

# Community Council

## Minutes of Meeting held on 27<sup>th</sup> June 2018

At a meeting of the Ilston Community Council held at Penmaen and Nicholaston Parish Hall on Wednesday, 27<sup>th</sup> June 2018, at 7.30pm:

**Present:** Councillors Mrs A. Elliott, Mrs C. |Grove, Mr D. Ponting, Mr R. Church and Mr J. Howells.  
Mr John Jacobs as advisor to the Clerk.

**In the Chair:** Councillor Mrs A. Elliott

1. **Apologies for Absence**

Apologies for absence were received from Councillors: Mr N. Hollett, Dr J Kingham, Mrs F Owen-John, Mrs J Griffiths and Mr V Jones.

2. **Declarations of Personal Interest**

Cllr R Church declared an interest in the planning application 2018/1192/FUL regarding the laying of mesh on the field opposite the Barham Centre and implementation of a drainage system.

3. **Minutes.**

The minutes of the meeting held on 30<sup>th</sup> May 2018 were approved as read and signed by the chairman.

4. **Matters Arising.**

On 4(5). Welsh Water on Cefn Bryn – an email was received from Welsh Water. They have met with National Resources Wales and have formulated a plan for the remedial work to be carried out in part but NRW feel that any further scraping of the area or any materials brought in as the area forms part of a protected area.

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. Clerk to contact Highways again regarding the problem and to highlight the fact that a car coming down the hill from Penmaen crashed into the wall of the bridge, possibly caused by a boulder in the road.

On 4(9a). Bus Shelter at Perriswood- Clerk awaiting response from the officer responsible from the Highways Department regarding the installation of safety rails and the infilling of the ditches either side of the shelter.

On 4(9j). Data Protection Officer – Clerk still in the process of implementing toolkit.

On 4(11a). Bin at Tor View Car Park – the clerk to contact Councillor Lewis again as previous correspondence has solicited no response.

On 4(12/2a). Bryn Afel to Ilston – Councillor J Griffiths emailed the Clerk with details of the road condition and previous correspondence with the Council. Clerk has written to the highways department of Swansea Council as is awaiting a response.

On 7. Audit Returns – The audit return has been completed and submitted. The clerk awaits a response. Clerk to contact One Voice Wales to seek advice on finding an internal auditor.

On 11a. Cartersford Crash Barrier - Councillor J Griffiths forwarded photos to the Clerk and the barrier has been repaired.

On 11b. Sandy Lane Potholes – Clerk has received a response from Pennard Community Council, as the road is in private ownership, they do not feel that spending public money on repair is appropriate. Clerk to establish ownership and approach the owners. Clerk to contact Welsh Government regarding the new unadopted roads policy. Cllr R Church received some quotes on the cost of repairing the pot holes; £1600 to repair the road and £400 to fill in some of the potholes. Cllr Church also spoke to a resident of Norton Drive who doesn't want the road repaired as it encourages more use of the road.

5. **Reports from Members.**

No reports from members.

6. **Planning Applications.**

The following applications have been received:-

a). Application No. 2018/1192/FUL

Location: Car Park adjacent to Maes Yr Haf, Parkmill

Proposal: Installation of surface matting and drainage system

Applicant: Barham Centre

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

b). Application No. 2018/1207/S73

Location: The Bungalow, Parkmill, SA3 2EJ

Proposal: Variation of conditions 3, 4, 5, 6, 7 and 8 of Planning Permission 2016/0971 granted 11/08/16 to allow details required by those conditions to be considered and agreed post commencement.

Applicant: Mr P Thomas

The Community Council raised objections to this proposal in 2015 and 2016. After discussion, the council member's views remain the same, that is that the facings used on the property be in-keeping with other properties in the area.

7. **Financial Statement.**

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

- Donation of £1,100.00 to Swansea City Council for the Gower Sunday Bus Service
- Donation of £1000.00 to the RNLI for the lifeguards at Three Cliffs Bay
- Clerk's salary £66.40 and tax, £11.60.
- Payment of £40.00 to One Voice Wales for Clerk's training course on Understanding the Law
- Payment of £40 to the Information Commissioner's Office for data handling charges.

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 audit return has been submitted to the external auditor and we know await it's return.  
Clerk to contact One Voice Wales for help with employing a new internal auditor.

