

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD
ON 15th December 2020
VIA ZOOM AT 7.05 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 Keith Atkins KA, Cllr Rachel Carter RDC, Admin Assistant, 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 Angela M Brunt,AB, Cllr Emma Roberts,ER,

Apologies for Lateness : None

Declaration of Interest: None

It was proposed that item 17c be moved to the start of the meeting.

Proposed by SR© seconded by AR agreed by all

17) 2020/240

- c) To agree contractor to install the awnings for the “outdoor space”
The different options were looked at and discussed.
Company A (1) - £8737.50
Company A (2) - £6237.50
Company B - £5742
Company C - £14038
Company D - £20,000 - £25000

The different costs from Company A related to the difference between closed (A1) and open cassettes (A2). Company A were also able to supply and fit 4 1500w 13amp heaters for an extra £2500. The Admin Assistant explained the difference and the independent advice she had received regarding make and design and that she had been told closed cassettes protected the fabric whereas open cassettes were more suitable for a situation where the awning cassette sat under a roof overhang and was protected. She also explained that she had difficulties dealing with Company B. Council asked about delivery costs and if these would increase after January and Brexit.

Company A version 1 was chosen.

Proposed by AR seconded by RC and agreed by all

Company A was revealed to be Solar Sunshades Ltd.

The Clerk was given plenary powers to place the order with them if the delivery and Brexit questions were answered favourably.

1) 2020/224 Minutes of the Full Council Meeting held on 16th Nov 2020

Accuracy and approval

Proposed by JR seconded by LJ agreed by all who had been present

- 2) **2020/225 Minutes of the Covid 19 Sub Committee Meeting held on 19th Nov 2020**
Accuracy and approval
Proposed by AR seconded by JR agreed by all who had been present

Ratify Decisions of the Covid 19 Sub Committee Meeting held on 19th Nov 2020
Proposed by AR seconded by JM agreed by all who had been present
- 3) **2020/226 Minutes of the Burial Ground Committee Meeting held on 24th Nov 2020**
Accuracy and approval
Proposed by JR seconded by RC agreed by all who had been present
- 4) **2020/227 Minutes of the Planning Committee Meeting held on 24th Nov 2020**
Accuracy and approval
Proposed with minor amendment by JM seconded by AR agreed by all who had been present
- 5) **2020/228 Minutes of the Burial Ground Committee Meeting held on 1st Dec 2020**
Accuracy and approval
Proposed with minor amendments by RC seconded by SR agreed by all who had been present
- 6) **2020/229 Minutes of the Covid 19 Sub Committee Meeting held on 2nd Dec 2020**
Accuracy and approval
Proposed by JR seconded by MS agreed by all who had been present

Ratify Decisions of the Covid 19 Sub Committee Meeting held on 2nd Dec 2020
Proposed by LJ seconded by AR agreed by all who had been present
- 7) **2020/230 Minutes of the Field Committee Meeting held on 2nd Dec 2020**
Accuracy and approval
Proposed with amendment by AR seconded by MS agreed by all who had been present
- 8) **2020/231 Minutes of the Planning Committee Meeting held on 8th Dec 2020**
Accuracy and approval
Proposed by LJ seconded by MS agreed by all who had been present
- 9) **2020/232 Minutes of the Finance and Employment Committee Meeting held on 8th Dec 2020**
Accuracy and approval
Proposed by JR seconded by DH agreed by all who had been present
- 10) **2020/233 Welcome to our two new Councillors.**

Cllr Rodaway welcomed Keith Atkins and Rachel Carter to Council and thanked them for putting themselves forward.

