

Minutes of the Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 17th July 2025 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Leanne Davies, Russell Garrington, Melissa Roberts,
Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse - Clerk to the Community Council

36. Apologies for Absence

Apologies for absence were received from Councillors Huw Davies, Sarah Hughes, James Matthews and Mike Sheehan.

37. 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 Leanne Davies declared a personal interest in Minute No. 39 – Chair's Announcements and a personal and prejudicial interest in Minute No.42 – Reports of the Clerk – Accounts for Payment – Quotations and left the meeting prior to discussions on the item concerned.

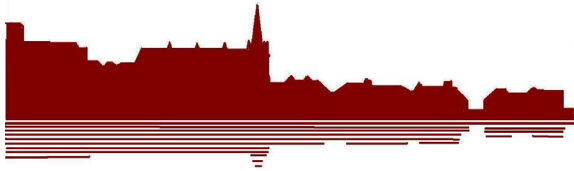
38. Minutes

Resolved that the Minutes of the Annual Council meeting held on 19th June 2025 be approved and signed as a correct record.

39. Chairs Announcements

The following announcements were made: -

- Councillor Huw Davies – The Chair reported that Councillor Huw Davies was recovering well following surgery and all present wished him a speedy return to full health.
- Foreshore Car Park – The Chair commented that the cockle vehicles continued to block the car park which could cause problems during the school holidays. Councillor Andrew Williams added that he had been in discussions with Welsh Government and Benson Estates in order to find a solution and allow the cockle pickers to park on Benson Estates land, instead of within the Foreshore Car Park. It was confirmed that Welsh Government would not contribute to make the land good, if required following parking. The Council discussed the options available.



Resolved that the Community Council covers any costs of making the land good following use and the Clerk contacts Benson Estates / Cockle firms to finalise matters.

- Fly-tipping – The Chair had challenged 2 individuals depositing black bags into the Foreshore Car Park bins. This was an ongoing problem which needed a long-term solution.

40. Public Question Time

None.

41. Community Reports

a) Police Report

There were no representatives from the Police present.

42. 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

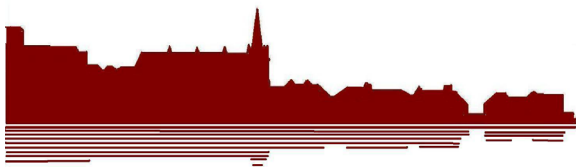
- a) £42 – One Voice Wales – Councillor Training – Introduction to Community Engagement Part 1 – Module 8.
- b) £200 – Audit Wales – 2021/22 Audit Fees.
- c) £240 – Butterfield Morgan – Payroll Services for year ended 5th April 2024.
- d) £260 – Butterfield Morgan – Payroll Services for year ended 5th April 2025.
- e) £68.15 – Terry Snell – Repayment for Community Shed supplies.
- f) £32.40 – Crofty Supermarket & Post Office - Postage.
- g) £3.40 – Crofty Supermarket & Post Office – Envelopes.

Additional Income

- a) £150 – Burial Permit (Resident) – Mount Hermon Cemetery.
- b) £9,035.14 – VAT Refund.

Quotations

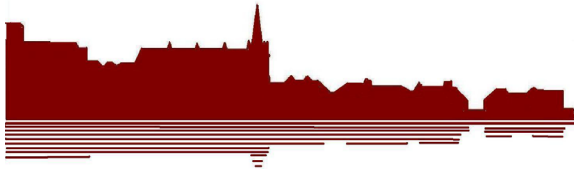
	Quotation Details
1.	Finishing shower area at disabled toilet at Parc Dan Y Graig.
2.	Shutters at Graig Y Coed Pavilion.



3.	Double gates / single gate at Graig Y Coed Woodland entrance and kissing gate at Graig Y Coed leading to path up the Graig.
4.	Repairing ground at Graig Y Coed Football pitch.
5.	Marquee for Remembrance Sunday 2025 Service.
6.	Costs at St Gwynour's Cemetery.
7.	Electrical work in Community Council buildings.
8.	Additional Admin Module.
9.	Additional Finance Module training.
10.	Additional Epitaph Module training.
11.	Sink, tap, kitchen unit and worktop at the Community Shed.
12.	Professional services in respect of the Foreshore Car Park.
13.	Professional services in respect of land at Victoria Road.