9. **Rural Development Partnership.**

No update. The council are not required to pay towards the new app but £300.00 to be b

10. **Correspondence**

Received and noted:-

Emails:

- a) Received on 31<sup>st</sup> May 2018, from One Voice Wales (OVW), regarding spaces left on the Chairing Skills training course.
- b) Received on 31<sup>st</sup> May 2018, from One Voice Wales (OVW), regarding Effective Staff Management training at Bridgend.
- c) Received on 1<sup>st</sup> June 2018, from Welsh Water, regarding the site on Cefn Bryn , as per 4 (5).
- d) Received on 4<sup>th</sup> June 2018, from Play Wales, ebulletin for June 2018. The Clerk contacted Play Wales to unsubscribe from the mailing list as the council doesn't have any responsibility for playground equipment.
- e) Received on 5<sup>th</sup> June 2018, forwarded by OVW, from Welsh Government containing the Sustainable Drainage newsletter no. 2.
- f) Received from Celyn Evans, Swansea Council, regarding the proposal to increase the number of places at Ysgol Pen-y-bryn by 20 from 1<sup>st</sup> April 2019.
- g) Received on 5<sup>th</sup> June 2018, forwarded by OVW, from the Equality, Local Government and Communities Committee, regarding the inquiry into diversity in local government consultation information.
- h) Received on 5<sup>th</sup> June 2018, forwarded by OVW, from Welsh Government, regarding the consolidation and amendment of the Use Classes Order and the Permitted development Order.
- i) Received on 5<sup>th</sup> June 2018, forwarded by OVW, from Swansea University, regarding the Children, young people and Democracy in Wales event on 20<sup>th</sup> June.
- j) Received on 6<sup>th</sup> June 2018, from Tourism Swansea Bay, regarding the Social Media workshop and Marketing training. The Clerk attended. The Clerk reported back that the use of social media could be a useful tool in engaging with some part of the community, that aren't being reached currently, in the work of the council. Cllr R Church to put a question in the forthcoming newsletter asking the

community how they wish to be contacted or communicated with. Council members to communicate with Cllr Church regarding any ideas, information or issues they wish to put in the newsletter. It was also pointed out that the new app could be a way of engaging with the community.

- k) Received on 7<sup>th</sup> June 2018, from OVW attaching the new Standing Orders 2018, updated to reflect the legislative changes which have occurred since 2013. Clerk to email the amended Orders to Cllr Church, who will review with a view to the new orders being considered on the agenda for the July meeting.
- l) Received on 7<sup>th</sup> June 2018, from Democratic Services, Swansea Council, regarding the Swansea Public Services Board thanking Community and Town Councils for their support in developing the Local Well-being Plan 'Working together for a better future'. This document can be viewed at [www.swansea.gov.uk/localwellbeingplan](http://www.swansea.gov.uk/localwellbeingplan).
- m) Received on 7<sup>th</sup> June 2018, from OVW, regarding availability of spaces on the forthcoming 'Effective Staff Management' training at Bridgend.
- n) Received on 8<sup>th</sup> June 2018, from OVW, regarding the forthcoming Chairing Skills training at Bewas.
- o) Received on 8<sup>th</sup> June 2018, from OVW, regarding the forthcoming Devolution of Services/ Community Asset Transfer training in Barry.
- p) Received on 8<sup>th</sup> June 2018, From OVW, regarding the forthcoming Staff Management training in Llanelli.
- q) Received on 11<sup>th</sup> June 2018, from Corporate Property Department, Swansea Council, regarding the inquiry from ICC into the possible asset transfer of two pieces of land within the community councils remit. The council sent through a map indicating the land and asked for conformation that this was correct.
- r) Received on Received on 11<sup>th</sup> June 218, from OVW, regarding the forthcoming training on Chairing Skills in Swansea.
- s) Received on 12<sup>th</sup> June 2018, forwarded by OVW, from NHS Wales, regarding the ABMU Health Board engagement exercise on the proposed changes to services. Cllr Howells raised concerns regarding the short-sightedness of reducing bed numbers with an ageing population.
- t) Received on 12<sup>th</sup> June, from OVW, regarding the forthcoming Devolution of Services/ Community Asset Transfer training in Barry.
- u) Received on 12<sup>th</sup> June, from OVW, regarding the forthcoming Chairing Skills training in Newport.
- v) Received on 12<sup>th</sup> June 2018, from Clerk of Coed Ffranc Community Council, regarding the Health and Safety event on Vibration regulations.
- w) Received on 13<sup>th</sup> June 2018, from the Information Commissioner's Office confirming ICC's registration.
- x) Received on 13<sup>th</sup> June 2018, from OWV, regarding an amendment to the new Standing Orders 2018.
- y) Received on 14<sup>th</sup> June 2018, forwarded by OVW, from Cilybebyll Community Council regarding the forthcoming Clerk vacancy.
- z) Received on 15<sup>th</sup> June 2018, forwarded by OVW, from the Remembrance Day Project Officer, informing councils that the window for grants for Remembrance Day Installations applications is now open.
- aa) Received on 18<sup>th</sup> June 2018, from Democratic Services, Swansea Council, detailing the Gower AONB Partnership Annual Meeting information on 25 June 2018.

