

**MINUTES OF A MEETING OF PENNARD COMMUNITY COUNCIL HELD ON  
12 SEPTEMBER 2016 AT PENNARD PARISH HALL at 7.00 pm**

Present: Cllr Jeff Eley – Chair, Cllr Andrew Thomas, Cllr Lynda James, Cllr Wes Weeks,  
Cllr Susan Rodaway, , Cllr Arthur Rogers, Cllr Jason Thomas, Cllr Ashley Wakeling,

Clerk – Mrs Fiona Pearce

Apologies for absence: Cllr Margaret Smith, Cllr Ralph Cook, Cllr Catherine Bryden Smith  
Absent: Cllr Hugh Blackwood, Cllr Lis Davies

Declarations of Interest: 2016/135c – Letter from FoPL requesting free hall use 17.9.16 – Cllr Lynda James  
declared an interest in this item.

<p><b><u>2016/130 Questions from the public</u></b> Mr Owain Griffiths asked for an update on plans for a skatepark and Multi Use Games Area (MUGA). He was informed that the MUGA had currently been put on hold but the PACP was going to seek grant funding towards a skatepark. Owain reported that he was hoping to set up a working party of young people of mixed ages to be involved in the design and upkeep of the skatepark. The clerk had contacted Fields in Trust to check whether it was permissible to put a skatepark in our field.</p>	<p align="center"><b><u>Action</u></b></p>
<p><b><u>2016/131 Minutes of Full Council held on 13 July 2016</u></b> a. It was proposed, seconded and agreed with 5 votes in favour (all who were present), and 3 abstentions that the minutes were a true and correct record. b. <i>Re. 2016/118</i> The Clerk had informed CC Swansea of the resignation and would be putting up the required Notice of Vacancy. c. <i>Re. 2016/126c</i> The Clerk reported that the Gower Commoners had requested that CC Swansea undertake the first cut of the verge, which they had, following which the contractor had taken over.</p>	<p align="center"><b>Clerk</b></p>
<p><b><u>2016/132 Finance and Employment</u></b> a. July 31 2016 closing balances were noted – with the following amendment: Hall Income £662.30, Environment Income £120.00. b. Payments made in August 2016 were noted. c. August 31 2016 closing balances were noted – with the following amendment: Hall Income £912.85, Environment Income £869.00. d. It was proposed, seconded and unanimously agreed to approve the accounts for payment in September 2016 e. The quarterly monitoring and verification of bank reconciliations by Finance Chair on 22.8.16 was noted. f. The legal requirement (Pensions Act 2008) for automatic enrolment of employees into workplace pension scheme – enrolment date 1 November 2016 was noted. It was proposed, seconded and unanimously approved for the Clerk to attend training session on 27 September at a cost of £15.00. g. It was proposed, seconded and unanimously approved to renew the Insurance Policy at a cost of £5421.70 for period 1 October 2016 – 30 September 2017, <i>subject to the confirmation that the increase was due to the insurance premium tax.</i></p>	<p align="center"><b>Clerk</b></p> <p align="center"><b>Clerk</b></p>
<p><b><u>2016/133 Planning Committee</u></b> a. It was proposed, seconded and agreed with 6 votes in favour (all who were present), and 2 abstentions that the minutes of the Planning Committee held on 13 July 2016 were a true and</p>	

