,412.26
1040	Bank Charges	£100.00	£29.70	£70.30
1045	Audit Fees	£775.00	£470.00	£305.00
1046	Accountancy Services	£250.00	£0.00	£250.00
1050	Legal Costs	£1,000.00	£150.00	£850.00
1060	Loan Repayments	£6,000.00	£0.00	£6,000.00
1065	Training	£0.00	£0.00	£0.00
1070	ICO Fee	£35.00	£35.00	£0.00
1075	Consultancy Costs	£300.00	£0.00	£300.00
1076	Signage	£500.00	£0.00	£500.00
Total Administration		£61,530.00	£20,157.84	£41,372.16
Outside Services				
3000	Cemeteries	£12,400.00	£370.00	£12,030.00
3001	Grounds Maintenance	£90,000.00	£15,217.27	£74,782.73
3010	Playgrounds	£5,100.00	£123,424.65	-£118,324.65

Financial Budget Comparison

Comparison between 01/04/24 and 07/07/24 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance
3030	Recreation Grounds	£13,450.00	£2,849.50	£10,600.50
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00
3050	Other Outside services	£11,500.00	£991.34	£10,508.66
3051	Remembrance Sunday Service	£1,500.00	£0.00	£1,500.00
3052	War Memorial Charity	£0.00	£0.00	£0.00
3055	Defibrillators	£1,600.00	£50.00	£1,550.00
Total Outside Services		£135,550.00	£142,902.76	-£7,352.76
Civic				
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00
2005	Councillor Training	£800.00	£0.00	£800.00
2010	Meeting Costs	£600.00	£0.00	£600.00
2030	Election Costs	£3,000.00	£0.00	£3,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00
Total Civic		£8,250.00	£0.00	£8,250.00
Grants				
4046	Donations	£500.00	£0.00	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00
Total Grants		£5,500.00	£0.00	£5,500.00
Total Expenditure		£210,830.00	£163,060.60	£47,769.40

Financial Budget Comparison

Comparison between 01/04/24 and 07/07/24 inclusive. Includes due and unpaid transactions.

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

	2024/25	Actual Net	Balance
Total Income	£211,046.15	£63,736.77	-£147,309.38
Total Expenditure	£210,830.00	£163,060.60	£47,769.40
Total Net Balance	£216.15	-£99,323.83	

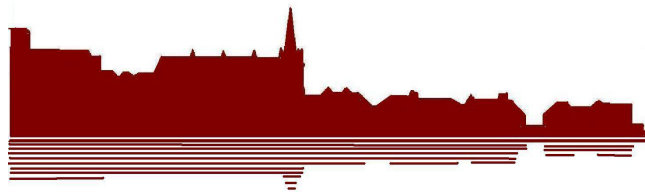


Correspondence – 18th July 2024

1.	S Pritchard – Request regarding Foreshore Car Park.
2.	Swansea Council – Broken interpretation board.
3.	P Bevan – Request for memorial bench in Foreshore Car Park
4.	One Voice Wales – Future training dates.
5.	Audit Wales – Acknowledgement of Annual Return 2023/24.
6.	IRPW – Acknowledgement of Councillors Expenses 2023-24.

Jeremy Parkhouse

8th July 2024



Report of the Clerk

Council – 18th July 2024

Llanrhidian Higher Community Council Work Plan 2024/2025

Purpose: This report details the Community Council Work Plan to May 2025.

Report Author: Jeremy Parkhouse

For Information

1. Introduction

1.1 The Community Council Workplan to May 2025 is attached at Appendix 1 for information.

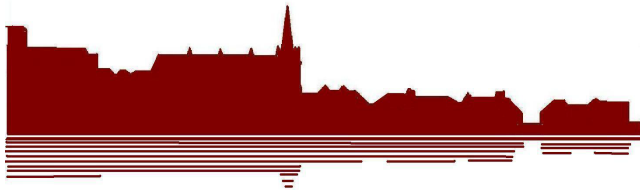
1.2 The dates included for the meetings in 2024/25 are subject to approval at the Annual Council meeting.

Appendix 1 – Community Council Workplan 2024/25.

