Minutes of the Meeting of Council	
Held at Penclawdd Community Centre	
On Thursday, 15th October 2026 at 7.00pm.	
Present: Councillor Paul Tucker (Chair) presided	
Councillors: Huw Davies, Russell Garrington, Sarah Hughes, Mike Sheehan, Andrew Williams and Adam Woolliscroft.	
Officers: Jeremy Parkhouse **-** Clerk to the Community Council	
57.	**Apologies for Absence**
	Apologies for absence were received from Councillors Leanne Davies, James Matthews and Melissa Roberts.
58.	**To Receive Disclosures of Personal and Prejudicial Interests**
	In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, no interests were declared.
59.	**Minutes**
	Resolved that the Minutes of the Meeting of Council held on 10th September 2026, be approved and signed as a correct record.
60.	**Chair's Announcements**
	The Chair announced the following: -
	• Rhodri Davies – The Chair reported that Rhodri Davies from Llanmorlais had won two gold medals and one bronze medal at the recent British Kick Boxing Championships. He was due to compete at the World Championships in France on 16th October 2026 and offered his congratulations on behalf of the Community Council.
61.	**Public Question Time**
	None.

62.	**Community Reports – South Wales Police**
	A written report from the Police was presented which outlined the crime and non-crime statistics within the Ward for the previous three months.
	Issues discussed included: -
	• Fly-tipping – a person had been fined £300 in respect of the recent fly-tipping at Mount Hermon Cemetery Car Park. Swansea Council had proceeded with the prosecution.
	• Fly-tipping at Graig Y Coed – The vehicle had been identified and the firm involved contacted. However, no follow-up had been provided.
63.	**Reports of the Clerk**
	a) Accounts for Payment / Quotations
	The accounts for payment were provided at Appendix A.1 of the report.
	The following were discussed: -
	<u>Amendments</u>
	• Salary Costings – The correct amount was £5,934.35.
	<u>Additional Expenditure</u>
	• £25.20 – Crofty Supermarket & Post Office – postage.
	• £3.98 - Crofty Supermarket & Post Office – envelopes.
	• £600 – J K Gardening Services – clearance of fly-tipping at Foreshore Car Park.
	• £90 – SLCC / One Voice Wales Joint Event – 18th November 2026 – Clerk to attend.
	• £439 – SLCC Principal Membership for the Clerk / Council.
	• £350 – The Somerset Trust – Lease of Foreshore Car Park and Playground.
	• £1,625 – Life Support & Safety – Defibrillator and Cabinet – Foreshore Car Park.
	<u>Additional Income</u>
	• £26.40 – Reserve Account Interest.
	• £2.08 – Projects Account Interest.
	• £135.45 – Wayleaves.

Quotations

A list of quotations was provided at Appendix A.3.

Resolved that: -

1) The payments / additional payments / amendments / payments made in October 2026, be approved.
2) The payments paid since 10th September 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.	Replacement of tennis court fencing at Llanmorlais / Clearance of vegetation between the tennis courts and MUGA at Llanmorlais Recreation Ground.	Awaiting quotations.
2.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	Quotation on hold.
3.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation.
4.	Cloudy IT – Gov meetings.	Councillor Adam Woolliscroft would seek an alternative option and the Clerk would speak with other Council's in Wales who use the service.
5.	Celtic Wildflowers – Maintenance of seawall at Foreshore Car Park.	**Resolved** that the quotation for £302.66 plus VAT, be approved.

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 had been transported to Audit Wales in Cardiff early in August 2026. Audit Wales had been in contact with the Clerk and their questions had been answered. No further communications had been received.

	Resolved that the report be approved.
	c) Correspondence
	The correspondence reported by the Clerk was provided at Appendix C of the report.
	Additional Correspondence
	• Wales Air Ambulance – Request for funding - Forwarded to Finance & Events Committee.
	• One Voice Wales – Politically restricted posts – Noted that the Section 151 Officer role of the Clerk would be added to the list of politically restricted posts.
	• Swansea Council – Contributing to the Gower Management Plan.
	• One Voice Wales – Training certificate for Councillor Russell Garrington – Module 31 – Introduction to Cultural Change.
	d) Work Plan 2026/2027
	The report was provided for information.
	The dates for meetings to approve the Draft Budget 2027-2028 and Ground Maintenance Contract 2027-2030 were provided as follows: -
	• Finance & Events Committee – 3rd November 2026 at 7 p.m. (To approve the Draft Budget 2027-2028).
	• Finance & Events Committee – 3rd December 2026 at 7 p.m. (To open tenders for the Ground Maintenance Contract 2027-2030).
	• Extraordinary Council – 10th December 2026 at 7 p.m. (To approve the Ground Maintenance Contractor 2027-2030).
	• Extraordinary Council – 7th January 2027 at 7 p.m. (To approve the Draft Budget 2027-2028).
	e) Community Council Action Tracker
	The report was provided for information.
64.	**Committee / Working Group Reports**
	a) Finance & Events Committee – Terms and Conditions for Sports Teams using Community Council Facilities.

