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**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL HELD  
ON 16<sup>th</sup> Jun 2020  
VIA ZOOM AT 7.00PM**

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**Present:** Cllr Susan Rodaway (Chair),SR©, Cllr Arthur Rogers,AR, Cllr Ralph Cook,RC, Cllr Jeff Rogers,JR, Cllr Jean Marnell,JM, Cllr Sally Rogers,SR, Cllr Malcolm Sims,MS, Cllr Claire Whomes,CW, Cllr Angela M Brunt,AB, Cllr Jenny Baker, JB. Mrs Emma Roberts.

**Also Present:** 1 Member of the Public

**Apologies for Absence:** Cllr Wes Weeks WW

**Apologies for Lateness:** Cllr Darran Hickery, DH. Cllr Lynda James LJ

**Declaration of Interest:** Cllr Rodaway declared an interest in item 8d (Vocaleyes)

**Question from the Public**

The member of the public raised some questions which she had also asked County Cllr Lynda James regarding the reasoning behind the banners placed at the entrance to the Village informing visitors that the car parks and toilets were closed. She also asked some questions regarding the installation of and cycle path between Pennard and Murton. The Chair explained the reasoning and told her about our section 106 request regarding the building of the new development. She also said she would put these answers in writing. The member of the Public left the meeting at 7.30pm

**It was agreed to move item 9c to the top of the agenda.**

Mrs Emma Roberts' application to be co-opted onto Council had been sent round and she was asked the questions usually posed to potential New Councillors, which she answered. Cllr Rodaway thanked her for attending the meeting and for her responses. Mrs Roberts then left the meeting.

Her application and responses were discussed and it was agreed that she should be co-opted as a Community Councillor, the Clerk was asked to send her the relevant paperwork for signature. Proposed by JM seconded by MS and agreed by all.

**Cllr Angela M Brunt left the meeting at 7.55pm**

- 1. 2020/119 Minutes of the Full Council Meeting held on 19<sup>th</sup> May 2020**  
Amendment made and **proposed by RC seconded by JR agreed by all**  
For accuracy and approval  
**Proposed by JR seconded by JM agreed by all**
  
- 2. 2020/120 Minutes of the Extraordinary Full Council Meeting held on 8 June 2020**  
With amendments  
**Proposed SR seconded by CW agreed by all**
  
- 3. 2020/121 Minutes of the Planning Committee Meeting held on 10<sup>th</sup> June 2020**  
**Proposed RC seconded by MS agreed by all**

**4. 2020/122 Minutes of the Covid-19 Sub Committee Meeting held on 11<sup>th</sup> June 2020  
Proposed by LJ seconded by DH agreed by all**

**5. 2020/123 Finance**

- a. To approve payments for June 2020  
**Proposed by CW seconded by JR agreed by all**
- b. To note closing balances May 2020  
**Noted**
- c. To agree addition to Asset Register for 2020 Annual Return  
**Proposed by RC seconded by DH agreed by all**
- d. To accept the report from the Internal Auditor  
The report was read out for acceptance  
**Proposed by LJ seconded by DH agreed by all**
- e. To approve the Accounting Statement  
**Proposed by LJ seconded by JM agreed by all except RC who had temporarily left the meeting  
RC returned to the meeting at 8.29pm**
- f. To approve the Annual Return  
**Proposed by JR Seconded by CW agreed by all**
- g. To agree £50 voucher in lieu of payment for Internal Auditor  
**Proposed by RC Seconded by AR agreed by all**
- h. To agree to post Audit notice to web site as instructed.  
**Proposed JR seconded CW agreed by all**
- i. Covid-19 Sub Committee update  
Cllr Rodaway reported that we had been approached for PEFTA help and that it was hoped to make a positive difference.  
We have also applied for a £5000 grant for Digital Support, a £1000 grant from Persimmons, and Wales and West grant for £5000 LJ had also sent another possible grant source through which would be looked at.

**6. 2020/124 Burial Ground**

- a. Update on Burial Ground matters  
Swansea Council have increased the numbers of mourners at a graveside to 20. He also asked for a Committee meeting be held to agree a Covid-19 Policy for the burial ground, which he would draft prior to the meeting.
- b. To agree join ICCM (Institute of Cemetery and Cremation Management)  
This was discussed and agreed that it would be a useful thing to do.  
**Proposed by JR seconded by MS and agreed by all**

**7. 2020/125 Field**

- a. Goal posts  
The options were discussed and it was agreed that fixed posts should be bought rather than the mobile ones. The Clerk and Chair of field will look for quotes ready for the Extraordinary Meeting.
- b. Update on Playground repairs  
The bridges in the small playpark have been replaced.

## 8. 2020/126 Environment

- a. To note our success in being awarded the Keep Wales Tidy Package \_ Fruit Garden  
Noted
- b. To agree creation of Climate Emergency Sub Committee  
**Proposed by SR© seconded by AR agreed by all**
- c. To agree terms of reference for Climate Emergency Sub Committee  
The terms were discussed and agreed. (attached to these minutes)  
**Proposed SR© seconded by JR agreed by all with 1 abstention LJ**
- d. Update on water fountain.  
The water fountain is now installed but has been covered over during the current situation.
- e. New Projects  
Cllr Arthur Rogers has been speaking to various organisations regarding tree planting around the Ward.

