

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD
ON 15th October 2020
VIA ZOOM AT 7.10PM**

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 Wes Weeks WW,Cllr Angela M Brunt,AB, Cllr Emma Roberts,ER, Miss S North, SN.

Also Present: 6 Members of the Public

Apologies for Absence: Cllr Arthur Rogers,AR,

Apologies for Lateness: Cllr Wes Weeks WW

Declaration of Interest: None

Questions from the Public limited to 10 Minutes

One member of the public asked if the Noticeboard in Kittle was on the agenda, Cllr Rodaway said it was on at point 9. Another member expressed his thanks for the Councils endeavours in arranging the notice board and that it should be as big as possible to accommodate community notices as well as council ones. The ratio of the notice board use was also discussed and the fact that it would not be locked so available to everyone. A third member of the public also thanked the Council for arranging the board which she felt was a much-needed resource.

A further member of the public explained that he and others had no objection to the noticeboard but reiterated that it was its location without consultation that he had a problem with. He also asked if an alternative site would have been sought if permission had been denied by the National Trust, Cllr Rodaway explained that as this had not happened, she could not answer. She then moved the meeting on.

- 1) **2020/183 Minutes of the Full Council Meeting held on 14th July 2020**
Accuracy and approval

Proposed JM seconded by ER agreed by all
- 2) **2020/184 Minutes of the Planning Committee Meeting held on 10th Aug 2020**
To ratify acceptance made at Planning meeting held on the 8th October

Proposed by MS seconded by DH agreed by all
- 3) **2020/185]Minutes of the Planning Committee Meeting held on 25^h August 2020**
To ratify acceptance made at Planning meeting held on the 8th October

Proposed by RC seconded by JM agreed by all
- 4) **2020/186 Minutes of the Full Council Meeting held on 23rd September 2020**
Accuracy and approval

Proposed by RC seconded by ER agreed by all
- 5) **2020/187 Minutes of the Covid 19 Sub Committee meeting held on the 5th Oct 2020**
Accuracy and approval

Proposed by DH seconded by JM agreed by all
- 6) **Minutes of the Planning Committee meeting held on the 8th Oct 2020**

Accuracy and approval

Proposed by RC seconded by JM agreed by all

7) **2020/188 Minutes of the Finance and Employment Committee meeting held on the 8th Oct 2020**

Accuracy and approval

Proposed by DH seconded by JR agreed by all

8) **2020/189 Finance and Employment**

a) To approve payments for Oct 2020

Proposed by LJ seconded by JR agreed by all

b) To note closing balances Sept 2020

Noted

c) To note Quarter 1 Figures recommended by Finance and Employment Committee

Noted

d) To note Quarter 2 Figures recommended by Finance and Employment Committee

Noted

e) To agree finance movements identified during review.

Proposed by LJ seconded by DH agreed by all

f) To note successful claim for loss of income

Income of £2020 Noted. Council thanked the Clerk for the work involved in completing the claim

g) To note Community Foundation Wales grant application success.

Income of £15485 Noted. Council thanked the Admin Assistant and the Clerk for the work involved in this successful application especially the Admin Assistant who did the majority of the work and has only been with us since August.

h) To agree to an increase to Bright pay subscription to accommodate additions.

Proposed by JR seconded by JM agreed by all.

9) **2020/190 Admin**

a) To appoint representative to the Charity Committee

Cllr Rodaway put herself forward in the absence of another nominee

Proposed by SR© seconded by DH agreed by all

b) To appoint representative for Parish Hall Committee

Cllr Cook put himself forward in the absence of another nominee

Proposed by RC seconded by SR© agreed by all

c) To appoint additional Councillors to Planning Committee

Cllr Sally Rogers and Cllr Lynda James both agreed to join

Proposed by SR© seconded by JM agreed by all

d) To appoint Vice Chair to Planning Committee

Cllr Jeff Rogers put himself forward in the absence of another nominee

Proposed by JR seconded by SR© agreed by all

e) To appoint Chair of Field Committee

Cllr Sims was proposed by SR© seconded by SR agreed by all

f) To agree timetable for Councillor vacancy notice/procedure

This was discussed and it was agreed that the vacancy advert be posted as soon as possible on to the website and social media pages. Applications should be returned by 5.00pm on Wednesday the 11th November and that applicants should attend the Full Council Meeting on the 16th of November for interviewing and selection.