Llanrhidian Higher Community Council Workplan 2024/25

Appendix 1

	May 2024	June 2024	July 2024	September 2024	October 2024	November 2024	January 2025	February 2025	March 2025	April 2025
Presentations	Police Report	Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report Local Area Co-ordinator	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 2025 To Approve Councillors Allowances for the 2023-2024 Financial Year.			Annual Governance Statement - To approve the report of the External Auditor		To note the budget 2025/26 To Set the Precept for 2025/26			To Approve the Annual Report To Approve the Annual Plan
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 / Personnel / Events & Projects Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs.		Events & Projects Finance - To Approve Grant Payments	Events & Projects	Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Events & Projects	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 July 2024

Community Council Action Tracker

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

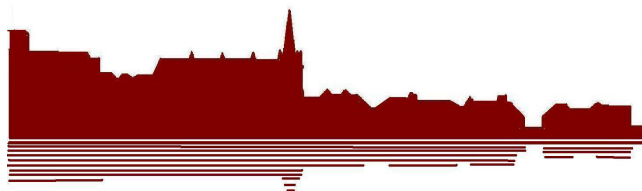
Report Author: Jeremy Parkhouse

For Information

1. Introduction

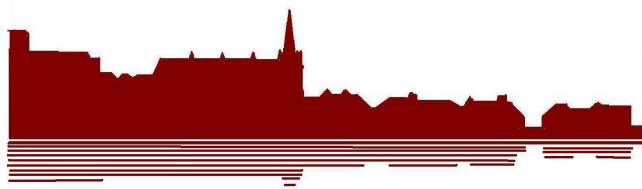
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken and provides an outcome for each action.
- 1.4 The Action Tracker providing outstanding actions is attached at Appendix 1.
- 1.5 The Action Tracker will be regularly updated and any completed actions will be marked 'closed'.
- 1.6 The Action Tracker will be reported to each relevant meeting for information.

Appendix 1 – Action Tracker

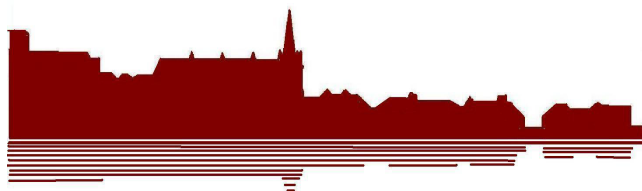


Appendix 1

Action Tracker		
	Details	Outcome / Action
1)	31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing Rooms.	ONGOING – Awaiting chairs from Llanmorlais Hall to be removed before inviting quotations. ON HOLD
2)	17/02/2022 – Council - Minute No.84 - Reports of the Clerk	
	Correspondence – 17 th February 2022 Penclawdd Community Centre Committee – Responses regarding storage and WIFI - Approval given regarding storage. The Clerk is to liaise / organise with the Chair of the Community Centre.	ONGOING - The Clerk is to wait upon further developments prior to seeking wifi quotations. ON HOLD
3)	24/01/2023 – Finance Committee – Minute 57 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Flooding to Council buildings.	<ul style="list-style-type: none"> The Clerk investigates / drafts an emergency plan. ONGOING
4)	24/01/2023 – Finance Committee – Minute 61 - The Finance and Governance Toolkit for Community and Town Councils – To Review Part 1 – The Health Check – Themes A and B	
	Finance & Governance Toolkit	<ul style="list-style-type: none"> Email addresses provided by the Council should be used by all Councillors. ONGOING Clerk to review policies, review policies available on the ACAS website / One Voice Wales. ONGOING The updated Themes A and B sections be reported to a future meeting. ONGOING
5)	16/03/2023 – Council – Minute No.105a – Accounts for Payment	
	Quotations a) Drainage at Parc Hendy Cemetery – Jonathan Davis. c) CCTV at Mount Hermon Car Park – PES Security Ltd / Tower Hire.	1) Quotation a) be reconsidered next year and additional quotations be sought at the time. ON HOLD 2) The quotations at c) be noted and Mount Hermon Car Park be monitored closely for the next 6 months. ON HOLD
6)	20/04/2023 – Council – Minute No.120 – Reports of the Clerk = Accounts for Payment	
	Quotations	a) Screen for skip at Penclawdd Recreation Ground. ON HOLD - contractor be asked if the skip can be painted green.

