

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD
ON 13th January 2021
VIA ZOOM AT 7.06 PM**

Present: Cllr Susan Rodaway (Chair) SR©, Cllr Ralph Cook RC, Cllr Lynda James LJ, Cllr Darran Hickery DH, Cllr Jean Marnell JM, Cllr Jeff Rogers JR, Cllr Sally Rogers SR, Cllr Malcolm Sims MS, Cllr Arthur Rogers AR, Cllr Angela Brunt AMB, Cllr Keith Atkins KA, Cllr Rachel Carter RDC, 1 member of the Public, Clerk.

Under the Public Bodies (Admission to Meetings) Act 1960 (S.1 (7) filming and recording of meetings by the press and the public is not permitted.

Apologies for Absence: Cllr Wes Weeks WW, Cllr Emma Roberts ER,

Apologies for Lateness: Cllr Jean Marnell

Declaration of Interest: SR© declared an interest in item 10b (2021/10b)

Questions from the Public relating to items on this agenda (limited to 10 minutes)

- 1) **2021/1 Minutes of the Full Council Meeting held on 15th Dec 2020**
Accuracy and approval
Proposed by LJ seconded by RC agreed by all present 1 abstention AMB.
Cllr Jean Marnell arrived at 7.08pm
Cllr Jeff Rogers temporarily left the meeting at 7.08pm
- 2) **2021/2 Minutes of the Planning Committee Meeting held on 17th Dec 2020**
Accuracy and approval
Proposed by DH seconded by MS agreed by all who were present
- 3) **2021/3 Minutes of the Planning Committee Meeting held on 4th Jan 2021**
Accuracy and approval
Proposed by LJ seconded by AR agreed by all who were present
- 4) **2021/4 Minutes of the Covid 19 Sub-Committee Meeting held on 7th Jan 2021**
Accuracy and approval
Proposed by AR seconded by JM agreed by all who were present
Ratify decisions
Proposed by JM seconded by AR agreed by all
- 5) **2021/5 Minutes of the Finance and Employment Committee Meeting held on 8th Dec 2020**
To note amendment to attendees
It was noted that Cllr Ralph Cook had been missed from the list of attendees.
- 6) **2021/6 Finance and Employment**
 - a) To approve payments for Jan 2021
Proposed by JR seconded by DH agreed by all
 - b) To note closing balances Dec 2020
Noted
 - c) To note Quarter 3 figures
Noted

Cllr Jeff Rogers re joined the meeting at 7.15pm

- d) Agree transfer from 2019-20 Environmental Projects reserve to general fund for Garden fence.

Proposed by DH seconded by JM agreed by all

7) 2021/7 Admin

- a) To discuss and agree need for new website

Cllr Rodaway explained that the current hosting company had notified us that they were closing down at the end of the year and that the format of our Website was becoming unsupportive, so now would be a good time to look at changing the website format and obtaining a new .gov domain name. This was discussed, Cllr A Rogers suggested the formation of a working group and Cllr Atkins suggested looking at other council websites for ideas which he was happy to do.

Proposed by LJ seconded by AMB and agreed by all

- b) To agree to form working group to discuss requirements for new website

It was agreed that a working group of Cllrs Atkins, Rodaway, A Rogers, and Carter would look at options to bring to the next Full Council Meeting.

Proposed by KA seconded by DH agreed by all

- c) To discuss and agree to take part in the NHS, Social care and frontline workers day – 5th July 2021.

The invitation was discussed and it was agreed to register our interest and pass it to the PACP (Pennard and Community Partnership)

Proposed by AMB seconded by AR and agreed by all.

8) 2021/8 Burial Ground

- a) Update and decisions on Burial Ground matters

Cllr J Rogers referred to the matter of the extended memorials. It was decided that advice should be sought and this should be discussed at a Burial Ground meeting and brought to the February meeting of Full Council.

- b) Update on NAMMS inspection

The Clerk gave a brief update and presented the Contractors quotations.

- c) To agree contractor for Burial Ground Risk Assessment

Company A - £2100

Company B - £4000 (£10 per stone)

Company C – £491.66

The quotes were discussed along with the timescales and output, company C was chosen.

Proposed by JR seconded by SR© agreed by all

Company C was revealed to be South Wales Monuments Ltd.

9) 2021/9 Field

- a) Update on Field matters

The Clerk reported that a member of the Swansea Orchard Project had been to the field to look at the areas where we had planned to put the trees donated by the Woodland Trust. She agreed with our suggested placement and also gave some advice on protection.

- b) To discuss space for outdoor exercise equipment

Cllr Sims thanked Cllr James for bringing the gym equipment to our attention but felt there was really nowhere suitable on the field for it. Toddler and accessible equipment were discussed for the toddler play park and it was decided to explore this further at a Field Committee meeting along with other new inclusive equipment to improve the offer in the playground for all

10) 2021/10 Environment

a) Update on Environment matters

Two members of the Climate Emergency Steering Group had organised a meeting in December and a series of Talks on line. These PEP (Pennard Environmental Participatory) talks are planned for the second Tuesday of each month. The January talk on Carbon Footprinting had been well received and everyone was looking forward to the next one to be held on the 9th Feb on Food and Growing.

b) Update on Community Garden

The Fence was fitted before Christmas and the Clerk had arranged a meeting with a member of Swansea Growing to discuss working on a plan for the garden.

c) Update on Climate Emergency Plan

At the steering group meeting in December, it was agreed that the "Plan" would be revisited and anything which was deemed impossible during the pandemic would be reassessed, it would also be revised to include the PEP talks.

