



## Minutes of the Meeting of Council

**Held at Penclawdd Community Centre**

**On Thursday, 19<sup>th</sup> June 2025 at 7.00pm.**

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

**Councillors:** Russell Garrington, James Matthews, Melissa Roberts, Mike Sheehan, Andrew Williams and Adam Woolliscroft

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

**Also Present:** Karen Trussler and Don Trussler – Swansea Junior Football League, Nicole Chartier and Matthew Tucker – Penclawdd AFC, Jonathan Davis – Grounds Maintenance Contractor

### **20. Apologies for Absence**

Apologies for absence were received from Councillors Huw Davies, Leanne Davies and Sarah Hughes.

### **21. 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 Melissa Roberts and Mike Sheehan declared personal interests in Minute No. 23 – Chair's Announcements.

The Clerk declared a personal and prejudicial interest in Minute No. and left the meeting during consideration of the item.

### **22. Minutes**

**Resolved** that the Minutes of the Annual Council meeting held on 15<sup>th</sup> May 2025 be approved and signed as a correct record.

### **23. Chairs Announcements**

The following announcements were made: -

- Presentation by Swansea Junior Football League – Karen and Don Trussler were in attendance to present Jonathan Davis with the Dorian Heel Bar Trophy for his services to local football by going 'the extra mile' in preparing pitches for games. Jonathan Davis accepted the award on behalf of the Community Council. The



Chair congratulated Jonathan Davis and thanked the Swansea Junior Football League representatives for attending to present the award.

- Penclawdd AFC Update – Nicole Chartier and Matthew Tucker provided the Council with an update on the progress being made by the club. It was highlighted that crowdfunding would be used to raise funds towards the installation of railings around Dan Y Graig, which would allow both ladies and men's teams to progress in their respective leagues.

The club were also delighted to announce that Ella Drew had won a Wales cap at Under 15 level in Portugal. The club had also formed a girls only team at under 8 age group.

The Chair thanked the representatives of the football club for their update.

- Family Fun Day – It was announced that the Family Fun Day would be held on 12<sup>th</sup> July 2025 at Penclawdd RFC.
- Social Gathering – The Chair announced that he would like the Council to meet socially at least once a year. Discussions would take place at the next meeting.
- Cockle Gathering – The Chair highlighted that the cockle beds would be opened on Monday, 23<sup>rd</sup> June 2025. The Council would keep a watching brief and would act, if necessary, to protect the children, residents and visitors using the Foreshore Car Park and Playground.

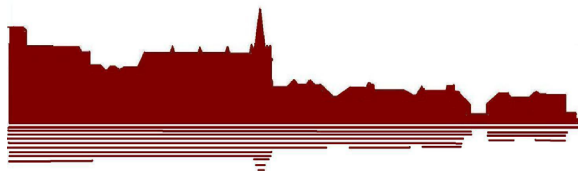
Responses received from Welsh Government and Huw Iranca Davies, Deputy First Minister, were read out and discussed.

The Clerk also referred to recent correspondence received from Somerset Trust and to recent quotations from Tonner, Johns, Ratti Solicitors for acting for the Council in respect of the Foreshore Car Park and land at Victoria Road. The Clerk was requested to seek alternative quotations, to instruct the appointed solicitors in respect of costs and to obtain agreement to proceed with the appointment of solicitors from the Chair, Vice-Chair and Vice-Chair of the Finance Committee.

Councillor James Matthews / Councillor Andrew Williams would inform the local community regarding the cockle bed opening situation via the Council's Facebook page.

## **24. Public Question Time**

Councillor Mike Sheehan referred to the need to comply with the requirement to provide hybrid meetings, if possible. The difficulty in achieving a solution was discussed, especially as the Council did not own Penclawdd Community Centre, which had no wifi. The Clerk was requested to seek advice from One Voice Wales and to progress matters at the next meeting.



**25. Community Reports**

**a) Police Report**

There were no representatives from the Police present.

