

Community Council

Minutes of Meeting held on 27th July 2022

At a meeting of Ilston Community Council held at 7pm, online via zoom on Wednesday, 27th July 2022.

Present: Councillors: Mr D Ponting, Mrs A Elliott, Mrs H James, Mrs S Mobbs,
Mr S Pleydell and Mr C Bates

County Councillor -Mrs L James

Also Present: Mrs S Rodaway, Operations Director for Vocaleyes

In the Chair: Cllr D Ponting

1. Apologies for Absence.

Councillors: Cllr N Holett and Mrs J Griffiths

2. Personal Interests

None

3. Presentation on the use of Vocaleyes for community engagement – Mrs Sue Rodaway gave a presentation on Vocaleyes, an independent company, and the Vocaleyes platform itself as a collaboration tool. Sue is the Operations Director for Vocaleyes and also the Chair of Pennard Community Council. She presented using Pennard CC as an example of the tool in action. Vocaleyes has been used by Pennard CC since 2017, to engage with the community on topics chosen by the CC and allowing community members to register their own ideas. Sue indicated that they had had a 15% take up within the community and explained that it was one of several tools used to engage with the public. She also said that the tool has not presented a significant management overhead for the CC and showed examples of mini projects. She then went on to specify costs. The set-up cost is £200, this is a one-off charge and includes assistance to get up and running. There is also a monthly fee of £40 and backup and support with engagement is available at £75 per hour. She indicated that the cost was negotiable and the shouldn't be a barrier to take up. Sue ended by saying that she was happy for any questions to be sent to her and she was also happy to pop back to a later meeting to answer questions.

After the presentation and following questions and answers it was agreed by all members present to put the discussion as an agenda item for the next meeting.

4. Minutes

The minutes for the meeting held on 29th June were proposed as a true record by Cllr H James and seconded by Cllr C Bates. All members present in agreement.

5. Matters Arising

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 4(12b) Lunnon Hill – Cllr Church to update at next meeting.

On 4 (10). Parking Problems in Penmaen – The clerk contacted Huw Evans who confirmed that Cllr Mark Thomas stepped down at the last election but that Mr Mark Thomas, the Group Leader for Transport and Infrastructure is still in office. It was agreed by all members present that this item be looked at again in the October meeting.

On 4 (12) A.O.B. – Issue of double central white lines in Penmaen – This will be looked at by the Traffic Working Group.

On 4 (7) Planning Application – The Bungalow, Parkmill, SA3 2EJ – No update. It was agreed by all members present to keep a watching brief.

On (4) 5 Reports from Members – Problem of inappropriate parking and camping on Gower – County Councillor, Lynda James, reported that she will take the information about where the inappropriate parking is taking place, gathered by herself and Cllr Ponting, to the AONB forum.

On 7 Water Supply Problems – Cllr Ponting emailed Mr Taylor from Welsh Water regarding the Fair Water scheme. This scheme allows greater remuneration for people who have suffered numerous supply outages by removing the water rates for the duration of the problem. Cllr Ponting also asked for a schedule of work agreed at the meeting. He is awaiting a response.

The minutes of the meeting were drawn up by Cllr Griffiths and Cllr Church. It was proposed by Cllr Pleydell and seconded by Cllr Ponting that the minutes be distributed to residents on the mailing list. All members present agreed.

On 11 Welsh Government Defibrillator Scheme – The clerk has sent the owners of Shepherd's shop, the information and contact details.

On 14 AOB –

b) Potholes in Furzehill Lane – Cllr H James reported that there were only a few pot holes starting at the moment. It was agreed to keep a watching brief.

On 12 Hosting of Website Renewal – Cllr Church will update at the next meeting.

On 15 AOB –

d) Cllr H James reported that the missing signs have been replaced but the damaged sign saying Not Suitable for Lorries, hasn't been replaced. The clerk will contact Mr Avo to ask for an update.

On 7 Planning Applications – Application No. 2022/0615/FUL at Ivy Cottage Caravan Site Penmaen, for the siting of toilet and shower facility and chemical disposal – A response was received from Chris Healey, the Area Team Leader. He said that following investigation, he could confirm that no breach of

planning control had occurred as the works undertaken did not amount to development that requires planning permission. He stated that the access point from the A4118 and the track across the field, had existed for at least 12 years (although the track was previously only driven through grass) and therefore, immune from any enforcement action. He also stated that the clearing of trees and shrubs at the historic access point does not require planning permission. The response was noted by the community council.

