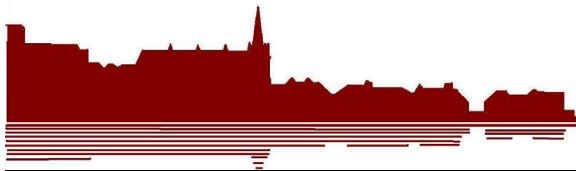
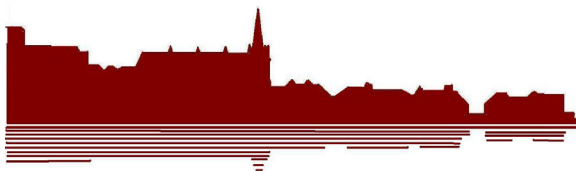


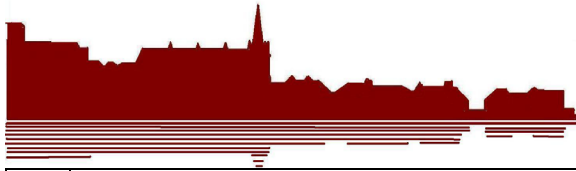
Minutes of the Annual Meeting of Council	
Held at Penclawdd Community Centre	
On Thursday, 21st May 2026 at 7.00pm.	
Present:	
Councillors: Russell Garrington, Mike Sheehan, Paul Tucker, Andrew Williams and Adam Woolliscroft.	
Officers: Jeremy Parkhouse - Clerk to the Community Council	
Also Present:	
1.	To Elect a Chair for the 2026/2027 Municipal Year
	Resolved that Councillor Paul Tucker be elected as Chair of Council for the 2026-2027 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 2026/2027 Municipal Year
	Resolved that Councillor Mike Sheehan be elected as Vice-Chair of the Community Council for the 2026-2027 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 Huw Davies, Leanne Davies, Sarah Hughes, James Matthews and Melissa Roberts.
4.	To Receive 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 Paul Tucker declared a personal interest in Minute No.15c) – Reports of the Clerk – Correspondence.



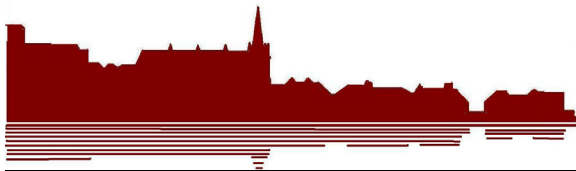
	The Clerk declared a personal interest in Minute No.15c) – Reports of the Clerk – Correspondence.
5. Minutes	
	Resolved that the Minutes of the meeting held on 16th April 2026 be approved and signed as a correct record.
6. Chair’s Announcements	
	The Chair announced the following: -
	<ul style="list-style-type: none"> • Penclawdd AFC – Congratulations to the club for recently winning two local cup competitions.
	<ul style="list-style-type: none"> • Penclawdd RFC – Congratulations to the Youth and Under 15’s teams for recently winning cup competitions.
	<ul style="list-style-type: none"> • John Davies MS – Congratulations to former Community Councillor John Davies for his election to the Senedd as an Abertawe Gwyr Member.
7. Public Question Time	
	None.
8. Community Reports – South Wales Police	
	There were no South Wales Police officers present. The Council discussed the following: -
	<ul style="list-style-type: none"> • Parking Issues at Parc Dan Y Graig – The Clerk stated that he had discussed the issue at length with PCSO Andrew Brown, who had suggested the following: - <ul style="list-style-type: none"> I. Penclawdd AFC having dedicated parking marshals. II. Penclawdd AFC installing a PA system during games, which can be used to highlight any parking issues. III. Bollards being used on Hendy Road / Nurses Corner to prevent parking which causes issues for residents. IV. Installation of a H-bar at the access to Parc Dan Y Graig. V. The potential installation of double yellow lines along sections of Hendy Road / Nurses Corner. <p>The Clerk had also highlighted that the Council were in discussions with Benson Estates to provide additional car parking for football matches at the Dock, Penclawdd. The Clerk would report the discussion to Penclawdd AFC.</p>



