

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD
ON 11th April 2019
AT PENNARD COMMUNITY HALL (SMALL HALL) AT 7.00PM**

Present: Cllr Susan Rodaway (Chair), Cllr Ralph Cook, Cllr Jeff Rogers, Cllr Richard Killick, Cllr Lynda James, Cllr Claire Whomes, Cllr Jean Marnell, Cllr Sally Rogers, Cllr Darren Hickery.

Apologies for Absence: Cllr Angela Brunt, Cllr Arthur Rogers, Cllr Jason Thomas, Cllr Wes Weeks, Cllr Charlotte Toft.

Declarations of Interest: Susan Rodaway 2018/295a Lynda James 2018/295a and Claire Whomes 2018/299a

- 1. 2018/288 To Approve Minutes of the Planning Committee Meeting held on 12th March 2019
Proposed Seconded and Agreed**
- 2. 2018/289 To Approve Minutes of the Full Council Meeting held on 12th March 2019
Proposed Seconded and Agreed**
- 3. 2018/290 To Agree Minutes of the Planning Committee Meeting held on 20th March 2019
Proposed Seconded and Agreed**
- 4. 2018/291 To Agree Minutes of the Planning Committee Meeting held on 27th March 2019
Proposed Seconded and Agreed**
- 5. 2018/292 To Agree Minutes of the Finance and Employment Committee Meeting held on 8th
April 2019
Proposed Seconded and Agreed**
- 6. 2018/293 Field**
 - a. Update on roundabout repair.**

A quote has been received from Playdale for £2500 for a replacement bearing this was discussed and suggested that a local bearing company should be contacted for an alternative price.
Action Clerk
 - b. To discuss security for Playing Field**

The Vice Chair of Field, the Chair and the Clerk had met with PES security at the Pavilion to discuss cameras etc. The only solution they had was to place 6 cameras around the Pavilion and place the recording equipment inside. This was discussed but no decision could be made as we had not yet received any quotation from PES and would need to obtain a further 2 quotes at least.
- 7. 2018/294 Environment**

Update on drinking fountain at Pennard Cliffs
Cllr Rodaway had spoken to the owner of Pennard Stores who was in the process of having survey done by Dwr Cymru for the placement of the drinking fountain, the cost of this will be taken off the final installation cost.

8. 2018/295 Hall

a. Proposal for waiver of charge for recent PACP meeting.

As PACP are not-for-profit it was agreed to waive the charge.

Proposed Seconded and Agreed with 2 abstention.

b. To agree plenary powers for Chair of Hall and Clerk to make decisions on an individual basis for requests for Hall use and charges for Charities and Fundraisers.

Proposed Seconded and Agreed with 1 abstention.

9. 2018/296 Updates from Swansea Council

a. Cllr. Lynda James

New Development

Cllr reported that the Section 106 submission we had made in January had been ignored. An email from Ryan Thomas had also alluded to this. It was suggested that a strong reply should be drafted and our original submission be attached. There had also been reports that sections of hedge were due to be removed in the next few weeks. The Clerk was asked to write to the RSPB, Natural Resources Wales and the AMs voicing our concerns. Cllr James said she would continue "banging on doors" at County.

Cllr James had been asked by residents of Kittle in the absence of the Residents Association for permission to plant some trees, it was agreed that this request should be taken to an Environment Meeting.

Cllr James also reported that a local resident was still having problems with people entering her field from the Park. Blackthorn bushes has been planted in the area previously used to gain access and on inspection recently had not been disturbed. It was suggested that any further problems should reported to the Clerk.

b. To discuss potential for closer working arrangement with Swansea Council.

This was discussed and it was suggested we contact OVW for an example Council where this had been put in place.

c. To agree to include Swansea Council 50 years logo on our correspondence.

Proposed Seconded 4 agreed 2 against – motion carried.

d. Update on speed limits in Pennard.

