

# **Ilston Community Council**

## **Minutes of Meeting held on 11<sup>th</sup> January 2023**

At a meeting of Ilston Community Council, online via Zoom at 7pm on Wednesday, 11<sup>th</sup> January 2023.

**Present:** Councillors – Mrs. H James, Mr S Pleydell, Mr C Bates, Mr R Church, Mr N Huffer, Mr N Hollett, Mrs A Elliott, Mrs. S Mobbs, Mr D Ponting and County Councillor Mrs L James.

Cllr Ponting left at 7.20pm.

**In the Chair:** Cllr R Church

### **1. Apologies for Absence**

Councillors: Cllr D Ponting apologised for leaving the meeting as he had technical difficulties.

### **2. Declaration of Personal Interests**

Cllr H James declared an interest in pre-planning applications, 2022/2317/PRE. Cllr Church declared an interest in Item 4a – To consider any invoices or accounts for payment, as he is the chairman of Tourism Swansea Bay. Cllr Pleydell declared an interest in pre-planning application 2022/2519/PRE, as he is a close neighbor. Cllr Hollett declared an interest in Item 12 – Correspondence, as he is linked to a charitable trust where the Community Council could apply for funding. The councilors would not take part in the decision making on the items that they have declared an interest in.

It was agreed to move to item 7. Matters Arising and to approve the minutes once this section had been completed.

### **7. Matters Arising**

**On 4 (5,15) AOB – Road Signs at Pengwern Common/ Lunnon Hill junction-** It was confirmed by Swansea Council that the sign posts have been replaced. Cllr H James also confirmed that the finger posts have also been replaced.

**On 4 (5, 18) Footpath in Parkmill** – No update.

**On 4 (5, 6) Report from Members** – Iron Man Meeting – Cllr Church reported that that two alternative routes have been suggested to Swansea Council and the organisers of the Ironman event. These are:

Route 1 – Three circuits of Welshmoor, leaving the North Gower Road open;

Route 2 – One big loop of Gower, going through Mawr and Morryston, again leaving the North Gower Road open.

On 4 (5, 10) Sewerage Outfall at Parkmill – No update.

**On 4 (5, 21) AOB** – Contacting the local police to come to a meeting – The clerk reported that she had been in contact with Sergeant Simon Chadwick who agreed to try and come to a meeting in the near future. It was agreed by all members present that the clerk let him know the dates of the February and March meetings.

**On 4 (5, 18) Correspondence – a) Sustainable Wales Grant** – It was agreed by all members present to discuss this at the next monthly meeting.

**On 4 (4, 19) – AOB a) Environment Budget** – Cllr Hollett reported that he has had a quote for a lime tree for £60. This was agreed by all members present. It was stipulated that this would come out of this year's budget.

- **Maintenance Team** – Cllr L James and Cllr Mobbs reported that the piles of leaves at the bottom of Sandy Lane have been cleared up.

**On 4 (5) Reports from Members – a) Accident on Lunnon Hill-** Cllr L James reported that she is waiting to hear if the farmer who owns the land at the top of the hill agrees to the siting of a sign on their land. It was agreed by all members present that the clerk follow this up and report back at the next meeting.

**On 4 (4, 6) – Planning –**

- **Application No. 2021/3250/FUL** - Land south of Furzehill Green, Parkmill – This will be looked at under Item 11.
- **Gower Society Aerial Survey No. 30** – No update.
- **Three Cliffs Campsite Yurts and Car Parking Issues** – No update.

**On 4 (4, 12) – Replacement of Emergency Phones at Three Cliffs Bay** – This will be discussed under Item 6.

**On (4) 13 – Non-Collection of Green Bags in Lunnon** – No update.

**On 4 (14) – Discussion on the use of Vocaleyes for Community Engagement** – Cllr Church reported that he has been liaising further with the Gower Inn. After discussion it was agreed by all members present to schedule a Councillor Surgery for Tuesday 21<sup>st</sup> February. Cllr Church and Cllr Mobbs agreed to attend. Cllr Church agreed to facilitate the production and distribution of flyers in the community.

**On 4 (4, 17) – Correspondence –**

a) **Local Community Councils' working collaboratively** – No update.

c) **Section 6 Biodiversity and Ecosystem Resilience** – it was agreed by all members present that this be considered at the next monthly meeting.

e) **Local Places for Nature** - it was agreed by all members present that this be considered at the next monthly meeting.

