

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL HELD
ON 23rd Sept 2020
VIA ZOOM AT 7.10PM**

Present: Cllr Susan Rodaway (Chair),SR©, Cllr Arthur Rogers,AR, Cllr Ralph Cook,RC, Cllr Lynda James, LJ, Cllr Darren Hickery, DH, Cllr Jean Marnell,JM, Cllr Malcolm Sims,MS, Cllr Wes Weeks WW,Cllr Angela M Brunt,AB, Cllr Emma Roberts,ER, Miss S North, SN.

Also Present: 4 Members of the Public

Apologies for Absence: Cllr Jeff Rogers,JR, Cllr Sally Rogers,SR, Cllr Clair Whomes CW
Declaration of Interest: Cllr Rodaway declared an interest at point 2020/175 (f)

Questions from the Public limited to 10 Minutes

2 members of the public raised questions regarding the Kittle notice board the Chair asked if their questions were included in their previous correspondence to the Clerk or if there was anything new to add to the written communications. Both members of the public confirmed their questions were included in the written communications already received by the Clerk. The Chair informed both members of the public their correspondence had been shared with all Councillors, as requested by them, and the Clerk had responded in accordance with the Council's complaints procedure.

The 3rd member of the public raised a question regarding the overgrown verges and hedges between numbers 62 and 77 Pennard Rd. The Chair explained that the Council have already engaged a contractor to cut the grass verge more frequently than the Highways Department at Swansea Council and the Clerk will contact the contractor to ensure this was being done routinely. The Chair further explained the Community Council have no authority over the cutting back of hedges as it is the responsibility of the landowners. She asked Cllr Lynda James if she could speak to the relevant landowners in her role as County Councillor. Cllr James agreed.

Cllr Rodaway welcomed Sasha North who has been employed as an Admin Assistant managing the Community volunteer scheme and PEFTA project and applying for grant funding.as well Sasha explained to the meeting what she had been doing during her first month.

- 1) **2020/161 Minutes of the Planning Committee Meeting held on 6th July 2020**
Accuracy and approval
Proposed by DH seconded by RC agreed by all present
- 2) **2020/162 Minutes of the Full Council Meeting held on 14th July 2020**
Cllr Lynda James raised the arrival times of Cllrs who gave apologies for lateness and an amendment to the minute regarding the green path. The Clerk suggested she check the recording of the meeting and amend the minutes accordingly and for the amended minutes to be presented at the next meeting.
- 3) **2020/163 Minutes of the Covid 19 Sub Committee Meeting held on 20th July 2020**
Accuracy and approval
Proposed by ER seconded by MS agreed by all present
- 4) **2020/164 Minutes of the Covid 19 Sub Committee Meeting held on 23rd July 2020**
Accuracy and approval
Proposed by JM seconded by DH agreed by all with 1 abstention AR.
- 5) **2020/165 Minutes of the Extraordinary Full Council Meeting held on 10th Aug 2020**

- Accuracy and approval
Proposed by LJ seconded by JM agreed by all present.
- 6) **2020/166 Minutes of the Covid 19 Sub Committee Meeting held on 10th Aug 2020**
Accuracy and approval
Proposed by JM seconded by ER agreed by all present
- 7) **2020/167 Minutes of the Planning Committee Meeting held on 10th Aug 2020**
To be taken to the next Planning meeting due to attendance.
- 8) **2020/168 Minutes of the Covid 19 Sub Committee Meeting held on 7th Sept 2020**
Accuracy and approval
Proposed by MS seconded by LJ agreed by all present
- 9) **2020/169 Minutes of the Extraordinary Full Council Meeting held on 7th Sept 2020**
Accuracy and approval
Proposed by RC seconded by AR agreed by all present
- 10) **2020/170 Minutes of the Finance and Employment Meeting held on 10th Sept 2020**
Accuracy and approval
Proposed by DH seconded by RC agreed by all present.
- 11) **2020/171 Minutes of the Covid 19 Sub Committee Meeting held on 10th Sept 2020**
Accuracy and approval
Proposed by LJ seconded by MS agreed by all present
- 12) **2020/172 Finance and Employment**
a) To approve payments for Aug 2020
Proposed by SR seconded by DH agreed by all with 1 abstention WW
b) To note closing balances July 2020
Noted
c) To approve payments for Sept 2020
Proposed by LJ seconded by DH agreed by all
d) To note closing balances Aug 2020
Noted
e) To note questions from External Auditor
Noted The questions were read out and the answers explained
- 13) **2020/173 Burial Ground**
a) Update on Burial Ground matters
The car park gates are now open, the contractors have been advised of this also. The Clerk has been in touch with a NAMM inspector who is going to give us a quote to perform a NAMM inspection.
b) To discuss Grant of Rights Transfer exercise
The Clerk explained that an exercise would need to be conducted to bring the grant of right transfer records up to date.
- 14) **2020/174 Field**
a) Update on Field matters
Cllr James asked if the Clerk had contacted anyone regarding the crumbling path from Anderson Lane to the park which she had mentioned recently, she said she would contact some tarmac companies.
b) To appoint a contractor for goal post installation.