Speed limits are still inconsistent outside the school despite being told that "snagging" had been completed.

Action Clerk to contact Mark Thomas at Highways

10. 2018/297 To Agree date for Annual Meeting.

It was agreed that this should be held on Thursday 16th May 2019 at 7.00pm.

Proposed Seconded and Agreed with 1 abstention.

Cllr Ralph Cook and Cllr Jean Marnell left the meeting at 8.40pm

11. 2018/298 To discuss Committee format, roles and responsibilities in preparation for the AGM.

This was discussed. Any member can nominate themselves or another at the AGM or if they are unable to attend, their nomination should be given to the Clerk prior to the Meeting.

12. 2018/299 Correspondence

The various letters received were read out.

a. Tree removal request from resident in Kittle – it was agreed to write to Highways and the Tree officer as this was beyond the Council powers.

- b. Request to park take away van in the Burial Ground Car park – this was considered inappropriate and we should suggest they contact the Head Teacher at the School as that was a better location.
- c. A request had been received from Planning Aid Wales to hold training session in Feb 2020. This was discussed and it was agreed to host the training session in the Community Hall.

Proposed Seconded and Agreed with 1 abstention

13. 2018/300 Training

- a. Update from OVW Innovative Practice & National Awards Conference 2019
Cllr Rodaway gave a brief outline of the conference and the very useful and informative presentations given during the day.
- b. To approve attendance of Joint OVW SLCC conference in May
Proposed Seconded and Agreed
- c. To approve attendance of OVW Innovations Conference in July
It was agreed to bring this up at a later date.

14. 2018/301 Finance

- a. **To approve payments for April 2019**
Proposed Seconded and Agreed
- b. **To note closing balances for March 2019**
Proposed Seconded and Agreed
- c. **To agree to employ OVW to conduct a Good Governance Review.**
Proposed Seconded and Agreed
- d. **To note the timetable for completion and submission of the Annual Return for the year 2018/19.**
This was presented as recommended by the Finance and Employment Committee along with the Financial Risk Assessment which had been conducted and discussed during the Budget meeting on the 20th December, but had not been recorded in the minutes of that meeting. Council request it be noted at this meeting as a matter of record.
- e. **To agree to appoint internal auditor for 2018/2019**
It was agreed to appoint Brian McNamara as internal auditor for continuity.
Proposed Seconded and Agree
- f. **To agree Asset Register Update**
This was discussed and questions raised about depreciation. It was felt that this would be one of the items covered by the Good Governance Review. The points raised at the last Audit had been amended.
Proposed Seconded and Agreed

It was proposed that we suspend Standing Orders 3w in order to continue the meeting
Proposed Seconded and Agreed

It was 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 Seconded and Agreed

- g. **To agree Councillor remunerations payment**
It was agreed to pay Cllr Wes Weeks £415 for care assistance whilst attending Council meetings and Council Business from the 5th of May 2018 to 11th Feb 2019.

Proposed Seconded and Agreed

- h. To agree recommendation from Finance and Employment with regard to Groundskeeper contract and payment.**

It was agreed to increase the Ground Keepers Salary to £13 per hour from the 1st April 2019 as discussed during the Budget meeting in December 2018.

Proposed Seconded and Agreed

- i. To agree recommendation from Finance and Employment with regard to employee salary**

It was agreed that the Clerk salary would increase to £16.65 per hour from 1 April 2019, in line with the NALC/NJC pay scales for point 35 2019-2020

Proposed Seconded and Agreed

The meeting closed at 9.45pm

CLOSING BALANCES 31 March 2019					
Current A/C	35006.64		Opening Balance as at 1/4/18	120694.42	
Green Path A/C	3527.06		Add receipts	128293.29	(April/Mar)
Pavilion A/C	42003.88		Total	248987.71	
PCC No.4 A/C	76902.98				
			less payments	91547.15	(April/Mar)
Total	157440.56				
Balance	157440.56		Balance	157440.56	

