

Ilston Community Council

Mrs Charlotte Toft
Clerk to the Council
6 Belvedere Close
Kittle
Swansea
SA3 3LA

The monthly meeting of Ilston Community Council will be held on Wednesday 26th July 2023 at the Barham Centre, Parkmill, and via zoom *

<p>MEMBERS OF THE COMMUNITY ARE WELCOME TO ATTEND AND ANY MATTERS THEY WISH TO RAISE WILL BE HEARD DURING THE FIRST TEN MINUTES OF THE MEETING PRIOR TO THE COMMENCEMENT OF THE AGENDA</p>

Decisions Made

Present: Councillors - Mr D Ponting, Mrs H James, Mr S Pleydell, Mr B Beynon, Mr C Bates, Mr R Church, Mr I Brown and Mr N Huffer.

Mr I Brown joined the meeting at 7.14pm and Mr N Huffer joined at 7.17pm.

In the Chair: Cllr D Ponting

1. Apologies for absence – Councillors: Mrs S Mobbs and Mr N Hollett
2. Declaration of Personal Interests – None
3. Q&A with Kelly Jordon and Colleague from Dwr Cymru Welsh Water – The clerk spoke to Mr Geoff Green from Dwr Cymru who sent apologies on behalf of Ms Jordon and colleagues as they were unavoidable held up on the M4 and therefore unable to attend. Mr Green said that they would attend the September meeting instead but he hoped that the issue would be resolved by then. He promised to keep ICC updated.

Cllr Ponting asked for agreement to move to **Item 7. Planning Applications.** This was agreed by all members. He proposed that, as the planning application for consideration had only been received that day, a separate planning meeting be set up for early August to discuss 2023/1568/FUL at Furzehill House, Ilston SA2 7LE and also the application for a mobile home at Aldergrove, Furzehill. It was therefore agreed that a meeting with the planning leads and any other available councillors who do not have a conflict of interest in either of these applications, meet on Monday 31st July at 7pm, subject to Cllr Hollett being available to attend. It was agreed that Cllr Ponting circulate the information to members to confirm. This was agreed by all members present.

4. To approve the minutes of the monthly meeting on 28th June 2023 – The minutes of the monthly meeting were proposed as a true record by Cllr Pleydell and seconded by Cllr H James. All members present and who attended the meeting, in agreement. The minutes were then signed by the chair.
5. To consider any matters arising out of the minutes –

On 4, 18 Correspondence – a) Sustainable Wales Grant – The clerk reported that she had spoken to Cllr Mobbs who agreed to speak to Cllr Brown about mitigating climate change impacts in the locality.

On 4, 5 RFM – a) Accident on Lunnon Hill – Cllr Huffer reported that he was trying to get hold of the suitable person in Swansea Council and also that he would speak to the owner of Shepherd’s shop regarding the sign blocking visibility at the bottom of Lunnon Hill and feedback at the next meeting.

ICC received an email from a resident of Lunnon Close regarding the possibility of the land in the close becoming a meadow. It was agreed by all members present that the clerk respond to say that members had taken on board what he said and would talk to Cllr L James and put his views forward.

On 7 (6) Emergency Phone replacement at Three Cliffs Bay – It was agreed that this be put on the September agenda.

On 4, 7 (12) Correspondence –

e) Swansea and Gower Local Access Forum – It was agreed by all members present that an update on this would be given by Cllr Church at the September meeting.

On 4, 5. Reports from Members –

3) Next ‘Meet your Councillor’ evening – It was agreed by all members that a date for the next session would be arranged at the September meeting.

5) Grazing on the common - It was agreed by all members present to put this on the agenda for the September meeting.

- Footpath from Nicholaston through to Perriswood to the Penrice Estate – Cllr Church reported the Ramblers will look at any footpath if they have the time. He agreed to follow up on this and report back at the next meeting.

On 4, 16 Correspondence – e) Training dates – It was agreed by all members present that the clerk contact OVW to ask about reimbursement as Cllr Brown was unable to attend a training session due to personal circumstances. Cllr Brown to let the clerk know which session was missed.

On 4, 9 Co-option – the clerk reported that no applications had been received. It was agreed by all members present to consider the vacancy again in September. Cllr Brown reported that he had put up the notice in Ilston.

On 4, 14. Correspondence - c) Received on 4/4/2023 from Mrs J Crocker, Clerk to Pennard CC, asking for interest in joining a zoom meeting to discuss the use of Glyphosate on verges and grassed areas – It was agreed that Cllr Brown would pursue and report back.

On 4, 5 Reports from Members –

1) Benches – It was agreed by all members present that Cllr Church clarify the position of the proposed bench in Perriswood and ask whether Mr Williams would be receptive to the proposal.

