

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON 15th March 2021 VIA ZOOM
AT 7.08 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 REC, 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, Cllr Emma Roberts,
Declaration of Interest: SR© and AR declared interests in items 9a, 9c, 9d and 9e. JR and SR declared an interest in item 9e

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes)

None were present

1) 2021/35 Minutes of the Planning Committee Meeting held on 28th Jan 2021
Accuracy and approval

Proposed by RC seconded by DH agreed by all who were present

2) 2021/36 Minutes of the Extraordinary Meeting of Full Council held on 28th Jan 2021
Accuracy and approval

Proposed by JR seconded by LJ agreed by all with 1 abstention AR

3) 2021/37 Minutes of the Full Council Meeting held on 18th Feb 2021
Accuracy and approval

Proposed by REC seconded by JM agreed by all

4) 2021/38 Minutes of the Burial Ground Committee held on 26th Feb 2021
Accuracy and approval

Proposed by DH seconded by RC agreed by all who were present with 1 abstention AR

5) 2021/39 Minutes of the Planning Committee Meeting held on 1st Mar 2021
Accuracy and approval

Proposed by JR seconded by JM agreed by all who were present

6) 2021/40 Minutes of the Environment Committee Meeting held on 1st Mar 2021
Accuracy and approval

**Proposed by AR seconded by KA agreed by all who were present with 1 abstention
REC**

7) 2021/41 Minutes of the Planning Committee Meeting held on 8th Mar 2021
Accuracy and approval

Proposed by RC seconded by SR agreed by all who were present

Cllr James asked for Minutes to be circulated earlier and not with the monthly meeting agenda

8) 2021/42 Finance and Employment

a) To approve payments for Mar 2021

Proposed by LJ seconded by DH agreed by all

b) To note closing balances Feb 2021

Noted

c) To agree update to Asset Register for 2020-2021.

The additions made to the Asset register during this Financial Year were examined.

Proposed by JR seconded by RC agreed by all

d) To note details of the new audit process 2020-2021 and agree any additional Requirements.

The Clerk gave an update on the basis of the new process but advised that she would have more information later in the month.

Noted

9) 2021/43 Admin

a) Update on Volunteer Voice project

A survey had been sent to all the Volunteers and about one third had responded. There were some areas that had been given low scores with regards to feeling of being needed and the name "Volunteer" The VocalEyes Marketeer was putting together some appropriate branding and looking at alternative names for the Project and those involved.

b) Update on PEFTA Scheme

The Admin Assistant gave an update explaining that one new person had been referred and one had come off the scheme. It was suggested that we hold a Covid sub committee meeting soon to discuss further.

c) Update on Youth Project

There has been a recent meeting with members of the Gower Community who are involved with Youth activities in the area to promote the Project. An Instagram account had been opened as this was reported to be the communications app of choice for young people. The Council were shown the graphics used during this promotion.

d) Update on Parish Hall Registration

The Clerk explained that she had received an update from the Parish Hall Chair that the Solicitor was still do process the documentation but that the need for a speedy resolution had gone away.

Cllr Jean Marnell temporarily left the meeting at 8.45pm

- e) To agree to issue a community newsletter in conjunction with VocalEyes to update residents on joint projects and other PCC matters.

Cllr Rodaway gave a brief outline on the newsletter which was part of the Volunteer Voice funding bid. It was intended to inform the Community on the availability of Compost Bin subsidy, the Community Garden, PEP talks, the Youth Project and Volunteer Voice information as well as anything else we wanted to include.

Both Cllr Rodaway and Cllr Arthur Rogers then left the meeting 8.50pm

This was discussed and Cllr James expressed concerns about the funding of a Community Council Newsletter coming from a third-party organisation even though it was part of the joint project and proposed that the Council should issue and fund the publication on their own.

Cllr Jean Marnell re-joined the meeting 8.55pm

Proposed LJ seconded by RC agreed by DH 6 members abstained JR, SR, JM, KA, MS and REC

Cllr Rodaway and Cllr Arthur Rogers re-joined the meeting at 9.00pm

10) 2021/44 Burial Ground

- a) Update on Burial Ground matters

Cllr Jeff Rogers reported that he would be marking the next new row for graves in the burial ground but marking the kerb stone.