The quotes were read out
Contractor A - £500
Contractor B - £600
Contractor C - unable to do work due to injury
Contractor D - no insurance
Proposed by DH seconded by RC agreed by all
Contractor A was chosen
Contractor A was revealed to be Eaton Fencing

- c) To accept the supplementary Covid 19 Risk Assessment for the field and pavilion recommended by the Covid 19 Sub Committee.
Proposed by RC seconded by ER agreed by all

15) **2020/175 Environment**

- a) Update on Environment matters
The water fountain was now up and running and after a short period of restricted use. It is being monitored for unacceptable use by illegal campers in the car park by Pennard Stores
- b) To accept Feasibility Study for Community Hub
Cllr James suggested this be looked at in a separate meeting. Cllr Rodaway explained there had been a meeting of the Community Hub Working Group and the report had been scrutinised in detail by the members of the working group. There had then been a further meeting with Urban Foundry to discuss issues raised by the working group. During this meeting many issues raised were incorporated or amended and this was the final draft. The Chair also pointed out that Councillors had been in receipt of this document for enough time for all Councillors to have read it and raised any issues well before the meeting. She also explained that this was the first step enabling us to access further funding.
Acceptance proposed by AR seconded by DH agreed by all with 2 abstentions WW LJ.
- c) To agree to look for and apply for funding for Community Hub
Further community engagement and the two meetings with The National Lottery were discussed and it was agreed to move forward and to look for and apply for further funding including the Capital Development Grant from TNL.
Proposed by JM seconded by AR agreed by all
- d) Update on Community Garden
The fruit garden application was successful but in order to receive it we are awaiting the Landlord's (Swansea Council Education Department) permission this is dependent on us appointing a fencing contractor which is the next item on the agenda.
Cllr Wes Weeks left the meeting at 8.20pm
- e) To agree to appoint a contractor for Community Garden Fence.
The quotes were read out
Contractor A - £4270
Contractor B - £7962.34
Contractor C - £4010 but do not have the necessary insurances required by the Local Authority.

Cllr Wes Weeks re-joined the meeting at 8.25

It was agreed to employ Contractor A

Proposed by JM seconded by ER agreed by all.

Contractor A is Eaton Fencing

- f) To agree to look for and apply for funding for Community Garden
The Local Authority are keen to work with us and have some funding ideas. It was agreed that we should pursue this.

Proposed by DH seconded by AR agreed by all

- g) Cllr Rodaway explained that we have money in the budget for the Youth Club but do not have a club running at present. We have been in discussion with Youth Cymru to look at a way forward. It was suggested that we agree that the Admin Assistant explore opportunities and funding streams for virtual Youth Club/events over the winter. It was suggested that the young people could be engaged at a virtual meeting making use of the VocalEyes platform to establish their needs and priorities during these difficult times.

This was discussed and it was agreed that the Admin assistant should explore this further using an extra 7 hours per week which would be paid from the Youth Budget line. Cllr Marnell said she would be happy to assist.

Cllr Rodaway declared an interest as she had mentioned the potential for use of the VocalEyes platform.

Proposed by ER seconded by JM agreed by all with 1 abstention SR

Cllr Weeks left the meeting at 8.50pm

16) **2020/176 Admin**

- a) To appoint representative to the Charity Committee
Deferred to Oct Meeting
- b) Update on Parking in Village
Moved to Cllr James' update
- c) Update on Sign for Meadowcroft.
Moved to Cllr James' update
- d) To note renewal of SLCC membership
Noted
- e) To agree attendance of Clerk at SLCC Virtual Conference in October
Proposed by RC seconded by DH agreed by all

Cllr Angela Brunt left the meeting at 9.00pm

- f) To Agree new insurance policy
The insurance quotes were looked at
Came and Co had recommended Ecclesiastical at a cost of £4189.95 for 1 year
The other companies they quoted were Hiscox - £3645.27 but this had no legal cover and Pen (AXA) - £4470.53.
BHIB had recommended Aviva at £1887.88 for 1 year
The quotes were discussed and it was agreed to choose the BHIB quote for 1 year only
Proposed by DH seconded by LJ agreed by all
- g) To Agree 3 year option on insurance policy
Not applicable.
- h) To agree Complaints Committee for 2020-2021

It was agreed to form a Complaints Committee comprising Cllrs Hickery, Rodaway, Marnell and Roberts.

