

# Community Council

## Minutes of Meeting held on 26<sup>th</sup> September 2018

At a meeting of the Ilston Community Council held at Penmaen and Nicholaston Parish Hall on Wednesday, 26<sup>th</sup> September 2018, at 7.30pm:

**Present:** Councillors Mrs A. Elliott, Mr D. Ponting, Dr J Kingham, Mr R. Church and Mr J. Howells, Mrs F. Owen-John, Mr N. Hollett, Mr V. Jones and Mr D Llewellyn  
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: Mrs J. Griffiths and Mrs C Grove.

2. **Declarations of Personal Interest**

None

3. **Minutes.**

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

4. **Matters Arising.**

On 3 Three Cliffs Holiday Park Planning Investigation – Cllr Ponting has talked to Tom Beynon who maintains that no planning consent is needed for parking on the two fields in questions. After discussion, Cllr Howells suggested that the clerk write to Mr Ryan Thomas, Head of Planning, saying that unless we have a satisfactory response by the date of our next meeting we will make a formal complaint. This was agreed by all present. The Clerk to draft a letter and send to Cllr Elliot and Cllr Ponting for feedback before sending. Clerk to contact the PA to Ms Tonia Antoniazzi MP to check progress.

On 4(5a) Speeding in Parkmill – The large rock causing the problem on the road from Penmaen to Parkmill has been removed.

On 4(9a) Bus Shelter at Perriswood – The clerk wrote to Nigel Fitzgerald and Cllr Owen-John reported that the road has now been repaired and a reflective strip put in place so it can be seen at night. Cllr Owen-John asked what can be done as the bus shelter is totally unsuitable for purpose. The children using it are not protected from the weather. The Clerk to write to Head of Transport Services to bring this matter to their attention again and see if anything can be done.

On 4(11a) Bin at Tor View Car Park – The Clerk has received an email from County Councillor R Lewis, with an update. He is currently waiting for an installation date and will be in touch again shortly.

On (4) 11b Sandy Lane Potholes – The Clerk has spoken to the owner of Norton Drive who is looking into the ownership of the top part of the lane from the triangle on Norton Drive. He will get back to the clerk shortly.

On (4)12a – The Pot Hole nr Nicholston Hall, Penmaen – this has been filled in.

On (4) 12/2A) – Lane from Bryn Afel to Ilston – The clerk still awaits a response from Highways.

On 7 (a) Appointment of Internal Auditor – The Clerk wrote to the other Clerks to Gower Community Council's and was given the details of Mr Ron Dolbear who acts as internal auditor for Upper Killay Community Council. Mr Dolbear has agreed to act as our new internal auditor subject to members approval for approximately £75. All members agreed and Clerk to send Mr Dolbear a letter of appointment (supplied by One Voice Wales).

On 11(1) Email from Huw Evans, Democratic Services – Cllr Ponting attended the Community/Town Council Forum and is currently awaiting the next meeting date. The clerk is to attend the next meeting with Cllr Ponting as the forum would like clerks to attend.

On 11(2) Email from The Independent Review Panel, regarding the stakeholder review session on 15<sup>th</sup> August 2018. Cllr J Howells was unable to go.

On 12 (c) Path from Ilston Valley to Lunnon – the Clerk has spoken to Mr Ross Williams who has taken over from his father at Leeder Property Services, who act as land agents for the owners of the land, that the path runs through. Mr Williams said he would get the trees cleared but nothing has happened yet. Clerk to chase up Mr Williams regarding progress.

On 12 (e) Asset Transfer of land in Lunnon and Penmaen – Clerk to speak to Mr Hinds at the council to arrange a meeting to progress the matter as soon as possible.

On 12 (f) Local Council Explained book – the Clerk has purchased the book.

