

# Communi0ty Council

## Minutes of Meeting held on 31<sup>st</sup> October 2018

At a meeting of the Ilston Community Council held at Penmaen and Nicholaston Village Hall on Wednesday, 31<sup>st</sup> October 2018, at 7.30pm:

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

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

1. **Apologies for Absence**

Apologies for absence were received from Councillors: Mr R. Church, Mr N. Hollett and Dr J. Kingham

2. **Declarations of Personal Interest**

Cllr V Jones and Cllr D Llewellyn declared an interest in planning application 2018/1939/ELD as they know the applicant.

3. **Minutes.**

The minutes of the meeting held on 26<sup>th</sup> September 2018 were approved as read and signed by the chairman.

4. **Matters Arising**

On 4 (3) **Three Cliffs Holiday Park Planning Investigation** – The Clerk read out the letter from the planning department, dated 5<sup>th</sup> October 2018, received in response to ICC's letter regarding the possible breach of planning controls by the owners of the Holiday Park. In brief the letter stated that following an investigation, the planning authority concluded that a breach had taken place. However, the Holiday Park owners maintain that the land usage is lawful under 'Existing Lawful Use'. The planning authority have, therefore, allowed the landowners the opportunity to submit an application for a 'Certificate of Existing Lawful Use' within four weeks of the date of the letter. If no such application is received then the planning authority would be in a position to formally issue an Enforcement Notice in order to remedy the planning control breach.

Cllr Ponting informed members that he had spoken to another resident, Mr Dupree, who has been in contact with the planning department. Mr Dupree has been logging his complaints and interactions with the planning department regarding this matter for a number of years. The planning department will allow the Holiday Park owners to submit depositions saying that the land has been in use in this way for over 10 years, constituting established use. Residents and indeed the council will not be privy to the outcome and will not be able to appeal the decision, if need be, when it is made. Council members feel that it would only be courteous for the planning department to keep us informed of developments. Clerk to contact the PA to Ms Tonia Antoniazzi MP to check progress.

On 4(9a) **Bus Shelter at Perriswood** – The clerk wrote to Catherine Swain from Integrated Transport at Swansea Council and read out the response which was received on 22<sup>nd</sup> October 2018. Ms Swain suggested asking the County Councillor if he would use some of his budget to upgrade the bus shelter to make it fit for purpose. The Clerk to find out how much an upgrade would cost and then members will discuss approaching Cllr Lewis for the costs.

On 4 (11a) Bin at Tor View Car Park – The Clerk to chase up Cllr Richard Lewis to ask for an update.

On (4) 11b Sandy Lane Potholes – Mr Stuart-Low assured the Clerk that his family's land ends at the junction of Norton Drive and Sandy Lane and they, therefore, have no responsibility for Sandy Lane. Cllr Llewellyn suggested contacting the owners of the Sandy Lane Development and the Golf Club to see if they are the owners. He offered to speak to the people at Sandy Lane and Cllr Owen-John offered to contact the Golf Club.

On 4 (12/2A) – Lane from Bryn Afel to Ilston – The clerk received a message from Nigel Fitzgerald. Highways have now completed an inspection of the lane and have concluded that the bottom of the hedge needs cutting back by a meter. The parks department have been commissioned to do this. Once this is done, arrangements will be made complete the works needed on the road surface.

On 4 (7a) Appointment of Internal Auditor – The Clerk has spoken to Mr Dolbear who has accepted the position. The Clerk has sent the approved appointment letter to Mr Dolbear.

On 4 (11-1) Email from Huw Evans, Democratic Services – The Clerk attended the meeting to look at the charter between the subsidiary councils and Swansea Councils. The meeting was informative and useful for networking purposes.

On 4 (12c) Path from Ilston Valley to Lunnon – the Clerk has once again spoken to Mr Ross Williams who has assured her that the trees have been cleared. Cllr Jones has not been to check yet but will when he gets a chance.

