



**Minutes of the Annual Meeting of Council**

**Held at Penclawdd Community Centre**

**On Thursday, 15<sup>th</sup> May 2025 at 7.00pm.**

**Present:**

**Councillors:** Huw Davies, Russell Garrington, Sarah Hughes, James Matthews, Mike Sheehan, Paul Tucker, Andrew Williams and Adam Woolliscroft

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

**Also Present:** Donna Kendall – Local Area Co-ordinator

**1. To Elect a Chair for the 2025/2026 Municipal Year**

**Resolved** that Councillor Paul Tucker be elected as Chair of Council for the 2025-2026 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)**

**2. To Elect a Vice-Chair for the 2025/2026 Municipal Year**

**Resolved** that Councillor Mike Sheehan be elected as Vice-Chair of the Community Council for the 2025-2026 Municipal Year.

Councillor Mike Sheehan signed the Declaration of Acceptance of Office of Vice-Chair form, which was witnessed by the Clerk.

**3. Apologies for Absence**

Apologies for absence were received from Councillors Leanne Davies and Melissa Roberts.

**4. Disclosures of Personal and Prejudicial Interests**

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

**5. Minutes**

**Resolved** that the Minutes of the Council meeting held on 10<sup>th</sup> April 2025 be approved and signed as a correct record.



## 6. Chairs Announcements

The following announcements were made: -

- Thank you – He thanked all Councillors and the Clerk for their support and work throughout the previous Municipal year.
- Cockle Industry – He expressed concern that the licensing arrangements for gathering cockles within the Burry Inlet would end in June 2025 and highlighted a potential 'free for all' situation that could ensue. He expressed particular concern regarding the possibility of boats launching from the Foreshore Car Park, additional vehicles using the car park, including large lorries being used to transport the cockles and the health and safety concerns as a result.

Councillor Andrew Williams added that he had met with Huw Irranca-Davies, Deputy First Minister, Tonia Antoniazzi, MP and Ben Wilson, Principal Fisheries Officer at Selwyn's Seafoods last week. The concerns of local cockle producers were outlined by Ashley Jones of Selwyn's and it was highlighted that cockle gatherers from all over the UK and beyond, could descend on Penclawdd causing huge problems for the area.

It was added that gatherers had to take a short course to be able to gather in the Burry Inlet. In addition, a large bed had closed in England which has resulted in the price of cockles increasing, making gathering more lucrative.

The Deputy First Minister had asked for the issue to be reassessed.

The Council discussed potential options available at the car park, including installing barriers / boulders to prevent boats being launched, the option for boats to launch further up the gutter, the difficulties surrounding enforcement, the possibility of using a car park enforcement company, communication with the local community regarding the issue and contacting Community Councils in Carmarthenshire regarding their experiences.

**Resolved** that the Clerk forwards the concerns of the Community Council to Huw Irranca-Davies, Deputy First Minister and Tonia Antoniazzi, MP.

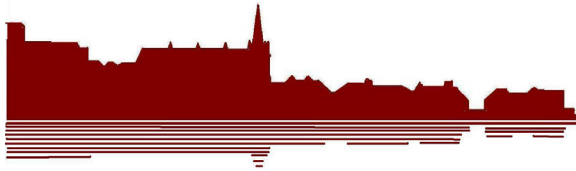
## 7. Public Question Time

None.

## 8. Community Reports

### a) Police Report

There were no representatives from the Police present.



b) **Local Area Co-ordinator Report**

Donna Kendall, Local Area Co-ordinator (LAC) introduced herself as the newly appointed LAC covering the Penclawdd Ward. She informed the Council about her background as a LAC and added that she was in the process of meeting key people within the Community.

9. **To Review and Adopt the Llanrhidian Higher Community Council Model Standing Orders and Model Financial Procedure Rules**

The Clerk presented the Model Standing Orders, which had previously been approved in October 2024 and Model Financial Procedure Rules. He noted that a newer version of the Model Financial Procedure Rules was circulated by One Voice Wales during the week prior to the meeting, which would be discussed by the Finance Committee before being adopted by the Council.