**26. To Approve the Report of the Internal Auditor – Annual Return for the Year Ended 31st March 2025 and to sign the Annual Governance Statement.**

The Clerk presented the report of Lyn Llewellyn, Internal Auditor regarding the Annual Return for the year ended 31st March 2025. 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 Annual Return for the year ended 31st March 2025 be approved.
- 2) The Annual Return 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 2026**

The Clerk presented a report which recommended that Lyn Llewellyn be appointed Internal Auditor for the year ending 31st March 2026.

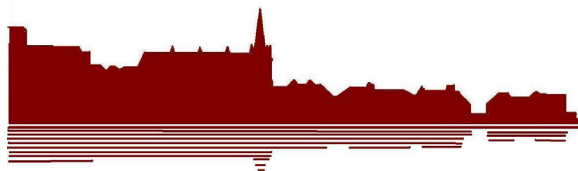
**Resolved** that Lyn Llewellyn be appointed Internal Auditor for the year ending 31st March 2026.

**28. To Approve Councillor Expenses 2024/2025.**

The Clerk presented the Councillor Allowances for the 2024-2025 Financial Year.

**Resolved** that: -

- 1) The Councillor Expenses 2024/25 at Appendix A be approved.
- 2) The Councillor Expenses 2024/25 are published on the Community Council website.
- 3) The Councillor Expenses 2024/25 are forwarded to the Democracy and Boundary Commission Cymru (DBCC).



## 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 Payments

- £67.78 – Adobe – Annual Fee.
- £28.80 – Post Office – postage.
- £55.03 – EDF Energy – Electricity at Bowls Pavilion.
- £98.57 – SSE Energy

#### Additional Income

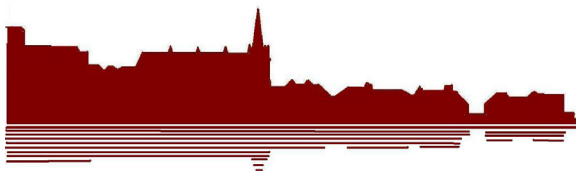
- £700 – Swansea Rams Rugby League – Annual Fee.
- £170 – Cremated Remains Re-opener – Resident.

#### Quotations

	Quotation Details
1.	Finishing shower area at disabled toilet at Parc Dan Y Graig.
2.	Shutters at Graig Y Coed Pavilion.
3.	Community Council and Sports Association Annual Insurance.
4.	Community Council and Sports Association Cyber Insurance.
5.	Double gates / single gate at Graig Y Coed Woodland entrance and kissing gate at Graig Y Coed leading to path up the Graig.
6.	Playground Inspections at Crofty and Penclawdd.
7.	Repairing ground at Graig Y Coed Football pitch.
8.	Removal of goal posts at Graig Y Coed Football pitch.
9.	Preparing ground and adding topsoil to Graig Y Coed Football pitch.
10.	Marquee for Remembrance Sunday 2025 Service.
11.	Costs at St Gwynour's Cemetery.
12.	Slope to Graig Y Coed Rugby pitch.
13.	Parking adjacent to Bowls Pavilion.
14.	Electrical work in Community Council buildings.

#### **Resolved that:**

- The payments / additional payments / amendments be approved.
- The payments paid since 15<sup>th</sup> May 2025 meeting be noted and agreed.
- The income / additional income be noted.
- The bank reconciliation, bank transfers and bank account balances be noted and agreed.
- The CCLA investment income be noted.
- Quotation 1 – Quotations be sought in respect of plastering / painting.