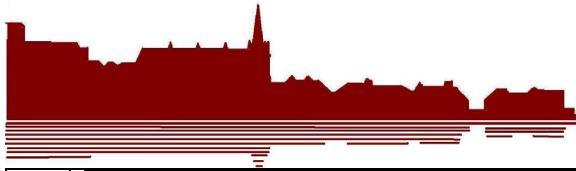
	<ul style="list-style-type: none"> Report of a rope leading down into the former quarry just below Mount Hermon Car Park – The Clerk stated that following a report from a resident, he had attended the site with South Wales Police Officers. A rope had been tied to a tree and had been fed down into the former quarry. However, the intended use for the rope was not clear and the Police removed it. The Police would monitor the car park on a regular basis. Primary Schools Rugby Tournament – Councillor Adam Woolliscroft informed the meeting that the Police had recently organised a primary school rugby tournament at Dunvant RFC. He added that 16 schools attended and the day was a big success.
9.	To Review and Adopt Standing Orders, Financial Regulations, Annual Report 2025/26 and Annual Plan 2026/27
	a) Llanrhidian Higher Community Council Model Standing Orders.
	The Clerk presented the Model Standing Orders for approval.
	Resolved that: -
	1) the Model Standing Orders (Wales) 2023, provided at Appendix A, be adopted.
	2) The Model Standing Orders be published on the Council website.
	b) Llanrhidian Higher Community Council Model Financial Procedure Rules.
	The Clerk presented the Model Financial Procedure Rules for approval.
	Resolved that: -
	1) the Model Financial Regulations (Wales), provided at Appendix B, be adopted.
	2) The Model Financial Regulations be published on the Council website.
	c) Annual Report 2025-2026.
	The Clerk presented for approval the Annual Report 2025-2026. It was noted that the draft report was approved by the Council on 16 th April 2026.
	Resolved that: -
	1) the Annual Report 2025-2026, provided at Appendix C, be approved.
	2) the Annual Report 2025-2026 be published on the Council website.



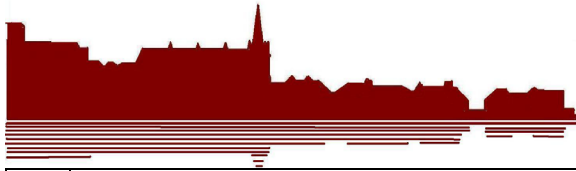
	d) Annual Plan 2026-2027.
	The Clerk presented for approval the Annual Plan 2026-2027. It was noted that the draft plan was approved by the Council on 16 th April 2026.
	Resolved that: -
	1) the Annual Plan 2026-2027, provided at Appendix D, be approved.
	2) The Annual Plan 2026-2027 be published on the Council website.
10.	Democracy & Boundary Commission Cymru (DBCC) Annual Report 2026-2027
	The Clerk stated that the Democracy & Boundary Commission Cymru (DBCC) Annual Report https://www.dbcc.gov.wales/remuneration sets out “Contribution towards Costs of Care and Personal Assistance (CPA)” and “Payments to Members of Community & Town Councils”. He stated that the DBCC defined Llanrhidian Higher Community Council as a Group 4 Council in line with its Electorate.
	Resolved that: -
	1) The Contribution to the Costs of Working from Home payment be paid annually as a single amount of £156.
	2) The Office Consumables payment be paid annually as a single amount of £52.
	3) Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the payment(s) on a basis of 1/12 of the fee being equal to a month. The Council may decide to waive this requirement by way of a formal decision.
	4) The Council does not make any optional payments listed in respect of Senior Roles / Chair / Vice Chair / Attendance Allowance / Financial loss.
	5) 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 2026/27
	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.