**Resolved** that: -

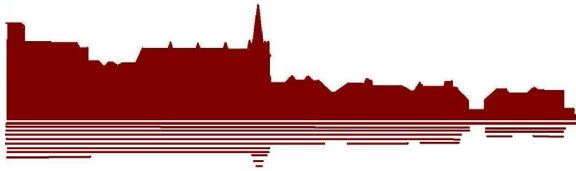
- 1) The Model Standing Orders be adopted.
- 2) The Model Financial Procedure Rules be adopted.

10. **Independent Remuneration Panel for Wales (IRPW) Annual Report 2025-2026**

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 be noted.
- 2) The reimbursement for consumables payment be paid annually as a single amount of £156.
- 3) The set payment for consumables payment be paid annually as a single amount of £52.
- 4) Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the relevant payment on a basis of 1/12 of the fee being equal to a month. Noted that the Council may waive this requirement by way of a formal decision.



- 5) The Council does not make any optional payments listed in respect of Senior Roles / Chair / Vice Chair / Attendance Allowance / Financial loss.
- 6) The Council makes payments in respect of any financial loss incurred for travel / subsistence whilst Councillors are undertaking any duties approved by the Community Council.

## 11. Constitutional Matters 2025-2026

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 Russell Garrington, 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 6 Councillors: Councillors Huw Davies, Leanne Davies, Russell Garrington, Mike Sheehan, Andrew Williams and Adam Woolliscroft.
- 8) The Events & Projects Committee Terms of Reference be agreed as outlined in the report.
- 9) The schedule of meetings for 2025-2026, 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 Russell Garrington
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: -

<b>Council Role / Site</b>	<b>Councillor(s) with Responsibility</b>
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 Russell Garrington
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
Community Shed	Councillor Andrew Williams

- 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 five Councillors: Chair of Council, Vice Chair of Council, Chair of Finance Committee, Chair of Personnel Committee and Chair of Events & Projects Committee.
- 14) Bank Account Reconciliation reports be provided to all monthly Council meetings.

## **12. General Power of Competence (GPoC) Declaration**

The Clerk stated that the Local Government & Elections (Wales) Act 2021 outlined the eligibility for a Community Council to have the General Power of Competence (GPoC).

The GPoC permits qualifying authorities to do “anything that an individual generally can do”. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended is not otherwise prohibited. GPoC enables eligible Community Councils to act in their communities’ best interests, generate efficiencies and secure value for



money outcomes. The freedom of GPoC is available to Community Councils that meet three criteria for eligibility set out in the Local Government & Elections (Wales) Act 2021 (Part 2, Section 30).

It was noted that Llanrhidian Higher Community Council only met one from three of the qualifying criteria, as detailed in the report.

**Resolved** that: -

- 1) Llanrhidian Higher Community Council does not declare that it has the General Power of Competence (GPoC) as it does not meet eligibility criteria 1 and 3.
- 2) The declaration of GPoC be reviewed at the Annual Meeting of Council in 2026.

**13. To Review and Approve the Councillors Training Programme**

The Councillors Training Programme was presented for review and approval.

**Resolved** that: -

- 1) the Councillors Training Programme be approved.
- 2) the Training Programme be reviewed throughout the Municipal year by the Personnel Committee.
- 3) The Councillors Training Programme be published on the Council's website.

**14. 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.

**Resolved** that the Community Council list of assets be noted.

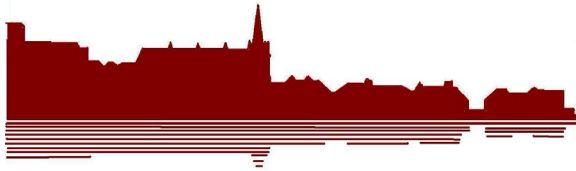
**15. Reports of the Clerk**

The Clerk reported the following:

**a) Accounts for Payment**

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

It was noted that the £22,755.12 payment in respect of containers at Graig Y Coed would be funded by Swansea Council 70/30 grant funding. Swansea Council would pay 70% and Councillor Andrew Williams 30%.