Resolved that:

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 19th June 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 1 – Quotations be sought in respect of plastering / painting.
- 7) Quotation 2 – an additional quotation be obtained.
- 8) Quotation 3 – the Clerk seeks grant funding to cover the costs.
- 9) Quotation 4 – Mining Remediation Authority were dealing with the issue.
- 10) Quotation 5 – Marquee for Remembrance Sunday 2025 Service – the quotation for £540 including VAT provided by Gower Events & Equipment Hire Ltd, be approved.
- 11) Quotation 6 – The prices provided by Jonathan Davis were previously noted, the cost of clearing the graveyard be further discussed with the church and a decision of the Church regarding the option of hiring a herd of goats to clear the graveyard is awaited. The Clerk was asked to arrange a site visit.
- 12) Quotations 7 – Electrical works in Community Council buildings: -
 - The quotation for £2,588.00 plus VAT (Quotation 485) provided by RAWELEC for work to complete the installation of electricity at the Community Shed, was approved. *Noted - the Clerk referred to paragraph 5.2 of the Model Financial Regulations, point iii - works, goods or services that constitute an extension of an existing contract and outlined that the contractor had completed the initial installation of electricity under the 70/30 grant provided by Swansea Council. This was the completion of the initial work. The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.
 - The quotation for £1,668.30 plus VAT (Quotation 483) provided by RAWELEC for work identified by the health & safety report presented to the Finance Committee by Active HSE which identified necessary work to be completed. *Noted – the Clerk referred to paragraph 5.2 of the Model Financial Regulations, point iii - works, goods or services that constitute an extension of an existing contract and



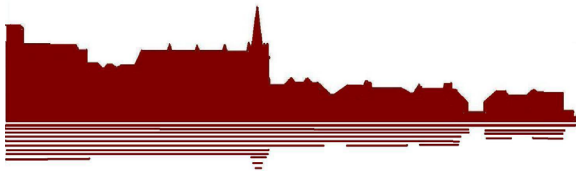
outlined that the contractor had completed EICR checks to Council buildings as part of the Ground Maintenance Contract and introducing a different contractor at this stage would result in the initial EICR work having to be completed again at extra cost. The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.

- The quotation for £3,395.00 plus VAT (Quotation 456) provided by RAWEELEC for additional work identified in EICR checks, be approved. *Noted - the Clerk referred to paragraph 5.2 of the Model Financial Regulations, point iii - works, goods or services that constitute an extension of an existing contract and outlined that the contractor had completed EICR checks to Council buildings as part of the Ground Maintenance Contract and introducing a different contractor at this stage would result in the initial EICR work having to be completed again at extra cost. The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.
 - The quotation for £758.00 plus VAT (Quotation 436) provided by RAWEELEC to install electrics / move an outside light to allow the installation of roller shutters at Graig Y Coed Pavilion, was approved. *Noted - The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.
- 13) Quotation 8 – Edge IT – Additional Admin Module – The Clerk stated that the module did not offer the functionality he had sought.
- 14) Quotation 9 – The quotation for £85 plus VAT provided by Edge IT to provide additional Finance Module training for the Clerk, be approved.
- 15) Quotation 10 – The quotation for £85 plus VAT provided by Edge IT to provide additional Epitaph Module training for the Clerk, be approved.
- 16) Quotation 11 – The quotation for £560 plus VAT provided by Gower Coast Kitchens (provided at trade price) for a sink, tap, kitchen unit and worktop at the Community Shed, plus labour at £350, be approved.
- 17) The Clerk was requested to approach the Community Shed volunteers and request that they consider the setting up of a committee, including a chair and treasurer.
- 18) Quotation 12 – The quotation for £1,250 plus VAT and disbursements for professional services in respect of the Foreshore Car Park provided by Tonner, Johns, Ratti Solicitors, be approved.
- 19) Quotation 13 – The quotation for £750 plus VAT and disbursements per plot for professional services in respect of Victoria Road provided by Tonner, Johns, Ratti Solicitors, be approved.

b) To Monitor the Council Budget 2025-2026

The Clerk presented the up-to-date budget spend for 2025-26.

