

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL HELD
ON 13th NOVEMBER 2019
AT PENNARD COMMUNITY HALL (SMALL HALL) AT 7.30PM**

Present: Cllr Susan Rodaway (Chair), Cllr Claire Whomes, Cllr Ralph Cook, Cllr Lynda James, Cllr Darran Hickery, Cllr Angela Brunt, Cllr Sally Rogers, Cllr Jeff Rogers Cllr Jean Marnell, Cllr Wesley Weeks

Also Present: 1 Member of the Public

Apologies for Absence: Cllr Richard Killick, Cllr Arthur Rogers

Declarations of Interest:

Cllr L James Cllr D Hickery and Cllr W Weeks declared an interest at point 2019/125c

Questions from the Public (limited to 10 minutes)

- 1. 2019/115 Minutes of the Full Council Meeting held on 11th July 2019**
 - a. For accuracy and approval
Proposed LJ Seconded DH and agreed by SR© CW RC A SR JR AB JM WW
- 2. 2019/116 Minutes of the Full Council Meeting held on 14th October 2019**
 - a. For accuracy and approval, with amendment.
Proposed JR Seconded SR and agreed by CW RC AB SR JM WW LJ DH
- 3. 2019/117 Minutes of Burial Ground Committee Meeting held on 24th October 2019**
 - a. For accuracy and approval
Proposed JR Seconded SR and agreed by CW RC AB SR© JM WW LJ DH
- 4. 2019/118 Minutes of Field Committee Meeting held on 24th October 2019**
 - a. For accuracy and approval
Proposed SR(c) Seconded CW and agreed by SR JR
- 5. 2019/119 Minutes of Planning Committee Meeting held on 29th October 2019**
 - a. For accuracy and approval
Proposed RC Seconded CW and agreed by SR© SR
- 6. 2019/120 Minutes of Hall Committee Meeting held on 29th October 2019**
 - a. For accuracy and approval
Proposed LJ Seconded SR and agreed by SR© JR
- 7. 2019/121 Minutes of Finance and Employment Meeting held on November 6th 2019**
 - a. For accuracy and approval
Proposed DH Seconded CW and agreed by SR© LJ JR
- 8. 2019/122 Minutes of the Environment Committee held on 11th November 2019**
 - a. For accuracy and approval
Proposed AB Seconded JM and agreed by SR© JR RC AB

9. 2019/123 Burial Ground

a. To agree on memorial for Ashes scattered on the Rose Garden at the Burial Ground.

It was proposed a notice be put out on Social Media our website etc asking for sponsors to purchase a notice board, three quotes had been sought an a preferred supplier chosen.

Proposed SR© Seconded JM agreed by CW RC SR JR AB DH LJ WW

10. 2019/124 Field

a. To agree change of Electricity Supplier for Pavilion

The Field Committee recommendation that we change supplier to Octopus 100% renewable supplier from December 2019 was agreed.

Proposed CW seconded SR agreed by RC SR© JR AB DH LJ WW

b. To agree pitch hire fees for 2020-2021

To be discussed at 131 d.

c. Update on playground safety surface and the quotes received for replacement.

Only two quotes had been received but the third chased, the Clerk was also asked to speak to Frome Town Council who had adopted an unusual approach using recycled plant material. Decision adjourned to December meeting.

d. Update on Wicksteed's response to the report of poor fitting of surface beneath basket swing.

Despite initially agreeing that the play surface would be covered under guarantee Wicksteed have contacted us to say that it would not be covered, it was agreed to avoid using them in future.

11. 2019/125 Environment

a. To agree a budget for Christmas Decorations

The Councillors present accepted the recommendation from the Environment Committee to buy the three, rattan reindeer from lights4life and Cllr Jean Marnell gave a brief update on the proposed reindeer making workshop she is leading on which the School Head Teacher is keen to take part in.

Proposed CW seconded DH agreed by RC SR© JR AB DH LJ WW SR

b. To approve Climate Emergency Plan as recommended by Environment Committee

Cllr James proposed an amendment that the plan should contain a statement on the financial implications, this was agreed.

