

**MINUTES OF A MEETING OF PENNARD COMMUNITY COUNCIL HELD ON
15 MARCH 2017 AT PENNARD COMMUNITY HALL at 7.00 pm**

Present: Cllr Jeff Eley – Chair, Cllr Susan Rodaway, Cllr Wes Weeks, Cllr Ralph Cook, Cllr Arthur Rogers, Cllr Jason Thomas, Cllr Lynda James

In attendance: Clerk – David Mackerras

Apologies for absence: Cllr Andrew Thomas, Cllr Richard Killick

Absent: Cllr Ashley Wakeling, Cllr Margaret Smith, Catherine Bryden-Smith

Declarations of Interest: Cllr Wes Weeks declared an interest in the matter of the appointment of the Internal Auditor

2017/39 Questions from the public/Traffic light crossing at Pennard

17 members of the public attended the meeting and they wished to make their views known on the proposed traffic light crossing at Pennard.

It was proposed by Cllr Jeff Eley, seconded by Cllr Susan Rodaway with all in favour that Agenda item 15 – ‘To consider calling a public meeting for full community engagement in public consultation on traffic lights at Pennard’ be brought forward

City Councillor Lynda James provided an update on the puffin crossing installation and the public consultation process.

All members of the public were in favour of the installation of traffic lights. Some were also in favour of speed bumps as a traffic calming measure, although the consensus view seemed to be that this should not be allowed to delay or endanger the installation of a puffin crossing.

Members of the public were generally of the opinion that a public meeting is not required.

Members of the public left the meeting at this point.

It was proposed by Cllr Arthur Rogers and seconded by Cllr Susan Rodaway that a public meeting should be called as soon as possible within the framework of the consultation process for full community engagement in public consultation on the introduction of traffic lights at Pennard. The proposal failed with two members voting for and five against.

2017/40 Minutes of the Environment committee held on 7 February 2017

It was proposed by Cllr Susan Rodaway, seconded by Cllr Jeff Eley with all in favour that the minutes be approved as a true and accurate record

2017/41 Minutes of the Hall committee held on 7 February 2017

It was proposed by Cllr Lynda James, seconded by Cllr Susan Rodaway with all in favour that the minutes be approved as a true and accurate record.

2017/42 Minutes of the Full Council meeting held on 16 February 2017

- a. Two corrections were made to the minutes: It should be made clear that Agenda item 11 was agreed to be brought forward and considered during ‘Questions from the public’; and also that grass cutting work outside Highway Farm and Cottage was undertaken by Pennard Community Council.

Subject to these alterations it was proposed by Cllr Susan Rodaway, seconded by Cllr Lynda James and unanimously agreed that the minutes should be approved as a true and accurate record.

- b. There was no update.

2017/43 Minutes of the Extraordinary Council meeting held on 23 February 2017

- a. It was proposed by Cllr Wes Weeks, seconded by Cllr Ralph Cook and unanimously

Action

agreed that the minutes be approved as a true and correct record

2017/44 Minutes of the planning committee meeting held on 9 March 2017

- a. It was proposed by Cllr Ralph Cook, seconded by Cllr Jeff Eley and unanimously agreed that the minutes be approved as a true and correct record

2017/45 Minutes of the Finance and Employment committee held on 9 March 2017

- a. It was proposed by Cllr Ralph Cook, seconded by Cllr Lynda James and unanimously agreed that the minutes be approved as a true and accurate record

It was agreed to place on the Agenda for April – ‘To take advice on the separation of *In Camera* minutes’

2017/46 Finance and Employment

- a. It was proposed, seconded and unanimously agreed that the March payment schedule be agreed
- b. Closing balances for February were noted
The following decisions: items c to g were made in line with recommendations received from the Finance and Employment committee meeting of 9 March 2017; item h was made in line with a recommendation received from the Finance and Employment meeting of 15 March 2017.
- c. It was proposed by Cllr Ralph Cook, seconded by Cllr Lynda James and unanimously agreed that Mr. Brian Macnamara be appointed as Internal Auditor for 2016/17 and that the duties should be defined in accordance with an agreed audit list as approved at this meeting.
Cllr Wes Weeks having previously declared an interest on this matter did not take part in this vote.