<p>correct record.</p> <p>b. It was proposed, seconded and agreed with 5 votes in favour (all who were present), and 3 abstentions that the minutes of the Planning Committee held on 27 July 2016 were a true and correct record.</p> <p>c. Minutes of the Planning Committee held on 6 September 2016 – the following amendment was agreed: <i>Cllr Jason Thomas (apologies, not absent)</i>. It was proposed, seconded and agreed with 3 votes in favour (all who were present), and 5 abstentions that with this amendment, the minutes of the Planning Committee held on 6 September 2016 were a true and correct record.</p> <p>d. Appeal re. 2016/0800 – Southgate County Club - Installation of glass screening to outside seating area to a maximum height of 1.5m – this was noted.</p> <p>e. It was proposed, seconded and unanimously approved for the Clerk to attend Planning Aid Wales planning training for clerks on 31 October 2016 at a cost of £30</p>	<p><b>Clerk</b></p>
<p><b><u>2016/134 Burial Ground</u></b></p>	
<p>It was noted that the next Risk assessment safety inspection would be carried out week of 3 October 2016. It was noted that the notice of inspection had been put up at the Burial Ground and on the website on 5 September 2016.</p>	
<p><b><u>2016/135 Hall Committee</u></b></p>	
<p>a. It was proposed, seconded and agreed with 5 votes in favour (all who were present), and 3 abstentions that the minutes of the Hall Committee meeting on 27 July 2016 were a true and correct record.</p> <p>b. (i) Minutes of the Hall Committee held on 6 September 2016 – the following amendment was agreed: <i>Cllr Jason Thomas (apologies, not absent)</i>. It was proposed, seconded and agreed with 3 votes in favour (all who were present), and 5 abstentions that with this amendment, the minutes of the Hall Committee held on 6 September 2016 were a true and correct record.</p> <p>b. (ii) A note of thanks had been received for the support of the council giving free use of the hall for Macmillan fundraiser on 12 November 2016. This was noted.</p> <p>c. Fundraiser – it was proposed, seconded and agreed with 7 votes in favour and 1 abstention to grant free hall use to Friends of Pennard Library (FoPL) on Saturday 17 September 2016 for fundraising concert. It was noted that they had requested and been granted permission by the Clerk to have alcohol at the event. <i>Cllr Lynda James declared an interest in this item and did not vote.</i></p> <p>d. Recommendations from Hall Committee:</p>	<p><b>Clerk</b></p>
<p>(i) Proposal to accept the quote of £1240.82 + VAT from Wales and West for completion of all excavation and reinstatement works, and to site the new gas meter in the location nearer to the current Squiggles boiler. It was proposed, seconded and unanimously agreed to approve this quote.</p>	<p><b>Clerk</b></p>
<p>(ii) Proposal to accept the best value quote of £335 from Gareth Silvey for the internal works. It was proposed, seconded and unanimously agreed to approve this quote.</p>	<p><b>Clerk</b></p>
<p>*****</p>	
<p><b>It was proposed, seconded and agreed with 7 votes in favour and 1 against 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 and commercial sensitivity.</b></p>	
<p>e. The clerk had received three quotes for undertaking review of Squiggles lease in accordance with the terms of the lease. It was proposed, seconded and agreed with 7 votes in favour and 1 against to appoint Rowland Jones Chartered Surveyors for an initial fee of £250 +VAT, as this was the most cost effective and best value for money quote.</p>	<p><b>Clerk</b></p>
<p>*****</p>	

*The meeting came out of camera.*

**2016/136 Field Committee**

- a. Minutes of the Field Committee held on 27 July 2016 – the following amendment was agreed:  
..... *WW agreed to co-ordinate the meetings. The clerk was instructed to find out* ..... It was proposed, seconded and agreed with 4 votes in favour (all who were present), and 4 abstentions that the minutes of the Field Committee meeting on 27 July 2016 were a true and correct record.
- b. Minutes of the Field Committee held on 6 September 2016 – the following amendment was agreed: *Cllr Jason Thomas (apologies, not absent)*. It was proposed, seconded and agreed with 3 votes in favour (all who were present), and 5 abstentions that the minutes of the Field Committee meeting on 6 September 2016 were a true and correct record.

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**It was proposed, seconded and agreed with 7 votes in favour and 1 against 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 and commercial sensitivity.**

- c. The clerk had received two estimates for the dismantling and removal of the old garage, and building a new garage. It was proposed, seconded and agreed with 7 votes in favour and 1 abstention to appoint Three Cliffs Construction Ltd for £10,580.00 +VAT , as this was the most cost effective and best value for money quote. It was noted that this did not include the door which would be purchased directly for under £1,000 including installation.

Clerk

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*The meeting came out of camera.*

- d. Recommendation from Field Committee:  
*Proposal to accept quote for new roof for Pavilion for £3,756 (ex VAT) as it was the most cost effective and best value for money.* It was proposed, seconded and agreed with 7 votes in favour and 1 abstention to approve this quote from PAJ Industrial Roofing. The colour of the roof chosen was green.

