

Minutes of the Annual Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 16th May 2024 at 7.00pm.

Present:

Councillors: Huw Davies, Sarah Hughes, Melissa Roberts, Mike Sheehan,
Paul Tucker, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

1. Condolences – Tony Small, BEM

The Clerk referred sadly to the recent passing of Tony Small, BEM who had been Musical Director of Penclawdd Brass Band for many years.

All those present stood in silence as a mark of sympathy and respect.

Councillors paid tribute to Tony Small, who had been a wonderful ambassador for the area.

2. To Elect a Chair for the 2024/2025 Municipal Year

Resolved that Councillor Paul Tucker be elected as Chair of Council for the 2024-2025 Municipal Year.

Councillor Paul Tucker signed the Declaration of Acceptance of Office of Chair form, which was witnessed by the Clerk.

(Councillor Paul Tucker (Chair) Presided)

3. To Elect a Vice-Chair for the 2024/2025 Municipal Year

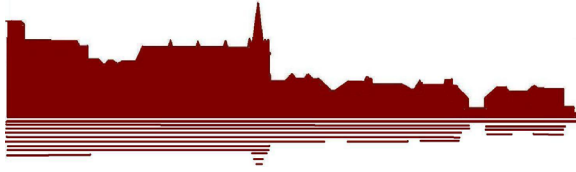
Resolved that Councillor Mike Sheehan be elected as Vice-Chair of the Community Council for the 2024-2025 Municipal Year.

4. Apologies for Absence

Apologies for absence were received from Councillors John Davies, Leanne Davies and James Matthews. Also from PC Simon Chadwick, South Wales Police.

5. Disclosures of Personal and Prejudicial Interests

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



6. Minutes

Resolved that the Minutes of the Council meeting held on 18th April 2024 be approved and signed as a correct record, subject to the following amendment: -

Minute No.140 – Minutes – amend ‘he Minutes’ to ‘the Minutes’.

7. Chairs Announcements

The Chair thanked the Community Council for re-electing him and made the following announcements: -

- Councillors – He thanked all Councillors for the support they provided the Council and Clerk.
- Portrait of King Charles III – The portrait had been delivered and would be displayed in the main hall of Penclawdd Community Centre.
- Footpaths in the Ward – The map of the footpaths would be displayed within the Community Centre. The Clerk was requested to place a copy on the Community Council website.

8. Public Question Time

None.

9. Community Reports

a) Police Report

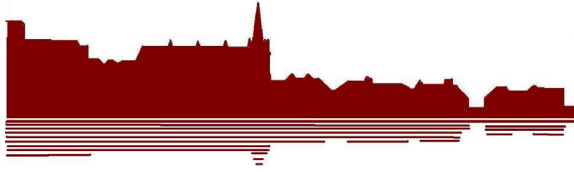
Councillor Adam Woolliscroft referred to the recent fire at Graig Y Coed Woodland, which was suspected arson. It was also highlighted that some tractor drivers in the area were driving whilst on the phone.

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.

Resolved that: -

- 1) The Model Standing Orders be adopted.
- 2) The Model Financial Procedure Rules be adopted.



11. Independent Remuneration Panel for Wales (IRPW) Annual Report 2024-2025

The Clerk reported that the Council had to consider the issues outlined within the IRPW Annual Report 2023-2024 report. The report outlined details in relation to Community and Town Council groupings; contribution towards costs of care and personal assistance (CPA); payments to members of community & town councils; reimbursement for consumables; travel costs / reimbursement of subsistence expenses for approved duties; payment for financial loss; attendance allowance payments; and senior salary payments.

