

**MINUTES OF A MEETING OF PENNARD COMMUNITY COUNCIL HELD ON
11 OCTOBER 2016 AT PENNARD COMMUNITY HALL at 7.00 pm**

Present: Cllr Jeff Eley – Chair, Cllr Ralph Cook, Cllr Lynda James, Cllr Susan Rodaway, Cllr Wes Weeks

Clerk – Mrs Fiona Pearce

Apologies for absence: Cllr Margaret Smith, Cllr Catherine Bryden Smith, Cllr Andrew Thomas, Cllr Jason Thomas, Cllr Arthur Rogers

Absent: Cllr Hugh Blackwood, Cllr Lis Davies, Cllr Ashley Wakeling

Declarations of Interest: None.

<p><u>2016/142 Questions from the public</u> There were no members of the public present.</p>	<u>Action</u>
<p><u>2016/143 Minutes of Full Council held on 12 September 2016</u></p> <p>a. It was proposed, seconded and agreed with 4 votes in favour (all who were present) and 1 abstention that the minutes were a true and correct record.</p> <p>b. <i>Re. 2016/131b</i> – CC Swansea had informed the clerk there had been no request for an election from members of the public. It was agreed to advertise the vacancy for co-option, with a closing date of 7.11.16.</p> <p>c. <i>Re. 2016/132g</i> – The clerk confirmed that the increase in insurance premium was due to the insurance premium tax.</p>	Clerk
<p><u>2016/144 Finance and Employment</u></p> <p>a. September 30 2016 closing balances were noted.</p> <p>b. It was proposed, seconded and unanimously agreed to approve the accounts for payment in October 2016 – with the following amendments: <i>Surveyor fee £250 – Admin not Hall. Facebook fee £3.00 – Environment not Admin.</i></p> <p>c. Report from BDO External Auditor re. completion of Audit year ended 31 March 2016 – the points raised were noted and it was agreed to ensure these matters were addressed for the current financial year by noting them in the Council diary and addressing them at the scheduled time.</p> <p><u>Points raised:</u> 1. Engagement letter with Internal Auditor requiring more detail to ensure expectations are met and compliance with Accounts and Audit Regulations. 2. Financial Risk Assessment to be approved by Full Council within the relevant financial year. 3. Completed draft Annual Return to be presented to Councillors before end of May – as per Financial Regulations – or amend these Financial Regulations if inappropriate.</p> <p>It was proposed, seconded and unanimously agreed to approve and accept the Annual Return 2015-2016. The clerk confirmed that the Conclusion of Audit notice had been put up on 30.9.16. The clerk was instructed to purchase the thank you voucher £50 for the Internal Auditor from Sainsbury's.</p>	Clerk
<p>d. It was noted that the PRS licence would cost £488.04 for the year ending 31 August 2017.</p> <p><u>2016/145 Burial Ground</u> It was noted that the Risk assessment safety inspection had been carried out on 4.10.16. The Clerk was instructed to contact the grave owners of the headstones noted as unstable but not dangerous to request that they instruct BRAMM registered stone masons to undertake repair work. The headstones identified were: <i>David George, William Treskaskis Goldworthy, Peter Gwyn Hewitt, Cyril (Sam) Yates, Richard Emlyn Jones, Gwyneth Mary Campbell, Thomas Howard Gilbert.</i> SR</p>	Clerk SR

agreed to help trace the grave owners if the Clerk was unable to identify them from the current records. It was also noted that the bench (currently taped off) needed repair work.

2016/146 Environment Committee

Minutes of the Environment Committee held on 21 September 2016 – the following amendment was agreed: *LJ agreed to look into having a 'Mr X appeal'* It was proposed, seconded and agreed with 3 votes in favour (all who were present), and 2 abstentions that the minutes of the Environment Committee meeting on 21 September 2016 were a true and correct record.

