

# Community Council

## Minutes of Meeting held on 30<sup>th</sup> May 2018

At a meeting of the Ilston Community Council held at Penmaen and Nicholaston Parish Hall on Wednesday, 30<sup>th</sup> May 2018:

**Present:** Councillors Mr J Kingham, Mrs F Owen-John, Mrs J Griffiths, Mrs C |Grove, Mr D Ponting and Mr Roy Church.  
Mr John Jacobs as advisor to the Clerk.

**In the Chair:** Councillor Mr J Kingham

1. **Apologies for Absence**

Apologies for absence were received from Councillors: Mrs A. Elliott, Mr N. Hollett, Mr J Howells and Mr V Jones.

2. **Declarations of Personal Interest**

None

3. **Minutes.**

The minutes of the meeting held on 25<sup>th</sup> April 2018 were approved as read and signed by the chairman.

4. **Matters Arising.**

On 4. Welsh Government & AONB. Watching brief to be kept.

On 4(5). Welsh Water on Cefn Bryn – Councillor J Kingham reported that he had spoken to Gordon Howe, who had said that Mr Ian Murphy from Welsh Water was looking into the matter. The Clerk has received a response to her email from Welsh Water stating that they were in discussions with NRW regarding what remedial work was allowable on the site. Further information is to follow. Clerk to contact NRW to establish the exact nature of what is happening.

On 4(5a). Speeding in Parkmill – the speeding issue is in hand. The state of the road going up the hill from the Heritage centre on the A4118 is of concern. There are boulders sticking out from the verge into the road and large rocks loose on the road. Clerk to notify Highways Department.

On 4(9a). Bus Shelter at Perriswood- Clerk to contact Highways to establish when the ditches will be made safe.

On 4(9j). Data Protection Officer – New information received from One Voice Wales removes the need for Community Council's to appoint a Data Protection Officer. Clerk to implement toolkit.

On 4(9m). Pennard School Governor – Cllr J Griffiths has been in touch with the school and has started as the school governor.

On 4(11a). Bin at Tor View Car Park – the clerk has written to Councillor Lewis regarding this matter but has received no reply.

On 4(12/2a). Bryn Afel to Ilston – Councillor J Griffiths reported that there is no change in the state of the road, it is still impassable. Clerk to contact Highways Department and Councillor R Lewis.

- On 7. Financial Statement – the financial statement was discussed and accepted.
- On 9. Vocaleyes – Councillor R Church to contact Mrs Susan Rodaway.
- On 9d. Insurance Renewal – the clerk contacted the insurance company and clarified the questions raised. The insurance was renewed.
- On 11a. Cartersford Crash Barrier - Councillor J Griffiths to take photos of the crash barrier at Cartersford to send to the Highways Department.
- On 11b. Sandy Lane Potholes – Clerk emailed Pennard Community Council Clerk but has had no confirmation of any decisions made. The £1,000.00 suggested as ICC's contribution may pay to fill in some of the holes. Cllr R Church to contact contractors. Clerk to contact PCC as the work would be carried out within their jurisdiction.

5. **Reports from Members.**

No reports from members.

6. **Planning Applications.**

The following applications have been received:-

a). Application No. 2018/1055/FUL

Location: Beach View, Penmaen

Proposal: Double Garage

Applicant: Mr Christopher Stone

Cllr D Ponting supplied a synopsis of the application. After discussion it was thought that the council should object on the basis of the build being inappropriate for the site, visually intrusive and cause road problems. Cllr Ponting to contact the council.

b). Application No. 2018/0887/FUL

Location: The Old Post House, Parkmill

Proposal: Detached dwelling

Applicant: Mr Mark Wild

Cllr D Ponting provided a synopsis of the application. After discussion, no objections were raised.

c). Application No. 2018/0965/FUL

Location: Millbrook Court, Parkmill

Proposal: Demolition of single storey out house, single storey granny flat with mezzanine level

Applicant: Mrs Sue Mobbs

Cllr D Ponting provided a synopsis of this application. After discussion, no objections were raised. A comment was noted that the finish should be the same as the main house.

7. **Financial Statement.**

**Noted** transactions since the last meeting were as follows:

- City and County of Swansea recharges for the 2017 election amounting to £225.00.
- Clerk's salary £66.40 and tax, £11.60.
- The insurance renewal of £167.44 was paid to Zurich Insurance.