**On (4) 18 – Any Other Business – a) Parkmill Signage** – Cllr L James reported that the new signage has been put up in Parkmill and Nicholaston.

**On 4 (4, 6) - Reports from Members** – Community Bus – Cllr L James reported that she is looking to register the bus as a service and to get the money back from Welsh Government for bus pass holder. She also reported that travelers without a bus pass will have to pay.

It was agreed that a reminder of the community bus be put on the flyer advertising the councilor surgery. Cllr Pleydell will also put this on the website.

- Mumbles Triathlon Event – The clerk reported that Stuart Rees, the Cleansing Operational Area Manager had responded to say that his department had found a very faint arrow at the bus stop and he will arrange for it to be removed. He asked that the community council send him a route to follow to look for anymore arrows as they didn't have time to just drive around looking. It was agreed by all members present that the clerk contact the organiser of the Mumbles triathlon to establish the route taken so that the Cleansing Department of Swansea Council can check for remaining arrows on the roads.

**On (4) 7 - Planning Applications** - Application No. 2022/2317/PRE, Furzehill House, Ilston, SA2 7LE, Cllr James declared an interest in this item. It was reported that the application was still at the pre-app stage.

**On (4) 9 - Training for Members** – It was agreed by all members present to look at training costs during the budget.

**On (4) 12 - Website and Communications** –

**3) Data Sharing** – Cllr Pleydell reported that not all councillors have logged on to Google Drive as yet. It was agreed by all members present that all councillors do so. It was reported that additional authorisation was needed so Cllr Pleydell agreed to look into this issue. It was also agreed that the clerk log-on to view the documents.

**On (4) 14 - OVW/SLCC Conference** – It was agreed by all members present that the clerk contact OVW to ask if a follow up report is available.

**On (4) 16 - Parking Problems in Penmaen** – Cllr L James reported that no date had yet been set for the next meeting of the Gower AONB Forum.

**On (4) 17- Correspondence** -

- b) Received on 4<sup>th</sup> October from Endurance Life regarding their annual Trail Running Events which took place in Gower on November 5<sup>th</sup>. –The clerk responded to Endurance Life to ask if all litter and signage could be removed after the events in future. They responded to say that they had implemented many measures to ensure that litter was picked up and removed. They reported that they had been made aware that some signage had been left over from a previous event and efforts were made to remove it and also that Swansea Council had been contacted to make them aware. They thanked the clerk for getting in touch and said that the community council's request would not go unnoticed. They also commented that they are always trying to improve what they do and the impact they have on local communities.

d)Received on 21<sup>st</sup> October 2022 from Bob Oliver, regarding an update for stakeholders on Swansea Airport – A further update was received from Mr. Oliver on 9<sup>th</sup> January, he reported that Swansea Council had removed the consideration of the future of the airport from the agenda for the cabinet meeting scheduled for 15<sup>th</sup> December. After consideration of the email, it was agreed by all members present to put this item on the agenda for February’s meeting.

**On 5. Co-option**– this will be discussed under Item 8.

**On 6. Reports from Members –**

1. **Town and Community Council Forum** – The clerk enquired into the free training offered by Swansea Council for community council members. It was agreed by all members present that the clerk follow this up.

**On 7. Planning Applications –**

1) Application No. 2022/2537/PRE, pre-application for either a static caravan or log cabin for agricultural purposes at The Quarters, Furzehill, Ilston SA2 7LE. The clerk reported that responses received by members had been reported to Swansea Planning Department.

2) New road at The Willows, Willoxston, SA2 7LQ – the clerk received an update from the case officer, Emma North on 15<sup>th</sup> December. Ms North reported that she intended to visit the site the following week and that she had written to the owners requesting details of their occupancy and the works carried out. Once a response has been received she will determine whether a breach of planning has taken place and whether the council would act. She said she would update the community council once investigations were complete.

3) Pre- application consultation for a Planning Application at Three Cliffs Bay Holiday Park, North Hills Lane, Penmaen, SA3 2HB – it was reported that on consideration of the planned development, a response was put forward to Savills.

6) Kittle Hill Poultry Farm – The clerk reported that responses received from members had been reported to Swansea Planning Department.

7) Application No. 2022/2519/PRE, pre-application enquiry for a detached dwelling at Mulberry Hill Penmaen Swansea SA3 2HQ – This will be looked at under Item 10.

