

Community Council

Minutes of Meeting held on 25th May 2022

At a meeting of Ilston Community Council held at 7pm, at the Barham Centre, Parkmill and via Zoom on Wednesday, 25th May 2022.

Present: Councillors: Mr R Church, Mr S Pleydell, Mrs J Griffiths, Mrs H James, Mrs S Mobbs and Mr D Ponting

Cllr N Hollett joined the meeting at 7.18pm

Also present: Mrs A Elliott, Mr N Huffer and Mr C Bates and Mr L Williams
(Technical support from Tourism Swansea Bay, TSB)

In the Chair: Cllr R Church

1. Apologies for Absence.

Councillors: Mr N Hollett, sent apologies as he was going to be late.

2. Personal Interests

Cllr Church declared an interest in Item 15 as he is the chair of Tourism Swansea Bay.

The meeting was adjourned to return to the AGM at 7.18 and re-commenced at 7.20pm.

3. Minutes

The minutes for the meeting held on 13th April were proposed as a true record by Cllr Griffiths and seconded by Cllr Ponting, all members present agreed.

4. Welcome New Members

Councillors Mrs S Mobbs, Mrs H James and Mr S Pleydell were welcomed as new members of the community council.

5. Matters Arising

Matters arising from the minutes of the January 26th meeting –

On Item 7 – To consider Planning Applications – Application Number -2021/3251/FUL, One Planet Wales application at Furzehill. No Update. It was agreed by all members present to keep a watching brief.

On 3 Presentation on the use of Vocaleyes for community engagement by Mr Newbold, Marketing and Business Development Manager – The clerk met with Mr Newbold and Mrs Rodaway and reported back to the council. It was agreed by all members to invite Mrs Rodaway to the June meeting to discuss the value of Vocaleyes for community engagement.

On 4 Matter raised by members of the Community – Field adjacent to Maes Yr Haf – The clerk has written to the head of planning and is still awaiting a response. The clerk to chase up.

On 4(12b) Lunnon Hill – Cllr Church has been researching the relevant legislation to write to Swansea Council about the dangerous pot holes. He reported that the policy of Swansea Council is to only fill in pot holes within the white lines but that they have discretion if the pot holes become very dangerous to fill them in outside of the white lines.

On 4 (10). Parking Problems in Penmaen – The clerk wrote to Cllr James to thank her for arranging for the large pot hole at the entrance to Tor Bay car park to be filled in. Cllr Pleydell confirmed that the pot hole has been filled. The group leader for traffic and highways replied to the clerk's email enquiring into what efforts had been made to establish the ownership of the Tor Bay car park and into when it was last resurfaced. He replied that he can't establish when it was last resurfaced but Swansea Council's legal department are processing a 'Statement of Truth' with the Land Registry to incorporate the unknown area into council ownership. Once this has been completed, discussions can be held with the ward member and the community council to assess availability of funding and how to proceed with the possibility of formalising it as an official car park. The car park can be improved subject to funding, with the intention to make a Traffic Regulation Order to protect access for residents. Cllr Lewis emailed to say that after the election the ward community spend is increasing. He has spoken to a few of the Tor View residents about the cost and work needed.

On 4 (5) (RfM) Gower Road Closure at Nicholaston – No update

On 4 (11) (A.O.B.) Traffic and congestion in Parkmill – this will be discussed on Item 12

On 4 (12) A.O.B. – Issue of double central white lines in Penmaen – the clerk contacted Go Safe to see if they have received the information from Swansea Council regarding enquiries from local residents into speeding and traffic in Penmaen. Gary Williams, the Communities and Casualty Reduction Officer from the Wales Road Casualty Reduction Partnership replied to the clerk to say that they had not received the info from Swansea Council and that traffic calming features would fall under Swansea Council's remit. He also said that he had consulted Google Maps and couldn't identify anywhere that is safe or legal to park an enforcement vehicle due to the topography of the road and the double white lines and double yellow line road markings.

It was agreed by all members present that the clerk to write to Swansea Council with what the officer has said and ask if it's possible to put cables down, eliminating the need for an enforcement vehicle to find a safe parking spot. It was suggested by Cllr Hollett that the layby close to Penmaen Church could be a safe parking space.

On 4 (7) Planning Application – The Bungalow, Parkmill, SA3 2EJ – Mrs Elliott reported that there was not an update. She also agreed, subject to being co-opted back onto the council that she is happy to remain as the planning officer.

On 4 (6) Reports from Members- Donation to RNLI – The clerk has spoken to Peter Beynon, the Community Partnership and Destination Development Coordinator for Swansea Council, he reported that Swansea Council are willing to pay for the replacement of one of the emergency phones at Three Cliffs if the community council will pay £600 to replace the other phone. He also asks if the community

council will consider taking over the phone line rental. It was agreed by all members present to put this on the agenda for the June Meeting.

Missing Access Only Sign on North Hills Lane – The sign has been replaced.

On 7 Planning Applications -Application No. 2021/1862/FUL, The Hideaway Penmaen. Mrs Elliott reported that consent has been given by Swansea Council.