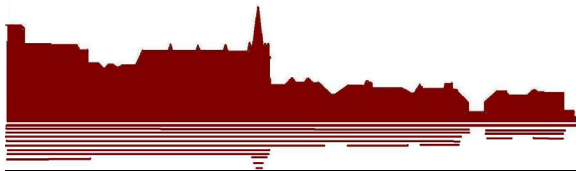
Resolved that: -																			
1) The Council appoints Finance & Events and Personnel Committees.																			
2) The Finance & Events Committee shall comprise 6 Councillors: Councillors Huw Davies, Russell Garrington, Sarah Hughes, Melissa Roberts, Paul Tucker and Adam Woolliscroft.																			
3) The Finance & Events Committee Terms of Reference be agreed as outlined in the report.																			
4) The Personnel Committee shall comprise 5 Councillors: Councillors Russell Garrington, Sarah Hughes, James Matthews, Mike Sheehan and Paul Tucker.																			
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 Clerks hours / leave.																			
7) The schedule of meetings for 2026-2027, be approved, subject to the meeting in September being moved to 10 th September 2026 and meeting requests being forwarded by the Clerk.																			
8) Councillors be allocated to serve on Outside Bodies as outlined below: -																			
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9) Councillors to have responsibility for Council Sites / Roles as outlined below: -																			
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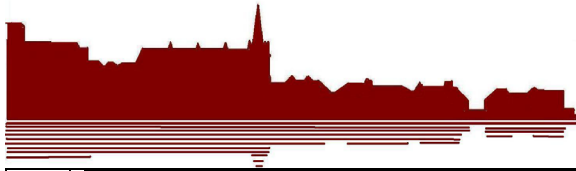
	Foreshore Car Park, Penclawdd.	Councillor Russell Garrington
	Old Station Sign / Footpath Lecterns	Councillor Paul Tucker
	Graig-Y-Coed Playing Fields	Councillor Huw Davies & Leanne Davies
	Graig-Y-Coed Woodland Project	Councillor Adam Woolliscroft
	Community Shed	Councillor Andrew Williams
	10) The 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.	
	11) The Clerk be authorized to make emergency / necessary payments / to agree to emergency / necessary works in between meetings providing permission has been given from two of the following five Councillors: Chair of Council, Vice Chair of Council, Chair of Finance & Events Committee, Chair of Personnel Committee.	
	12) All payments to be approved within the bank account by Councillors who have access to the accounts.	
	13) Bank Account Reconciliation Reports shall 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 2027.	



13. To Review and Approve the Councillors Training Programme
The Councillors Training Programme was presented for review and approval.
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. Community Council Fixed Assets – May 2026
The Community Council Fixed Assets at May 2026 were presented at Appendix A of the report.
Resolved that the Fixed Asset list at Appendix A, be approved.
15. Reports of the Clerk
a) Accounts for Payment / Quotations
The accounts for payment were provided at Appendix A of the report.
The following were also discussed: -
<u>Additional Expenditure</u>
<ul style="list-style-type: none"> • £26.51 – Crofty Supermarket & Post Office – Paper and A4 envelopes. • £6.99 – Williams Pet & Garden Supplies Ltd - Spray. • £95.35 - SSE Energy Solutions – Electricity at Memorial Gardens. • £190.42 – SSE Energy Solutions – Electricity at Graig Y Coed Pavilion.
<u>Quotations</u>
A list of quotations / outstanding issues was provided.
1) The payments / additional payments / amendments be approved.
2) The payments paid since 16th April 2026 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) The actions in respect of the following quotations be approved / noted: -



	Quotation Details	Action
1.	Plumbing works required following annual inspection.	Delete - No further work required.
2.	Removal of ivy from fence at Parc Dan Y Graig and treatment of the roots.	Awaiting additional quotations.
3.	Repair of grave at Parc Hendy Cemetery.	Clerk to arrange a site visit for all Councillors.
4.	Removal / replacement of stock fencing at Graig Y Coed.	Awaiting additional quotations.
5.	Replacement of tennis court fencing at Llanmorlais.	Awaiting quotation.
6.	Replacement Rugby Posts at Graig Y Coed.	On Hold.
7.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	Awaiting quotation.
8.	Wildflowers at St Gwynour's.	Delete - Cemetery not yet under Community Council control.
9.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation.
10.	WIFI at Penclawdd Community Centre.	2 quotations were discussed. Resolved that the quotation provided by Uplands Radio be approved, subject to further discussions.
11.	Replacement doors at Llanmorlais Changing Rooms.	4 companies were requested to provide quotations. 2 quotations were provided. Resolved that the quotation provided by Andrew Colwill Garage Doors for multi locking security doors for £1,000 plus vat each fitted / made to measure for £1,150 plus vat each / double door for £1,600 plus vat fitted.
12.	To appoint solicitors to act for the Council in respect of the transfer of St Gwynour's Cemetery.	Resolved that the quotation provided by Tonner, Johns, Ratti Solicitors for £1,500 plus VAT and disbursements, be approved.