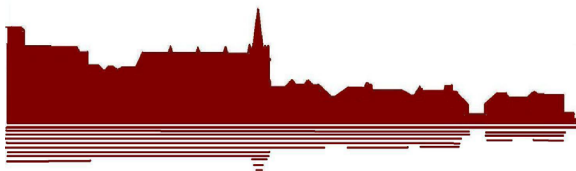


- 7) Quotation 2 – an additional quotation be obtained.
- 8) Quotation 3 – the quotation provided by Clear Insurance for £8,855.71, be approved.
- 9) Quotation 4 – the quotation provided by Clear Insurance for £410.75, be approved.
- 10) Quotation 5 – the Clerk seeks grant funding to cover the costs.
- 11) Quotation 6 – Inspections were awaited.
- 12) Quotation 7 – Mining Remediation Authority were dealing with the issue.
- 13) Quotation 8 – the quotation for £726 plus VAT 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.
- 14) Quotation 9 – the quotation for £1,584.65 plus VAT 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.
- 15) Quotation 10 – the quotation from contractor A be noted and a submission deadline be given to contractor B.
- 16) Quotation 11 – The prices provided by Jonathan Davis be noted, the cost of clearing the graveyard be discussed with the church and to option of hiring a herd of goats to clear the graveyard be suggested.
- 17) Quotation 12 – the quotation for £920 plus VAT 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.
- 18) Quotation 13 – the quotation provided by Jonathan Davis be placed on hold.
- 19) Quotation 14 – No quotations received to date.
- 20) Quotation 15 – Edge IT – Additional Admin Module – The Clerk trials the module and reports to the next meeting.
- 21) Quotation 16 – Community Shed Insurance – The quotation for £375.70 provided by Gambit Insurance, approved by the Finance Committee, was noted.
- 22) Water Bowser for Gower Native Plant – The decision to refuse the quotation by the Finance Committee, was noted.

**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 following approval of the Annual Return for the year ended 31<sup>st</sup> March 2025, the required documents would be forwarded to Audit Wales, external auditors. It was noted that the external audits for the years ending 31<sup>st</sup> March 2022, 2023 and 2024, remained outstanding with Audit Wales.



### 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
7.	Blue Anchor Men and Ladies Bowls Clubs.	<b>Resolved</b> that the clubs be permitted to park on the grass behind the rugby pitch and the cost of a slow closing mechanism on the gate be investigated.
18.	A Reid	<b>Resolved</b> that the request to park her camper van at Llanmorlais Hall, be approved and the Clerk provides laminated authority to be displayed in the vehicles' windscreen.

**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

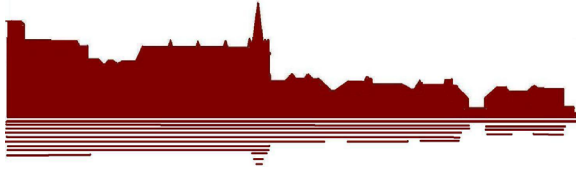
The Community Council Action Tracker was provided 'for information'. All completed actions would be deleted.

## 30. Committee Reports

### a) Finance Committee – Model Financial Regulations

**Resolved** that: -

- 1) The Model Financial Regulations are adopted.
- 2) The Model Financial Regulations are published on the Community Council website.



### 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:

- Parc Hendy Cemetery – Leaning headstone. **Resolved** that the Clerk investigates.
- Tennis fencing at Llanmorlais – As discussed at Finance Committee, the Grounds Maintenance Contractor would be requested to temporarily repair the fencing.

### 32. 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:

- Weeds next to bus stop on Beach Road, opposite the Royal Oak. AW would investigate.
- B4295 – Work to resurface the road from Penclawdd to Llanmorlais would commence on the week commencing 14<sup>th</sup> July 2025. The road from Llanmorlais to Llanrhidian would be completed early in September 2025.
- Benches – Some benches in Penclawdd were in a poor state and AW had started the process of replacing them.
- 70/30 grant funding schemes – More money was available and improving the skateboard facilities at Llanmorlais was a potential project. Outline costings were being investigated.
- Community Shed – Benches had been installed in the shed and the volunteers were progressing well.
- Layby Opposite Graig Y Coed – The layby was overgrown and required cutting. AW would investigate.

#### b) Planning.

Planning Application No.2025/1215/PLD - Gower House (Former Burry Villa), Burry View, Penclawdd – Application noted.

#### c) Footpaths.

Cutting of footpaths – The work in the Penclawdd Ward had commenced.

### 33. Outside Bodies

- Swansea Council Gower National Landscapes Advisory Group – 23<sup>rd</sup> June 2025.

The Chair stated that he had a clash of meetings and could not attend the meeting.





**34. Exclusion of the Public**

**Resolved** that the public be excluded from the meeting during consideration of the following item(s) of business on the grounds that that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as set out in the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

**(Closed Session)**

**35. Personnel Matters**

The Clerk presented a report on personnel matters.

**Resolved** that the recommendations contained in the report be approved.

The meeting ended at 9.20 p.m.

**Chair**