11) 2020/234 Finance and Employment

- a) To approve payments for Dec 2020
Proposed by DH seconded by JR agreed by all with 2 abstentions KA and RDC
- b) To note closing balances Nov 2020
Noted
- c) To note receipt of the Annual Return 2019-2020
Noted
Proposed by JR seconded by LJ and agreed by all
- d) To agree actions following the recommendation from the Annual Return 2019/20
Noted
- e) To agree timetable for Annual Return Notice
It was agreed that the notice would be placed on the Council Web site and main Notice Board from the 16th Dec 2020 until the 4th Jan 2021.
Proposed by LJ seconded by SR agreed by all
- f) To agree transfer of RDP Grant of £4958 from General account to Pavilion Account.
Proposed by DH seconded b JM agreed by all.
- g) To agree transfer remaining £979 from 18/19 Enviro projects to Admin - Noticeboard line.
Proposed by RDC seconded by JM agreed by all
- h) To agree addition to Burial Ground Budget - £95 subscription to ICCM
Proposed by JR seconded by RC agreed by all
- i) To agree Budget for 2021-2022
The budget figures were presented to the meeting and are appended at the end of these minutes.
Proposed by DH seconded by JM agreed by all
- j) To agree Precept for 2021-2022
The precept was set and agreed at £78,800
Proposed by JM seconded by AR agreed by all present
- k) To agree payment of £15 to finance software provider as we had moved to the next service level band due to Grant income.
Proposed by JR seconded by RDC agreed by all present

12) 2020/235 Admin

- a) To note Council Christmas closure details
It was noted that the Council Offices would be closed from the 23rd of Dec until the 4th of Jan.
- b) To agree dissemination of Christmas appeal information requested by the Golf Club
Proposed by AR seconded by LJ agreed by all

- c) Update on Community Christmas Appeal 2020
Cllr Rodaway reported that the Christmas Appeal had been a great success so far and that a final push was needed for the last day.

13) 2020/236 Burial Ground

- a) Update on Burial Ground matters
Cllr J Roger reported the problem which had arisen regarding the memorial stone on grave 309, the Clerk was continuing to investigate the background and solutions.

- b) To agree amendments to Grant of Right letter
The suggested amended wording of the letter was looked and agreed.
Proposed by JR seconded by DH and agreed by all

- c) To agree to send Transfer Grant of Right Forms to all next of kin starting from 1 Jan 2019 or when any change to the plot is requested.

Proposed by JR seconded by RC agreed by all

14) 2020/237 Field

- a) Update on Field matters
Cllr Sims reported that all football matches and training had been suspended by the FAW for the time being.

- b) To agree pitch hire fees for 2021/22
It was agreed that the fees would remain unchanged for 2021/22
Proposed by DH seconded by JM agreed by all

- c) To discuss the installation of outdoor Gym equipment on the Pennard Playing Field

Cllr James described the low impact rehabilitation equipment and the how we could have it installed in a park not owned by County

- d) To discuss potential contribution from Council for outdoor Gym equipment.

- e) To discuss possibility of short term lease (15 years) on the relevant small piece of Pennard Playing Field for outdoor gym equipment.

All three items were discussed and it was noted that we would need to write to Fields in Trust for permission if a suitable space is identified on the field and if terms of the offer do not place an unacceptable burden on the community precept in terms of ongoing maintenance and repair". Other areas in the village were also discussed but none agreed on. As the deadline for this project was not for another 3 months it was decided to take items c,d,and e to a Field Committee meeting for further discussion.

15) 2020/238 Environment

- a) Update on Environment matters
Cllr Rodaway reported that members of the Climate Emergency steering group were due to meet on the 17th Dec, she also explained the background of the group and the plan to the new councillors.

- b) Update on Community Garden

The Clerk reported that the fence was being installed between the 21st and 23rd of Dec and that members of Swansea Growing Network had been contacted. Once the fence has been installed we can ask for Volunteers to help clear the ground and start planning the garden in a safe and Covid secure way subject to Welsh Government restrictions.

- c) Update regarding Christmas events
Due to the recent increase in Covid cases, Swansea Council has advised that no events should take place therefore Santa has been asked to delay his visit until next year. The Community lights and school reindeer have arrived and been switched on.
- d) Update on Climate Emergency Plan
This was covered at point (a)

16) 2020/239 Hall

- a) Update on Hall Matters
The Clerk reported that the Roof repairs were still on track for mid Jan.
- b) To agree the purchase and installation of a hearing loop in the Community Hall
The hearing loop quotations were discussed and as there seemed to be a wide range of prices it was decided to ask the Royal Institute for the Deaf for more advice and ask them for survey costs.