	Resolved that the Terms and Conditions for Sports Teams using Community Council Facilities, be approved.
	b) Finance & Events Committee – Financial Report – Quotations.
	The list below was provided: -

	Quotation Details	Quotation Amount / Supplier
1.	Repair of grave at Parc Hendy Cemetery - 6 Quotations were considered.	£3,995 plus VAT – Tree & Gubb T/A G. Williams & Son.
2.	Felling and removal of 2 dead elm trees at Penclawdd Recreation Ground 1 quotation was considered and 1 contractor declined to quote due to the work involved.	£955 plus VAT – J Davis & Son.
3.	Ivy treatment at Parc Dan Y Graig – 1 quotation was considered.	£234.50 plus VAT – J Davis & Son.
4.	Skip Hire – 1 quotation for a 4-yard skip was considered.	£195 plus VAT – Dyfed Recycling Services.
5.	Clearance of fly-tipping at Foreshore Car Park – 1 quotation and the additional option of hiring a larger skip at the end of October 2026 were considered.	£450 plus VAT – JK Gardening Services.
6.	Purchase of a tablet to assist with grave memorial testing. 1 quotation was considered.	£292.75 plus VAT – Edge IT Systems Ltd.
7.	AdvantEDGE & Epitaph – 5-year contract renewal. 1 quotation was considered.	£1,267.80 – Edge IT Systems Ltd.
8.	Sign & post for Parc Hendy Cemetery / 100 x A5 notices with eyelet for fixing. 1 quotation was considered.	£120 plus VAT for the sign & post / £2.50 pus VAT for the A5 notices – Marneon Signs, Swansea.
9.	SLCC & One Voice Wales Joint Event 2026 - Online event.	£75 plus VAT – Society of Local Council Clerks.

	Resolved that the above list be approved

65.	**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 Pavilion – The Community Shed had requested use of the storage area at the side of the Pavilion which was currently used by Penclawdd AFC. It was requested that the Clerk discusses the sharing of the storage area with Penclawdd AFC and the Community Shed.
	Resolved that the request be approved, subject to discussions with both parties, as outlined above.
	• Use of Classroom at Penclawdd Community Centre - The Chair stated that the Community Centre Committee would consider the option of the Community Council using Classroom 1 as an office. He requested that the Clerk writes to the Secretary of the Community Centre outlining the position of the Council.
66.	**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: -
	• Double-yellow lines – would be installed shortly on Hendy Road and the entrance to Cae Folland, Penclawdd. The period of legal notice ended on 15th October 2026.
	• Defibrillator at Foreshore Car Park – The Community Council would pay £1,000 and Councillor Andrew Williams would pay £625 towards the cost of a new defibrillator and cabinet.
	• Community Shed – Had been awarded a £2,000 grant by Swansea Council.
	c) Footpaths
	No report.
67.	**Outside Bodies**
	A report regarding Councillor / the Clerk attendance at outside bodies was provided.

	Resolved that the contents of the report be noted.
68.	**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)
69.	**Committee / Working Group Reports**
	a) Finance & Events Committee – Ground Maintenance Contract 2027-2030.
	The report sought approval to proceed with the procurement of the Ground Maintenance Contract for the period 2027–2030, following detailed consideration by the Finance & Events Committee.
	Resolved that: -
	1) The procurement process for the Ground Maintenance Contract 2027–2030 be approved, noting that the detailed documentation had already been scrutinised and endorsed by the Finance & Events Committee.
	2) Council authorises the Clerk to publish the Contract Notice on Sell2Wales and issue the tender documentation to prospective bidders.
	3) The final tender documentation be made available to Councillors upon request.
	The meeting ended at 8.10 p.m.
	Chair