INCOME											
March Income	PF	BG	CH	ENV	Admin	Pav	Pav int	GP int	No 4 Int	VAT	TOTAL
	147	0	1137.25	0	737.52		1.61	0.14	2.95		2026.47

PAYMENTS											
March Payments	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	S137	PAV	VAT	TOTAL
	832.87	1026.67	1725.8	0	0	2809.78	5	0	0	281.99	6682.11

INCOME	APRIL	27918.97	PAYMENTS	APRIL	4828.37
	MAY	4263.52		MAY	7182.39
	JUNE	1577.17		JUNE	6847.79
	JULY	10844.34		JULY	4973.81
	AUGUST	29094.53		AUGUST	4639.07
	SEPTEMBER	1825.88		SEPTEMBER	7256.97
	OCTOBER	6094.38		OCTOBER	13336.86
	NOVEMBER	3769.22		NOVEMBER	7117.34
	DECEMBER	30805.38		DECEMBER	15576.96
	JANUARY	5018.67		JANUARY	6712.78
	FEBRUARY	5054.76		FEBRUARY	6392.70
	MARCH	2026.47		MARCH	6682.11
TOTAL		128293.29	TOTAL		91547.15

Pennard Community Council

April 2019 Payments													CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	VAT	TOTAL	Dr Card
EDF Pavilion Electricity	15.24									15.24	0.76	16.00	DD
Dwr Cymru	35.50		73.00							108.50	0.00	108.50	DD
Good Energy (Hall Gas)			208.33							208.33	41.67	250.00	DD
Swansea CC - Rates			148.40							148.40	0.00	148.40	DD
Swansea CC - Waste disposal charges													DD
Lloyds Bank (Monthly Service Charge)							5.00			5.00	0.00	5.00	DD
British Gas - due around the 30th Apr			54.38							54.38	2.72	57.10	DD
Vodafone						31.98				31.98	6.39	38.37	DD
XLN			37.40							37.40	7.48	44.88	DD
Employee 1 Salary April (take home pay)						1604.61				1604.61	0.00	1604.61	Payroll
HMRC tax and employer NIC Mar						565.1				565.10	0.00	565.10	Payroll
Employee NIC Mar						170.35				170.35	0.00	170.35	Payroll
Pension Contributions Employer Mar						80.94				80.94	0.00	80.94	Payroll
Office allowance Apr													Payroll
Bay Cleaning Solutions Mar			365.67							365.67	73.13	438.80	i/n
Youth worker 1 (Leader)						280.80				280.80	0.00	280.80	i/n
youth worker 2						234.00				234.00	0.00	234.00	est
Groundsman 1 (AP) - Basic	495.00	286.67								781.67	0.00	781.67	est
Groundsman 1 (AP) - Gate Hinge	60.00									60.00	0.00	60.00	est
Hancock and Brown Gate Spring	5.99									5.99	1.20	7.19	i/n
Southgate Supplies	309.00									309.00	0.00	309.00	i/n
Amazon Fire Safe						19.16				19.16	3.83	22.99	Dr Card
Play Equipment for Youth Club					162.71					162.71	30.75	193.46	Dr Card
NALC Book													i/n
Neners Locksmith			14.4							14.40	0.00	14.40	i/n
Justin Lake (Moles)		60								60.00	0.00	60.00	i/n
One Voice Wales Memebership						401.00				401.00	0.00	401.00	i/n
National Awards Conference (QVW)						165.00				165.00	0.00	165.00	i/n
Keyframe													i/n
Stationery ink and paper						38.43				38.43	7.68	46.11	Dr Card
Mole repellors		14.99								14.99	3.00	17.99	Dr Card
Councillor Remuneration						415.00				415.00	0.00	415.00	i/n
TOTAL	920.73	361.66	901.58	0.00	162.71	4006.37	5.00	0.00	0.00	6358.05	178.61	6536.66	