



## Minutes of the Meeting of Council

**Held at Penclawdd Community Centre**

**On Thursday, 20<sup>th</sup> March 2025 at 7.00pm.**

**Present:** Councillor Paul Tucker (Chair) presided

**Councillors:** Huw Davies, Russell Garrington, Sarah Hughes, James Matthews, Melissa Roberts, Mike Sheehan and Andrew Williams

**Officers:** Jeremy Parkhouse - Clerk to the Community Council

### **104. Apologies for Absence**

Apologies for absence were received from Councillors Leanne Davies and Adam Woolliscroft.

### **105. 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 Huw Davies, Paul Tucker, Andrew Williams and the Clerk declared personal interests in Minute No. 110c – Reports of the Clerk – Correspondence.

The Clerk declared a personal and prejudicial interest in Minute No.110a – Reports of the Clerk – Accounts for Payment and left the meeting during discussion of the item concerned.

### **106. Minutes**

**Resolved** that the Minutes of the Council meeting held on 13<sup>th</sup> February 2025 be approved and signed as a correct record.

### **107. Chairs Announcements**

None.

### **108. Public Question Time**

None.



## 109. Community Reports

### a) Police Report

There were no representatives from the Police present.

Councillor Melissa Roberts highlighted incidents of potential arson and criminal damage which had recently occurred in Crofty. However, there had been a very disappointing response from the Police.

**Resolved** that the Clerk highlights the issues to Police representatives.

## 110. 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 Payments

- a) £31.50 – Post Office – Postage.
- b) £206 – Paint and cost of painting gates at Penclawdd Playground (Repayment of Councillor Paul Tucker).
- c) £420.32 – Swansea Council – Rates at Parc Hendy Cemetery.
- d) £96.11 – Electricity at Llanmorlais Pavilion.

#### Additional Income

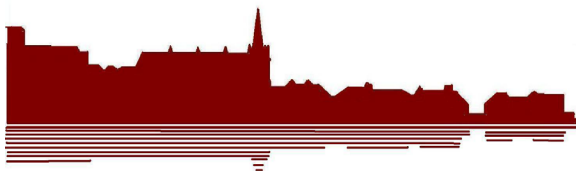
- a) £230 – Residents permit at Mount Hermon Cemetery.
- b) £1,150.00 – New resident burial plot at Mount Hermon Cemetery.
- c) £0.78 – Projects Account Interest.

#### Quotations

- a) Finishing shower area at disabled toilet at Parc Dany Y Graig.
- b) Flooring at skateboard ramp.
- c) CCTV – Graig Y Coed Pavilion.
- d) Shutters at Graig Y Coed Pavilion.
- e) Clear Insurance – additional requirements at Graig Y Coed.
- f) Options for seawall at Foreshore Car Park.
- g) Sunken area / post and rail fencing collapse at Graig Y Coed Football Pitch.

**Resolved** that:

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 13<sup>th</sup> February 2025 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 - a site visit be arranged to view the shower area once the evenings become lighter.
- 7) Quotation b – be a future project of the Council.
- 8) Quotation c – Quotation to be approved by Finance Committee on 18<sup>th</sup> February 2025.
- 9) Quotation d – an additional quotation be obtained.
- 10) Quotation e – The Clerk finalises matters once the containers are in place / CCTV installed.
- 11) Quotation f – The Ground Maintenance Contractor would cut and manage the grassed area going forward.
- 12) Quotation g – The quotation be placed on hold, the Clerk progresses having the area surveyed and the Ground Maintenance Contractor be requested to fence the area as soon as possible.

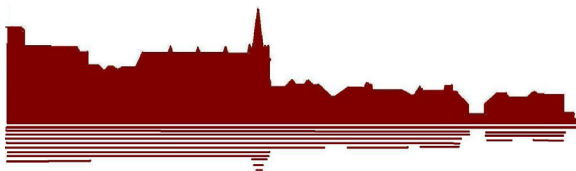
**b) To Monitor the Council Budget 2024-2025 and to Note the Council Budget 2025-2026**

The Clerk presented the up-to-date budget spend for 2024-25. The Council noted the budget overspend for 2024-2025 and the deficit that had been created due to the Penclawdd Playground grant funding and payment being in different financial years. It was added that explanations of the overspend would have to be provided to the internal and external auditors.

**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
2.	Llanmorlais Hall – Request to hold Llanmorlais Carnival on 28th June 2025 / Advert request.	Both requests approved.
6.	Llanmorlais Hall – Response regarding WIFI donation.	Response noted in respect of 2024/25 grant funding donations.
8.	Marie Curie – Great Daffodil Appeal 2025.	Noted – request must be specific to the Ward.
10.	Friends of the Gower Commons – Donation Request.	Noted – request must be specific to the Ward.
11.	J Williams – Request for funding.	Applicant be requested to apply in the next Municipal year.