2016/147 Field Committee

- a. It was noted that the Football posts Risk Assessment had been completed on 5.10.16 and was successfully passed although the uprights and cross bar were showing signs of corrosion. It was agreed to put in the budget for the next financial year – to replace the football posts.
- b. Quotes for repairs to pavilion changing room ceiling were considered – It was proposed, seconded and unanimously agreed that the clerk should also obtain a quote from 3 Cliffs Construction as they were currently on site building the garage, and accept the cheaper quote of this or Banfield £180.
- c. It was noted that the Clerk had ordered a replacement seat £218.74 for the roundabout as a health and safety matter.

WW

Clerk

2016/148 Complaints re. straying cattle

Chair, Cllr Jeff Eley provided an update on this matter. JE had a site visit with PC Phil Davies and the owner of the cattle. He requested more supervision of the cattle for safety reasons. PC Phil Davies will arrange with the Gower commoners and the cattle owner better communication between them and the complainants – ascertaining whether people should call 101 or 999, and who would respond – whether the owner of the cattle would then attend. JE met with MP Byron Davies, asking him to co-ordinate all concerned, Golf Club, Commoners, local residents. Byron Davies to liaise with CC Swansea. LJ met Byron Davies asking if the law could be changed to stop bulls being able to roam on common land. Environmental Health, CC Swansea should be contacted to report cow mess on footpaths / pavements. Any further complaints should be directed to LJ and JE.

2016/149 Correspondence

- a. One Voice Wales – Swansea Area Committee 7pm 17.10.16 – RC to attend.
- b. Boundary Commission for Wales – re. Initial Proposals for changes to Parliamentary constituencies in Wales – closing date 5.12.16 www.bcomm-wales.gov.uk – It was noted that Wales would decrease from 40 constituencies to 29, and Gower would be combined with Swansea West.
- c. Drop in defibrillator training session by First Responders at Parish Hall 9.30 am – 12.30pm Sat 22.10.16 – this was noted.
- d. First Responder fundraising event – bags and scarves sale - Sat 15.10.16 11.00am – 4.00pm – this was noted.
- e. Update on Local government reform – Clerk to circulate this to Councillors.
- f. Gower Society and Gower Landscape Project – major archaeology event – Maritime Museum 12.11.16 – this was noted.
- g. National Trust re. Pennard Lantern Parade 14.12.16 – it was agreed for the hall to be used at no charge on two Saturday mornings for lantern making workshops.
- h. Letter from local resident re newly installed Kittle traffic lights and possible Pennard School traffic lights. LJ updated Councillors and the clerk was instructed to respond indicating that CC Swansea say that there is no need for a public consultation, but they did put up notices of intention with the details in Kittle. Plans were available in County Hall. Traffic lights are planned for Pennard School, and when the plans are finalised, details will be available locally. The lights are from the budget of the County Councillor, Lynda James which she allocated to

RC

Clerk

Clerk

them for safety reasons. Further queries should be directed to LJ.

- i. Charity Barn Dance and Ploughman's supper – MacMillan Nurses and Cancer Research – 12.11.16 -7.00-10.00pm Pennard Community Hall. This was noted.

2016/150 Report from City and County Councillor Lynda James

- a. LJ reported BT is doing a consultation re removing public telephones. It was agreed that it was important for Kittle and Southgate to retain their phone boxes due to poor mobile phone signal. LJ was asked to circulate the consultation to Councillors and the Clerk was instructed to reply on behalf of the Council.
- b. LJ reported that the public toilets at Southgate would be taken over by the coffee shop by 31.10.16, to be refurbished and opened by April 2017. While they were closed, the public could use the toilet in the coffee shop.
- c. Pennard School has vacancies for Governors, including a Community Governor. This was noted.

**LJ
Clerk**

It was proposed, seconded and unanimously agreed that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

2016/151 'In camera' minutes of the Full Council Meeting held on 12 September 2016

It was proposed, seconded and agreed with 4 votes in favour (all who were present), and 1 abstention that the 'in camera' minutes of the Full Council meeting on 12 September 2016 were a true and correct record.

2016/152 Chartered Surveyor's report re. Squiggles rent review in accordance with the terms of the lease

The report was noted and it was proposed, seconded and agreed with 4 votes in favour and 1 abstention that the Clerk should write to Squiggles requesting the advised rental increase.