On (4) 5 Reports from Members – The clerk spoke to Cllr James who said that this is a problem all over Gower. The Gower AONB Forum are looking into the issue but expect that different solutions are needed in different locations. The Forum **asks** that the community council identify problem areas on a map and send it to them. It was agreed by all members present that the clerk ask Mrs James when the next meeting of the Forum is taking place. The chair asked for a volunteer to monitor where the illegal camping/parking is taking place with the ICC area.

On 7 Water Supply Problems – After discussion it was decided by all members present that a meeting be arranged for Wednesday 15th June at 7pm at the village hall. The clerk to contact Mr Taylor from Welsh Water to ask him to attend. The clerk to advertise the meeting via the CC mailing list and the website.

On 8 - Financial Statement – Cllr Church reported that the new Speed Indicator Device needs tweaking to get new data.

On 8 The stall on path to Tor Bay – The stall has not been seen at the site recently.

On 11 Welsh Government Defibrillator Scheme – The clerk has sent the up to date information and the contact details for the NHS officer to contact for more details but has not had a response.

On 14 AOB –

b) Potholes in Furzehill Lane – No update. Cllr Griffiths to keep a watching brief.

On 14 Completed Audit Return – The clerk is continuing to work on the audit and has contacted the internal auditor.

Matters arising out of the minutes of the 9th February meeting -

On 3 – Swansea Airport Stakeholder's Alliance – No response has been received from Mr Oliver

On 10 May 2022 Election Costs – The clerk reported that the invoice for the cost of the election will be received next year.

On 12 Hosting of Website Renewal – Cllr Church reported that he is working on the changeover.

On 15 AOB –

b) fallen tree in the wall of Hunter's Lodge, Penmaen. Cllr Hollet reported that he knows the owners and is willing to speak to them.

d) Missing signs on the junction with Lunnon Road and Pengwern Common – The signs have not been replaced as yet. The clerk to chase up with Mr Avo as the holiday season is approaching and the signs are essential to visitors.

On 6 Reports from Members – Closure of Lunnon Hill for an event - the clerk wrote to Swansea Council regarding the failure to comply with the requirements for the closure of Lunnon Hill on 26th March. The clerk has not had a response so will chase up.

On 7 Planning Applications – Application No. 2022/0710/FUL at Shoreland, Penmaen and application No. 2022/0753/FUL at Oakdale, Penmaen, have been approved.

Application No. 2022/0615/FUL at Ivy Cottage Caravan Site Penmaen, for the siting of toilet and shower facility and chemical disposal – The clerk wrote to the head of planning to put forward the objections raised by the community council and to report that an unauthorised road has been laid from the main road to Ivy Cottage.

On 8 Financial Statement- a) Invoices or requests for payments – The clerk reported that the payment for £245.00 to Audit Wales has gone through.

On 8 Feedback on the new Local Government and Elections Act (Wales) 2021 – Mr Huffer reported that the committee had met to discuss the requirements of the act. It was reported that Cllr Church, Cllr Ponting and Mr N Huffer are drawing up guidance notes on how to comply with the new act. The summary given by Mr Huffer on the new Local Government and Elections Act was discussed. It was agreed by all members present that this needs to be looked at further, especially community engagement. It was agreed by all members present that Cllr Hollett meet with the clerk to look at a traffic light system for the Matters Arising section of the meeting and to help to make the meeting process more efficient. On community engagement, it was suggested opportunities could be given for members of the public wishing to join a meeting with specific knowledge or experience to join working parties on specific items relating to their expertise.

On 10 Broadcasting and streaming of meetings – This will be discussed at Item 15.

On 11 Zoom renewal – The clerk reported that the renewal of the zoom subscription for £143.88 has been paid.

On 13 Any Other Business –

- a) Cattle Grid on Pengwern Common – the clerk has reported this to Swansea Council but has not heard back, the clerk to chase up.
- b) Vacancy on Board of Governors at Pennard Primary – The clerk to chase up with the clerk to Pennard Community Council.

6. Reports from Members

None

7. Planning Application

Application No. 2022/0989/TCA

Location: Grass verge adjacent to Brookvale Ilston SA2 7DL

Proposal: Works to trees in Ilston Conservation Area

Applicant: Not stated

After discussion no objections were raised.

8. Financial Statement

Noted transactions since the last meeting are as follows:

Debit –

19/04/2022	C Toft	£226.00
19/04/2022	Wales Audit Office	£245.00
17/05/2022	Gower Heritage Centre (Zoom Subscription)	£143.88
17/05/2022	C Toft	£226.00
Total:		£840.88

Credit –

29/04/2022	Swansea Council	£1755.00
Total		£1755.00

Therefore –

Balance:

£3,843.72 Current Account
£3,338.76 Saving Account

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

It was agreed by all members present to pay the invoice to the village hall for rent for £90.