Clerk

**2016/137 Correspondence**

- a. Cllr Lis Davies re. date of September Council meeting – The Monday –Thursday schedule of meetings had included the Thursday August meeting which had not taken place, hence the September meeting being on a Monday.
- b. Cllr Lis Davies re. skatepark. The PACP were exploring this venture. Re. noting absences at meetings – this was as per Standing Orders 3s(ii).
- c. Gardening Society re. hanging baskets – it was noted that the approved donation to the Gardening Society for hanging baskets had not been requested, as they had decided not to go ahead this year.
- d. One Voice Wales – re. ‘Fly a Flag for the Commonwealth’ event 13 March 2017 [www.flyaflagforthecommonwealth.co.uk](http://www.flyaflagforthecommonwealth.co.uk) this was noted.
- e. Natural Resources Wales Bulletin – August 2016 – [www.gov.wales/environment](http://www.gov.wales/environment) this was noted.
- f. One Voice Wales Training Schedule September – December 2016 – clerk to circulate this.
- g. Local resident – complaint re. straying cattle – the clerk advised her to contact MP Byron Davies as it was common land. JE had scheduled a meeting with the MP this week on this matter.
- h. Rebecca Evans AM – (new AM for Gower) - request to be kept up to date with Council issues.

Clerk

<p>Clerk to invite her to Council meetings.</p> <p>i. External Auditor – letter asking for explanation on queries raised by member of the public. The clerk read out the letter and was instructed to send a response.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b><u>2016/138 Report from City and County Councillor Lynda James</u></b></p>	
<p>a. LJ encouraged Councillors to attend the Friends of Pennard Library fundraiser on Saturday 17 September.</p> <p>b. Newsletter – it was agreed to consider producing a Council newsletter in the spring before the elections.</p>	
<p><b>It was proposed, seconded and agreed with 7 votes in favour and 1 abstention 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.</b></p>	
<p><b><u>2016/139 Freedom of Information Act 2000 request to ICO</u></b></p>	
<p>The chair, Cllr Jeff Eley updated Councillors on this matter, using redacted copies of correspondence and the letter from the ICO declaring the matter closed.</p>	
<p>*****</p>	
<p><i>The meeting closed at 9.30 pm.</i></p>	

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<b>AUGUST 2016 PAYMENTS</b>													
<b>DETAIL</b>	<b>PF</b>	<b>BG</b>	<b>CH</b>	<b>ENV</b>	<b>YOUTH</b>	<b>ADMIN</b>	<b>BANK</b>	<b>PAV</b>	<b>S137</b>	<b>SUB TOTAL</b>	<b>VAT</b>	<b>TOTAL</b>	<b>CHQ/BACS/DD</b>
Bay Cleaning Solutions Ltd			284.41							284.41	56.88	341.29	i/n
Groundsman 2	202.98									202.98		202.98	i/n
EON hall gas			176.00							176.00		176.00	DD
Dwr Cymru	53.00		122.00							175.00		175.00	DD
Gareth Silvey (BACS payment instead of chq 3296)						85.00				85.00		85.00	i/n
Youth Leader						187.20				187.20		187.20	i/n
Youth Worker						156.00				156.00		156.00	i/n
EDF pavilion electricity	8.00									8.00		8.00	DD
Frank Jones (BG Risk Assessment May 2016)		50.00								50.00		50.00	chq 3306
Employee						872.51				872.51		872.51	i/n
CC Swansea (Tree Survey B/G and Field)		250.00								250.00	50.00	300.00	i/n
HMRC						52.28				52.28		52.28	i/n
Facebook						3.00				3.00		3.00	CARD
Groundsman 1	495.00	286.67								781.67		781.67	i/n
Murton Property Services			38.75							38.75		38.75	i/n
Jonathan Evans (hall maintenance jobs)			325.00							325.00		325.00	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
Gary Davies (Hall Gas Service)			50.00							50.00	10.00	60.00	i/n
MS Group (Headstone fixing - ERWIN)		155.00								155.00	31.00	186.00	i/n
Nurse & Payne re. Grave 336		500.00								500.00		500.00	i/n
Amazon (2 x footballs)					15.97					15.97		15.97	CARD
Amazon (Storage boxes large)					20.74					20.74	4.15	24.89	CARD
Vodafone						18.54				18.54	3.70	22.24	DD
3 Cliffs Window Cleaning (Ian Green)			20.00							20.00		20.00	i/n
CC Swansea (waste)	62.92		46.80							109.72		109.72	DD
Amazon (Storage boxes medium)					22.46					22.46	4.49	26.95	CARD
Killay Electrical Services (hall elec service)			155.00							155.00	31.00	186.00	i/n
Killay Electrical Services (connect hall new elec meter)			567.00							567.00	113.40	680.40	i/n
<b>TOTAL</b>	<b>821.90</b>	<b>1241.67</b>	<b>1951.36</b>	<b>0.00</b>	<b>59.17</b>	<b>1374.53</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5453.63</b>	<b>309.70</b>	<b>5763.33</b>	