Resolved that: -

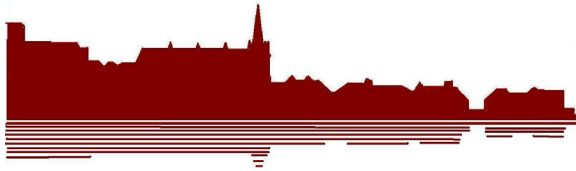
- 1) The Independent Remuneration Panel for Wales Annual Report recommendations be noted together with the determinations in relation to Community and Town Councils.
- 2) The recommendations in respect of extra costs payment be noted.
- 3) Councillors utilise the office facilities available via the Clerk to undertake the requirements of the job.
- 4) The Council does not make any optional payments listed in respect of Senior Roles / Chair / Vice Chair / Attendance Allowance.
- 5) The Council makes payments in respect of any financial loss incurred for travel / subsistence whilst on Councillors are undertaking any duties approved by the Community Council.

12. Constitutional Matters 2024-2025

The Clerk presented a report which sought to appoints the Committees of the Council, the allocation of Councillors to Outside Bodies / Council sites / roles, to agree the schedule of Council meetings and to grant delegated powers to the Clerk in respect of planning applications / planning matters.

Resolved that: -

- 1) The Council appoints Finance, Personnel and Events & Projects Committees.
- 2) The Finance Committee shall comprise 5 Councillors: Councillors John Davies, Sarah Hughes, Melissa Roberts, Paul Tucker and Adam Woolliscroft.
- 3) The Finance Committee Terms of Reference be agreed as outlined in the report.
- 4) The Personnel Committee shall comprise 5 Councillors: Councillors Sarah Hughes, James Matthews, Mike Sheehan, Paul Tucker and Andrew Williams.
- 5) The Personnel Committee Terms of Reference be agreed as outlined in the report.
- 6) Councillor Sarah Hughes be appointed as the Councillor to manage the Clerk on a daily basis.
- 7) The Events & Projects Committee shall comprise 5 Councillors: Councillors Huw Davies, Leanne Davies, Mike Sheehan, Andrew Williams and Adam Woolliscroft.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

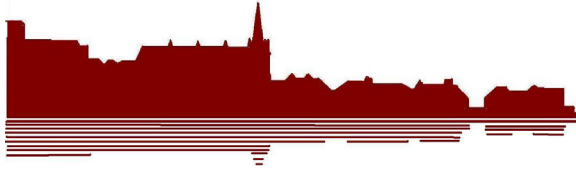
- 8) The Events & Projects Committee Terms of Reference be agreed as outlined in the report.
- 9) The schedule of meetings for 2024-2025, be approved and meeting requests be forwarded by the Clerk.
- 10) Councillors be allocated to serve on Outside Bodies as outlined below: -

Outside Bodies	Membership:
Community / Town Council Forum	Councillor Mike Sheehan & Clerk
Penclawdd Primary School – School Governor Representative.	Councillor Andrew Williams
One Voice Wales Meetings including Swansea Area Committee	Clerk & Councillor Huw Davies
Representative to apply to serve on the Gower AONB Partnership Steering Group	Councillor Paul Tucker

- 11) Councillors to have responsibility for Council Sites / Roles as outlined below: -

Council Role / Site	Councillor(s) with Responsibility
Councillor with Responsibility for Footpaths, Cycle Paths and Bridleways	Councillor Huw Davies
Penclawdd Recreation Ground.	Councillor Andrew Williams
Llanmorlais Recreation Ground.	Councillors Melissa Roberts
Mount Hermon Chapel, Cemetery and Car Park.	Councillors James Matthews & Mike Sheehan
Parc Hendy Cemetery.	Councillor Paul Tucker
Dan-Y- Graig Football Field.	Councillors Mike Sheehan & Paul Tucker
Memorial Gardens, Penclawdd.	Councillor Sarah Hughes
Playgrounds at Penclawdd and Crofty.	Councillor Melissa Roberts & Adam Woolliscroft
Foreshore Car Park, Penclawdd.	Councillor John Davies
Old Station Sign / Footpath Lecterns	Councillor Paul Tucker
Graig-Y-Coed Playing Fields	Councillor Huw Davies & Leanne Davies
Graig-Y-Coed Woodland Project	Councillor Adam Woolliscroft

- 12) The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters subject to the process outlined in the report being followed.
- 13) The Clerk be Authorized to make emergency / necessary payments in between meetings, providing permission has been given from two of the four Councillors: Chair of Council, Vice Chair of Council, Chair of Finance Committee and Chair of Personnel Committee.