It was agreed by all members present to split the £500 originally earmarked for the VE Day celebrations between the three events happening in the area. The amounts of each split will be decided at the June meeting. It was agreed by all members present that the clerk to contact Three Cliffs Nursing Home to enquire into whether they are also having Jubilee Celebrations. It was agreed by all members present that the community council also make a donation to these celebrations.

9. Insurance Renewal

The Clerk obtained two quotes from the existing provider, Zurich and also from BHIB and sent them to the members, before the meeting, in the form of a comparison table comparing them to last year's policy. She also sent all the policy documents. After discussion, it was decided to renew on the same basis as last year's policy at a cost of £167.44. It was felt that some of the extra risks covered by the other policies were not applicable to the needs of the community council.

10. Acceptance of Office Forms

All members completed and signed the 'Acceptance of Office' forms which were then witnessed by the clerk.

11. National Salary Awards for Clerks for 2021/2022 and Review the Clerk's Contract

The clerk sent her original contract, the One Voice Wales standard contract and the latest National Association of Local Councils pay scale for clerks for consideration at the meeting. After discussion, during which the Clerk left the room, it was agreed to transfer the clerk onto the OVW standard contract and also to move the clerk from point 11 to point 15 on the pay scale. This equates to an increase of £1.15 per hour from £11.30 to £12.45. The clerk also submitted her hours worked for the year, the average is approximately 24 hours per month. After discussion, members agreed to increase the clerk's hours from 20 hours to 24 hours per month.

12. Resending the Traffic Survey

Mr Williams from Tourism Swansea Bay reported that he had received 47 responses to the survey and would provide a summary to the clerk. It was felt by all members that this was a good response as the mailing list reached approximately 160 residents and there was therefore, no need to re-send the survey.

13. Members Training

Cllr Helen James agreed to be the training co-ordinator for the council and to keep a register of who has completed what training. It was agreed by all members present that the clerk contact One Voice Wales to ask if they have a template for training plans. It was agreed by all members present that Cllrs Church, Ponting and James form a working party to look at setting up training plans and to see that all bases are covered in terms of training. The training plans need to be published by November.

14. Co-option to fill empty seats on the community council

It was agreed by all members present that Cllr Church be given the authorisation to give notice of the council's intention to co-opt a person or persons on to the council. It was agreed by all members present that the co-option vacancy notices are to be put up

on the notice board in Lunnon, on the website and in as many places within the local community as possible such as the Village Hall and Shephards Shop. Interested parties are to be given 21 days from the date that the notice is put up on the website and in the community, to submit their letters of interest. These will be discussed at the June meeting. It was agreed by all members present that the clerk send out the co-option procedure to all members before the June meeting

15. Broadcasting and Streaming of Meetings

It was agreed by all members present to continue with the hybrid meeting format. It was noted that the current set up and technology was insufficient for the needs of the hybrid meeting as Cllr Ponting, who had joined via Zoom was struggling to hear all that was going on. It was agreed by all members present that once Tourism Swansea Bay come back to the council with all the necessary equipment costs. They will purchase the equipment for other uses with the Barham Centre. It was agreed by all members present that the community council will contribute towards the cost of the kit so that it can be used at the Barham Centre and also at the village hall once wifi has been installed there. It was agreed by all members that the next meeting be held at the Barham Centre but thought would have to be given to the table layout etc if the technology problems haven't been fixed by that date.

16. Rural Development Partnership Update

It was agreed by all members present to suggest that the village hall committee could apply to the RDP for the cost of installing wifi.

17. Correspondence

To receive any correspondence – It was agreed by all members present to compile a policy on the criteria for what material is advertised on the Community Council website. Cllr Pleydell and the clerk are to meet with Lucas from Tourism Swansea Bay to look at updating the website with a view to Cllr Pleydell taking responsibility for the website maintenance.

- a) Email received on 19th April from One Voice Wales, containing a Planting for Pollinators Booklet from the Botanic Gardens and Nature Conservation Wales. It was agreed by all members present that the clerk upload it to the website and to send out on the mailing list.
- b) Email received on 11th May from One Voice Wales advising that a workshop has been planned at the Environment Centre on 8th June to discuss climate and nature emergencies in the areas that we serve. Cllr Mobbs to attend.
- c) Email received on 24th May from Jon Clemens-Mann regarding the relaunch of the TV show Cash in the Attic and asking the CC to advertise it on the website and in the local community- It was agreed by all members present that whether or not to comply with the request should be decided after the criteria for advertising on the website has been looked at.

18. Any Other Business

- a) Cllr Griffiths reported that the hand rail on the bridge leading to Ilston church has been mended.
- b) Spraying of Lane and verges on Old Drover's Road – It was reported that the verges of the Old Drover's Lane from Three Cliffs Campsite, through the woods, to Parkmill has been sprayed with weedkiller, turning everything brown. It was agreed by all members present that the clerk to contact the Rights of Way team at Swansea Council to ask if it is their policy to spray areas in this way.

Date of next meeting. The next meeting is scheduled for Wednesday, 29th June 2022 at 7pm at the Barham Centre, Parkmill.

The meeting closed at 9.46pm

Chairman.