The following were also highlighted:

Additional Payments

- a) £32.40 – Post Office – Postage.
- b) £27.32 – Crofty Supermarket – Envelopes and

Additional Income

- a) £3.44 – Projects Account Interest.
- b) £24.77 – Reserve Account Interest.

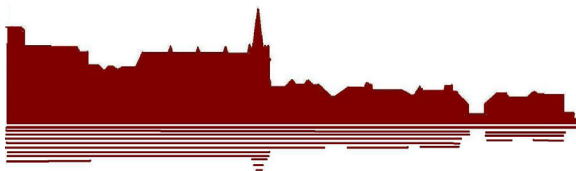
Quotations

- a) Finishing shower area at disabled toilet at Parc Dany Y Graig.
- b) Shutters at Graig Y Coed Pavilion.
- c) Clear Insurance – additional requirements at Graig Y Coed.
- d) Double gates / single gate at Graig Y Coed Woodland entrance / Kissing gate at Graig Y Coed leading to path up the Graig.
- e) Playground Inspections – Crofty and Penclawdd Playgrounds
- f) Sunken area / post and rail fencing collapse at Graig Y Coed Football Pitch / Survey of land at Graig Y Coed Football pitch.
- g) Wildflowers at seawall.
- h) Cost of replacement NVR at Bowls Pavilion.
- i) Redressing road to Bowls Pavilion.
- j) Penclawdd AFC – requests regarding additional works.
- k) Community Council and Sports Association Insurance.
- l) Marquee for Remembrance Sunday 2025 Service.
- m) Sound provision at Remembrance Sunday Service 2025.

**Resolved that:**

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 10<sup>th</sup> April 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) Three quotations be required for works costing over £5,000 in respect of those works above the base Grounds Maintenance Contract.
- 7) Quotation a - a site visit be arranged to view the shower area.
- 8) Quotation b – an additional quotation be obtained.
- 9) Quotation c – the additional requirements being free were noted and the Clerk seeks additional insurance for the contents of the Community Sheds.
- 10) Quotation d – the Clerk seeks grant funding to cover the costs.
- 11) Quotation e – were approved and an inspection date was awaited.
- 12) Quotation f – Clerk to contact Mining Remediation Authority.
- 13) Quotation g – the quotation for £2,058.80 plus VAT, provided by Celtic Wildflowers, be approved. \*Noted – this quotation was provided by bespoke contractors and were the only local firm providing this service. The Clerk was





requested to request Jonathan Davis to cost for a bowser and volunteers be sought to maintain the site.

- 14) Quotation h – the quotation for £390.30 plus VAT provided by PES Fire and Security Ltd, be approved. \*Noted – this was for replacement equipment.
- 15) Quotation i – the quotation for £980, plus VAT (Quote 60/25) provided by Jonathan Davis, be approved. \*Noted – this was an additional quotation above the base contract but under £5,000 and awarded to the Ground Maintenance Contractor. The Clerk was requested to inform the Bowls Clubs that the gate be kept closed at all times and cars refrain from parking on the rugby pitch.
- 16) Quotation j – Jonathan Davis be requested to quote for the items raised.
- 17) Quotation k – the Clerk to obtain additional quotes.
- 18) Quotation l – the Clerk seeks additional quotations.
- 19) Quotation m – the quotation for £704 plus VAT, provided by Total Sound Solutions, be approved. \*Noted – as per previous years, competitor firms were managing Remembrance Sunday services on behalf of other councils.

#### **b) To Monitor the Council Budget 2025-2026**

The Clerk presented the up-to-date budget spend for 2025-26. 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 were provided to the internal and external auditors.