## 5. Reports from Members

Cllr Ponting attended the Town and Community Councils Forum the meeting to try and establish a group to review the charter between Swansea Council and the Town and Community Councils. Cllr Ponting has agreed to take part in this group. At the meeting it was expressed that they would very much like to have the input of a clerk at the meeting and the Clerk has agreed to attend subject to approval of the council members. Members all agreed that the clerk should go to the initial meeting to see if it was a productive use of time.

Cllr Ponting also attended the Responding to Planning Applications and Maximising your Influence training on 24<sup>th</sup> September 2018. He has asked for the power point presentation which accompanied the training. Once this is received, he is happy to circulate and answer any questions or queries that other members may have. The main points of interest were-

- Design of amenity, existing site and uses.
- Being involved at an early stage is very useful -
  - (s)160 legislation Planning Act – this gives the community a voice, the developer makes concessions that can help the community. This is contractual and happens early on in the process.
- The difference between material and non-material issues (EIA is a material issue, devaluation of property and ethical issues are non-material).
- Checking policy – Local Development Plan – it's got to have relevance.

## 6. Planning Applications.

The following application has been received:-

a). Application No. 2018/1958/FUL

Location: The Old Forge, Lower Farm, Cartersford

Proposal: Erection of an Eco Chalet for Holiday Let

Applicant: Mr J Lane

Cllr D Ponting supplied a synopsis of the application. A copy of the planning application and environmental risk assessment report were looked at. This is a second application and it was felt by all members that no attempts had been made to address the issues of flooding and groundwater contamination since the previous application was submitted. Members voted unanimously not to support the application.

#### 7. **Financial Statement.**

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

- Two payment of Clerk's salary of £66.40 and tax, £11.60, totalling £156.00
- The precept of £1,292,00 was paid in on 31<sup>st</sup> July 2018

Therefore -

Balances:	£3,327.45 Deposit account
	£4,231.21 Current account

The RNLI cheque for £1,000 has not yet been cashed, therefore, the balance on the account is £5,231.21 but our true balance is as above. Clerk to chase up the cheque to see when it will be cashed and to enquire as to whether it can be done by bank transfer in future.

The signatories have now been changed and the Clerk and Chairman have proceeded to set up internet and phone banking.

#### a) **Audit Returns -**

John Jacobs, acting as RFO, reported on the Audit Return for the year ended 31<sup>st</sup> March 2018. Listed below are the points raised by the external auditors BDO and these will be addresses during the current financial year or have already been attended to.

- Reserves – we are using up our reserves to comply with legislation.
- Internal auditor has not produced a detailed report of work undertaken – this will be discussed with the new auditor on appointment.
- Asset Register – this has now been updated.
- No engagement letter with internal auditor – we have asked for and received a sample letter from One Voice Wales, which will be used in future.
- Budget – the clerk to contact One Voice Wales for advice on preparing a more detailed budget.
- Payment authorisation – all payments will be will be authorised under a specific heading on the agenda and under S137 of the Local Government Act 1972.

- Internal Audit Checks – the Internal Auditor will be asked to carry out the necessary work to undertake our audit for the year.
- S137 expenditure – as above.

The RFO further stated that all financial matters had now been completed and that the bank had approved the new signatories for the council i.e. the Clerk and Chairman. All matters have now been handed over to the clerk including the role of Responsible Financial Officer.

John Jacobs once again thanked the chairmen and members over the last thirty years of his clerkship with Ilston Community Council for their friendship and understanding. He hoped that paths would cross from time to time and the clerk was told that if she felt he could help on any matter not to hesitate to ask. He now felt with all matters safely in the Clerks hands he could safely ride out into the setting sun.

b) **Payments** - To consider any invoices or accounts for payments and any requests for donations under section 137 of the Local Government Act 1972.

1.	Hall invoice -	£119.80
2.	Keys Cut for notice board	£12.48
3.	Clerks pay	£78.00
4.	Course Invoice	£35.00 (Responding to Planning Applications)
5.	Clerks Expenses	£96.94 (including £19.99 for the new Local Councils Explained book)

## 8. Risk Assessments

Cllr Church to carry out a risk assessment on the condition of the Council's benches. Cllr Church to look at any cleaning and maintenance that needs doing. Clerk to look into getting the laptop and printer PAT tested.