<b>SEPTEMBER 2016 PAYMENTS</b>													
<b>DETAIL</b>	<b>PF</b>	<b>BG</b>	<b>CH</b>	<b>ENV</b>	<b>YOUTH</b>	<b>ADMIN</b>	<b>BANK</b>	<b>PAV</b>	<b>S137</b>	<b>SUB TOTAL</b>	<b>VAT</b>	<b>TOTAL</b>	<b>CHQ/BAC S/DD</b>
Bay Cleaning Solutions Ltd			203.15							<b>203.15</b>	40.63	<b>243.78</b>	i/n
Groundsman 2	224.25									<b>224.25</b>		<b>224.25</b>	i/n
EON hall gas			176.00							<b>176.00</b>		<b>176.00</b>	DD
Dwr Cymru	53.00		122.00							<b>175.00</b>		<b>175.00</b>	DD
PPL (Hall performance licence)			50.85							<b>50.85</b>	10.17	<b>61.02</b>	i/n
Preventapest			95.00							<b>95.00</b>	19.00	<b>114.00</b>	i/n
Vodafone						22.75				<b>22.75</b>	4.55	<b>27.30</b>	DD
EDF pavilion electricity	8.00									<b>8.00</b>		<b>8.00</b>	DD
Sporty Co (football net hooks)	16.02									<b>16.02</b>	3.20	<b>19.22</b>	i/n
Employee						868.71				<b>868.71</b>		<b>868.71</b>	i/n
Admin/Office expenses July/August			13.98			107.36				<b>121.34</b>	3.09	<b>124.43</b>	i/n
HMRC						49.88				<b>49.88</b>		<b>49.88</b>	i/n
Facebook						3.00				<b>3.00</b>		<b>3.00</b>	CARD
Groundsman 1	495.00	286.67								<b>781.67</b>		<b>781.67</b>	i/n
Murton Property Services			38.75							<b>38.75</b>		<b>38.75</b>	i/n
Jonathan Evans (hall maintenance jobs)			30.00							<b>30.00</b>		<b>30.00</b>	i/n
C Swansea (rates)			141.00							<b>141.00</b>		<b>141.00</b>	DD
XLN			25.40							<b>25.40</b>	5.08	<b>30.48</b>	DD
Lloyds Bank (monthly service charge)							5.00			<b>5.00</b>		<b>5.00</b>	DD
3 Cliffs Window Cleaning (Ian Green)			20.00							<b>20.00</b>		<b>20.00</b>	i/n
CC Swansea (waste)	62.92		46.80							<b>109.72</b>		<b>109.72</b>	DD
EDF hall electricity (one off with new meter b4 change)			130.50							<b>130.50</b>	8.03	<b>138.53</b>	i/n
One Voice Wales (pensions seminar)						15.00				<b>15.00</b>		<b>15.00</b>	i/n
British Gas (hall electricity)			139.51							<b>139.51</b>	6.97	<b>146.48</b>	DD
Wales and West (new gas meter Squiggles)			1240.82							<b>1240.82</b>	248.16	<b>1488.98</b>	i/n
Ironmongery Direct (baby changing station)			158.00							<b>158.00</b>	31.60	<b>189.60</b>	CARD
Came and Company (annual insurance)						5421.70				<b>5421.70</b>		<b>5421.70</b>	i/n
<b>TOTAL</b>	<b>859.19</b>	<b>286.67</b>	<b>2631.76</b>	<b>0.00</b>	<b>0.00</b>	<b>6488.40</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10271.02</b>	<b>380.48</b>	<b>10651.50</b>	