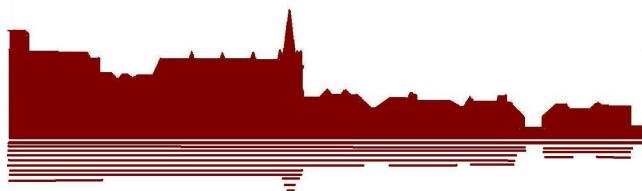


7)	18/05/2023 – Annual Council – Minute No. 15 – Community Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground - The Clerk discusses different options regarding the prevention of lazy parking at the entrance to the Playground with Jonathan Davis.	1) CLOSED – Quotation for yellow lines / junction lines approved.
8)	15/06/2023 – Council – Minute No. 27 – Council Property / Community Projects / Burial Grounds	
	Foreshore Car Park Bins - The Clerk / Councillor James Matthews further investigate the deterrent options discussed / signage.	1) ONGOING
9)	03/10/2023 – Finance Committee – Minute No. 19 – Items referred by Council	
	Penclawdd RFC – Request for financial support for floodlights at Graig Y Coed	ONGOING 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
10)	18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Quotations	
	a) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath. b) Installation of ACO drainage channels to Llanmorlais Hall Car Park.	a) Quotation b) provided by Jonathan Davis be noted and the work placed on hold. ON HOLD b) ONGOING - Quotation d) provided by Jonathan Davis for £979.50 be approved.
11)	08/02/24 – Council – Minute No. 118 – Chair's Announcements	
	Parc Dan Y Graig – Penclawdd AFC were decorating the old changing rooms and it was noted that the shower area had not been completed. The Clerk added that the contractor had advised that respotex was the best option to finish the shower area rather than tiles.	ONGOING – Clerk to obtain prices to complete the shower area.
12)	08/02/24 – Council – Minute No. 121 – Reports of the Clerk - Accounts for Payment	
	a) Noticeboard at Foreshore Car Park – Councillor Adam Woolliscroft requested that the Clerk obtains prices for a new noticeboard / move the current noticeboard from the Memorial Gardens to the Foreshore Car Parks.	ONGOING – Quotations reported to Council on 18th July 2024
13)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	ONGOING 2) Manhole covers to be replaced and a suitable boulder be placed in the corner of the car park to prevent vehicles exiting down the bank. 4) The drainage in the car

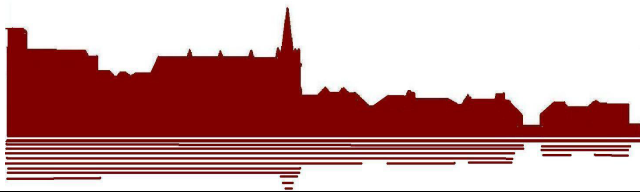


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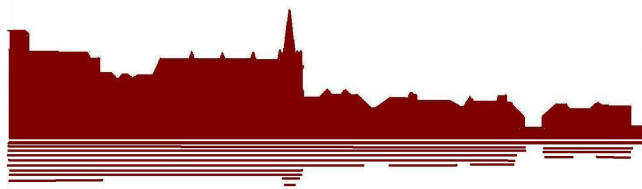
		park be closely monitored.
	Graig Y Coed	2) The Clerk proceeds with obtaining 3 quotations for shutters. ONGOING
	Graig Y Coed Woodland Project - Training	ONGOING Meeting / training arranged for 5.30pm on 11 th July 2024.
	Penclawdd Recreation Ground	ONGOING – Quotation awaited. 3) The Clerk follows up on the request to extend the CCTV coverage.
	Parc Hendy Cemetery	CLOSED - JD has sorted the requirements.
14)	12/03/24 – Finance Committee – Minute No. 50 - The Council's Property Maintenance Schedule	
	Top Wall at Parc Hendy Cemetery	ONGOING – Awaiting quotation. Clerk was requested to contact a stone mason for a professional opinion on the wall.
15)	21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground	ONGOING Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground Lease	ONGOING The lease needed to be registered with the Land Registry and it was requested that this be passed to Tonner, Johns and Ratti Solicitors to complete.
16)	18/04/24 – Council – Minute No.144 – Reports of the Clerk	
	Accounts for Payment - Quotations	
	a) Removal of old French Drain and installation of new at Penclawdd Recreation Ground - £8,979.79.	ON HOLD
	b) Removal of wooden fence and installation of new fence / hedge at Greenacres entrance to Penclawdd Recreation Ground - £2,930.40.	ONGOING
17)	16/05/24 – Annual Council – Minute No.10 – To Review and Adopt the Llanrhidian Higher Community Council Model Standing Orders and Model Financial Procedure Rules	
	Councillor Mike Sheehan highlighted that references to the European Commission in the Standing Orders should be removed. The Clerk stated that he would contact One Voice Wales to establish if a newer version of the Model Standing Orders was available.	ONGOING