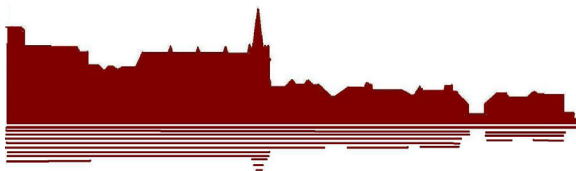
It was added that the end of year procedures had commenced and the files were currently with the Internal Auditor. His report would be presented to the Council meeting on 19<sup>th</sup> June 2025.

#### **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:

	<b>Details</b>	<b>Action / Comments</b>
6.	Active HSE – Reports regarding Community Council buildings.	An action plan be drafted / quotations obtained from contractors.
8.	Swansea Council – Community Town Council Forum – 28 <sup>th</sup> April 2025.	<b>Resolved</b> that the amended Charter be approved.
9.	Penclawdd AFC – Requests for work over the summer.	An action plan be drafted / quotations obtained from contractors.
13.	James Mainwaring – complaint regarding grass being deposited by the back fence at Dan Y Graig.	<b>Resolved</b> that James Mainwaring be informed that the Council would continue to follow the same procedures it had





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		followed for many years, that the procedures followed were approved by NRW and there was insufficient width to store the grass away from the fenced area.
14.	Audit Wales – Queries regarding Annual Return 2022/23.	The delay in Audit Wales undertaking their work, the number of queries involved and the very short time period given to the Clerk to respond were noted.
15.	Swansea Council – SDF Funding.	The Clerk investigates further.
16.	Father Tim Ardouin – request regarding St. Gwynour’s Graveyard.	The request was discussed at length. Jonathan Davis be requested to provide costings in respect of adding the work to the Ground Maintenance Contract and regarding additional works required at the site.
	<b>Additional Correspondence</b>	
22.	Dragon Play – Surfboard at Penclawdd Playground.	Concerns had been expressed regarding additional works negating the warranty. Councillor Andrew Williams would discuss the issue further with Jonathan Davis. A 3-year projection of costs be outlined.

**Resolved that:**

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

**d) Work Plan 2025/26**

The Clerk reported the up-to-date Work Programme 2025-26 ‘for information’.

**e) Community Council Action Tracker**

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

**16. Committee Reports**

None.



## 17. Council Property / Community Projects / Burial Grounds

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

- Defibrillators – Councillors were requested to consider where any gaps existed in the current coverage.
- Roses at Memorial Gardens – the roses were progressing well. **Resolved** that a letter of thanks be forwarded to Mr Lovering.

## 18. 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:

- Fly-tipping – There had been occurrences of domestic waste being left at the layby opposite Graig Y Coed Playing Fields and at the entrance to Crofty Industrial Estate.
- Cycle Track – steady progress was being made.
- Cutting of footpaths – AW would contact the relevant officers to establish when cutting would commence.

### b) Planning.

None.

### c) Footpaths.

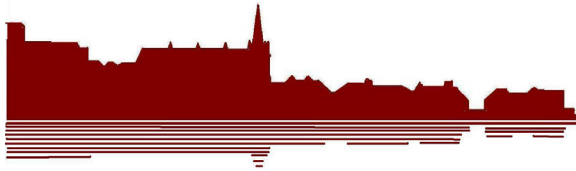
None.

## 19. Outside Bodies

- Swansea Council Community Town Councils Forum – 28<sup>th</sup> April 2025.

The Clerk reported that both he and the Councillor Mike Sheehan attended the meeting.

- Facebook – Councillors Sarah Hughes and James Matthews asked Councillors for feedback regarding the proposed template being considered, which was developed by another Community Council.



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- Penclawdd Surgery – It was queried why the surgery had closed for 3 days following ICT issues. **Resolved** that the Clerk highlights concerns to the Practice Manager.

The meeting ended at 8.50 p.m.

**Chair**