<b>CLOSING BALANCES 31 JULY 2016</b>					
Current A/C	3176.94		<b>Opening Balance as at 1/4/16</b>	<b>85628.84</b>	
Green Path A/C	3522.37		Add receipts	31812.80	(April-July)
Pavilion A/C	53972.29		Total	<b>117441.64</b>	
PCC No.4 A/C	27398.08				
			less payments	29416.96	(April- July)
<b>Total</b>	<b>88069.68</b>				
less u/p cheques 3296	85.00				
plus overpayment of Vertidrainning invoice by £40 to CC Swansea	40.00				
<b>Balance</b>	<b>88024.68</b>		<b>Balance</b>	<b>88024.68</b>	

<b>INCOME</b>											
July Income	PF	BG	CH	ENV	Admin	Pav	Pav int	GP int	No 4 Int	VAT	<b>TOTAL</b>
	0.00	820.00	662.30	120.00	666.66	0.00	2.37	0.15	1.53	0.00	<b>2273.01</b>

<b>PAYMENTS</b>										
July Payments	PF	BG	CH	ENV	ADMIN	BANK	S137	VAT	PAV	<b>TOTAL</b>
	1631.24	295.44	1173.43	1665.29	3757.88	5.00	0.00	709.41	0.00	<b>9237.69</b>

<b>INCOME</b>			<b>PAYMENTS</b>		
APRIL		5219.08	APRIL		4211.98
MAY		19375.83	MAY		9819.72
JUNE		4944.88	JUNE		6147.57
JULY		2273.01	JULY		9237.69
AUGUST			AUGUST		
SEPTEMBER			SEPTEMBER		
OCTOBER			OCTOBER		
NOVEMBER			NOVEMBER		
DECEMBER			DECEMBER		
JANUARY			JANUARY		
FEBRUARY			FEBRUARY		
MARCH			MARCH		
<b>TOTAL</b>		<b>31812.80</b>	<b>TOTAL</b>		<b>29416.96</b>

CLOSING BALANCES 31 AUGUST 2016					
Current A/C	1745.45		<b>Opening Balance as at 1/4/16</b>	<b>85628.84</b>	
Green Path A/C	3522.51		Add receipts	51598.02	(April-Aug)
Pavilion A/C	53974.43		Total	<b>137226.86</b>	
PCC No.4 A/C	42899.18				
			less payments	35180.29	(April-Aug)
<b>Total</b>	<b>102141.57</b>				
less u/p cheque 3306	50.00				
less returned cheque 3296	85.00				
plus overpayment of Vertidrainning invoice by £40 to CC Swansea	40.00				
<b>Balance</b>	<b>102046.57</b>		<b>Balance</b>	<b>102046.57</b>	

INCOME											
August Income	PF	BG	CH	ENV	Admin	Pav	Pav int	GP int	No 4 Int	VAT	TOTAL
	0.00	0.00	912.85	869.00	17999.99	0.00	2.14	0.14	1.10	0.00	<b>19785.22</b>

PAYMENTS											
August Payments	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	S137	VAT	PAV	TOTAL
	821.90	1241.67	1951.36	0.00	59.17	1374.53	5.00	0.00	309.70	0.00	<b>5763.33</b>

	<b>INCOME</b>		<b>PAYMENTS</b>		
	APRIL	5219.08	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		SEPTEMBER		
	OCTOBER		OCTOBER		
	NOVEMBER		NOVEMBER		
	DECEMBER		DECEMBER		
	JANUARY		JANUARY		
	FEBRUARY		FEBRUARY		
	MARCH		MARCH		
	<b>TOTAL</b>	<b>51598.02</b>	<b>TOTAL</b>	<b>35180.29</b>	