**On 8. Financial Statement** – The following invoices, agreed at the November meeting, were paid:

- £298.80 to C Toft for October Salary
- £298.80 to C Toft for November Salary
- £30 to Cllr Ponting for flowers for Cllr Griffiths
- £145 OVW for Training

- £70.97 to C Toft for spending incurred for stationary, postage and printing

- £30 for Village Hall use

Total = £873.57

The Clerk's overtime hours and back pay will be included in the December pay.

**On 9. Budget** – This item is discussed under Item 5 on the agenda.

**On 10. Training for Members** – This will be discussed under Item 5 on the Budget

**On 11. ICC Activities Record** - After discussion, it was agreed by all members present to look at how the record is viewable on the website. Producing a summary was put forward as a suggestion.

**On 12. To consider the update from the Traffic working party** – After feedback from Cllr Bates and Cllr Pleydell, it was agreed that the draft report be sent out to members for comment after checking the details with Cllr L James and Cllr Ponting, along with the video compiled by the working party as an aide memoir to the particular traffic issues in our area.

**On 15. Biodiversity and Ecosystem Resilience Duty** – Cllr Huffer reported that he had forwarded the Pennard Community Council Biodiversity Report to all members. He reported that this document gives an indication of what Ilston CC could look at in their report. All members to look at the report in order for it to be discussed at the February meeting.

**On 16. To receive any correspondence** –

c) Received 14th November 2022, from One Voice Wales, regarding new guidance on Bullying and Harassment in Councils - It was agreed by all members present that this be considered during the February meeting.

**On 17. Any Other Business** -

- b) Restricting Heavy Vehicles on Mill Lane, Parkmill – Cllr L James reported that a TRO would be needed to achieve this. It was agreed by all members present that she looks into approximate costs.
- c) Grant Applications to Update the Barham Centre Kitchen – Cllr Church reported that a grant application needs to be completed for the kitchen refurbishment and asked for any help from members to complete the forms.
- d) Isolated Community Members – After discussion, it was agreed by all members present that the clerk look into funding availability and to ascertain what assistance is available.

### **3. Minutes**

The minutes for the meeting held on 26<sup>th</sup> October were proposed as a true record by Cllr C Bates and seconded by Cllr S Mobbs. All members present in agreement.

### **4. Financial Statement**

Current bank balances (as of 11/01/2023):                      Current A/C =3280.85

   Savings A/C =3341.90

- 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 invoices from Tourism Swansea Bay for £100 (membership) and £240 (Website Maintenance and cost of domain name).
    - the invoice from Swansea Council for the costs incurred by the May 2022 Election of £481.18
    - the invoice received from OVW for training of £35.00
  - Received from 5/12/22, from Wales Air Ambulance, 2022 appeal letter, appealing for a donation to continue their life saving work – it was proposed that this be looked at at the February meeting to come out of the 2023-2024 Budget.

### **5. The Budget for the year ending March 31<sup>st</sup> 2024**

Item	2021/2022 Budget set in January 2021 (£)	Actual Spending as at 31/03/22 (£)	2022/2023 Budget Set at 01/12/21 (£)	As of 02/01/23 (£)	Agreed payments up to 31/03/2023 (£)	2023/2024 Budget Set 11/01 2023 (£)
<b>Income (Precept)</b>	<b>£5460.00</b>	<b>£5460.00</b>	<b>£5265.00</b>	<b>£5265.00</b>	<b>£5265.00</b>	<b>£6688.50</b>
<b>Other Income (Funding)</b>						
<b>Expenditure</b>	<b>Expected £</b>	<b>£5985.50</b>		<b>£4668.76</b>		
<b>Employees</b>						
Clerk Salary	2712	3063.00	2712	<b>3273.10</b>	<b>1633.63</b>	<b>3873.60</b>
PAYE	0	5.60	6.00	<b>0</b>	<b>0</b>	-----
<b>Administration/Office Expenditure</b>						
Computer, Printer and Equipment Maintenance	50	120	120	<b>0</b>	<b>50</b>	<b>200</b>
Telephone and Internet	210	120	210	<b>0</b>	<b>180</b>	<b>240</b>
Stationary, Printing and Postage	200	72.46	200	<b>70.97</b>	<b>29</b>	<b>100</b>