On 4, 7 Financial Statement a) To consider any invoices or accounts for payments – The clerk reported that she had sent the receipts to Cllr Brown to give to Green’s. It was agreed to all members present not to go ahead with a plaque sponsored by Green’s.

On 4,9 Traffic working party – After an update from Cllr Bates, it was agreed by all members that he would speak to the relevant people at Kilvrough Manor and also to Lady Green at Kilvrough Farm to ask them to write to Swansea Council with their proposal that the speed limit along the stretch of road be dropped to 20mph and copy in Cllr Bates. It was agreed by all members present that ICC would support this proposal. It was also agreed by all members present that Cllr Bates investigate whether its possible to set up a speed monitoring device in the driveway of Kilvrough Farm.

On 4,10 Clearing ivy from roadside fences – Cllr Church reported that when this was last looked at it was discovered that the section from Forge Cottage to the bottom of Sandy Lane was part of the Highways

flooding prevention scheme and therefore the Highways Department removed the ivy. It was agreed by all members present that Cllr Bates look into this.

On 4, 11 – To contact the Local Area Coordinator Guides for Community Councils in Gower –The clerk reported that she had received a reply from Ms Aldron who had agreed to attend the September meeting. As the September meeting agenda is looking very full, it was agreed by all members that in the first instance, Cllr H James would speak to her to determine how we can work together and how she can support the community council. The clerk agreed to send Ms Aldron's number to Cllr James.

On 4, 12 Correspondence -

- a) Received on 11/05/2023 regarding Phlebotomy Services in Gower – The clerk reported that she had written again to Gower Medical Practice but had not had a response. It was agreed by all members to keep a watching brief. It was agreed by all members present that Cllr Ponting discuss this matter with other local community councils at the next Community Council Forum meeting.
- c) Received on 15/05/2023 from Bridget Stein regarding dog behaviour and the offer to put up signs – Cllr Church reported that he had spoken to the footpaths officer who has signage that can be put up in strategic places in Three Cliffs Valley. The footpaths officer will visit the area to assess suitable locations. After discussion, it was agreed by all members present that the signs should display information and warnings of the animals present in the valley e.g. cattle, horses and sheep and direct dog owners to keep their animals under control. It was agreed that Cllr Church discuss this with the footpaths officer and report back.
 - Cllr Huffer raised the point of safety signage referring to the rip tides at Three Cliffs Bay. Cllr Brown reported that new signage is in place in the village. The old signs in the bay were removed as they fell down. Cllr Beynon reported that Three Cliffs Campsite advise customers to visit the lifeguard station in the bay for safety advice and also that they also advise on the dangers of the riptides. It was agreed by all members present that Cllr Ponting speak to the RNLI about safety information signage on the side of the lifeguard station to ensure the information is available when lifeguards are not in attendance.

On 5 Reports from Members -

- 1) Cows along the A4118 in Parkmill coming over from Pennard, getting into and eating residents' gardens and also into the Heritage Centre – After discussion, Cllr Huffer agreed to speak to the Gower Commons Safety Group.
- 2) Town and Community Council Forum meeting –2 points covered in the meeting on the Local Development Plan and the Tackling Poverty Strategy.
 - Candidate development site - It was agreed that Cllr Hollett and Cllr Brown look at suitable candidate sites and report back.
 - Community Engagement - Cllr James agreed to speak to the LAC to see if she has any suitable literature to share with the community.

On 9 Meet Your Councillor Session - Cllr Brown reported that he would use the information gathered at the session to inform the Biodiversity Action Plan. It was agreed that he would send out a draft action plan for comments by members by the end of the week. It was agreed by all members present that the Sustainability and Energy Efficiency workshop be scheduled for late September. It was agreed that an email go out on the mailing list and a message be out on the website to ask resident to get in touch with what they want to know/topics for discussion pertinent to the locality. It was agreed that Cllr Brown draft an email to go out. It was also agreed that it will be asked that attendance be confirmed via email.

On 12 Traffic Working Party Update – It was agreed that Cllr Bates will attend the meeting when it is arranged by Cllr L James with Swansea City Council to discuss the ICC traffic report, in place of Cllr Pleydell.

On 13 Risk Assessments for Council Assets - Cllr Ponting agreed to look at the ICC benches and update the risk assessment. Pennard Community Council have agreed that ICC can join in when they have their equipment PAT tested. The clerk to Pennard will contact ICC to let us know when this is happening.