On 8 Feedback on the new Local Government and Elections Act (Wales) 2021 – The clerk has sent the simplification guidance document to all members.

On 13 Any Other Business –

- a) Cattle Grid on Pengwern Common – it was reported that the cattle grid has been cleaned out.

On 8 Financial Statement – a) Once the payment details and receipt have been received from Cllr Mobbs, it was agreed by all members that the clerk to facilitate the payments.

On 12 Resending of Traffic Survey – Cllr Pleydell reported that the Traffic Group has been set up and will analyse the data. Cllr Pleydell compiled a draft traffic document and it was circulated to members before the meeting. The document listed funding possibilities. The option of putting a mirror opposite the junction of Lunnon Hill with the A4118 to aid with visibility was discussed. After discussion, it was agreed by all members present that Cllr Pleydell add the idea to the list of possible ideas of what can be done along the A4118 to help with traffic flow and safety

On 17 Correspondence –

- a) Planting for Pollinators booklet – the clerk reported that this has been sent out on the mailing list and uploaded to the website.

On 18 AOB – b) Caroline Gregg, from the Countryside Access Team replied to the clerk that she will take a look at this after meeting with Cllr Mobbs to look at the issues with the pathway in Parkmill (see -On 17 of Matter Arising).

On 6 Reports from Members – a) Road Closures for the Ironman Event, 7th August – Cllr L James reported that she had attended the meeting with the organisers of the event. She reported that the organisers have known since last November when and where the event was taking place. Tracy McNulty, Head of Culture, Tourism, Marketing and Special Events at Swansea Council said they were not interested in consulting with local communities and businesses as they had no intention of acting on it. The event is to happen for the next three years. Next years event is scheduled for 16th July. The organisers were asked if they would consider moving the event outside of the peak holiday season but they said no as it didn't fit in with the schedule of events taking place in the rest of the UK. The organisers commented that there were always teething problems during the first event but after that people were happy with it. Cllr Pleydell commented that Swansea Council, in agreeing to this event, had seriously misread the level of discontent within the communities of Gower over this event.

Cllr James said that there were many small businesses represented at the meeting and they were upset as they would lose custom on that day and many wouldn't be able to open anyway as their employees couldn't get to work due to the road closures. It was agreed by all members present that the clerk contact Huw Evans to ask for the details of the next Community Council Forum and ask how Ilston Community Council can join, as all the community councils on Gower should work together on this.

On 8 Financial Statement – The clerk reported that the internal auditor had been paid and the contribution of £100.00 had been donated to the Friends of Gower Commons.

On 9 Audit Return for the year ending March 31st 2022 –The clerk reported that the Audit Return had been signed by herself as RFO and the chairman directly after the last meeting and posted to Audit Wales the following day. The Audit Return was also submitted electronically by email.

On 10 Sewage Outfall at Parkmill – The clerk emailed Welsh Water and National Resources Wales (NRW). Welsh Water replied that they needed more information. After gaining permission, the clerk sent them the contact details for Cllr S Mobbs who first reported the problem so that they could liaise. The clerk had an acknowledgement from NRW but is awaiting a full response.

On 12 Signing of the clerk's new contract with new payscale and hours worked per month – The clerk's contract has been updated and signed by the chairman.

On 13 Extra hours worked by the clerk from June 2021 to May 2022 – The clerk has been paid the first instalment for the extra hours and will receive the remainder in July. The payments were split into two for tax purposes.

The clerk reported that she had worked 27.5 up to the start of the meeting this month.

On 15 Cost of the replacement emergency phone at Three Cliffs and line rental – Mr Peter Beynon got back to the clerk with approximate costings for the line rental but will investigate further to establish the exact costs.

On 17 Issues with footpaths in Parkmill – Cllr Mobbs is meeting with Caroline Gregg from the Countryside Access Team to look at the state of the footpath.

On 18 Broadcasting and Streaming of Meetings – Cllr Ponting attended the Swansea Area Committee Meeting and Paul Egan from One Voice Wales, confirmed that only audio is needed and not video conferencing to meet the requirements of the new act.

On 20 Correspondence –

2. RNID's Living Well with Hearing Loss project – the clerk wrote to the RNIB and was sent electronic copies of the posters for this project, the links to which she has uploaded to the website in PDF format. The clerk to ask Lucas from TSB to assist in putting them on the website as visible posters and not just links to them.