14) Bank Account Reconciliation reports be provided to all monthly Council meetings.

13. To Note the Assets of the Council

The list of assets of the Community Council was presented.

Councillors queried whether assets depreciated. The Clerk confirmed that they did not but that the Council should periodically have its assets valued by an independent person / firm.

It was noted that Penclawdd Playground valuations would be amended once the equipment had been installed. Further discussions would take place at Finance Committee.

Resolved that the Community Council list of assets be noted.

14. 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

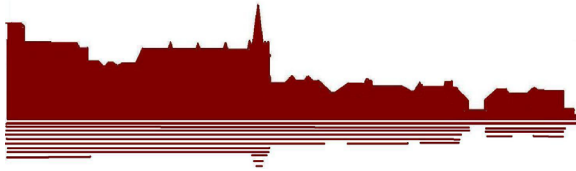
- a) £26.10 – Post Office – postage.
- b) £68.40 – Celtic Mowers – Pitch marker.
- c) £220.00 – Celtic Wildflowers – Maintenance of seawall.

Additional Income

- a) £75 – Penclawdd RFC – Programme printing.
- b) £24.15 – Lloyds Bank Reserve Account Interest – May 2024.
- c) £152.24 – Lloyds Bank Projects Account Interest – May 2024.

Quotations

- a) Penclawdd Tennis Courts – New lines.
- b) Finishing shower area at disabled toilet at Parc Dany Y Graig – not received.
- c) Installation of gate or boulder at Foreshore Car Park.
- d) CCTV Extension at Penclawdd Recreation Ground – not received.
- e) Repairs to blown out drainage runs on Graig Y Coed Football field.
- f) Maintenance of seawall at Foreshore Car Park.



Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 18th April 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) Quotations a and e listed above, provided by Jonathan Davis, be approved.
- 7) The boulder option be progressed at Quotation c provided by Jonathan Davis with on-site boulders being utilised if possible.
- 8) Quotation f provided by Celtic Wildflowers be approved.
- 9) The Clerk investigates the broken tennis net at Llanmorlais Recreation Ground.
- 10) Sam Fletcher attends a future meeting to discuss an income opportunity for the Community Council.

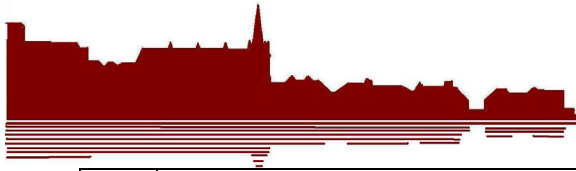
b) Budget Monitoring 2024/25

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.	Swansea Council – Update regarding Local Area Co-ordinator.	Clerk to invite Zara Simisker, the new Local Area Co-ordinator for Gower, Penclawdd and Three Crosses to the Council meetings in June or July.
2.	Swansea Council - Communities and Nature Project Officer – Meeting request and Feedback.	The Clerk is awaiting feedback from Kathryn Thomas, Swansea Council regarding potential developments at the site.
	Additional Correspondence	
7.	Swansea Lions Rugby League – request to use Graig Y Coed Rugby Pitch	Noted – the decision that the Community Council could not accommodate them, which was made last month, remained.
8.	Llanmorlais Hall – Request to use the car park for food and music	Clerk to ask for more information regarding parking



	event on 3 rd August 2024, including a bouncy castle and marquee if the weather is poor	and insurance arrangements, especially in respect of the bouncy castle.
9.	National Grid – Applications for a new electricity supply can be accessed via their website.	Noted.
10.	Local Democracy and Boundary Commission for Wales – Swansea Community Review.	The Clerk outlined the proposed changes.

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.