With amendment Proposed by JR seconded SR© agreed RC SR AB DH LJ JM WW

LJ CW abstained.

c. To agree application to Pennard Community Charity for funding for Climate Emergency Plan budget 2020/21.

The Clerk had made enquiries to see if this was something that the Charity would consider, if there was a positive response from the Charity it was proposed that we look to them for funding.

Proposed by RC seconded AB agreed by SR© JR ST CW JM WW LJ DH abstained.

12. 2019/126 Admin

- a. To agree procedure for filling Councillor vacancy

It was agreed to post one vacancy notice for each ward similar to what has been used before. The closing date would be the 10th of January to give everyone sufficient time after the Christmas season.

Proposed SR© Seconded CW agreed by JR AB JM RC SR LJ WW DH

- b. **Update on Remembrance Service**

Cllrs Rodaway Hickery and James had attended the Service of Remembrance on the 10th of November and laid a wreath on behalf of the Community Council Cllr James also laid a wreath bought by PACP on behalf of the Community.

- c. **To agree pledge to Everyday Ageism Campaign**

The Clerk read out the letter and it was agreed to support the “Pledge” and Cllr Marnell suggested we invite them to do a talk at the lunch club held in the Southgate Club.

**Proposed SR Seconded JR agreed CW AB JM RC SR© LJ WW DH
Action Clerk.**

- d. **To discuss Bleanavon Town Council’s joint working request to develop and gain an “Age Friendly Community” standard for Communities across Wales.**

Cllr Rodaway gave an account of the meeting with members of Bleanavon Town Council and their proposition. It was agreed that we should find out what would be involved and the funding level available before embarking.

Proposed JM seconded AB agreed CW SR© WW DH SR JR, abstained RC LJ

- e. **To approve cloud storage**

This was discussed. JR proposed that we investigate our own retention and backup of data system and seek advice from One Voice Wales.

Seconded SR agreed CW AB JM RC SR© LJ WW DH

13. 2019/127 Hall

- a. Update on Hall Blinds

The “Granite” blinds have been ordered and will take around 2 weeks to be arrive.

- b. Agree Hall Hire Fees for 2020-2021

To be discussed at 131 d.

- c. To discuss extra budget requirements for Small Hall Extension and agree source of funding

This was discussed along with suggestion we apply for grants for the “Green elements” various options should be investigated and brought to the December Meeting.

14. 2019/128 Planning

- a. **To agree comments to National Development Framework Consultation due by 15th Nov 2019**

Cllr Whomes had looked at the various documents and explained what she had found. It was suggested that each Councillor look at the material and post their individual responses on behalf of the Council.

Clerk to resend email.

b. To agree response to the Revisions to the Housing section of Planning Policy Wales Consultation due by the 20th Nov 2019.

It was agreed that this would be discussed at a planning meeting to be held on the 19th November.

Clerk to arrange

15. 2019/129 Updates from Swansea Council

a. Cllr. Lynda James

Cllr James reported that Swansea Council have given every ward Councillor two trees to be planted in their ward. Cllr James has agreed to plant two trees allocated to her at the top of Belvedere to replace the dead ones. She also reported that the National Trust had given permission for the Neet team to plant more daffodil bulbs on Kittle Village Green.

The annual Christmas Light switch on will take place on Sunday the 8th of December at 6.00pm so the Christmas trees will have to be in place by then. Cllr Whomes agreed to organise.

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

Cllr Weeks reported some dead ash trees between Kittle and Bishopston Cllr James agreed to investigate.

16. 2019/130 Correspondence

Several letters/emails were read out

To agree VE Logo Request - noted and taken to December meeting for a decision

Steve Shaw: request for a Motion to Support Local Energy Bill – postponed till January

Letter from Mrs M Waymark regarding the Parish Hall – Noted, further information requested for discussion at December meeting.