- bb) Received on 19<sup>th</sup> June 2018, forwarded by OWV, from NHS Wales, announcing the notification of Bridgend Boundary Changes.
- cc) Received on 19<sup>th</sup> June 2018, from Tourism Swansea Bay, regarding details of the road closures for the forthcoming Swansea Air show Weekend.
- dd) Received on 19<sup>th</sup> June 2018, from Mike Scott, AONB Officer, Swansea Council, regarding the forthcoming annual meeting of the AONB Partnership.
- ee) Received on 19<sup>th</sup> June 2018, forwarded by OVW, from the Independent Remuneration Panel, regarding the pro forma to be completed by Town and Community Councils - statements of payments made to members.
- ff) Received on 20<sup>th</sup> June 2018, from OVW, regarding the Revised Code of Practice on Workforce Matters – The Two-Tier Code annual monitoring exercise.
- gg) Received on 21<sup>st</sup> June 2018, from OVW, regarding details of the July training sessions.
- hh) Received on 25<sup>th</sup> June 2018, from Tourism Swansea Bay, confirming the Clerks booking onto the social media workshop on 27<sup>th</sup> June.
- ii) Received on 25<sup>th</sup> June, forwarded by OVW, from Welsh Government, regarding a workshop on 17<sup>th</sup> July 2018 on practical insights for Community/ Town Councils and PSB's on working together to help in the delivery of local well-being plans, in Llandrindod Wells.
- jj) Received on 25<sup>th</sup> June 2018, from OVW, regarding information on the Innovative Practice conference at the Royal Welsh Showground on 4<sup>th</sup> July 2018.
- kk) Received on 26<sup>th</sup> June 2018, from Langstone Community Council, regarding the Road Safety Conference at Celtic Manor Resort, Newport, on 7<sup>th</sup> September 2018.
- ll) Received on 26<sup>th</sup> July 2018, from Highways Department, Swansea Council, in response to the Clerk's email regarding the state of the road at Bryn Afel. The email was an automatic response, logging the request for someone to look into the matter.
- mm) Received on 27<sup>th</sup> June 2018, from Rebecca Roberts, offering her services as a freelance welsh language translator.
- nn) Letter dated 30<sup>th</sup> May 2018, from Welsh Government, regarding the Community and Town Council Database Privacy Notice.
- oo) Letter dated 31<sup>st</sup> May 2018, from Legal and Democratic Services, Swansea Council, confirming the order to divert footpath Nicholaston 12 (NI12), through Nicholaston Farm.
- pp) Invoice dated 18<sup>th</sup> June, from Swansea City Council, requesting payment for the Gower Sunday Bus service. This invoice has already been paid.

## 12. **Any Other Business**

- a) Councillor Llewellyn is currently receiving the agenda and minutes by post but does not have access to all the email correspondence that the council receives and therefore feels out of touch with what is happening. Members raised the questions of how a councillor can be kept informed if they do not engage with computers and do not possess an email account. Clerk the contact One Voice Wales to ask for help with this matter.
- b) The cattle grid heading towards Lunnun village from the North Gower road is very overgrown. Clerk to contact Highways to inform them of this matter.

Date of next meeting.

**Noted** date as Wednesday 25<sup>th</sup> July 2018 at 7.30 p.m.

Cllr C Grove sends her apologies.

The meeting closed at 8.35 pm.

Chairman.