Clerk

2016/153 Legal requirement (Pensions Act 2008) for automatic enrolment of employees into workplace pension scheme – enrolment date 1 November 2016

This was noted. It was agreed that SR would look into this and present findings to a future meeting.

SR

The meeting closed at 9.28pm.

CLOSING BALANCES 30 SEPTEMBER 2016

Current A/C	1993.89		Opening Balance as at 1/4/16	85628.84	
Green Path A/C	3522.66		Add receipts	55637.01	(April-Sept)
Pavilion A/C	53976.72		Total	141265.85	
PCC No.4 A/C	35900.79				
			less payments	45831.79	(April-Sept)
Total	95394.06				
less u/p cheques	0.00				
plus overpayment of Vertidrainning invoice to CC Swansea	40.00				
Balance	95434.06		Balance	95434.06	

INCOME											
September Income	PF	BG	CH	ENV	Admin	Pav	Pav int	GP int	No 4 Int	VAT	TOTAL
	0.00	50.00	1276.85	100.00	751.66	0.00	2.29	0.15	1.61	1856.43	4038.99

PAYMENTS											
September Payments	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	S137	VAT	PAV	TOTAL
	859.19	286.67	2631.76	0.00	0.00	6488.40	5.00	0.00	380.48	0.00	10651.50

<i>INCOME</i>	APRIL	5219.08	<i>PAYMENTS</i>	APRIL	4211.98
	MAY	19375.83		MAY	9819.72
	JUNE	4944.88		JUNE	6147.57
	JULY	2273.01		JULY	9237.69
	AUGUST	19785.22		AUGUST	5763.33
	SEPTEMBER	4038.99		SEPTEMBER	10651.50
	OCTOBER			OCTOBER	
	NOVEMBER			NOVEMBER	
	DECEMBER			DECEMBER	
	JANUARY			JANUARY	
	FEBRUARY			FEBRUARY	
	MARCH			MARCH	
TOTAL		55637.01	TOTAL		45831.79

OCTOBER 2016 PAYMENTS

DETAIL	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	VAT	TOTAL	CHQ/BAC S/DD
Bay Cleaning Solutions Ltd			365.67							365.67	73.13	438.80	i/n
Groundsman 2	465.00									465.00		465.00	i/n
EON hall gas			176.00							176.00		176.00	DD
Dwr Cymru	53.00		122.00							175.00		175.00	DD
Youth Worker						234.00				234.00		234.00	i/n
Youth Leader						280.80				280.80		280.80	i/n
Vodafone						22.75				22.75	4.55	27.30	DD
EDF pavilion electricity	8.00									8.00		8.00	DD
CC Swansea (land rent)			150.00							150.00		150.00	chq 3307
Employee						943.12				943.12		943.12	i/n
Admin/Office expenses Sept		7.50				49.23				56.73	0.79	57.52	i/n
HMRC						99.62				99.62		99.62	i/n
Facebook				3.00						3.00		3.00	CARD
Groundsman 1	738.00	346.67	60.00							1144.67		1144.67	i/n
Murton Property Services			38.75							38.75		38.75	i/n
Jonathan Evans (install baby change unit)			30.00							30.00		30.00	i/n
C Swansea (rates)			141.00							141.00		141.00	DD
XLN			25.40							25.40	5.08	30.48	DD
Lloyds Bank (monthly service charge)							5.00			5.00		5.00	DD
Frank Jones (BG risk assessment)		50.00								50.00		50.00	chq 3308
Neners Master Locksmiths (new keys for hall lock)			43.52							43.52	8.70	52.22	i/n
PAJ Industrial Roofing Ltd (new pavilion roof)	3756.00									3756.00	751.20	4507.20	i/n
Rowland Jones Chartered Surveyors						250.00				250.00	50.00	300.00	i/n
Pennard Parish Hall (mtgs 12.9.16, 21.9.16)						37.00				37.00		37.00	i/n
SSE Swalec		8.77								8.77	0.43	9.20	chq 3309
TOTAL	5020.00	412.94	1152.34	3.00	0.00	1916.52	5.00	0.00	0.00	8509.80	893.88	9403.68	