

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, 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.

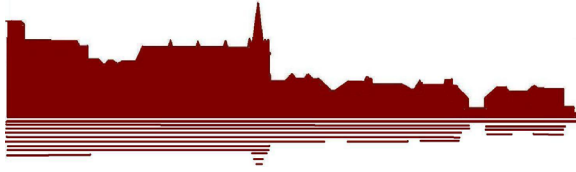
21. Minutes

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

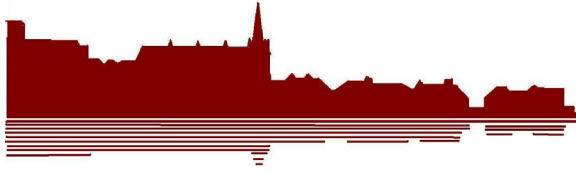
The Chair made the following announcements: -

- 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.

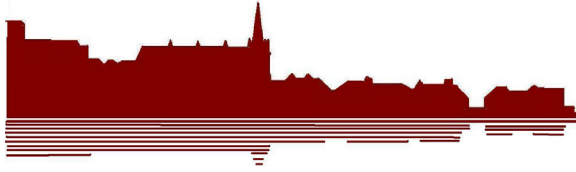
Resolved that: -

- 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

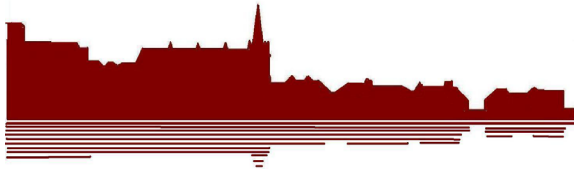
- a) £221.00 – Mount Hermon - Cremated remains permit (non-resident).
- b) £146 – Mount Hermon – Cremated remains permit (resident).
- c) £168 – Mount Hermon – Cremated remains re-opener (resident).
- d) £304 – Mount Hermon – Cremated remains new plot (no-resident).

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.

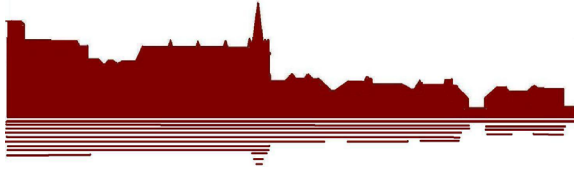
c) Correspondence

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.

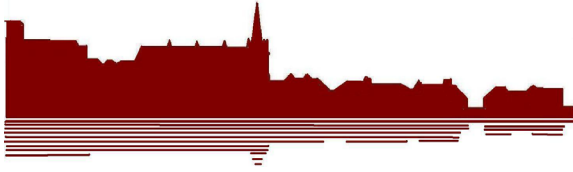
31. Council Property / Community Projects / Burial Grounds

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