

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON 18th February 2021 VIA ZOOM AT 7.07 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 Angela M Brunt AMB, Cllr Emma Roberts ER, Cllr Rachel Carter RDC, 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 Keith Atkins KA

Apologies for Lateness: Cllr Jeff Rogers and Cllr Sally Rogers

Declaration of Interest: SR© and AR declared interests in items 8c and 8e

All votes will be named votes

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

Cllr Rodaway asked Council members to observe a 1-minute silence in memory of ex Councillor Lyn Williams who passed away last week. Lyn was a member of Council from Sept 2010 until March 2015 and was involved in many community activities including the produce market and co-ordinating the mural inside the Linkside bus shelter.

1) 2021/20 Minutes of the Full Council Meeting held on 13th Jan 2021

Accuracy and approval

Proposed by LJ seconded by AMB agreed by all who were present

Cllrs J Rogers and S Rogers joined the meeting at 7.16pm

2) 2021/21 Minutes of the Burial Ground Committee Meeting held on 25th Jan 2021

Accuracy and approval

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

3) 2021/22 Minutes of the Field Committee Meeting held on 25th Jan 2021

Accuracy and approval

Proposed by MS seconded by LJ agreed by all who were present

To ratify agenda point 2.

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

4) 2021/23 Minutes of the Covid 19 Sub Committee Full Meeting held on 1st Feb 2021

Ratify Decisions

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

Accuracy and approval

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

5) 2021/24 Minutes of the Planning Committee Meeting held on 11th Feb 2021

Accuracy and approval

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

6) 2021/25 Minutes of the Hall Committee Meeting held on 11th Feb 2021

Accuracy and approval

Proposed by LJ seconded by AR agreed by all who were present

7) 2021/26 Finance and Employment

a) To approve payments for Feb 2021

Proposed by RC seconded by JR agreed by all

b) To note closing balances Jan 2021

Noted

c) To note receipt of further £2000 from Pennard Charity for PEFTA Scheme

Noted with thanks to Pennard Community Charity for their ongoing support.

d) To note the timetable for the preparation and publication of the 2020/21 accounts.

Noted

e) To note change to Wiser hosting invoicing.

Noted

f) To note final request for take up or opt out of Councillor Remuneration

Noted

g) To begin an approved list of contractors for minor works under £500.

This was discussed and the item amended to:

To agree to begin a list of Contractors for minor works under £500 and within the agreed budget.

Amendment proposed by LJ seconded by JM and agreed by all

Motion Proposed by AR seconded by AMB agreed by all

h) To agree to include Hares Property Maintenance on approved list based on previous quotes and workmanship.

Proposed by AB seconded by JM agreed by all

It was discussed that other contractors would also be eligible for inclusion and could be put forward at a future meeting.

8) 2021/27 Admin

a) To note any comments pertaining to the new Code of Conduct Document 2021.

No comments were noted.

b) To agree Clerks attendance at ICCM Granting, Exercising and Transferring Exclusive Rights of Burial course - £135

Proposed by JR seconded by AR agreed by all

c) Update on Volunteer Voice project

The Clerk reported to the Council how things are progressing with the Volunteer Voice Project. Emails have gone out introducing the project to the Volunteers and the platform has been set up. We have also met with Compassionate Cymru who are keen to be included.

d) Update on PEFTA Scheme

The Clerk explained the changes that have been made to the scheme given the increased numbers who have become eligible since Christmas. The first person in the household will now be allocated £20 and additional people will be allocated £10 each to a maximum of £50 per household. We are now supporting 21 people. The second £2000 from Pennard Community Charity money has been received with grateful thanks for their continuing support.

e) Update on Youth Project

It was discussed that VocalEyes have employed a marketer to make sure they reach the young people in the community. The project is currently active in Pennard, Bishopston Mumbles and moving into Gower ward as well. The marketing scheme will go live next week and will include an Instagram page to gather information on what sort of ideas the young people would like to include. An incentive will be sent to the four young people who engaged initially to encourage their friends to also become involved.

f) Update on Parish Hall Registration

No updates were available, the matter is being handled by a solicitor.

g) Update from Pennard Charity

Cllrs Rodaway and James gave an update which included the presentation of the 2nd PEFTA payment and the agreement to purchase a defibrillator for the Field. The Charity are in the process of having a Logo produced which can be used to promote their involvement in future projects.

h) To agree to sign up for Macmillan fundraiser.

It was agreed to contact neighbouring Community Councils to join us in the event. Cllr Marnell agreed to lead on this.

Proposed by JM seconded by RDC agreed by all

9) 2021/28 Burial Ground

a) Update on Burial Ground matters.

Cllr J Rogers gave an update on a recent webinar given by Caring for God's Acre which looked at increasing biodiversity within Church Yards and Burial Grounds, he said he intended to call a meeting of the Burial Ground Committee to discuss further.

b) To agree to plant three rowan trees in a triangle at the front of the Garden of Remembrance.