The Clerk gave a brief report about an ICCM (Institute of Cemetery and Cremation Management) question and answer session she had attended and recommended that anyone on the Burial Ground committee should attend future events as they were very informative.

- b) To agree recommendations from Burial Ground Committee to establish a wildflower area by amending the mowing schedule of the Ground Maintenance Contract.

It was agreed that the right bank and rear of the burial ground should be cut hard back and the cuttings removed in March, then left until mid-May/June to see what growth had taken place, it would then be cut again and the cuttings removed before continuing with the usual schedule.

The Clerk was asked to inform the Ground Maintenance company.

Proposed by JR seconded by DH agreed by all

11) 2021/45 Field

- a) Update on Field matters.

Cllr Sims thanked Cllr James for arranging the supply of the Defibrillator for the Field. He suggested we contact the lead first responder and let him have the details and ask if he had a sign we could have for the opposite end of the building.

- b) To agree replacement panels and roofing for toddlers multi play equipment. It was agreed to buy replacement panels from Wicksteed.

Proposed SR© seconded JM agreed by all

It was decided to investigate painting the roof before considering replacing it. This will be discussed further at a Field Committee Meeting.

- c) Update on Gym equipment.

Cllr Sims gave an update regarding the meeting with Caloo, and it was agreed to move this item to a Field Committee meeting and Cllr James said she would go back to County to check if the equipment request could be changed.

- d) To agree the purchase two new waste bins for the park.

After looking at various options it was agreed to purchase a 90lt penguin bin from Amberol (£351) to be sited in the play park. It was also agreed to replace the second bin which had also come to the end of its life.

The Clerk said she would ask if there were any discounts available.

Proposed by DH seconded by JR agreed by all

e) To discuss possible changes to the playpark including replacement of slide. Cllr Rodaway showed some picture she had taken of the erosion of the hill. This was discussed and it was suggested that the Clerk contact the Parks Officer for some advice which would then be taken to a Field Committee meeting. Members were also asked to have a look at the hill condition before this meeting.

f) To agree resurfacing under climbing frame

The Clerk was asked to obtain some quotes for resurfacing. Plenary powers were given to the Field Committee to make a decision.

Proposed by JR seconded by REC agreed by all

g) To discuss options for path around toddler area

Once suggestions and quotes were obtained this would be taken to a Field Committee meeting.

h) To agree reintroduction of sports activities on the field subject to Welsh Govt update. This was discussed and agreed in line with the Welsh Govt guidelines junior football could start after the 27th March under the same terms as before – no pavilion no spectators on the field, max no on field at any time limited to 30 including coaches and covid officers.

Proposed by JM seconded by JR agreed by all

12) 2021/46 Environment

a) Update on Environment matters

None to report.

b) To agree recommendation from Environment Committee to amend the mowing schedule under hedges at the playing field.

As with the Burial Ground it was agreed that the hedge row banks at the left and bottom of the playing field should be cut hard back and the cuttings removed in March, then left until mid-May/June to see what growth had taken place, it would then be cut again and the cuttings removed before continuing with the usual schedule.

The Clerk was asked to inform the Ground Maintenance company.

Proposed by REC seconded by JR agreed by all

13) 2021/47 Hall

a) Update on Hall Matters

Electrical work being done this week and the roofer plans to start also.

b) To note hall user outstanding invoices and payment plan.

It was noted that £43 still remained to be paid from one hall user, but a payment plan was in place and this should be cleared by the end of the month.

c) Update from Hall Working Group

Cllr James reported a productive meeting and that the amended plans had been passed back to the architect for comment on its feasibility. She also recommended that some hall users be invited to the next working group meeting so their views could be incorporated.

d) To agree contractor to supply and fit the hearing loop into the Community Hall.

The Clerk read out the quotations she explained that all two had the recommended accreditation membership but the third did not however they said they were in the process of applying.