Item	2021/2022 Budget set in January 2021 (£)	Actual Spending as at 31/03/22 (£)	2022/2023 Budget Set at 01/12/21 (£)	As of 02/01/23 (£)	Agreed payments up to 31/03/2023 (£)	2023/2024 Budget Set 11/01 2023 (£)
Newsletter and advertising	500	0	500	0	200	100
Petty Cash	50	0	0	0	0	-----
Zoom		120.00	0	143.88	0	150
<b>Insurance</b>	170	167.44	170	167.44	0	200
<b>Election Costs</b>	0	0	225	0	481.18	0
<b>Members Costs</b>						
Expenses	200	0	200	38.37	0	100
Training (inc Clerk)	500	0	500	145	355	400
Chair's Allowance	0	0	0	0	0	
<b>Premises Costs</b>						
Hall Rent and Electricity	180	0	180	120	0	300
Hedge cutting	15	0	15	0	0	0
Asset Maintenance	500	0	500	0	30	200
<b>Services and Subscriptions</b>						
Tourism Swansea Bay membership	100	0	100	0	100	100
Website Maintenance and cost of domain name	240	0	240	0	240	240
One Voice Wales	90	173.00	90	0	90	90
Information Commissioner	35	35	35	35	0	35
Internal Auditor	75	75	75	75	0	100
Audit Fees	350	0	350	*245	350	350
Webinars and Conferences	0	54.00	0	0	0	0
Traffic Control Measures	0	1500	1500	0	0	0
<b>Grants and Donations (including those under s137 of Local Gov Act 1972)</b>						
VE Day Celebrations	500	0	0	0	0	0
Queens Platinum Jubilee	0	0	500	500	0	0
Friends of Pennard Library	100	100	100	0	100	100
RNLI Three Cliffs Lifeguard	250	0	250	0	0	0
Gower First Responders	250	250	250	0	250	250

Item	2021/2022 Budget set in January 2021 (£)	Actual Spending as at 31/03/22 (£)	2022/2023 Budget Set at 01/12/21 (£)	As of 02/01/23 (£)	Agreed payments up to 31/03/2023 (£)	2023/2024 Budget Set 11/01 2023 (£)
Swansea Council Gower Sunday Bus Service	0	0	0	0	0	0
Charitable Donations	1000.00	250	1000	100.00	0	100
<b>Total Expenditure</b>	£8277.00	£5931.50	10,028.00	£4913.76	£4088.81	7228.60
<b>Earmarked Reserves for this budget</b>	£2817		5843.00			540.10
<b>Budget Requirement (Precept) for the Year</b>	5460.00		5265.00			6688.50

- \*£245 paid 13th April 2022 was for 2020/21 Audit

The draft budget was compiled by Cllr Ponting, Cllr Church and the clerk and sent out to all members before the meeting. After reviewing it and subsequent discussion, it was proposed by Cllr Pleydell and seconded by Cllr Bates that the budget be set at £7228.60, this was agreed by all members present.

Total current bank balances (as of 11/01/2023): Total = 6622.75

After reviewing the current budget, spending up until 31/03/2023 was agreed at £4088.81, this was proposed by Cllr Pleydell, seconded by Cllr Bates and agreed by all members present. Therefore, the total amount left in the bank accounts would be £2533.94 (6622.75-4088.81 = 2533.94), at the end of the tax year.

The current precept is set at £15 per band D property. We have been informed by Swansea Council that we have 343 band D equivalent properties, this would give a total of £5145 (15x343 = £5145). When compiling the draft budget, Cllr Ponting and Cllr Church, proposed raising the precept to £19.50, giving a total precept of £6688.50 (19.5 x 343 = 6688.50), and to utilise £540.10 of the council's reserves. This would leave £1993.84 in total in the accounts after all payments have been made. After considering the budget and subsequent discussion, raising the precept to £19.50 was agreed by all members present.

It was agreed that the clerk complete the Precept Notification Form and send it to Swansea Council's Finance Department electronically and in hard copy. It was suggested by Cllr Hollett that the community council try using Microsoft Teams as it is free. It was agreed by all members present that Cllr Hollett and the clerk look into this. After discussion, it was agreed by all members present to allocate £400 for training cost, this is the equivalent to one training module per councillor.

Councillor L James reported that Pennard Library is financially secure at present and therefore the money allocated for this donation could be allocated elsewhere, potentially to pay for the Lime Tree in memory of the Queen.

## **6. Emergency Phone at Three Cliffs Bay**

After the consideration of the Budget, it was agreed by all members present that the community council would pursue fund raising to raise the cost of the emergency phone at Three Cliffs. It was proposed by Cllr Bates and seconded by Cllr Huffer that the decision made to finance the emergency phone from Community Council reserves, at the meeting held on 21<sup>st</sup> September 2022, be retracted. This was agreed by all members present. The clerk will therefore contact Mr Peter Beynon at Swansea Council to let him know of the decision.