Clerk

It was proposed, seconded and unanimously agreed 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

- d. It was proposed by Cllr Wes Weeks, seconded by Cllr Jason Thomas and unanimously agreed that the previous Clerk should be paid a sum equivalent to eight hours salary at the most recent pay rate for assisting in the handover of duties post employment. The payment will be made without statutory deductions to reflect employment status.
- e. It was proposed by Cllr Jason Thomas, seconded by Cllr Wes Weeks and unanimously agreed that following the resignation of the Responsible Financial Officer on 21 February 2017 salary will be paid up to 9 March 2017,
The Clerk left the room to allow free discussion on item ‘f’ below.
- f. It was proposed by Cllr Wes Weeks, seconded by Cllr Susan Rodaway and unanimously agreed that the Clerk should cover the duties of the Responsible Financial officer for a period of six months, and that the Clerk’s hours be increased from 18 to 22 hours weekly.
- g. It was agreed to defer a decision regarding the proposed appointment of an Assistant Clerk/Project officer to the next Council administration.
- h. It was proposed by Cllr Susan Rodaway, seconded by Cllr Jason Thomas and agreed by Majority that the Annual Rent payable by Squiggles nursery shall be increased and the new rate will be applied for three years from the rent review date of 29th September 2016.
‘In Camera’ section of meeting ended

Clerk

Clerk

JE/SR

Clerk

2017/47 Burial Ground

- a. It was agreed that any unstable memorial stones which may be identified in the April Risk assessment, and only in cases where the owner is not traceable will be considered for repair paid for by the Community Council.
- b. A suitable notice board has been identified at a cost of £458, and this or a cheaper

Clerk

JT/Clerk

alternative up to this cost may be ordered immediately in line with the budget.

2017/48 Playing field

- a. The Chair of the Playing Field committee will seek three quotes to lay a tarmac path from Burrows close to join up with Anderson lane footpath with either kerb or timber edging. Quotations to be sent to the Clerk in time for consideration at Full Council meeting on 13 April 2017
- b. The Chair of the Playing Field committee will also seek quotes for a sign at each end of the new footpath indicating that dogs must be on a lead and should keep to the footpath operating within the same timescale as 'a' above

WW/
Clerk

WW/
Clerk

2017/49 Environment

- a. Climate Change Action plan – Proposed by Cllr Susan Rodaway, seconded by Cllr Jason Thomas with all in agreement that Cllr Susan Rodaway continues with investigations regarding the creation of an Action Plan for Pennard CC.
- b. Parkrun – Proposed by Cllr Susan Rodaway, seconded by Cllr Jason Thomas and unanimously agreed that Cllr Susan Rodaway will continue to search for funding
- c. Lets Walk Cymru – Proposed by Cllr Susan Rodaway, seconded by Cllr Arthur Rogers and unanimously agreed that Cllr Susan Rodaway will attempt to establish a walk from Kittle or some other community location

SR

SR

SR

2017/50 To consider the state and use of the bus shelter opposite the school and any improvements which may be made

It was reported that the bus stop attracts young people and is consequently suffering. Various ideas were raised including a report to the police or else making an approach to young people through the Youth club, to paint a mural at the bus stop which may promote 'ownership'

Clerk

2017/51 To consider calling a public meeting for full community engagement in public consultation on traffic lights at Pennard

This matter was discussed during 'Questions from the public'

2017/52 Correspondence

- a. Pennard & Bishopston Community First Responders – Update on funding for defibrillator at Premier Stores, Linkside Drive. Noted
- b. Bianca Clayfield – Resignation. Letter of best wishes to be sent
- c. Swansea City Council – Request for usage of Pennard CH as polling station. Thursday 4 May 2017. Acknowledgement sent in February 2017

Clerk

2017/53 Report from City and County member, Cllr Lynda James

Cllr Lynda James reported that she has requested a quotation from several Architects to draw plans for a proposed extension to the rear of Pennard Community Hall. Only one has been received which has proved to be more expensive than anticipated at around £2,500

It was further reported that the dumped items have been removed from the rear of the Community Hall including timber and a tent.