It was added that following approval of the Annual Return for the year ended 31st March 2025, the required documents had been forwarded to Audit Wales, external auditors. It was noted that while the invoices for the 2021/22 and 2022/23 external audits had been received, the end of audit completion notices had not been received



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

and therefore, the audits for the years ending 31st 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
03.	One Voice Wales – Constitution and Governance Framework	Resolved that: - 1) Councillor Russell Garrington be nominated to attend the One Voice Wales Annual Meeting with the instruction to approve the proposed changes. 2) Councillor Adam Woolliscroft be approved as the reserve attendee.
Additional Correspondence		
09.	RAWELEC – Electrical reports in respect of Community Council buildings.	Noted.
10.	Democracy and Boundary Commission Cymru – Acknowledgement for receipt of Councillors expenses for 2024/25.	Noted.
11.	C Knoedl – Request for rear access to his property from Penclawdd Recreation Ground to install a shed base / shed.	Resolved that the one-off request be approved and the fence / hedge be repaired following the completion of the work.

Resolved that:

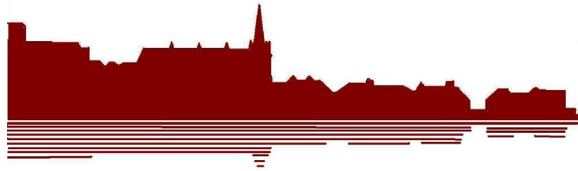
- 1) All correspondence be noted.
- 2) The actions outlined in the list of correspondence be completed.

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.



43. Committee Reports

There were no reports.

44. Council Property / Community Projects / Burial Grounds

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

- Graig Y Coed Woodland Project – Good progress was being made and the volunteers had been trained in using the cutting tools for the woodland by Jonathan Davis. Councillor Andrew Williams highlighted that the volunteers needed to set up of a committee, including a chair and treasurer and would be fully responsible for the tools.
- Surfboard Equipment at Penclawdd Playground – Councillor Leanne Davies would contact James McGrath to progress matters.
- Newsletter – Councillor Adam Woolliscroft circulated a draft version of the newsletter for discussion. It was proposed that a version in English and Welsh be placed in the new noticeboard at Penclawdd Playground. In addition, it was suggested that at least 500 copies be printed and quotations be obtained in order for the overall costs be established. Additional amendments would be made prior to the final version being agreed.

45. Swansea Council Matters

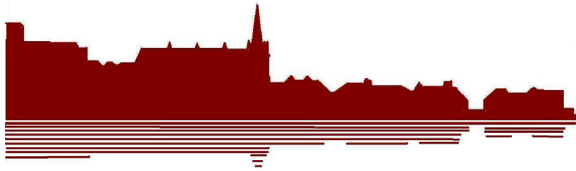
a) Report of the Penclawdd Ward Member

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:

- B4295 – Work to resurface the road from Penclawdd to Llanmorlais had been slightly delayed but would be completed prior to the end of July 2025. The road from Llanmorlais to Llanrhidian would be completed early in September 2025.
- Pothole filling – Councillor Leanne Davies highlighted that potholes had been filled at Welsh Moor for the Iron Man race when other roads should have taken priority.
- Himalayan Balsam – Councillor Melissa Roberts reported that the invasive species had been located in the Morlais River.
- 20 mph Speed Limits – Councillor Leanne Davies queried when limits would be locally increased from 20 mph to 30 mph. AW noted that he was only aware of the stretch between Graig Y Coed and West End being increased to 30 mph.

b) Planning.

No discussions.



c) Footpaths.

No discussions.

46. Outside Bodies

- One Voice Wales – Swansea Area Committee – 14th July 2025.

Councillor Russell Garrington attended the meeting and provided a verbal update report. He added that discussions centred around road closures on Gower for the Ironman Wales 2025 race and the Love Trails Festival 2025 and the large number of complaints received as a result.

The meeting ended at 9.22 p.m.

Chair