## **8. Vacancies on the community council**

As the date of the January meeting was changed to 11<sup>th</sup> instead of 25<sup>th</sup>, it was agreed by all members present to extend the deadline for the submission of the completed co-option forms to 21<sup>st</sup> February, one week before the February monthly meeting.

## **9. Reports from Members**

None

## **10. Planning Applications**

### Application No. 2021/3250/FUL

Location: Land South of Furzehill Green Parkmill Swansea SA2 7LQ

Proposal: A One Planet Development comprising one detached dwelling, and associated ecological land-based enterprise and creation of three ponds (Additional information received).

Applicant: Ms R Muuns

Cllr Elliott reported on the additional information received. After discussion, it was agreed by all members present that this additional information did not alter the view of councillors since this was last considered.

### Application No. 2022/2519/PRE

Location: Mulberry Hill Penmaen Swansea SA3 2HQ

Proposal: Pre-application enquiry - Detached dwelling

Applicant: Not stated on the Pre-application Form

Cllr Pleydell declared an interest in this application. After a brief discussion it was agreed by all members present not to comment until the full application document is submitted.

Cllr Elliott reported that she was not seeing applications pertaining to the Ilston Community Council area on the weekly list posted by Swansea Council's Planning Department. It was agreed by all members present that the clerk contact planning to enquire into whether these applications are being missed from the list being received by Cllr Elliott as the planning officer.

## **11. Update from the Traffic working party**

Cllr Bates reported that the working party had been looking into traffic pinch points and problem areas and had compiled a draft report. After feedback and subsequent discussion on problem areas, Cllr Bates reported that he would check the details with Cllr Ponting and Cllr L James and then send the draft report out to members for comment. The video, compiled by the working party as an aide memoir to the area's particular traffic issues, will also be sent out to members.

After an enquiry, Cllr L James recommended that the format of the report submitted to Swansea Council be succinct and to the point. She also asked that all the information be presented in one go so that she can make decisions on how to allocate funds from her budget.

## **12. Correspondence**

Post received and noted:

1. Clerks and Council Direct, January 2023, Issue 115

Emails received and noted:

- a) Received on 1/12/22, forwarded by OVW, from [fiona@theseaweedalliance.org.uk](mailto:fiona@theseaweedalliance.org.uk) including a press release on the opportunities for seaweed farming – this has been sent out on the mailing list.
- b) Received on 6/12/23, forwarded by OVW, from Welsh Air Ambulance, Welshpool, with a link to a short video regarding proposed changes to the air ambulance service – Save Wales Air Ambulance Campaign.
- c) Received on 8/12/22, forwarded by OVW from Welsh Government concerning the Single Use Plastic Bill which was passed on 6<sup>th</sup> December 2022 – information and initial awareness raising materials for business and disabled people.
- d) Received on 15/12/2022 from Ursula Jones, Communities and Nature Project Officer for Gower AONB, she reported that contractors had cleared away the dead Japanese knotweed from Ilston Woods the day before and apologised for not giving notice as she had only just found out herself.
- e) Received on 14/12/22, from Chris Dale, the Countryside Access Team Manager for Swansea Council, regarding the Swansea and Gower Local Access Forum – It was agreed that interested members contact Cllr Church. The clerk to contact Mr Dale and inform him that the community council is interested in having a member on the group and to advise that this will be looked at again at the February meeting.
- f) Received on 15/12/22, from Michelle Langshaw from Swansea Council for Voluntary Services, attaching a poster for the community pitch events being held throughout the Swansea area in coming weeks. It was agreed by all members present to look at this and other funding options at the next meeting. It was raised that it might be possible to apply for specific project funding from the CLA Trust. The clerk will look this up and send the link out to members.
- g) Received on 22/12/22 from Jeremy Parkhouse, Democratic Services Officer for Swansea Council, regarding Swansea PSB Local Well-being Plan presentation.
- h) Received on 4/1/12 from Ann Dyncock from All of Us Versus Arthritis regarding the taster online session. This was sent out on the mailing list.

### **13. Any Other Business**

None

Cllr Church thanked the clerk for all her help with preparing the draft budget.

**Date of Next Meeting** - It was agreed by all members present that the next meeting take place on Tuesday 28<sup>th</sup> February at 7pm at the Barham Centre, Parkmill and also online via Zoom or Teams.

Meeting closed at 8.40pm