On 4(12e) Asset Transfer of land in Lunnon and Penmaen – Clerk has been in correspondence with Mr Hinds who confirmed that the land was considered as housing land on the LDP. He contacted housing who reported that they were reviewing all of their assets as part of the 'More Homes Strategy' and were not in a position to agree an asset transfer. The Clerk has asked Mr Hinds to look into when the land was designated as housing land and if the decision was minuted. The Clerk has also written to Cllr Richard Lewis to ask for his help in this matter. Cllr Howells pointed out that the land will not necessarily be built on. Cllr Jones raised the point that the land in Lunnon has been recreational land since the houses and later the flats were built. Cllr Owen-John to ask David Richards in housing to see if he knows anything about the matter.

On 5 Responding to Planning Application Training – Cllr Ponting has asked for the power point presentation.

On 7 Uncashed RNLI Cheque - The cheque has now been cashed, the Clerk will ask for bank details when the request for a donation comes in again.

On 7 (a) Budget – The Clerk has requested and received a model budget from One Voice Wales.

On 8 Risk Assessments – Cllr Church has carried out the risk assessments of the benches and sent a copy for the Clerks records. He recommends oiling the bench in Penmaen as it shows more weathering than the others.

On 9 Clerks Pay - The Clerk contacted the Society of Local Council Clerks who sent a document containing Clerks' pay scales. The nearest pay scale to £10.00 per hour was £9.81, all members present agreed that this should be the new pay scale for the Clerk.

On 12 (a) Bulk Shredding – Clerk still to look into the bulk shredding of old documentation.

On 12 (b) Obstruction to the Carriageway near Grovhill Cottage, Parkmill – The Clerk has spoken to and emailed PC Jeavons who suggested that any council member who saw the obstruction when they were passing should ring 101 and an officer would call round and have a quiet word with the car owners about sympathetic parking and not obstructing the road. Cllr Hollett suggested that one of the council members could approach

the owners and have a friendly word in the first instance, before getting the police involved. Cllr Ponting to have a word if he sees an obstruction happening again.

On 12 (c) Flooding of North Hills Lane – Works is planned to commence on the re-tarmacking of North Hills Lane on 7<sup>th</sup> November, to help with the flooding problem. The problem has significantly worsened over the last three years, ever since the ditch was filled in and tarmacked over. Cllr Ponting spoke to Cllr Richard Lewis last year about the problem. He has also spoken to Mr Nigel Fitzgerald from Highways and Steve Williams the highways engineer. The residents are concerned that unless adequate drainage systems are put in place, adding more tarmac will just exacerbate the problem. Cllr Hollett (via email) suggested writing to Swansea Council, seconded by Cllr Howells, all members agreed. Cllr Ponting will draft a letter for the Clerk to send to Highways, Planning, and to Cllr Richard Lewis.

## 5. Reports from Members

The Clerk attended the Information Management and GDPR training on 24<sup>th</sup> October in Bridgend. A number of procedures need to be put in place to be compliant. The Clerk has obtained model procedures and guides from OVW. In regard to data, the premise is that as long as there is a legal basis to hold the information then we are covered. The procedures will be adopted by the council and placed on the website. The Clerk was informed on the training that all members of the council should be trained.

## 6. Planning Applications.

The following applications have been received:-

### a). Application No. 2018/2030/FUL

Location: Oakdale, Penmaen, SA3 2HL

Proposal: New vehicular access

Applicant: Mr and Mrs Kearns

Cllr D Ponting supplied a synopsis of the application. The site plan and location plan were looked at. No objections were raised as long as the finished driveway was landscaped sympathetically and the hedgerows replanted with native species.