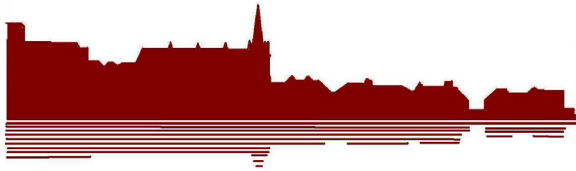
15. Committee Reports

There were no reports.

16. Council Property / Community Projects / Burial Grounds

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

- Sewage spills near Penclawdd and Crofty Playgrounds – Councillor Andrew Williams stated that this issue had been raised by Tonia Antoniazzi M.P. but unfortunately, the release of the material by Dwr Cymru Welsh Water was legal.
- 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.
- Penclawdd Playground – Councillor Adam Woolliscroft informed the meeting that the project was slightly behind time but was progressing well. The decision to lay the turf first was the correct decision. The wetpour would be shortly installed, followed by a safety inspection and a snagging list of work to be completed. 14th June 2024 at 2 p.m. was earmarked as for the opening ceremony and invitations would have to be organised.



- Bins at entrance to the Playground – The ongoing litter and health hazard issues created by the bins at the entrance to the playground was highlighted, along with the daily removal of rubbish from the bin and litter pick as a result of the overflowing bins being attacked by birds / rubbish being left at the base of the bins. It was added that the good reputation gained by the playground development could be lost as a result of the bins / litter.

The Clerk stated that he had discussed the potential impact of the new Welsh Government waste regulations with Swansea Council, who had asked Welsh Government for their opinion regarding the position of Town and Community Councils. The end result could see the two larger bins also being removed.

Councillor Andrew Williams stated that a local business was interested in possibly entering an agreement with the Community Council to employ a litter attendant for the car park.

Resolved that: -

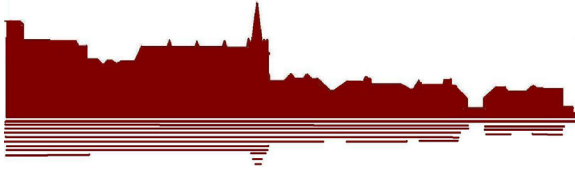
- 1) The smaller bins at the entrance to the playground be removed with immediate effect for the reasons outlined above.
- 2) The Clerk provides an update to a future meeting regarding the Welsh Government position on Town and Community Councils litter bins.
- 3) The Clerk informs local businesses regarding the removal of the small litter bins.
- 4) Further discussions take place regarding the suggestion of employing a litter attendant for the Foreshore Car Park.
- 5) Options for signage be discussed further, including signs stating, 'no fly-tipping'.
- 6) If the larger bins remain, locks be installed and Swansea Council be asked to provide a second bin with a slot at the top.

17. Swansea Council Matters

a) Report of the Penclawdd Ward Member

Councillor Andrew Williams (AW) provided a written report regarding the issues he had been involved with during the previous month. The following were also discussed:

- Appointments – Councillor Andrew Williams had been re-appointed as Vice-Chair of the Planning Committee and appointed to the Mid and West Wales Fire Authority.
- Hendy Road – Once Dwr Cymru Welsh Water had completed their repairs, the work to resurface Hendy Road would be rescheduled.



b) Planning

- Hendy Cottage – It was being proposed that the house be used as a respite holiday home for families.

c) Footpaths

- It had been reported that the footpath running from Swn Y Mor to Pen Y Lan was badly overgrown. However, the footpath was not on the Swansea Council map and was therefore not adopted.

Resolved that the Clerk contacts Swansea Council to establish if they maintained the footpath.

- Footpath LH3A (New Road Llanmorlais to Chapel Road, Crofty) – A resident had highlighted that the footpath had not been cut. Councillor Andrew Williams had spoken with NRW, who are responsible for the hedge and they confirmed that they would cut it after 1st August 2024, following nesting season.

18. Outside Bodies

None.

The meeting ended at 9.42 pm

Chair