- a) The clerk has sent out the Local Places for Nature grant scheme information.
- b) The email received by Dr J Williams will be looked at by the Traffic Working Group.
- f) The consultation on Shaping Wales' Future has been sent out on the mailing list and uploaded to the website.

On 21 Any Other Business –

- a) The clerk to contact PCSO Andrew Brown and to see what meeting he is available to attend. Cllr Lynda James to send the contact details for the new PC, Simon Chadwick to the clerk who will pass it on to Cllr Bates to liaise about traffic issues.
- b) The Activities Register was be discussed at item 9 and 10 of the main agenda.

6. Reports from Members

- a) Cllr Pleydell reported that the rocks, placed by the National Trust to block access to their carpark near Tor bay in Penmaen, have been moved. It was agreed by all members present that Cllr Ponting contact the National Trust to report the issue.
- b) Cllr H James reported that a couple of days before the meeting, a caravan was illegally parked in a lay-by on the road from Fairwood Common to Ilston, very early in the morning. Cllr L James to record this incident and report back to the AONB Forum.
- c) Cllr Ponting reported that he had met with Cllr H James and Cllr Bates to go through how to record the activities of members. It was agreed that if anyone goes to an event or meeting they then give a short summary at the next full monthly meeting.
- d) Cllr Ponting reported that he attended the Swansea Area Meeting. The main points were as follows:
 - They went through Operation London Bridge, the plan for when the queen passes away and how community councils deal with it. The Lord Lieutenant will send out a toolkit on the procedures that must be followed. Paul Egan will also circulate the OVW document on Operation London Bridge.
 - The Lord Lieutenant of Glamorgan, Louise Fleet, is raising awareness of the Queen's honours system and is pass on any nominations made by community councillors to Buckingham Palace.
 - There are two free places on every training session run by OVW for each community council.
 - The Annual Report needs to be completed as soon as possible after the AGM. The Chairman will prepare this over the summer.
 - Paul Egan was promoting the use of the Financial Toolkit and urging community councils to make use of it.
- e) Cllr Ponting attended the Council as an Employer training, he reported that the training was very good and refreshed his memory. OVW provide Job descriptions, specifications and contracts for council employees and provide support and advice on matters such as discipline, appeal, health and safety, training and performance development and defensible decision making. Cllr Ponting told the clerk to ask for any training that she feels is needed.
- f) Cllr Ponting reported that sewage is leaking into a resident's garden on North Hills Lane. It was agreed by all members present that Cllr Ponting liaise with the clerk to write to Welsh Water.
- g) Reported by Cllr Ponting that the residents of Hunter's Lodge have opened a café in their garden – It was agreed by members present that the clerk contact Environmental Health and the Planning Department to ask if they have all the necessary permissions and licenses in place to operate a café.

7. Planning Applications

Cllr Elliott reported that no planning applications had been received. Cllr L James reported that she had received notice of an application in the area and agreed to send it onto the clerk so she can forward out to members to look at before the next meeting.

8. Financial Statement

Noted transactions since the last meeting are as follows:

Debit –

22/07/2022	Mr Ron Dolbear	£75.00
21/07/2022	C Toft	£798.80 *
21/07/2022	Friends of Gower Commons	£100.00

Total: £973.80

- Clerk's Pay - £798.80 consists of normal monthly amount of £298.00 (24hrs at £12.45 p/h), plus £500.00 of the back pay agreed at the last meeting (71hrs at £11.30 p/h =£802.30), the remainder, £302.30 will be paid as part of the July payment. This was done on the advice of the Mr Bryant, the person responsible for payroll for the council.

Therefore –

Balance:

£2,351.48 Current Account
£3,339.01 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 – None

Cllr Ponting reminded the clerk to claim for her mileage as she had to travel to meet with him to get documents signed after the last meeting and to meet with Cllr Elliott to sign the acceptance of office form.

9. Training for Members

Cllr H James presented the draft training that she and the two other members of the Training Working Group, had worked on. After a presentation from Cllr H James, it was agreed by all members present to wait for the publication of the training plan template to be published by One Voice Wales before agreeing to finalise the draft training plan. The clerk is to contact One Voice Wales to see when the template will be available.

It was agreed that it is not practical for all councillors to be trained in all aspects of the work of the council. Therefore, it was agreed, on the recommendation of the Training Working Group, to split the work of the community council into nine key areas. One councillor can then be trained up and become the lead councillor for that area.