11) 2021/11 Hall

a) Update on Hall Matters

Nothing to report other than the repairs update.

b) To agree survey by RNID (Royal National Institute for Deaf People) regarding a hearing loop system for the Community Hall

The Clerk reported that the survey would cost £170, it was agreed that this was reasonable, required and would give a good benchmark as to what was required.

Proposed by LJ seconded by SR© and agreed by all

c) Update on repairs

The Clerk gave an update regarding the roof repairs and the reasons for the delay, she was still awaiting some quotes for the groundwork repairs.

d) Update on electricity supply in Community Hall.

Western Power's paperwork had included a plan of the groundworks required, local companies have been approached to tender quotes for the work.

12) 2021/12 Covid

a) Update from Covid 19 Sub Committee

The recent meeting with local organisations and businesses had been very productive, it was reported that the National Trust had already put up some no overnight camping signs as promised, the Clerk was asked to write to them and thank them.

b) To discuss and agree to support Llanrhidian CC in their call for a Gower LAC.

Llanrhidian CC's request was discussed, Cllr James, explained that there were plans to have a permanent LAC (Local Area Coordinator) for Gower in the future. It was agreed that this was a good idea as some areas may not have been as well

supported as we had been during the pandemic and were happy to support Llanrhidian in their call.

Proposed by LJ seconded by SR© agreed by all

13) 2021/13 Updates from Swansea Council

a) Cllr. Lynda James report

Cllr James reported that there were still staffing issues in the Highways section who are responsible for yellow lines and road signs, but that she had been able to obtain some anti littering signs.

- Update on Defibrillator from Swansea Council

Cllr James reported that she had applied for one of the Defibrillators and had asked the Charity to fund the discounted cost which was around £1200.

b) Any other matters arising for discussion (any decisions required will be made at a future meeting).

The Clerk had been asked by a member of the Community to ask Cllr James to mention the need for social distancing especially by young people in her next newsletter.

Cllr Hickery asked if it would be possible to have a grit bin on or near Burrows Close, Cllr James said she would investigate, he also said he would look for a suitable spot.

14) 2021/14 Correspondence

Several emails cards and calls had been received thanking the Council for organising the Christmas appeal.

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.

Proposed by SR seconded by AR agreed by all.

15) 2021/15 To discuss and agree employment contract.

Cllr Lynda James left the meeting at 9.10pm

A revised job description and contract will be discussed with the employee and amended as required.

Proposed by JM seconded by AMB agreed by all

Meeting Closed at 9.15 pm

Financial Summary - Cashbook

Summary between 01/12/20 and 31/12/20 inclusive.

Balances at the start of the year

Ordinary Accounts

Current Account £61,780.70

Short Term Investment Accounts

Green Path £3,528.83

No 4 Account £76,941.35

Pavillion Account £39,420.82

Total £181,671.70

Balances at start of period

Ordinary Accounts

Current Account £94,662.71

Short Term Investment Accounts

Green Path £3,529.63

No 4 Account £76,958.82

Pavillion Account £34,593.49

Total £209,744.65

RECEIPTS	Net	Vat	Gross
Administration	£14,369.45	£0.00	£14,369.45
Burial	£2,405.00	£0.00	£2,405.00
FIELD	£9,858.00	£0.00	£9,858.00
Hall	£1,795.00	£0.00	£1,795.00
Environment	£1,800.00	£0.00	£1,800.00
Youth	£250.00	£0.00	£250.00
Total Receipts	<u>£30,477.45</u>	<u>£0.00</u>	<u>£30,477.45</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,915.28	£381.91	£6,297.19
Burial	£1,136.64	£80.45	£1,217.09
FIELD	£1,115.01	£162.97	£1,277.98
Hall	£1,756.55	£259.52	£2,016.07
Total Payments	<u>£9,923.48</u>	<u>£884.85</u>	<u>£10,808.33</u>

Closing Balances

Ordinary Accounts

Current Account £109,372.89

Short Term Investment Accounts

Green Path £3,529.66

No 4 Account £76,959.45

Pavillion Account £39,551.77

Total £229,413.77

Signed _____

Financial Summary - Cashbook

Summary between 01/04/20 and 31/12/20 inclusive.

Balances at the start of the year

Ordinary Accounts

Current Account £81,780.70

Short Term Investment Accounts

Green Path £3,528.83

No 4 Account £76,941.35

Pavillion Account £39,420.82

Total £181,671.70

RECEIPTS	Net	Vat	Gross
Administration	£79,171.87	£0.00	£79,171.87
Burial	£11,428.00	£0.00	£11,428.00
FIELD	£29,724.00	£0.00	£29,724.00
Hall	£8,583.25	£0.00	£8,583.25
Environment	£5,400.00	£0.00	£5,400.00
Youth	£750.00	£0.00	£750.00
Total Receipts	<u>£135,057.12</u>	<u>£0.00</u>	<u>£135,057.12</u>

PAYMENTS	Net	Vat	Gross
Administration	£43,489.05	£1,999.31	£45,488.36
Burial	£8,083.52	£739.70	£8,823.22
FIELD	£22,107.91	£3,759.45	£25,867.36
Hall	£5,764.85	£589.27	£6,354.12
Environment	£781.99	£0.00	£781.99
Total Payments	<u>£80,227.32</u>	<u>£7,087.73</u>	<u>£87,315.05</u>

Closing Balances

Ordinary Accounts

Current Account £109,372.89

Short Term Investment Accounts

Green Path £3,529.86

No 4 Account £76,959.45

Pavillion Account £39,551.77

Total £229,413.77

Signed _____

Chair

Clerk / Responsible Financial Officer