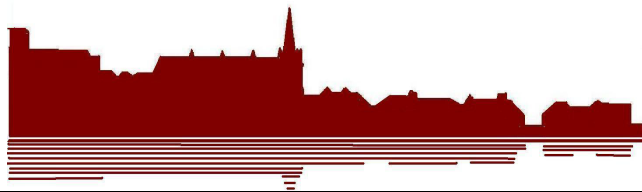
18)	16/05/24 – Annual Council – Minute No.13 – To Note the Assets of the Council	
	It was noted that Penclawdd Playground valuations would be amended once the equipment had been installed. Further discussions would take place at Finance Committee.	ONGOING
19)	16/05/24 – Annual Council – Minute No.14 – Reports of the Clerk	
	Accounts for Payment - Quotations a) Penclawdd Tennis Courts – New lines. Sam Fletcher attends a future meeting to discuss an income opportunity for the Community Council.	<ul style="list-style-type: none"> Quotation approved and paint has been ordered. ONGOING
	Correspondence	
	Swansea Council – Update regarding Local Area Co-ordinator.	CLOSED – Duplicate with No.23 - Invitation sent to LAC to attend in autumn / meet a small group of Councillors going forward.
	Swansea Council - Communities and Nature Project Officer – Meeting request and Feedback.	ONGOING – Feedback provided and meeting with volunteers organised on 11th July 2024.
	Llanmorlais Hall – Request to use the car park for food and music event on 3rd August 2024, including a bouncy castle and marquee if the weather is poor.	ONGOING – Further information requested. Clerk to ask for more information regarding parking and insurance arrangements, especially in respect of the bouncy castle.
	National Grid – Applications for a new electricity supply can be accessed via their website.	ONGOING - Clerk to proceed with the application, if required.
20)	16/05/24 – Annual Council – Minute No.16 – Council Property / Community Projects / Burial Grounds	
	Defibrillator – Councillor Leanne Davies had highlighted to the Clerk the sad recent death of a visitor on the Rhallt, Llanmorlais and the potential need to install a new defibrillator at a suitable location. This would have to be considered at a future meeting.	ONGOING – To be discussed at a future meeting.
	Bins at entrance to the Playground / Larger bins.	<ul style="list-style-type: none"> The Clerk provides an update to a future meeting regarding the Welsh Government position on Town and Community Councils litter bins. Further discussions take place regarding the suggestion of employing a litter attendant for the Foreshore Car Park. Options for signage be