Cllr Rodaway proposed that Standing Orders 3w be suspended in order to finish the meeting.

Seconded by JR agreed by all

- c) Update on repairs
The Clerk was still waiting on the quotes for the repair of the drainage gully and the hole at the back of the hall.
- d) To discuss the necessary increase to electricity supply in Community Hall.
Western Power have been to the hall and have provided a cost of £2292.02 for installation. This did not include groundwork which the Clerk would need to obtain further quotes for.
It was proposed that the installation should go ahead.
Proposed by JR seconded by DH agreed by all

17) 2020/240 Covid

- a) Update from Covid 19 Sub Committee
Cllr Rodaway gave a brief explanation behind the formation of the Covid 19 sub-committee, its role and recent actions taken by the committee for the benefit of the new councillors.
- b) To ratify decisions made by the Covid 19 sub-committee made up to and including meeting held on the 21st Oct 2020
Proposed by SR© seconded by DH agreed by all

18) 2020/241 Updates from Swansea Council

- a) Cllr. Lynda James
Cllr James reported that there were still staffing problems in Swansea's Highways Dept.
The Cattle grid by the school had been partially cleaned and that the pharmacy steps had been cleaned and painted. She also reported that during her street light inspection she had found several bulbs which needed changing and had reported these to County.
- b) Any other matters arising for discussion (any decisions required will be made at a future meeting).
None were raised.

19) 2020/242 Correspondence

SDP Consultations due by 4th Jan 2021 and would be looked at during the planning meeting arranged for the 17th Dec.

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 LT agreed by all

20) 2020/243 To note Employee's annual review for 2019-2020

The recent annual review was discussed and noted.

21) 2020/244 To agree salary recommendation from Finance and Employment Committee

The recommendation was discussed and it was agreed that the employee will be paid at one spine point higher due to an increase in responsibility within the role.

Proposed by AR seconded by LJ agreed by all

Cllr Rodaway thanked Councillors for their hard work and commitment to the community through the year, wished everyone a very Merry Christmas and a very happy 2021.

Meeting Closed at 9.45 pm

Budget for 2021 - 2022

Revenue	Income	Expenditure
Administration	25000	71776.32
Burial - rev	22511	16606
Field - rev	8015	18821
Hall - rev	10265	21199
Environment	2600	8400
Youth	750	750
Covid 19	4000	9000
Capital		
Hall capital	55615.54	55265.54
Field capital	8300	14000
Burial capital	3000	3000
Reserves	20000	20000
TOTAL	160056.54	238817.86

As reported the Precept was set at £78,800 for the year, which equates to £51.91 per band D property.

The Precept in for the past three years has been:

2018-2019	£77,000	£52.78 per band D property
2019-2020	£82,000	£55.86 per band D property
2020-2021	£82,112	£55.41 per band D property

Financial Summary - Cashbook

Summary between 01/11/20 and 30/11/20 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 £92,022.75

Short Term Investment Accounts

Green Path £3,529.60

No 4 Account £76,958.17

Pavillion Account £34,593.19

Total £207,103.71

RECEIPTS	Net	Vat	Gross
Administration	£5,779.83	£0.00	£5,779.83
Burial	£3,320.00	£0.00	£3,320.00
FIELD	£80.00	£0.00	£80.00
Hall	£2,090.00	£0.00	£2,090.00
Total Receipts	<u>£11,269.83</u>	<u>£0.00</u>	<u>£11,269.83</u>

PAYMENTS	Net	Vat	Gross
Administration	£4,841.81	£100.70	£4,942.31
Burial	£1,546.93	£80.47	£1,627.40
FIELD	£1,418.22	£246.97	£1,665.19
Hall	£327.41	£44.59	£372.00
Environment	£21.99	£0.00	£21.99
Total Payments	<u>£8,156.16</u>	<u>£472.73</u>	<u>£8,628.89</u>

Closing Balances

Ordinary Accounts

Current Account £94,862.71

Short Term Investment Accounts

Green Path £3,529.63

No 4 Account £76,958.82

Pavillion Account £34,593.49

Total £209,744.65

Signed _____

Chair

Clerk / Responsible Financial Officer