The areas and lead councillor were identified are as followed:

1. Council Chair - Cllr Ponting
2. Planning – Cllr Elliott said she would like to see what is involved in the role before agreeing to become the lead.
3. Environmental Issues – Cllr Mobbs agreed to take the lead.
4. Training – Cllr H James agree to take the lead.
5. Highways – Cllr Bates agreed to take the lead with Cllr Pleydell agreeing to be the deputy. It was suggested that Cllr Church may also want to be involved.
6. Finance – The clerk and Cllr Ponting agreed to co-lead in this area.

7. Communications and Community Engagement – Cllr Pleydell agreed to lead with the possibility that a deputy may need to be appointed.
8. Community Council Forum – It was suggested that Cllr Griffiths may want to lead in this area as she had previously agreed to be one of the community council representatives. Cllr H James to be the deputy.
9. Swansea Area Committee – Cllr Ponting agreed to lead with the possibility that Cllr Church be the deputy.

Cllr Ponting will contact Cllr Church and Cllr Griffiths to confirm if they agree to take on the roles assigned.

After discussion it was agreed that, as a record of training of councillors need to be publicly available, councillors attending training will pass on the details to Cllr H James to update the master copy of the record and pass it on to Cllr Pleydell to upload to the website.

10. ICC Activities Record

Cllr H James presented the ICC Activities Record which was distributed to members before the meeting. The record has been worked on by the Training Working Group. Its aim is to provide a record of what councillors are doing within the community council and for their communities and will be a very useful tool when compiling the Annual Report. The activities register will record activities under a number of heading in a spreadsheet format.

After discussion it was agreed by all members that:

- The clerk will keep a record of the different working groups and who is on them. Each member is to email the clerk to let her know what committees or working groups they are on.
- Cllr H James will maintain the Activity Record and will send a snapshot to Cllr Pleydell every couple of months for inclusion on the website.
- The chair of each subgroup to regularly update the Activity Register by sending the details to Cllr James of any significant outputs of their activities and relevant outcomes e.g. speed monitoring was carried out by GoSafe resulting in traffic now moving more slowly along the relevant stretches of road.
- It was agreed by all members present to review this in three months.

11. Update from the Traffic Working Group

Cllr Pleydell reported back to the full council on the work carried out by the Traffic Working Group to date. A meeting was held on 26th July and included Cllr Bates, Cllr Church, Cllr Mobbs and Cllr Pleydell. The focus was to set the scope, agree how to work together and to establish some immediate actions. These actions are:

- Gathering data – the community council now has access to new traffic monitoring data supplied by the Speed Indicator Device installed in Parkmill (over 150,000 vehicles passed it, eastbound, in the last 6 months). Other data has been supplied by the results of the Traffic Survey carried out a couple of months ago. Further data has come from the Road Closure Survey sent out by Tourism Swansea Bay. This information is held by Cllr Church. Cllr Bates is to contact PC Simon Chadwick and

PCSO Andrew Brown to establish who to approach in South Wales Police for Road Traffic Accident Data.

- Understanding the process and criteria by which Swansea Council evaluates requests made to Highways for road changes. Cllr Pleydell to follow up via our AONB Officer to establish the appropriate contacts in Highways.
- Collaboration with other CC's -To establish which other community councils are trying to make similar changes, which have been successful. Cllr Mobbs will ask the Community Council Forum representatives to identify contacts within other community councils.

After the presentation from Cllr Pleydell and discussion, it was agreed by all members present to give the Traffic Working Party permission to use their judgement in who to approach or liaise with to ask for help or to ask for answers to traffic issues.

12. Website and Communications

Cllr Pleydell prepared a short report that was distributed to members before the meeting. The actions and proposals from the report were then reviewed by members. The action of putting all the councillors' names, contact details and interests onto the website has been achieved. This fulfilled actions 1a and 1b of the report.

After discussion it was agreed by all members present –

1. To split the actions in the report prepared by Cllr Pleydell into immediate and long-term actions to priorities what the community council tackles first.
2. To remove all out of date events information from the website.
3. That the topic, 'Good News' stories/achievements be subsumed within the Activities Record and any item of good news or major achievement to be put out on the website, actioned by Cllr Pleydell.
4. Documents describing how we work as a CC should be added to the website, including the Code of Conduct and Standing Orders, together with the Training Plan and Activities Register. The clerk to provide Cllr Pleydell with the latest versions of the documents and Cllr Pleydell to update the website.
5. The clerk to use her discretion on what to put out on the mailing list, from email correspondence received, without prior agreement from ICC. Cllr Pleydell to upload to the website items shared by the clerk.
6. Cllr Ponting to compose a paragraph from the chairman of the community council for the website.