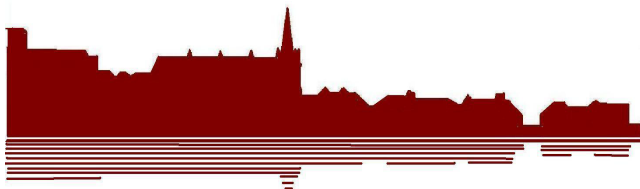
		<p>discussed further, including signs stating, 'no fly-tipping'.</p> <ul style="list-style-type: none"> If the larger bins remain, locks be installed and Swansea Council be asked to provide a second bin with a slot at the top. CLOSED – New lid without a slot has been installed to prevent birds pulling the rubbish out.
21)	11/06/24 – Events & Projects Committee – Minute No. 7 – Events & Projects Report	
	<p>Remembrance Sunday Service 2024</p> <ul style="list-style-type: none"> Sound System – Clerk to seek quotations from contractors Readings – Clerk to contact Rita Ridgeway, veterans, Scouts / Cubs / Brownies / Guides / WI. Marquee / gazebo – Clerk to request to borrow one from Llanmorlais Hall. Order of Service – Clerk to ask Rita Ridgeway to contact Michael Eller. Clerk to contact Robert Barnes. Printing – Clerk to establish printing deadline with Kingsbridge Print. Penclawdd Primary School – Cllr Adam Woolliscroft to confirm with the school if they wish to take part again. Post Event Reception – Clerk to request that Penclawdd WI organise. Flooring Learn A Skill Group – Clerk to contact Maureen Lewis / Rita Ridgeway. Remembrance figures – Clerk to obtain prices. 	<p>ONGOING</p> <p>CLOSED – Quotation approved and contractor informed.</p> <p>ONGOING – Request forwarded to Llanmorlais Carnival Committee</p> <p>CLOSED – School have confirmed attendance.</p> <p>ONGOING – Request forwarded.</p> <p>Closed - Quotation approved.</p> <p>ONGOING - Unknown Tommy figures are £175 each</p>
	<p>Penclawdd Playground</p> <ul style="list-style-type: none"> Opening Event – Soft opening to take place on 14th June 2024. Formal Opening Event – to be arranged following the General Election. Insurance – New equipment to be included in the insurance policy. 	<p>Closed – completed.</p> <p>Closed – Event organised for 19th July 2024.</p> <p>ONGOING – Clerk has informed Clear Insurance.</p>



	<ul style="list-style-type: none"> Equipment to be moved to Crofty Playground. 	Closed – equipment installed.
22)	11/06/24 – Finance Committee – Minute No. 7 – Quarterly Discussion with the Grounds Maintenance Contractor	
	Penclawdd Recreation Ground – The Clerk stated that a complaint had been received from a neighbouring property to the pitch. Children had been throwing larger stones into his property and a request had been made to remove the large stones / allow them to be covered by grass. It was also proposed that the locked gate be opened.	ONGOING Action(s) – 1) Allow the grass to grow over the larger stones and replace / remove the larger stones from the entrance. 2) JD arranges for the gate to be unlocked – CLOSED.
	Drainage at Graig Y Coed – JD provided a detailed update on the position at Graig Y Coed and the additional works that had been undertaken to remove the large amount of water from the football pitch. It was explained that progress had been by a trial-and-error process. The Chair requested that the Clerk writes to Swansea Council as landowners and highlights the additional costs being incurred and how it could result in the Community Council handing the site back to Swansea Council.	ONGOING – Request sent. Action(s) – 1) Clerk to contact Swansea Council to highlight the issues discussed, particularly the costs.
	Bowls Green – JD stated that the rinks were being moved and requested the Clerk writes to the clubs to politely request that the rinks are not moved. The Clerk also added that the main gates were being left wide open when cars were driving to the disabled car park which could allow horses to gain access to the ground. The Clerk also highlighted that the pipes within the changing rooms required lagging / electrical thermostat to prevent pipes bursting, which was also a request from the Council's insurers. This had been commenced as part of the insurance works last year and would be an extension of that work.	CLOSED – Email forwarded to Bowls Clubs and quotation awaited off Rob Watkins Action(s) – 1) The Clerk writes to the Bowls Clubs as outlined above. 2) Rob Watkins be requested to proceed with the necessary works to the pipework.
23)	11/06/24 – Finance Committee – Minute No. 12 – The Council's Property Maintenance Schedule	
	Tennis Nets at Llanmorlais – Councillor Melissa Roberts reported that the nets may have been damaged.	CLOSED – Net ordered The Clerk orders new nets to keep in storage.
	Penclawdd Playground – Councillor Adam Woolliscroft highlighted that the tarmac strip in the centre of the playground required repair / painting.	CLOSED – Quotation approved / work scheduled.
	Hybrid Meetings – The Clerk stated that the new Local Area Co-ordinator had requested to attend Council meetings online owing to family commitments. It was suggested that she could meet with a small group of Councillors and report progress to them instead of attending evening meetings.	ONGOING – Options sent to LAC.
24)	11/06/24 – Finance Committee – Minute No. 15 - Annual Fees / Pitch Hire Costs 2024-2025	
	The Clerk presented a report which sought Committee discussion on the Annual Fees / Pitch Hire Costs 2024-2025. Table 1 provided the charges that were agreed for 2023-2024 and the Committee agreed the updated costs.	CLOSED – Approved by Council The updated Annual Fees / Pitch Hire Costs 2024-2025 be recommended to Council for approval.