## 9. Review of Clerk's Hours and Pay Scale

The Clerk presented her timesheets to the council for there perusal. Cllr Kingham proposed that the Clerk be paid for the extra hours worked since January at the current rate of £9/hr and this was agreed by all members. This amounted to 62 hours at £9/hr, totally £558.00.

As the Clerk has worked approximately 20 per month over the last few months it was again proposed by Cllr Kingham that the clerk's monthly hours should be changed to 20 from 2 hours per week.

It was proposed by Cllr Howells and seconded by Cllr Hollett that the Clerks rate of pay should go up to £10 per hour. Mr Jacobs said it would have to be in-line with current rates and the clerk is to check with the National Association of Local Councils to check this. It was then agreed by all members that the clerk's pay be raised to the nearest pay point to £10.00 per hour. Cllr Jones proposed that this be reviewed in six months and this was agreed by all members. The Clerk is to carry on recording her hours and look into time keeping apps and programmes to help her to do this efficiently.

10. **Rural Development Partnership.**

Cllr Church reported that Welsh Government will underwrite some RDP funding with an agricultural aspect to it. RDP meetings to re-commence in October.

11. **Correspondence (not dealt with elsewhere) -**

Received and noted:-

- a) Letter dated 28<sup>th</sup> August 2018, from Barclays Bank, regarding changes to how they accept cash payments into business accounts at branch counters.
- b) Letter dated September 2018, from Royal Mail, regarding raising awareness on scam mail in the local community.
- c) Letter dated 4<sup>th</sup> September 2018, from Rebecca Evans AM, asking if we could let her know of any plans for Remembrance Day events being held in the community as she is keen to take part.
- d) Clerks and Councils Direct, September 2018, Issue 119
- e) Glasdon Catalogues – Village Gateways and Focus on Local Councils
- f) J Parkes's Wholesale Bulb Catalogue, Autumn 2018

Emails received have been noted, the following actions have been taken:

1. Received 5<sup>th</sup> September 2018, from The Ecological Land Cooperative, regarding a site that they have purchased with the community council's boundaries. Cllr Church has been in touch with them and they are willing to present to the council with regard to their plans for the site if members are interested.
2. Received on 24<sup>th</sup> September 2018, From Hugh Jones, Gower First Responders, a new vehicle has now been purchased with the money raised.
3. Received on 25<sup>th</sup> September 2018, from Jason Smith, offering to produce a parish map for community, tourism and business use. It was felt that the price of £200 per annum was prohibitive for what use we would get out of it.

12. **Any Other Business**

- a) Cllr Hollett asked if we had any old minute books of historical interest and if so how do we keep them safe. Mr Jacobs said that a large amount of council material needs to be taken to Swansea archives and more needs to be shredded. The Clerk is to look into finding a company that will do bulk shredding for a fixed price.
- b) Cllr Llewellyn raised the issue of the pull in next to Grovehill cottage being used to park two cars. The back end of the second car sticks out into the carriageway and the owners put traffic cones around it. This causes an obstruction and bottle neck on the A4118 through Parkmill on an already narrow stretch of road. Clerk to contact Highways and PC Jeavons regarding this matter.
- c) Cllr Ponting raised the issue of flooding on North Hills Lane. County Cllr Richard Lewis is aware of the problem. The proposed solution is to lay more tarmac, reducing the depth of the puddle. Clerk to contact Highways to establish the progress of the work.

Date of next meeting.

**Noted** date as Wednesday 31<sup>st</sup> October 2018 at 7.30 p.m.

Cllr N Hollett and Cllr R Church send their apologies.

The meeting closed at 9.30 pm.

Chairman.