### b). Application No. 2018/1939/ELD

Location: Stonemill Stables, Parkmill, SA3 2EQ

Proposal: Use of former stables as separate residential dwelling (application for a Certificate of Existing Lawful Use)

Applicant: Mr R McCulloch

Cllr Ponting supplied a synopsis of the application. Cllrs' V Jones and D Llewellyn declared an interest and took no further part in the discussion except for information purposes. The application form and plans were looked at. It was unanimously agreed that the application should not be supported on the following grounds:

- Members agreed with the Gower Society's point that no proof of residency has been offered.
- The site is directly adjacent to Ilston Cwm which is a nature conservation area. There are no details of how waste water is being disposed of.
- No access details have been supplied.

- This was originally designed and approved as a stable. It has been fitted out as accommodation and allegedly used since 2012 without planning consent and presumably before building regulation approval.

c) Application No. 2018/2078/TEM

Location: Field 9555, Fairwood Corner Farm, SA2 7LB

Proposal: Siting of max. 40 caravans from 5<sup>th</sup>-7<sup>th</sup> July inclusive

Applicant: Mrs B Small on behalf of The Caravan and Motoring Club

After a discussion, no objections were raised.

7. **Financial Statement.**

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

1. Clerk's Pay	£66.40 and tax £11.60
2. Hall invoice -	£119.80
3. Keys Cut for notice board	£12.48
4. Course Invoice	£35.00 (Responding to Planning Applications)
5. Clerks Expenses	£96.94 (including £19.99 for the new Local Councils Explained book)
6. RNLI donation	£1,000.00 this has now been cashed.
Total	£1,342.22
Therefore -	
Balances:	£3,327.45 Deposit account
	£3,870.99 Current account

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

- Tourism Swansea Bay Invoice - £80.00 (Clerk to clarify what benefits we receives as members to justify the money spent before payment is agreed).
- Clerks overtime payment and monthly pay - £658.26 net, £163.60 tax and £16.34 N.I (agreed at last meeting, delayed due to the need for tax and national insurance to be worked out by payroll).

10. **Rural Development Partnership.**

Meetings have now started again. A new funding window will open shortly.

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

Received and noted:-

- a) Letter dated September 2018, from The Pensions Regulator, regarding the re-enrolment of eligible staff who have left the workplace pension scheme. The re-declaration deadline is 31<sup>st</sup> May 2019.

- b) Letter dated 4<sup>th</sup> October 2018, from Ryan Thomas, Planning Department, Swansea City Council, regarding the appeal of the planning decision made on The Old Post House, Parkmill. As we had not made any objections to the original application, no further comments were put forward regarding the appeal.
- c) Letter date 5<sup>th</sup> October, from Chris Healey, Planning Dept, Swansea City Council, regarding the breach of planning control at Three Cliffs Holiday park. See section 4 (4 (3)) of these minutes.
- d) Letter date 9<sup>th</sup> October, from One Voice Wales, regarding the Swansea Area Committee meeting on 22<sup>nd</sup> October. Apologies were sent. The letter also contained minutes of the last meeting, a list of training dates and subjects, the report of the Independent Review Panel on Community and Town Councils in Wales outline findings and recommendations. The Clerk to scan this report and email to Cllr Howells.
- e) Letter dated 16<sup>th</sup> October 2018, from Barclays Bank, regarding updating our bank account information. The Clerk and Chair will meet to complete the required forms.

The emails received have been noted, no comments were made by members.

12. **Any Other Business**

- a) Cllr Griffiths reported that the Cartersford barrier is currently being renewed.
- b) Cllr Owen-John reported that a road accident had taken place outside Rose Cottage at 4.30am on 21<sup>st</sup> October. The wall was knocked down and then the vehicle crossed over the road and ended up in the hedge. Luckily no one was hurt.
- c) The budget needs to be set in the November meeting and will be on the next agenda. The clerk to ring the finance department to establish the number of band D houses.

Date of next meeting.

**Noted** date as Wednesday 28<sup>th</sup> November 2018 at 7.30 p.m.

The meeting closed at 9.20 pm.

Chairman.