- Proposed by SR@ seconded by LJ agreed by all**
- g) To agree to purchase Remembrance Day Wreath
- Proposed by DH seconded by JR agreed by all**
- h) To note Covid secure Community pumpkin/scarecrow parade
- Noted**
- i) To agree plenary powers to Covid 19 sub-committee for Christmas celebrations.
To agree to amend this proposal to read to agree plan for Christmas Celebration arrangements
- Amendment Proposed by ER seconded by JM agreed by all**
- To agree plan for Christmas Celebration arrangements
- Proposed by JR seconded by DH agreed by all**
- j) To Note Notice Board Planning application approval
- Noted**
- k) To Agree Supplier of Notice Board for Kittle Green

Cllr Ralph Cook left the meeting at 8.20pm

The quotes were discussed and Company B was chosen if the dimensions were in line with the Planning application. If not then the choice would be Company A.

Proposed by JR seconded by JM agreed by all

Company B is Nature Sign Designs

Company A is Greenbarnes Ltd

- l) To Agree Contractor for Installation of Kittle Green Notice Board
It suggested the quotes should be amended to include metal sleeves to protect the bottom of the posts and new quotes brought to the November meeting.

10) 2020/191 Planning

To agree recommendation from Planning Committee on consultation for new AONB design guide supplementary planning guidance.

Cllr Rodaway explained the process taken to complete the survey and added that anyone who wished to comment personally could do so before the end of the day on Friday 16th October.

11) 2020/192 Burial Ground

- a) Update on Burial Ground matters
Cllr Jeff Rogers explained that the car park gates would be closed over Halloween to stop problems encountered in the past re-occurring.
 - b) Update on ongoing ground maintenance.
Cllr Jeff Rogers updated the Council on the ongoing maintenance occurring in the burial ground regarding ground settlement.
 - c) To agree renewal of contract for Burial Ground Lamp post with SSE.
- Proposed by JR seconded by DH agreed by all**

12) 2020/193 Field

- a) Update on Field matters
The goal posts are expected to be erected in the next week.
- b) To agree to work with the County Councillor to add to playground facilities.

Cllr James told the Council that she had submitted an expression of interest for £30,000. She had looked at some outdoor gym package that would cost around £12,000 inc vat, installed. The grant would cover 80% of the total. The remaining 20% would need to be put into next year's budget if we wish to contribute. Some examples were looked at.

Cllr Ralph Cook re-joined the meeting at 8.40pm

Cllr James said she would find out if her request was successful in the next couple of months. She was asked to find out if there was a likelihood of success before we set the field budget.

Proposed DH seconded JM agreed by all

13) **2020/194 Environment**

a) Update on Environment matters

Cllr Rodaway gave an update from the Environment meeting

Cllr Ralph Cook left the meeting a 8.45pm

- b) To agree to apply for Green Path funding through Sustainable Development Fund. The background to this was given by Cllr Rodaway. This item had been recommended from the Environment committee to apply once we have the costings and plans from Highways.

Proposed by JM seconded by SR© agreed by all

c) **To agree recommendation from Environment Committee to apply for TNL Capital Development Grant for Community Hub**

Cllr Wes Weeks joined the meeting at 8.49pm

Cllr Ralph Cook joined the meeting at 8.50pm

Cllr Rodaway explained the meeting with the National Lottery People and Places team and how the next step towards building the Community Hub would be to apply for a Capital Development grant this would be for 10% of the Build cost which Urban Foundry estimated to be around £500,000. The £50,000 would be to pay for plans, surveyors' architects and quantity surveyors.