25)	20/06/24 – Council – Minute No. 23 – Chair’s Announcements	
	Playground Project	1) A letter of thanks be forwarded to the Leader of Swansea Council. CLOSED – Letter sent. 2) A ‘keep clear’ sign be placed on the maintenance gate at the playground. ONGOING
26)	20/06/24 – Council – Minute No. 26 – To Approve the Report of the Internal Auditor – Internal Audit for the Year Ended 31st March 2024 and to sign the Annual Governance Statement	
	The Annual Governance Statement be signed by the Chair and Clerk and forwarded to the External Auditor for approval.	CLOSED – Return forwarded to Audit Wales / Published on website.
27)	20/06/24 – Council – Minute No. 27 – To Appoint an Internal Auditor for the Financial Year Ending 31st March 2025	
	Lyn Llewellyn be appointed Internal Auditor for the year ending 31st March 2025.	CLOSED Clerk to inform Lyn Llewellyn.
28)	20/06/24 – Council – Minute No. 28 – To Approve Councillor Expenses 2023/2024	
	The Councillor Allowances for the 2023-2024 Financial Year be approved and forwarded to the Independent Remuneration Panel for Wales.	CLOSED – Sent to IRPW and published on CC Website. Clerk to forward expenses to IRPW.
29)	20/06/24 – Council – Minute No. 29 – Reports of the Clerk	
	Accounts for Payment	
	<ul style="list-style-type: none"> Quotation provided by Total Sound Solutions for £639.50, be approved. Quotation provided by Commercial Marquees for £355, be approved. Request from Penclawdd RFC be approved and limited to £200. Quotation c be noted at present and grant applications be sought to purchase the materials. 	CLOSED – Contractor informed. CLOSED – Contractor informed. CLOSED – Penclawdd RFC informed. ONGOING – Noted – grant funding to be sought.
	Correspondence	
	<ul style="list-style-type: none"> One Voice Wales – Amended Standing Orders. Tonner, John & Ratti – Legal advice. Play Inspection Company – Penclawdd Playground 	ONGOING - Clerk to report to July / September meeting. ONGOING – Owner informed / awaiting quotations. 1. Clerk to serve notice that abandoned car be removed in 2 weeks. 2. Clerk to seek potential costs of employing a car park security company. ONGOING - Councillor Adam Woolliscroft is co-ordinating



	<p>Inspection.</p> <ul style="list-style-type: none"> Play Inspection Company – Crofty Playground Inspection. 	<p>actions.</p> <p>ONGOING – Awaiting quotation from Jonathan Davis.</p>
30)	20/06/24 – Council – Minute No. 31 – Council Property / Community Projects / Burial Grounds	
	<p>1) The Clerk to request a quotation off Jonathan Davis to repair / renew the flooring at the skateboard ramp.</p> <p>2) Councillor James Matthews circulates the example of litter bins to the Council.</p> <p>3) The Clerk clarifies if Swansea Council would remove the bins should the Community Council purchase new bins and if so, obtain the cost of installing a base.</p> <p>4) Councillor Andrew Williams to request a bin without a top slot to deter the seagulls from dragging items out of the bin.</p> <p>5) The Clerk requests that Swansea Council provide officer assistance / advice in relation to the drainage.</p> <p>6) Once the advice is obtained, a drainage contractor be appointed (if required) to clear the blocked drainage system.</p> <p>7) The Clerk requests an update regarding Dunraven being cut.</p>	<p>ONGOING – Awaiting quote off JD.</p> <p>CLOSED – Circulated.</p> <p>ONGOING</p> <p>CLOSED – Bin top replaced.</p> <p>ONGOING – Request forwarded.</p> <p>ONGOING</p> <p>CLOSED – Dunraven cut.</p>
31)	20/06/24 – Council – Minute No. 32 – Outside Bodies	
	<ul style="list-style-type: none"> Gower National Landscapes Advisory Group – 24th June 2024 at 6.30 p.m. – Chair to attend. 	<p>CLOSED – Chair attended meeting.</p>
	<ul style="list-style-type: none"> One Voice Wales Swansea Area Committee – 15th July 2024 at 7 p.m. (Zoom only) – Councillor Huw Davies to attend. 	<p>ONGOING – Councillor Huw Davies to attend.</p>



Council – 18th July 2024

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The Clerk is awaiting a quote to finish off the disabled toilet / shower area and costs to upgrade the opposite side of the changing rooms from Penclawdd AFC.

