

**Minutes of the Meeting of Council**

**Held at Penclawdd Community Centre**

**On Thursday, 16<sup>th</sup> October 2025 at 7.00pm.**

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

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

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

**Also Present:** Andrew Brown & Chris Dix – South Wales Police,  
Matthew Tucker – Penclawdd AFC

**58. Condolences – Former Community Councillor Michael Harry**

The Chair referred with sadness to the recent death of former Community Councillor Michael Harry, who served as a Councillor for the Llanmorlais Ward on two separate occasions.

All present stood in silence as a mark of respect.

**59. Apologies for Absence**

Apologies for absence were received from Councillor Leanne Davies and Sarah Hughes. Also, from Donna Kendall - LAC.

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

In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, the following interests were declared: -

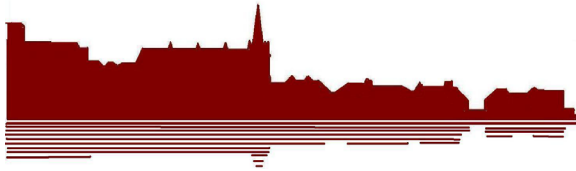
Councillors Huw Davies, Russell Garrington, Paul Tucker, Andrew Williams and the Clerk declared personal interests in Minute No.65 c – Correspondence.

**61. Minutes**

**Resolved** that the Minutes of the meeting held on 18<sup>th</sup> September 2025 be approved and signed as a correct record.

**62. Chairs Announcements**

The following announcements were made: -



- Councillor Huw Davies – The Chair welcomed back Councillor Huw Davies who was attending his first Council meeting following a period of illness.

### **63. Public Question Time**

Matthew Tucker, Penclawdd AFC informed the Community Council that Sport Wales had turned down the crowdfunding project application at Parc Dan Y Graig, due to the club having a licence and not a lease on the ground. He added that the football club had already raised over £8,000 and requested that the Community Council purchases the pitch barriers and the football club would refund part of the costs. 3 quotations in respect of the barriers were provided and assessed. Discussions also followed regarding two-sided advertising boards being added to the pitch barriers and the football club painting the old changing rooms internally and externally, with the Council providing the paint.

**Resolved** that: -

- 1) The quotation provided for £6,419.42 to purchase the pitch side barriers, be approved.
- 2) If planning permission is not required, the two-sided advertising boards be added to the pitch side barriers.
- 3) The Community Council agrees to purchase the external and internal paint for the old Pavilion and Penclawdd AFC arranges for the building to be painted.

### **64. Community Reports**

#### **Police Report**

Andrew Brown and Chis Dix, South Wales Police attended the meeting and updated the Council on local Police matters. The issue of parking on pavements, particularly around Parc Dan Y Graig during games, was highlighted. It was proposed that a joint Police / Council letter be forwarded to the football authorities, requesting that they filter the information to relevant clubs.

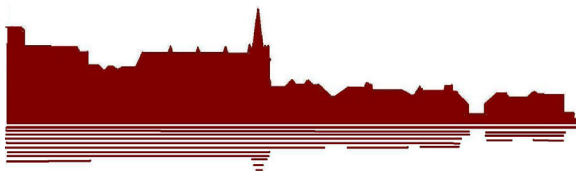
In addition, marking bicycles with invisible markers was discussed, along with the possibility of setting up a small tent on the cycle track to highlight the issue to the public.

It was confirmed that Cuppa with a Coppa was scheduled for 1 p.m. on Tuesday, 21<sup>st</sup> October 2025 at Penclawdd Community Centre.

The Chair thanked the Police representatives for their report.

### **65. 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 Income

- a) £8,285.52 – HMRC – VAT Refund
- b) £1,925.00 – Penclawdd RFC – Annual Fees
- c) £312.50 – Blue Anchor Bowls – Annual Fee
- d) £21.19 – Reserve Account Interest
- e) £2.48 – Projects Account Interest
- f) £133.34 - Wayleaves

Additional Payments

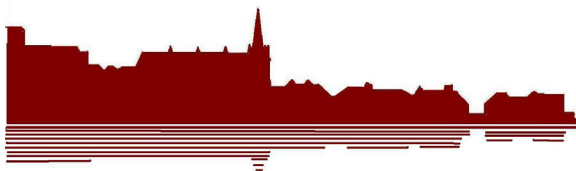
- a) £150.00 – Kingsbridge Print – Printing newsletter
- b) £109.99 – McAfee – Annual subscription
- c) £9 – Matthews Confidential Shredding – Shredding old Community Council papers
- d) £852.23 – Dwr Cymru – Water bill at Recreation Ground
- e) £25.20 – Crofty Supermarket & Post Office – Postage
- f) £283.35 – Dwr Cymru – Water bill at Graig Y Coed
- g) £295 – SLCC – Annual membership subscription
- h) £780 – Swansea Council – Trade waste at Foreshore Car Park
- i) £758 – RAWEELEC – Purchase and installation of fan at Rugby Pavilion Cafe

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.	Repair work at Rugby Pavilion.
5.	Plumbing works required following annual inspection.

**Resolved that:**

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 18<sup>th</sup> September 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 – Penclawdd AFC to undertake the painting and the Community Council covers the cost of the paint.
- 7) Quotation 2 – Noted that an additional quotation was awaited.
- 8) Quotation 3 – Noted that the grant funding application had been submitted.