13.	Community Shed Insurance 2026/27.	Resolved that the quotation provided by Clear Councils for £8,758.86, be approved. It was noted that the Council was currently in a Fixed Rate Agreement (FRA) until 20/06/2028.
14.	Community Council and Sports Association Insurance.	Resolved that the Quotation provided by Gambit Insurance Solutions for £391.85 including Insurance Premium Tax and fee, be approved.
15.	Memorial Gardens – Upgrade of external box.	Resolved that the quotation provided by RAWELEC for £1,668.12 including VAT, be approved. It was noted that the work was identified during recent works and was a continuation of that work.
16.	Replacement fence at Parc Hendy Cemetery and top soil to repair ground adjacent to entrance road.	Clerk to arrange a site visit for all Councillors.

b) To Monitor the Council Budget 2026-2027

The Clerk presented the up-to-date Council budget spends for 2026-2027.

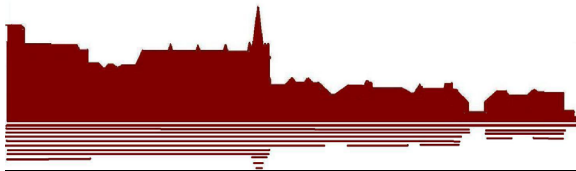
He added that the 2025-2026 files were currently with Lyn Llewellyn, Internal Auditor, who would forward his report for approval at the Council meeting scheduled for 18th June 2026.

Resolved that the report be approved.

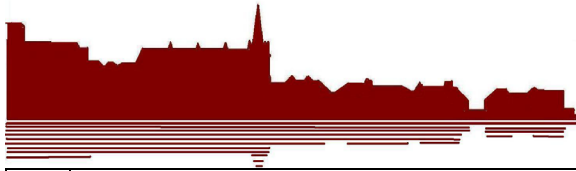
c) Correspondence

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: -

- 1) Welsh Government – Burry Inlet Cackle Fishery – The meeting discussed the ongoing situation and the issues faced at the Foreshore Car Park.



	Resolved that the Clerk writes to the appropriate Welsh Government Minister / newly elected Senedd Members highlighting the current situation and the concerns of the Community Council.
	2) Church in Wales (CIW), St Gwynour's Cemetery – Resolved that the CIW be requested to cover the cost of maintaining the Cemetery prior to the transfer taking place.
	<u>Additional Correspondence</u>
	<ul style="list-style-type: none"> E Jones & E Williams – Complaint regarding the length of grass and weeds at Mount Hermon Cemetery. The Clerk informed the Council that the Cemetery had been cut on 19th May 2026, following a delay in cutting as a result of illness. Responses had already been forwarded.
	<ul style="list-style-type: none"> K Croxford – Complaint regarding the length of grass and weeds at Parc Hendy Cemetery. The Clerk informed the Council that the Cemetery had been cut on 19th May 2026, following a delay in cutting as a result of illness. A response had already been forwarded. It was noted that the issues raised can be discussed at the forthcoming site visit.
	<ul style="list-style-type: none"> Penclawdd Brass Band – Request for the Community Council to lead on the Community Asset Transfer (CAT) of the Band Room building from Swansea Council. The Council debated the issues involved at length.
	Resolved that: -
	1) the Community Council agrees in principle to lead with the community asset transfer of the Band Room if the building cannot be transferred directly to Penclawdd Brass Band, subject to some additional conditions.
	2) The Clerk informs Swansea Council regarding the decision.
	d) Work Plan 2026/2027
	The report was provided for information.
	e) Community Council Action Tracker
	The report was provided for information.
	f) Action Plan – Previous External Audit Recommendations
	Resolved that the Action Plan be approved.
	16. Committee / Working Group 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: -
	1) Site Visit – Resolved that the Clerk arranges a site visit to Llanmorlais Changing Rooms, Mount Hermon Cemetery / Car Park and Parc Hendy Cemetery to discuss the issues raised by resident and discussed at the meeting.
18. Swansea Council Issues	
	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: -
	<ul style="list-style-type: none">• Road repairs – It was outlined that repairs had been completed to Hendy Road and Old Colliery Road. It was added that the Rhallt, Llanmorlais was in the process of having works completed.
	c) Footpaths
	The Clerk stated that he had contacted Swansea Council Drainage Team regarding the Himalayan Balsam issue raised by Councillor Melissa Roberts at the previous meeting. He had also contacted a Sketty Park Estate representative who had checked the field next to the River Morlais but could not find any evidence of the plant. It was added that Swansea Council had also highlighted the issue with Natural Resources Wales (NRW). The Clerk would continue to contact the relevant organisations.
19. Outside Bodies	
	None.
	The meeting ended at 9.20 p.m.
	Chair