Cllr Ponting, as Chair, thanked Cllr H James and Cllr Pleydell for their efforts on training, traffic and communications.

13. Bus Shelter at Tor Bay car park

Cllr Ponting confirmed that this has now been fixed.

14. Finance and Government Toolkit

The toolkit contains some very useful tools and information. Cllr Ponting asked all members if they could familiarise themselves with it over the summer.

15. Budget Update

The clerk presented an update on what had been spent so far during this budget, the document was shared with all members before the meeting. It was agreed that the clerk make the payments for the jubilee events once the receipt is received from Cllr Mobbs.

16. Broadcasting and Streaming of Meetings

No update. Cllr Church to update at the next meeting.

17. Update on the RDP

No update. Cllr Church to update at the next meeting.

18. Correspondence

Correspondence received and noted:

1. Clerks and Councils Direct, July 2022, Issue 142

Emails received have been passed onto council members and noted.

- a) Received from One Voice Wales (OVW), 6th July 2022, Sustainable Steps Wales: Action grants from £10,001 to £35,000 to address climate change in communities and help people live in a more sustainable way. It was agreed by all members present that the clerk forward this information to Cllr Mobbs as the Lead councillor for Environmental issues.
- b) Received from Sam Whitehouse, 6th July 2022, Invitation to Place Plans Research. Mr Whitehouse is looking into the current extent of Place Plans in Wales and assessing the challenges faced by communities to engage in the process. He attached a short survey.
- c) Received from Tourism Swansea Bay, 11th July 2022, Draft Survey concerning road closures in Swansea and Gower. This is being sent to all community councils to ask if they would survey their residents so that the information can be collated by TSB and used to communicate effectively with Swansea Council on the impact that such events are having on businesses and residents. This can then be considered when planning future events. It was agreed by all members present that the clerk send this out to all residents on the mailing list.
- d) Received from Katie Powis, Stakeholder Engagement Officer, 11th July 2022, Welsh Government 'Keep Wales Safe' 'Help Us Help You' communications toolkit. It was agreed by all members present that the clerk send this out to all residents on the mailing list.

- e) Received from OVW, 12th July 2022, 'It's for Them' campaign aiming to increase awareness of people who manage grass cutting and of the benefits to wildlife etc of cutting less. It was agreed by all members present that the clerk send this out on the mailing list and to Cllr Mobbs to look into.
- f) Received from OVW, on 13th July 2022, Welsh Government CADW Historic Buildings Grants 2022/2023. The clerk to forward the information to Mrs M Kingham and Cllr Church to forward on to the relevant places of worship.
- g) Received from OVW, 14th July 2022, Extending the Well-being and Future Generations Act's well-being duty. The consultation seeks views on extending the well-being duty on named public bodies. The consultation also seeks the views on the opportunities for bodies not subject to the act. The consultation runs until 20th October 2022.
- h) Received from OVW, 20th July 2022, Innovative Practice Conference to be held on 14th September 2022. The theme is 'Gearing Ourselves Up to Provide for Successful and Vibrant Towns and Communities.
- i) Received from Mike Scott, Gower AONB Officer, Gower AONB is launching the Landscape and Biodiversity Enhancement grant scheme. It was agreed by all members present that the clerk send this out on the mailing list and to Cllr Mobbs to look into.
- j) Received from Ann Dymock, Service Co-ordinator for We are Versus Arthritis, Arthritis Care and Research. They are hosting a free online session on 10th August on gadgets and adaptations used by people with arthritis and other musculoskeletal conditions. It was agreed by all members present that the clerk send this out on the mailing list

19. Any Other Business

- a) Raised by Cllr L James, she has an Environment budget and is asking for ideas for what we need in the community. She asked that members send her ideas as soon as possible so that she can decide what to priorities. It was agreed that members would email Cllr James with ideas and copy in the community council.
- b) Raised by Cllr L James who attended a Sustainable Transport session and is asking for ideas and opportunities to implement sustainable transport in the ward. She is in the process of putting together an expression of interest for funding to extend the twice weekly bus service from Bishopston to Mumbles as far as Nicholaston. It was agreed that members would email Cllr James with any issues or suggestions.

Date of next meeting. The date of the next meeting is to be confirmed. It will be held at the Barham Centre, Parkmill and online via zoom at 7pm.

The meeting closed at 9.45pm

Chairman.