- 9) Quotation 4 – Awaiting quotation.
- 10) Quotation 5 – Awaiting quotation.
- 11) Emergency Repair to kissing gates at Graig Y Coed Football / Rugby pitches – Emergency repair to be completed as soon as possible.

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

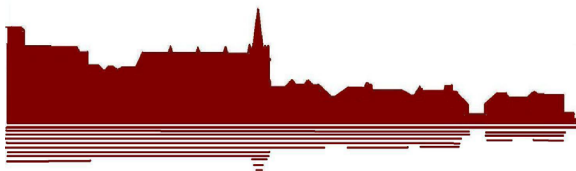
The Clerk presented the up-to-date budget spend for 2025-26.

**Resolved** that the Council Budget 2025-2026 be approved.

**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.	Mid & West Wales Fire Authority - Training.	<b>Resolved</b> that training be organised in the New Year.
4.	Estuary Players – Shipping Container Request.	<b>Resolved</b> that the request be approved subject to the container being sited adjacent to the current containers next to the playing field entrance.
7.	Swansea Council – Memorandum of Understanding.	Clerk to proceed with reporting the policy to the Council
8.	Swansea Council – Employers Data Retention Policy.	Clerk to proceed with reporting the policy to the Council
12.	Urdd Gobaith Cymru – Request for Support.	Request referred to Finance Committee.
14.	Llanmorlais Hall – Wedding request – 11/07/26.	Request approved subject to the relevant insurance cover being provided.
15.	Benson Estates – The Dock, Penclawdd.	Clerk to respond.
<b>Additional Correspondence</b>		
19.	Penclawdd RFC – Query regarding lease at Graig Y Coed. (The Community Council had previously agreed to the container being placed on the rugby pitch)	Clerk to respond informing the club that taking on the lease would not be in their best interests.
20.	D Evans – Hedgerow at Recreation Ground.	Noted – the Clerk had advised the resident to contact Swansea Council Planning Enforcement. The



		matter was a civil dispute between neighbouring properties.
21.	One Voice Wales / SLCC Joint Event – 12 <sup>th</sup> November 2025.	Noted.
22.	Tonner, Johns & Ratti – Acknowledgement that they had made contact with Somerset Trust Solicitors.	Noted.
23.	Edge IT – Quote for training Lyn Llewellyn, Internal Auditor.	<b>Resolved</b> that the quotation for £85 plus VAT be approved.

**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. The following was discussed: -

- Social Gathering – Various options were discussed. Resolved that if a decision was not made at the next scheduled meeting, the idea would be dropped.

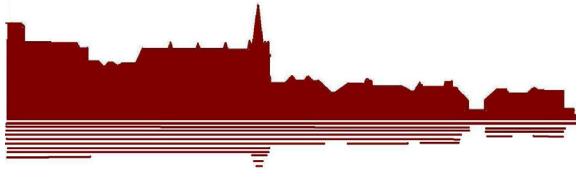
**65. Committee Reports**

No reports.

**66. Council Property / Community Projects / Burial Grounds**

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

- Roses at Memorial Gardens – The plaque was in place.
- Parc Hendy Cemetery – The Clerk reported that a resident had highlighted that a grave was crumbling and was impacting upon their relative’s grave. **Resolved** that the Chair and the Clerk investigate further.
- Foreshore Car Park – The Clerk reported that he had requested a quotation off National Grid to place a power source in the car park.
- Defibrillator at Crofty Industrial Estate – following a recent incident, the lack of a defibrillator in the Industrial Estate was highlighted. Further discussions were required.
- Noticeboard at Crofty Supermarket – The Clerk would discuss further with Chris Hopkins and report to the next meeting.
- Discarded Cockles – There were discarded cockles near to Crofty Playground and quad bikes had been active after dark in Crofty and Llanmorlais. The matter would be reported to Swansea Council.



- Weeds at Dan Y Graig – Lesley James had also complained about weeds on her fence. The Clerk would highlight to Jonathan Davis.

## **67. 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:

- Selection as Cabinet Member – The Chair and Community Council congratulated Councillor Andrew Williams on being selected as a Cabinet Member.
- Layby at Graig Y Coed – The area around the bench had been cut. The Chair highlighted the opportunity to clear the land from the layby to the first bungalow in order to ensure the drainage pipes from the playing fields were kept clear.

#### **Resolved that: -**

- 1) The Chair asks Jonathan Davis to provide an outline quotation to clear the land.
  - 2) Councillor James Matthews investigates old maps of the area to assist in the process.
  - 3) The Clerk would check the ownership of the land with Swansea Council.
- Access to Parc Dan Y Graig – Several parents of younger children had complained that their children did not have access to the football field. It was highlighted that the gate was locked due to some residents taking their dogs onto the pitch. The option of parents opening and locking the gates was discussed. Further discussions were required.

### **b) Planning – the following applications were discussed: -**

- 2025/1253 – Two freestanding illuminated signs at CK's Supermarket.

### **c) Footpaths – No discussions.**

## **68. Outside Bodies**

- Gower National Landscapes Advisory Group – 22<sup>nd</sup> September 2025 – Councillor Paul Tucker attended the meeting.

The meeting ended at 9.14 p.m.

**Chair**