Proposed by JR seconded by SR agreed by all

c) To agree to instruct Contractor to weed the rose garden.

Proposed by JR seconded by AMB agreed by all

d) To agree to purchase memorial board for Rose Garden

As no sponsor had come forward, and the item is accounted for in the budget, it was agreed to progress the purchase the board from Greenbarnes Ltd as agreed in Nov 2019

Proposed by JR seconded by DH agreed by all

e) To agree to join "Caring for God's Acre"

The webinar was discussed and it was agreed to become members at a cost of £40 per year. The Clerk was asked to speak to St Mary's to see if they were also members.

Proposed by JR seconded by JM agreed by all

10) 2021/29 Field

a) Update on Field matters

The Gym equipment was discussed and it was agreed to gather opinions though the Youth Voice Project

Proposed by SR© seconded by AR agreed by all

b) Update on Anderson Lane / Field Path

The Clerk read out the surveyor's email regarding the crumbling path and agreed to contact the adjacent residents

c) Update on Cinder path

Cllr Sims suggested asking volunteers to spread gravel once lockdown measures ease and the Clerk was asked to obtain a quote from Hare's.

d) Update on Tarmac path at back of No 15.

Cllr Sims explained that he had looked at the path and although the edges were crumbling it did not pose any problems.

e) To agree to obtain quotes for replacement Multi Play panels and new playground equipment.

The Clerk was asked to obtain some quotes from Wicksteed for the toddler multigym.

f) To agree to apply to Fields in Trust to lease part of the playpark to Swansea Council in order to access grant funding.

This motion was amended to:

To agree in principle to apply to Fields in Trust to lease part of the playpark to Swansea Council if needed, in order to access Swansea Council funding

Amendment Proposed by MS seconded by JR agreed by all

g) To agree in principle to rent part of the play area to the Swansea Council in order to access Swansea Council funding

Proposed by MS seconded by AR agreed by all

11) 2021/30 Environment

a) Update on Environment matters

Covered in points b - d

b) Update on Community Garden

Following the recent PEP talk a few volunteers have come forward, a further call for volunteers will be posted on social media and in the upcoming newsletter. The draft garden plan was looked at and discussed.

c) To agree to apply to RDP for grant funding for the Community Garden.

Proposed by JM seconded by DH agreed by all.

d) Update on PEP Talks

The second PEP talk – Growing Food and Composting had taken place on the 9th Feb, members of Cae Tan, Pennard Garden Society and Swansea Growing Network had each given presentations which everyone agreed were very interesting and informative. The next one will be on Electric cars in March.

12) 2021/31 Hall

a) Update on Hall Matters

Covered in points b and c.

b) To note cancellation of XLN Internet contract

Noted

c) Update on repairs.

The car park repairs are complete and the electrics and roof work was on schedule for the next few weeks.

d) To request members for a Hall Working Group.

Members who were not present at the Hall Committee were invited to join the Hall Working Group. Cllr Jean Marnell agreed to join.

e) To agree to ask a local Architect to look at the storage situation and advise how it could be used more creatively.

Cllr James has already approached a Community Member for advice.

13) 2021/32 Covid

a) Update from Covid 19 Sub Committee / Working Group

Cllr Rodaway reported that we were still to hear from the National Trust regarding the cliff top scrub clearance. Cllr James explained that she had spoken with the Chair of the Commoners Association who confirmed that the work would be done in the next week. Cllr Carter asked when the wood from the old path would be removed as it may end up becoming someone's bonfire, Cllr James said she would speak to the Footpath Officer to have it removed.

b) Update regarding Cae Tan inclusion in PEFTA Scheme.

The Clerk reported that Cae Tan's inclusion was going well.

14) 2021/33 Updates from Swansea Council

a) Cllr. Lynda James reported that the situation in the Highway department should ease from April and that they had applied for a grant for a safe routes scheme. Once we know which area has this funding we will apply for funding for the Green Path.

The new grit bin has been ordered for Burrows Close and would be sited on the grass by the Park entrance.

Cllr James also said that she would look at getting more signs to be sited by the dog waste bins, Cllr Carter said she would help with the designs.

Cllr. James also said that she had been in touch with the Sandy Lanes Management Group about having a Defibrillator sited there.

Cllr. Roberts asked if Cllr. James could look into inconsiderate parking associated with the new development, contractors are parking along Pennard Drive making turning out of the cul-de-sacs difficult and dangerous. Cllr. James agreed to look into the matter and speak to the contractors.

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

None

c) Vaccine/Covid update.

The Clerk presented the figures which had been posted by Swansea Council that day.

15) Correspondence

Cllr Rodaway Proposed that Standing Orders 3w be suspended so the remaining items could be discussed

Seconded by AR agreed by all

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 AR agreed by all

16) 2021/34 Employment

a) To note employee six-month appraisal.

Noted

b) To agree to extend employee contract until March 31 2022.

Proposed by AB seconded by JR agreed by all

The meeting closed at 9.38pm

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