Cllr Ralph Cook and Cllr Wes Weeks left the meeting at 9.46pm

17. 2019/131 Finance

a. To approve payments for November 2019

With amendments Proposed CW Seconded LJ and agreed AB JM SR© JR SR DH

b. To note closing balances October 2019

Proposed SR seconded SR© and agreed CW LJ AB JM JR DH

c. To agree changes to the Financial Regulations.(notified Sept 2019)

Proposed JR seconded AB and agreed SR© CW LJ JM DH SR

d. To agree recommendations from Hall, Burial Ground and Field Committees for revised fees.

Proposed JR seconded SR© and agreed CW LJ JM DH AB SR

e. To discuss Badger Project request.

It was proposed that we thank them for the information but we would not be making a donation.

Proposed LJ seconded DH and agreed JR SR© CW JM AB SR

f. To note Remuneration Panel Report.2020/2021 and make any representations
Noted

g. To agree remuneration payments for 2020/2021.

It was proposed that we keep the same levels as 2019/2020

Proposed JR seconded JM and agree LJ DH SR© CW AB SR

- h. The Council Vodaphone contract has be renegotiated to a lesser amount. This was noted.
- i. To agree to divestment from Fossil Fuel within Pension Scheme.
Proposed JR seconded JM and agreed LJ DH SR© CW AB SR
- j. Upgrade of Web hosting package to £26.95 pa for necessary increased capacity.
Noted

It is proposed 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 item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed SR© seconded CW and agreed JR JM LJ DH AB SR

12. 2019/132 To approve recommendation from Environment Committee for Community Hub Feasibility Study

The Environment Committee had assessed the three tenders and had made their decision based on pre-agreed criteria.

Cllr Lynda James asked if we received written agreement for Fields in Trust regarding the proposed Community Hub, Cllr Rodaway explained they had agreed verbally and formal agreement would be part of the feasibility study process.

It was agreed that the Council accept the Environment Committee recommendation to appoint Urban Foundry to conduct the Feasibility Study.

Proposed AB seconded JM and agreed JR DH CW SR SR©, LJ abstained.

The Clerk left the room at 10.10pm

13. 2019/133 To approve recommendation from Finance and Employment regarding Clerk's Salary and training.

The recommendation that the Clerks salary be increased to £17.09 per hour from the 1st November was discussed. The ILCA training course was agreed and additional training would be approved as required through the year.

Proposed DH seconded LJ and agreed unanimously

Meeting Closed at 10.15pm

Financial Summary - Cashbook

Summary between 01/10/19 and 31/10/19 inclusive.

Balances at the start of the year

Ordinary Accounts

Current Account £35,006.64

Short Term Investment Accounts

Green Path £3,527.06

No 4 Account £76,902.98

Pavillion Account £42,003.88

Total £157,440.58

Balances at start of period

Ordinary Accounts

Current Account £53,251.43

Short Term Investment Accounts

Green Path £3,527.94

No 4 Account £76,922.17

Pavillion Account £42,014.35

Total £175,715.89

RECEIPTS	Net	Vat	Gross
Administration	£825.89	£0.00	£825.89
Burial	£2,100.00	£0.00	£2,100.00
FIELD	-£28.00	£0.00	-£28.00
Hall	£1,258.75	£0.00	£1,258.75
Total Receipts	<u>£4,156.64</u>	<u>£0.00</u>	<u>£4,156.64</u>

PAYMENTS	Net	Vat	Gross
Administration	£3,133.79	£6.58	£3,140.37
Burial	£484.71	£80.66	£565.37
FIELD	£1,116.81	£143.43	£1,260.04
Hall	£775.59	£86.38	£871.97
Total Payments	<u>£5,510.70</u>	<u>£327.05</u>	<u>£5,837.75</u>

Closing Balances

Ordinary Accounts

Current Account £51,565.28

Short Term Investment Accounts

Green Path £3,528.09

No 4 Account £76,925.33

Pavillion Account £42,016.08

Total £174,034.78

Signed _____

Chair

Clerk / Responsible Financial Officer