## 9. 2020/127 Admin

- a. To discuss Parish Hall Registration with the Land Registry  
This was discussed and agreed that the Clerk should make some further enquiries regarding the responsibilities of the Management Trustees and the Custodial Trustees.
- b. To agree recommendation from Covid 19 Sub Committee to organise Scare-crow competition on 11 July 2020  
At a previous meeting Cllr James had agreed that this would be run by the Carnival Committee and had since had a meeting with the Carnival Committee to discuss, another meeting was planned for later in the week and an invite would be sent for anyone to attend.  
The Chair of the Parish hall committee had expressed concern that the funds raised would go to the PEFTA (Pennard Emergency Food and Technology Assistance) scheme rather than to Parish Hall Funds.
- c. To agree co-option of new councillor  
**Moved to top of Agenda**
- d. To note error in Parish Hall Representation  
Cllr Angela M Brunt is the Councils representative on the Parish Hall Committee  
**Noted**

## 10. 2020/128 Hall

- a. Update of Hall Cleaning Contract  
The advice received from One Voice Wales/NALC solicitor was discussed  
  
**It was proposed to suspend standing orders 3w in order that the meeting continue.  
Proposed by SR© seconded by AR and agreed by all**
- b. To agree to put Cleaning contract on hold for time being.  
It was agreed that we should include a temporary suspension clause in future contracts and that we should hold a Finance and Employment meeting to agree what needed to be discussed and agreed with the Hall Cleaning firm regarding the current situation and the requirements as we move forward out of lockdown.

**Cllr Jenny Baker left the meeting at 9.30pm**

It was proposed that a Finance and Employment meeting be called for Monday the 22<sup>nd</sup> June 2020.

**Proposed by JR seconded by LJ and agreed by all**

## 11. 2020/129 Updates from Swansea Council

- a. Cllr. Lynda James  
The sink hole and drainage work on Southgate road was still to be done.  
The square of land in the middle of Linkside had become a dumping ground, Cllr James said that the NEET team has been tasked with clearing it.  
The BT Boxes around the ward were in need of painting and that there were a group of artists who had refurbished these boxes round the County with beach scenes etc, Cllr James said she would be happy to pay the £1000 to have them renovate the four boxes in the Ward from her budget. Further ideas around this were discussed.
- b. Any other matters arising for discussion (any decisions required will be made at a future meeting).

**12. 2020/130 Correspondence**

- a. Issues raised by members of the community to Clerk and Council.  
The Clerk read out the emails which had been received from:  
the Chair of the Golf Club regarding the appointment of a Community liaison officer to work with us.  
The Manger of the Beaufort Arms giving new contact details  
A member of Love of Scrubs offering face masks  
And a request by the owner of Squiggles regarding the cutting of the bramble on the bank outside the nursery.

**Meeting Closed at 10.00pm**

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## **TERMS OF REFERENCE**

### **CLIMATE EMERGENCY SUB COMMITTEE**

#### Responsibilities:

- (a) To manage the Climate Emergency Plan for 2020
- (b) To progress the plan for future years.
- (c) To manage the Climate Emergency Budget.
- (d) To Manage communications relating to the Climate and Ecological Emergency Plan
- (e) Liaise with local businesses and organisations and members of the public regarding the Climate Emergency Plan.
- (f) To make recommendations to Full Council with regards to the Climate Emergency Plan.

#### Membership

Members of the Climate Emergency Working Group.

Any councillor may join the sub-committee.

Notice Period; one clear day

# Financial Summary - Cashbook

Summary between 01/05/20 and 31/05/20 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

Balances at start of period

## Ordinary Accounts

Current Account £83,036.68

## Short Term Investment Accounts

Green Path £3,528.98

No 4 Account £76,944.62

Pavillion Account £39,422.52

Total £202,932.80

RECEIPTS	Net	Vat	Gross
Administration	£2,826.10	£0.00	£2,826.10
FIELD	£25.00	£0.00	£25.00
Hall	£425.50	£0.00	£425.50
Total Receipts	<u>£3,276.60</u>	<u>£0.00</u>	<u>£3,276.60</u>

PAYMENTS	Net	Vat	Gross
Administration	£3,338.53	£99.41	£3,437.94
Burial	£406.79	£80.46	£487.25
FIELD	£902.54	£143.03	£1,045.57
Hall	£1,393.54	£118.88	£1,512.42
Total Payments	<u>£6,041.40</u>	<u>£441.78</u>	<u>£6,483.18</u>

Closing Balances

## Ordinary Accounts

Current Account £79,824.85

## Short Term Investment Accounts

Green Path £3,529.13

No 4 Account £76,947.99

Pavillion Account £39,424.25

Total £199,726.22

Signed \_\_\_\_\_  
Chair

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Clerk / Responsible Financial Officer