**Llanrhidian Higher Community Council**  
**Cyngor Cymuned Llanrhidian Uchaf**

12.	Swansea Rams Rugby League – Request to use Community Council Facilities.	Request approved subject to further negotiations from the Clerk regarding costs and the Ground Maintenance Contractor regarding the timetable of usage. The Clerk to confirm the final agreement in writing.
<b>Additional Correspondence</b>		
13.	One Voice Wales – New website.	Noted.
14.	One Voice Wales – Webinar on Section 6 reports.	Noted.
15.	Swansea Council – Community Investment Funding – Graig Y Coed – confirmation of £17,500 grant funding.	The Clerk had responded. £5,000 budget be approved to support the project and the Clerk to transfer £4,000 into Projects Account to increase the balance to £5,000.
16.	Swansea Council – Gower National Landscape Advisory Group – 6.30 p.m. on 24 March 2025.	Chair to attend.
17.	Penclawdd Women’s Institute – Request for funding.	Applicant be requested to apply in the next Municipal year.

**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. The following items were discussed: -

- Graig Y Coed – Further discussions take place with the Ground Maintenance Contractor regarding improvements / options for the slope to the rugby pitch. The options available to improve the lighting also be discussed.

**111. Committee Reports**

**• Finance Committee**

- a) Emergency Plan - The Clerk reported that the Community Council had previously requested that an Emergency Plan be drafted to ensure the correct policies were



**Llanrhidian Higher Community Council**  
**Cyngor Cymuned Llanrhidian Uchaf**

followed during an emergency. Attached at Appendix A was the Draft Plan, which was approved by the Finance Committee on 18th February 2025.

**Resolved** that: -

- 1) The Draft Emergency Plan be approved and adopted.
  - 2) The Clerk approaches Mid & West Wales Fire Authority regarding buildings safety checks / Councillor training.
- b)** Grants & Donations Policy – The Clerk reported that the Finance Committee had previously requested he undertook research and to draft a new policy for the Community Council. Attached at Appendix A was the Draft Grants & Donations Policy and the proposed application form was attached at Appendix B. The Draft Policy was agreed by the Finance Committee on 18th February 2025 and would commence at the start of the new Municipal year in May 2025.

**Resolved** that: -

- 1) The Grants & Donations Policy be approved and adopted.
  - 2) The grants and donations for 2024/25 listed below, as recommended by the Finance Committee, be approved.
- Penclawdd Brass Band - £1,000 (For building / instrument maintenance).
  - Llanmorlais Hall - £750 (For building maintenance).
  - Penclawdd Community Centre - £750 (For building maintenance).
  - North Gower Food Bank - £300
  - 7th Cwm Newydd (Penclawdd) Scouts - £500 (For building maintenance)
  - Wales Air Ambulance - £200
  - Community Fun Day - £200
- Total - £3,700.00**

## **112. Council Property / Community Projects / Burial Grounds**

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

- Bowls Car Park – Clerk to meet on site with Judith Buddina.
- Land at Victoria Road – The Clerk reported that he had spoken with Swansea Council who had confirmed that the land was in the process of being transferred by the Land Registry from Swansea Council to the Community Council ownership. He added that a neighbouring property had expanded their boundary onto the land in question. **Resolved** that the Clerk obtains an up-to-date plan of the land, seeks quotations to value the land and discusses the options available for the land with the neighbouring properties.
- Penclawdd Playground - Hard backed advertisement board – Penclawdd RFC had requested to place a hard backed board on the fencing at Penclawdd Playground



to enable them to place posters when required. **Resolved** that the request be approved.

- Graig Y Coed – Councillor Melissa Roberts highlighted the possibility of caravans using Community Council pitches during the summer months for weekend meets.

### 113. 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:

- Penclawdd Primary School – A competition had been held to design a poster to highlight local litter / dog fouling problems. The Clerk would contact Swansea Council to obtain prices to design / produce the posters.
- Litter Picking – The Ward Member reported that additional litter pickers were required to commence litter picking during the lighter evenings. **Resolved** that the Clerk orders 10 litter pickers from Amazon.

#### b) Planning.

None.

#### c) Footpaths.

- Footpath from Station Road, Llanmorlais to Llanmorlais Hall – Councillor Melissa Roberts highlighted that the footpath had been churned up due to ongoing works to Tirzah Chapel. It was explained that the footpath was not registered and Swansea Council / Community Council had no authority to act on this matter.

### 114. Outside Bodies

None.

The meeting ended at 8.30 p.m.

**Chair**