Therefore -

Balances:	£3324.13 Deposit account
	£4,116.67 Current account

The precept was paid in May, this will show on the June bank statement.

The members unanimously agreed to proceed with internet banking once the signatories had been changed to the new clerk and new chairman. This will enable the bank statements to be checked immediately and allow bank transfers online. Clerk to check that internet banking is permissible where two signatories are needed.

8. **Audit Return 2017/18.**

The completed audit return for 31<sup>st</sup> March 2018 was presented to the council and after discussion was received and approved. The return was duly signed by the RFO and the chairman and grateful thanks was expressed to Mr J Jacobs as clerk and RFO for his work during the year.

With regard to the annual return and the requirements of the internal auditor, after close scrutiny, the council feel that the audit return has been satisfactorily completed and that no further report is required. The external auditor should be informed accordingly. Clerk to write to the external auditor.

It has been noted that the current internal auditor has now retired and it is necessary for the council to appoint a new internal auditor. Clerk to contact One Voice Wales for help with employing a new internal auditor.

9. **Rural Development Partnership.**

No update.

10. **Correspondence**

Received and noted:-

Emails:

- a) Received on 26<sup>th</sup> April, forwarded from the South and West Wales Fire and Rescue Service, from the Public Health Network, containing a poster detailing a series of sustainability showcases.
- b) Received on 26<sup>th</sup> April, from One Voice Wales (OVW), detailing forthcoming training on Code of Conduct in Bridgend.
- c) Received on 26<sup>th</sup> April forwarded by OVW, from National Association of Local Councils regarding an Update on the GDPR and Data Protection Bill. All community councils are to be exempt from the requirement to appoint a Data Protection Officer.
- d) Received on 27<sup>th</sup> April, from Dan Mosley, Head of the Local Democracy and Boundary Commission for Wales (LDBC). The LDBC are to review all electoral arrangements for Swansea Council with a

view to considering and formulating proposals for future arrangements. Consultation period runs from 4/05/18 to 26/07/18.

- e) Received on 27<sup>th</sup> April, forwarded by OVW, from the Welsh Audit Office, regarding People facing language and communications barriers. The report 'Speak my Language', summarises relevant legislation and policy and ways to make public services more accessible to all.
- f) Received 27<sup>th</sup> April, from OVW regarding Gower College 100% funded training opportunities in Facilities Management.
- g) Received on 30<sup>th</sup> April, forwarded by OVW, from Welsh Government, regarding the Independent Review Panel on Community and Town Councils 'Pop In' sessions.
- h) Received on 30<sup>th</sup> April, from OVW regarding the Data Protection Fees Notice.
- i) Received on 1<sup>st</sup> May, from Huw Evans, Head of Democratic Services, Swansea City Council, regarding the review of electoral arrangements from the Local Boundary Commission notice.
- j) Received on 1<sup>st</sup> May from OVW, regarding forthcoming Community/Place Planning training in Bridgend.
- k) Received on 1<sup>st</sup> May from OVW, regarding forthcoming Making Effective Grant Applications training in Ammanford.
- l) Received on 1<sup>st</sup> May, forwarded by OVW, from Welsh Government enclosing the Review of Communities and Town Council in Wales newsletter.
- m) Received on 2<sup>nd</sup> May from Mid and West Wales Fire and Rescue Service regarding Armed Forces Pathway courses and information for young people.
- n) Received on 3<sup>rd</sup> May from OVW regarding A Guide to Our Services document
- o) Received on 3<sup>rd</sup> May, forwarded by OVW, from Welsh Government regarding forthcoming vacancies in business support.
- p) Received on 3<sup>rd</sup> May from Fibrous, regarding remembrance items for sale.
- q) Received on 4<sup>th</sup> May, forwarded by OVW, from NRW regarding a request for photos of the Wales Coastal Path for inclusion in the marketing material.
- r) Received on 4<sup>th</sup> May from The Local Democracy and Boundary Commission in Wales thanking those who attended the meeting on 3<sup>rd</sup> May and confirming that the consultation period has opened and will close on 26<sup>th</sup> July 2018.
- s) Received on 4<sup>th</sup> May, forwarded by OVW, from The Local Democracy and Boundary Commission would welcome any comments on the review of electoral arrangements within the City and County of Swansea.
- t) Received on 7<sup>th</sup> May from Mohammed Yeboah, University of Pardubice, Czech Republic on Challenges of Performance Measurement in Public Sector.
- u) Received on 9<sup>th</sup> May from Steve Lucas, regarding establishing ownership of the land containing bat caves in Ilston Valley, with a view to research in association with Glamorgan Bat Group and South Wales Caving club.<sup>4</sup>
- v) Received on 11<sup>th</sup> May from Pennard Community Council, acknowledging the request to collaborate in the repair of potholes at the top of Sandy Lane.
- w) Received on 14<sup>th</sup> May, forwarded by OVW, from Welsh Government enclosing the Natural Resources bulletin.