Company A - £5464.40

Company B - £2082.59

Company C - £2350

Company C was chosen as they met all criteria, the Clerk was asked to obtain some references and to ask if the price would be held due to the planned refurbishment of the halls.

**Proposed by JM seconded by JR agreed by all
Company C is AVL Solutions Ltd.**

14) 2021/48 Covid

a) To agree contractor for electrical installations for the Hygge
The three electrical quotes were read out.

Company A - £577

Company B - £700

Company C - £800

Although Company A was the cheapest, he could not complete the work in the timescale required. Company B was chosen.

Proposed by JR seconded by JM agreed by all

b) To agree additional equipment for Hygge - barriers sanitiser stand and additional heaters.

These were discussed and it was decided rather than buy additional heaters we should have two double lockable outside sockets fitted to the Hygge wall, which could be more beneficial. This quote would be taken to a Covid 19 Sub Committee meeting,

It was proposed to suspend section 3w of Standing Orders in order to complete the meeting.

Proposed by SR© seconded by JM agreed by all

It was also decided that the choice of barriers and hand sanitiser dispenser would also be taken to the Covid 19 Sub Committee.

15) 2021/49 Updates from Swansea Council

a) Cllr. Lynda James

Cllr James reported that the Grit Bin was now in place as requested by the Burrows Close residents. She had tried to get hold of the Chair of the Commoners Association to find out if the cliff clearing had gone ahead. Cllr Rodaway told her it had and they had done a very thorough job. Cllr Carter reported that the wood from the old boardwalk had still not been cleared, Cllr James agreed to report it again.

Cllr James also reported that she has asked Highways Dept for some road scraping to be spread on the green path opposite the Golf Course as the green path grass in Kittle had been cut she had asked the Clerk to book the grass cutting from the School to Green Lane.

The School are in the process of obtaining quotes to mend a pothole in the car park and will be asking for a contribution from users in the near future, they had also asked for some help putting up the no smoking notices around the site.

Cllr Carter had designed some new stickers to be placed on the Dog Waste bins which would be produced very soon.

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

Cllr Cook asked if there was any notice given when the road cleaners would be coming as it caused problems in Pennard Dr due to the increased parking from the development. Cllr James said there was not they just turn up.

Cllr Carter reported she had placed the “No littering” signs up near Sandy Lane, the Castle and near the Water Tower.

c) Vaccine/Covid update.
The Clerk presented the current statistics.

16) 2021/50 Correspondence

As all letters had been sent round already, the Clerk reminded Councillors of the letter from a Southgate resident about dog fouling, the Welsh Language taster sessions available and the forthcoming renewal of our One Voice Wales Membership.

The meeting closed at 10.03pm

Financial Summary - Cashbook

Summary between 01/01/21 and 31/01/21 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 £109,372.89

Short Term Investment Accounts

Green Path £3,529.66

No 4 Account £76,959.45

Pavillion Account £39,551.77

Total £229,413.77

RECEIPTS	Net	Vat	Gross
Administration	£821.93	£0.00	£821.93
Burial	£1,155.00	£0.00	£1,155.00
FIELD	£240.00	£0.00	£240.00
Hall	£40.00	£0.00	£40.00
Total Receipts	<u>£2,256.93</u>	<u>£0.00</u>	<u>£2,256.93</u>

PAYMENTS	Net	Vat	Gross
Administration	£15,445.81	£2,251.47	£17,697.08
Burial	£907.94	£80.52	£988.46
FIELD	£1,034.83	£153.55	£1,188.18
Hall	£2,944.27	£521.84	£3,466.11
Environment	£4,275.79	£854.00	£5,129.79
Total Payments	<u>£24,608.24</u>	<u>£3,861.38</u>	<u>£28,469.62</u>

Closing Balances

Ordinary Accounts

Current Account £83,159.12

Short Term Investment Accounts

Green Path £3,529.69

No 4 Account £76,960.15

Pavillion Account £39,552.12

Total £203,201.08

Signed _____

Chair

Clerk / Responsible Financial Officer