Proposed AB seconded DH agreed by all.

- d) Update on Covid secure Community Christmas celebrations
Covered earlier in the meeting

14) **2020/195 Hall**

- a) To agree contractor to conduct Covid 19 risk assessment for hall.

The quotes were read out

Company A - £350

Company B - £300

Company C - £250

Company D - £450 plus £300

Company C was chosen

Proposed LJ seconded ER agreed by all

Company C was Alium Health Safety and Wellbeing

15) **2020/196 Updates from Swansea Council**

- a) Cllr. Lynda James including update on Traffic parking and littering
Cllr James spoke about the Kittle speed watch which had started this week and thanked Mrs Dyche for getting it started.

Highways still have staff problems so there is no news regarding the yellow lines and road signs, but she had managed to get some anti littering signs which could be stuck to the existing bins, it was felt that Parents had enough going on at the moment to be involved in a design competition.

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

The trees for kittle should be planted within the next month. Cllr James also reported that she had spoken to the owners of the hedge mentioned by the member of the public at last months meeting, she had also approached the contractors at the new development who had agreed to cut the hedges around the school.

Alterations had been made to machinery in order for the cattle grid to be cleared.

The dropdown kerb has been ordered for the pavement on the corner of Heatherslade Rd.

Cllr James reported that the street names for the new development had been chosen, these were Broadpark and Dunes Walk.

Cllr Rodaway asked if this was now public knowledge Cllr James said yes, there had been an offer of having Broadpark in Welsh but this would be the only Welsh street name around.

She also reported that the Remunerations report had come out and there were some proposed changes to the Councillors allowances for family care.

Cllr Hickery asked if the speed watch project was being done by residents Cllr James said it was, this was discussed further.

A discussion about the street names took place as many were surprised by the choice. Cllr Rodaway asked if there was the possibility of having at least one welsh name as the many of the suggestions on Facebook had indicated this wish. Cllr James reiterated that she thought one would look funny on its own. Cllr James said in the emails she had received had been mainly English names.

Cllr Rodaway asked if she could send details of the Planning officer responsible to the Clerk.

Cllr James said she had sent in the suggestions made to her via email and text but had not had the time to go through all the Facebook comments. The suggestions she had taken to planning had replied to her directly on her Facebook messenger page or by email.

To discuss anonymous letter of complaint regarding local business and potential community safety issue

The Clerk read out the letter and Cllr James said she had made some enquiries. The area at the front of the shop belonged to them and they could put whatever signs they wanted on it as it was not a pavement and never had been. As the letter was anonymous there is no way to contact the writer to let them know the shop was acting within current legislation

Cllr Darren Hickery left the meeting at 9.31pm

Cllr Rodaway proposed that we suspend Standing Orders 3W in order to complete the meeting

Proposed SR© seconded LJ agreed by all

Cllr Darren Hickery re-joined meeting at 9.34pm

16) 2020/197 Correspondence

a) Issues raised by members of the community to Clerk and Council.

The correspondence had been circulated or had been discussed during the meeting.

These included the request from the NCI group and the anonymous letter and an email regarding uneven surfaces in the burial ground.

Two Kittle residents had requested their complaints to be investigated by the complaints committee.

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 DH agreed by all

The members of the public left the meeting at 9.36pm.

17) 2020/198 To agree final draft of Contract of Employment for Employee 3 following discussion with Employee as recommended by the Finance and Employment Committee.

Proposed by RC seconded by LJ agreed by all

18) 2020/199 To agree payment of overtime hours to Employee 2 as recommended by Finance and Employment Committee

11 hours overtime was agreed

Proposed by JR seconded by JM agreed by all

19) 2020/200 To agree temporary Contract for Employee 4 from Dec 1st and during pandemic situation.

It was agreed that a temporary contract be drawn up for half an hour per fortnight until the pandemic situation abates.

Proposed by DH seconded by RC agreed by all

Meeting Closed at 9.45 pm