- x) Received on 14<sup>th</sup> May, forwarded by OVW, from the Welsh Audit Office, enclosing the Good Practice Exchange Programme 2018/19.
- y) Received on 16<sup>th</sup> May from Michael Beardshaw, Senior Electoral Services Officer from SCC, introducing himself and attaching updated 'Filling Casual Vacancies' documentation.
- z) Received 16<sup>th</sup> May from OVW, regarding forthcoming Code of Conduct training in Carmarthen.
  - aa) Received on 17<sup>th</sup> May from OVW, regarding Local Governance Finance Training in Swansea.
  - bb) Received on 22<sup>nd</sup> May from the Health and Safety Executive, South and West Wales Safety Group, regarding forthcoming training on Awareness for hand arm vibration syndrome.
  - cc) Received from Coedffranc Community Council regarding the above health and safety training event.
  - dd) Received on 24<sup>th</sup> May from OVW, regarding forthcoming Chairing Skills training in Llanelli.
  - ee) Received on 25<sup>th</sup> May, forwarded by OVW, from Ageing Well in Wales regarding their Progress/Impact and Reach Reports.
  - ff) Received on 30<sup>th</sup> May from Democratic Services, confirming the dates and times of the next Communities and Town Council Forum meeting – 30/07/18 and 29/01/19.
  - gg) Letter dated 27<sup>th</sup> April, from the Local Democracy and Boundary Commission regarding the review of the electoral arrangements for the City and County of Swansea, seeking comments during the review period.
  - hh) Letter dated 1<sup>st</sup> May, from the Independent Review Panel on Community and Town Councils regarding 'Pop In' sessions for the community.
  - ii) Invoice dated 2<sup>nd</sup> May, from One Voice Wales, with regard to the payment of £40 for the Understanding the Law module that the Clerk attended in April. The Clerk to keep records of hours spent and mileage and claim on a quarterly basis.
  - jj) Letter dated 14<sup>th</sup> May from Seafarers UK, requesting that, to raise public awareness of the importance of seafarers and shipping to our nation, to fly the Red Ensign flag on Merchant Navy Day, 3<sup>rd</sup> September. Cllr J Kingham said he would fly the flag if he was on his boat that day.
  - kk) Letter dated 15<sup>th</sup> May, from Marie Curie regarding holding a tea party to raise funds.
  - ll) Letter dated 17<sup>th</sup> May from Society of Local Council Clerks regarding data preferences in line with the new GDPR legislation. Clerk to write to SLCC to change clerk details and address.
  - mm) Invoice from RNLI Three Cliffs Bay Fundraising Branch, dated 17<sup>th</sup> May, for £1000.00 towards Lifeguard cover at Three Cliffs Bay for the summer of 2018.
  - nn) Invoice from Swansea Council, dated 21<sup>st</sup> May, for £1,100.00 for the Gower Sunday Bus Service summer 2018.
  - oo) Hags brochure
  - pp) Review of Community and Town Council Sector in Wales newsletter April 2018.
  - qq) Clerks and Councils Direct May 2018
  - rr) Play for Wales Spring 2018. Clerk to contact to unsubscribe from mailing list.

12. **Any Other Business.**

- a. Councillor Mrs J Griffiths thanked the outgoing Chairman, Cllr Kingham for all his work over the past two years. All members responded appropriately.
- b. Cllr Kingham enquired if any member knew anything about the dead badgers that he had found dumped on the grass near Waterstone farmhouse. Cllr Church said that there was a number to ring to arrange collection.

**Date of next meeting.**

**Noted** date as Wednesday 27<sup>th</sup> June 2018 at 7.30 p.m.

Cllr J Kigham and Cllr F Owen-John send their apologies.

The meeting closed at 8.50 pm.

Chairman.