Proposed by RC seconded by MS agreed by all

- i) To agree timetable for Councillor vacancy notice/procedure
Cllr Rodaway informed Council that Cllr Whomes has resigned from Council due to moving house outside the ward, it was agreed to post the vacancy notice immediately and advertise the two vacancies at the same time. The Clerk was asked to formally thank Cllr Whomes for all her hard work.

Proposed by DH seconded by RC agreed by all present.

- j) To agree purchase of new printer.
It was agreed that a new eco-tank printer should be purchased for use by the Admin Assistant as the one which had been stored in the hall did not work.

Proposed by JM seconded by DH and agreed by all.

Cllr Rodaway proposed that we suspend standing order 3w in order to complete the meeting. Seconded by DH agreed by all.

17) **2020/177 Hall**

- a) To agree to appoint a contractor to repair the Community Hall roof.

The quotes were read out

Contractor A - £6590

Contractor B - £10562.50

Contractor C – 12600

Proposed to appoint Contractor A by SR seconded by JM agreed by all

Contractor A – PA Williams Roofing

- b) To agree to appoint a contractor to conduct Covid 19 risk assessment for hall.
This was discussed and it was agreed to speak to the Coast Watch group to find out how soon they needed to use the hall before deciding on appointing someone to conduct the assessment.

Cllr Roberts left the meeting at 9.35

18) **2020/178 Updates from Swansea Council**

- a) Cllr. Lynda James had agreed to find out more about the “Golden Rain” traffic monitoring system at the last Full Council meeting. She has done so and discovered it is very similar to the rubber strip used by Highways to monitor traffic.
She also explained that the Highways department were way behind on tasks due to staff shortages so the signs for the Village and yellow line painting were in the delayed tasks to be done.
She advised that a drop kerb is to be installed at the top of Heatherslade Dr on the right hand side.
Funding for the Green Path would need to be applied for by Council, Cllr James would send the details to the Clerk.

Cllr James informed the meeting that she was going to apply for funding for some play/gym equipment and thought the green in Beaufort Dr would be a good suggestion, she said she would make further enquiries and bring it back to Council at the October meeting.

Cllr James said she would put out an invite to the local children to design anti littering signs and would bring this back to the October meeting.

- b) Any other matters arising for discussion (any decisions required will be made at a future meeting). none

19) 2020/179 Correspondence

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

Letters of complaint from 7 Kittle residents had been received and circulated to all Cllrs. The Clerk reported she had replied to all in accordance with the Council Complaints Policy and all Cllrs had also been sent copies.

An invite to Code of Conduct training on the 28th Sept had been received and distributed.

An invite to comment of the new AONB draft supplementary planning guidance had been received.

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

Cllr Ralph Cook left the meeting at 9.50pm

- 20) 2020/180 To agree home working allowance for employees.
Proposed LJ seconded by JM agreed by all**

Cllr Ralph Cook joined the meeting at 9.51pm

- 21) 2020/181 To note pay award and new NALC pay scales.
Noted**

- 22) 2020/182 To agree Contracts for Employees recommended by the Finance and Employment Committee for discussion with employees.
Proposed by RC seconded by JM agreed by all**

Meeting Closed at 9.56 pm

Financial Summary - Cashbook

Summary between 01/08/20 and 31/08/20 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 £76,321.12

Short Term Investment Accounts

Green Path £3,529.42

No 4 Account £76,954.21

Pavillion Account £36,823.30

Total £193,628.05

RECEIPTS	Net	Vat	Gross
Administration	£14,380.63	£0.00	£14,380.63
Burial	£200.00	£0.00	£200.00
FIELD	£9,818.00	£0.00	£9,818.00
Hall	£1,825.00	£0.00	£1,825.00
Environment	£1,800.00	£0.00	£1,800.00
Youth	£250.00	£0.00	£250.00
Total Receipts	<u>£28,283.63</u>	<u>£0.00</u>	<u>£28,283.63</u>

PAYMENTS	Net	Vat	Gross
Administration	£3,610.12	£95.48	£3,705.58
Burial	£494.37	£90.03	£584.40
FIELD	£2,540.70	£345.80	£2,886.50
Hall	£490.02	£45.78	£535.80
Total Payments	<u>£7,135.21</u>	<u>£577.07</u>	<u>£7,712.28</u>

Closing Balances

Ordinary Accounts

Current Account £96,888.36

Short Term Investment Accounts

Green Path £3,529.54

No 4 Account £76,956.91

Pavillion Account £36,824.59

Total £214,199.40

Signed _____