Cllr Lynda James suggested that Pennard CC should re-introduce an 'Adopt a Street' scheme and also a 'Village Hero' prize to be presented by the Community Council.

Wiltshire Farm Foods has offered to provide a free lunch for residents, and perhaps the Community Council would provide free use of the Community Hall

CLOSING BALANCES 28 FEBRUARY 2017					
Current A/C	1895.23		Opening Balance as at 1/4/17	85628.84	
Green Path A/C	3523.39		Add receipts	87328.69	(April- Feb)
Pavilion A/C	41960.18		Total	172957.53	
PCC No.4 A/C	34932.96				
			less payments	90605.77	(April-Feb)
Total	82311.76				
less u/p cheques	0.00				
			Swansea refund £40 overpayment of Vertidrainning invoice	40.00	
Balance	82311.76		Balance	82311.76	

INCOME												
February Income	PF	BG	CH	ENV	Admin	Pav	Pav int	GP int	No 4 Int	VAT	TOTAL	
	598.00	0.00	272.00	80.00	692.73	0.00	1.78	0.15	1.21	0.00	1645.87	

PAYMENTS												
February Payments	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	S137	PAV	VAT	TOTAL	
	941.66	287.67	857.42			2231.39	5.00			43.76	4366.90	

INCOME	APRIL	5219.08	PAYMENTS	APRIL	4211.98
	MAY	19375.83		MAY	9819.72
	JUNE	4944.88		JUNE	6147.57
	JULY	2273.01		JULY	9237.69
	AUGUST	19785.22		AUGUST	5763.33
	SEPTEMBER	4038.99		SEPTEMBER	10651.50
	OCTOBER	4445.72		OCTOBER	9403.68
	NOVEMBER	4391.09		NOVEMBER	20465.60
	DECEMBER	18781.65		DECEMBER	5578.01
	JANUARY	2427.35		JANUARY	4959.79
	FEBRUARY	1645.87		FEBRUARY	4366.90
	MARCH			MARCH	
TOTAL		87328.69	TOTAL		90605.77

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MARCH 2017 PAYMENTS

DETAIL	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	VAT	TOTAL	CHQ/BACS/DD
EDF Pavilion Electricity	8.00									8.00		8.00	DD
Dwr Cymru	53.00		122.00							175.00		175.00	DD
EON Hall Gas			111.67							111.67	22.33	134.00	DD
CC Swansea (Waste)	62.92		46.80							109.72		109.72	DD
CC Swansea (Rates)										0.00		0.00	DD
Lloyds Bank (monthly service charge)							5.00			5.00		5.00	DD
XLN						25.40				25.40	5.08	30.48	DD
Vodafone						22.75				22.75	4.55	27.30	DD
Employee 1						832.09				832.09		832.09	DD
HMRC Mar						265.64				265.64		265.64	Payroll
Admin/Office expenses Employee 1						59.27				59.27	1.16	60.43	Payroll
Employee 2						29.82				29.82		29.82	Payroll
Admin/Office expenses Employee 2						2.00				2.00		2.00	Payroll
Youth worker 1						210.60				210.60		210.60	Payroll
Youth worker 2						175.50				175.50		175.50	i/n
Pennard Parish Hall						19.00				19.00		19.00	i/n
SLCC – Cwmbran conference						34.50				34.50	6.90	41.40	i/n
Groundsman 1 (AP)	495.00	286.67								781.67		781.67	i/n
Groundsman 2 (CS)	237.00									237.00		237.00	i/n
Justin Lake – Mole catcher		30.00	30.00							60.00		60.00	i/n
Bay Cleaning Solutions Ltd			325.04							325.04	65.01	390.05	i/n
Murton Property Services			38.75							38.75		38.75	i/n
Neners Locksmiths			48.00							48.00	9.60	57.60	i/n
Cotton & Sons			54.90							54.90	10.98	65.88	i/n
Preventapest			95.00							95.00	19.00	114.00	i/n
Fiona Pearce – handover service cost						87.28				87.28		87.28	
TOTAL	855.92	316.67	872.16	0.00	0.00	1763.85	5.00	0.00	0.00	3813.60	144.61	3958.21	