There is a fundraising event being held on 10th August which will involve marquees and a band.

2. Parc Hendy Cemetery

The surveyor's updated design was approved in September 2023. The Clerk is awaiting a quotation in respect of repairing the boundary wall and top entrance to the Cemetery.

3. The Dock / Penclawdd Playground

The formal playground opening is 4.30 p.m. on Friday, 19th July 2024. Councillor Rob Stewart, Leader of Swansea Council will be attending, along with Councillors Robert Francis-Davies and Andrew Stevens.

The Council's Solicitor issued a reminder warning letter in respect of boating equipment currently being stored within the car park. The Clerk is seeking to progress matters with regards to enforcement options within the car park.

Road markings / yellow lines have been installed.

4. Memorial Gardens

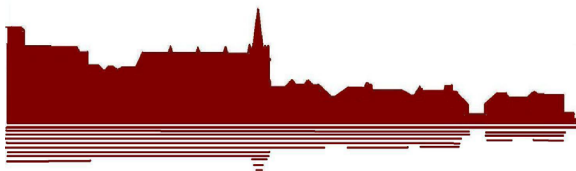
The Christmas Tree has been planted inside the Memorial Gardens for use in future years.

5. Recreation Ground / Bowls Green

The gate access from Penclawdd RFC car park has been re-opened. The approved quotation in respect of the French drain has been placed on hold for a year. The new fencing at the Greenacres access to the ground will be installed shortly.

6. Crofty Playground

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



7. Llanmorlais Changing Rooms / MUGA / Recreation Ground

A replacement door is required for the storage shed next to the changing rooms. The quotation in respect of additional drainage work in the car park was approved in January and the work had been added to the work schedule of the Grounds Maintenance Contractor.

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 additional work to the drainage under the football pitch has been completed. It is hoped that the pitch will be available for the start of the football season.

10. Defibrillators

The support arrangements have been finalised with David Nicholas / Heartbeat Trust. Options for 2024/25 will be discussed by Finance Committee.

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 work to open the footpaths was completed in February. A meeting to train the volunteers was scheduled for 11th July 2024. The organisation of the volunteers has fallen to the Clerk. All interested individuals have been contacted and the Clerk is in the process of arranging a meeting with the volunteers following feedback from Swansea Council.

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.

14. Dunraven / Quarry at Victoria Road

Tonner, Johns and Ratti Solicitors are acting for the Community Council following contact from Swansea Council and will report in due course.

Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
8th July 2024

Item No. 10

Council – 18th July 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 attended all routine meetings including Council and Planning Committee.
2)	I represented the ward in the Armed Forces Day Ceremony at the Guildhall.
3)	I have carried out litter picks in Penclawdd Playground and Foreshore Car Park on a regular basis.
4)	I have arranged for the bin to be changed in the Foreshore Car Park which should improve the litter situation and prevent seabirds removing litter from the bins.
5)	I represented the Ward at the Wales Armed Forces Day Ceremony at the Wales Air Show.
6)	I have met with the Local Area Co-ordinator regarding issues within the Ward.
7)	I attended the AGM of the Mid and West Wales Fire Authority.
8)	I funded the playground equipment moved from Penclawdd and installed at Crofty Playground.
9)	A community fun day has been scheduled for Saturday, 13 th July 2024.
10)	I funded the picnic benches which have been delivered to Penclawdd Primary School.
11)	I attended Gorseinon Fire Station to meet local area commanders.
12)	I arranged for areas around Blue Anchor to be cleaned by the Highways Hot Spot Team.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

- Swansea Council – Footpaths cutting contract – The awarding of the contract has been delayed for the second year running. Once awarded, the Penclawdd Ward will be one of the first areas cut.

7th June 2024