On 14 Correspondence -

- b) Received on 6/6/23 from Kaatina Ruta, regarding the 20mph communications and engagement toolkit – Cllr Bates reported that he had attended the online conference about the 20mph speed limit change and agreed to send out details and notes to all members. He reported that they are at the informative stage at the moment.
- c) Received on 7/06/23 from Mr R Evans, Lunnon Close regarding the following topics: 3) the land South of Wiloxton Green – problems with on-road parking outside Car Tan. Cllr Huffer reported that he had spoken with Cae Tan and that regular attendees, employees and regular volunteers know not to park on the roads but that sometimes visitors and occasional volunteers don't realise. It was reported that they opened a field for parking recently when they had an open day. Cllr Brown reported that planning permission had been received for hardstanding to reduce parking issues. Cllr Huffer also reported that there had been some unpleasantness with rubbish being deliberately strewn across the entrance to the fields. The police have been informed. It was agreed that Cllr Huffer keep a watching brief.
- d) Received on 28/6/23 from Mid and West Wales Fire and Rescue Service re Barn Fires – It was agreed by all members present that Cllr Pleydell upload the information to the website.

6. Resignation of the Clerk and Transition Arrangements

Cllr Ponting thanked Cllr Pleydell, Cllr James and Cllr Church for all their hard work over the last few weeks. Thanks were also given to Cllr Ponting. Cllr Ponting reported that he had met with Cllr Church and the clerk to discuss arrangements for the transition.

- It was agreed by all members that work on the Financial Toolkit be put on hold until a new clerk is in place.
- It was agreed by all members present that Cllr Church take on the role of initiating transactions for payments and that Cllr Ponting continue to authorise transactions for online banking.
- It was agreed by all members that the clerk put together a calendar of key events and actions.
- It was agreed that in the event that a new clerk isn't in place in September that the minutes be taken by members on a rota basis. It was proposed by Cllr Ponting that Cllr Church, Cllr Pleydell, Cllr James and himself be removed from the rota initially. This was agreed by all members present. Cllr Pleydell suggested putting names in a hat. It was also agreed by all members present that Cllr Church look at audio equipment so that meeting can be recorded and also at the zoom package so that notes can be automatically produced.
- It was agreed that if needed, the clerk will attend the September and October monthly meetings. The clerk reported that Jan Crocker, the clerk for Pennard CC has also agreed to mentor the new clerk when in place.
- Cllr H James agreed to monitor emails three times per week and forward to the area leads any emails needing urgent attention. It was agreed that responses are to be written and sent by council leads. It was agreed that the clerk meet with Cllr James to go through emails and look at the laptop before she leaves. Cllr James also agreed to send out any relevant emails on the mailing list and to Cllr Pleydell for uploading to the website.

- Handover of equipment- It was agreed that Cllr Ponting would look after hard copy files and the printer and that Cllr James would take receipt of the laptop.
- It was agreed by the clerk that she would do an exit interview.
- It was agreed by all members to ask Lucas Williams to attend prior to the start of meetings to set up the technical equipment needed for the meeting.
- It was agreed that the clerk create a handover list of outstanding issues and actions.
- It was agreed by all members present that the Cllr Ponting set the agenda for meetings until a new clerk is in place.
- It was agreed that the clerk's information be removed from the footer of the email and a new line added – 'On behalf of Ilston Community Council'. It was also agreed that 'If you wish to unsubscribe then please send an email request' be added to the tagline.
- It was agreed that Cllr Pleydell remove the clerk's mobile number and address from the website by 10th August.
- The clerk to make a list of who to contact via post to change clerk details and to remove postal address. It was agreed that the Barham Centre be used as an interim address until a new clerk is in post.
- It was agreed by all members present that Cllr James will take on the bookings for training sessions with One Voice Wales. The clerk will go through the process with Cllr James before she leaves.

8. Financial Statement

The clerk reported the financial statement

- 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 to pay the invoices received from One Voice Wales for £38 for Cllr Beynon's New Councillor training and from Planning Aid Wales for £38.50 for Cllr Holletts planning training.
- b) To consider the extra hours worked by the clerk from March to June – After discussion it was agreed by all members present that the clerk be paid for 40 over time worked between March and the end of June 2023
- c) Utilities Payments – It was agreed by all members present to pay the clerk the utility payment of £20/month from April to July 2023 inclusive, amounting to £80.00
- d) Holiday pay – It was agreed by all members present to pay the clerk 7.5 hours holiday pay accrued since the beginning of April 2023.
- e) Expenses incurred form postage, ink and office supplies – it was agreed to reimburse the clerk £47.60 for office supplies and postage.

9. Replacement Payroll Administrator

Cllr Ponting reported that the clerk had advised him that the current payroll administrator, who has worked on a voluntary basis for the previous and current clerk wishes to retire at the same time as the current clerk leaves the post. He reported that he had been in touch with Daniel Perrin and Co. Accountants in Neath who do the payroll for Reynoldston CC and they will facilitate payroll for £75/ year, split into three payments of £25. These terms were agreed by all members present to be put in place when the new clerk is in post.

10. Draft Policies

Draft policies b, c and d were circulated to members prior to the meeting for comment and discussion. It was noted that the Induction Policy had yet to be circulated and would be considered at the September meeting.

- a) Induction
- b) Capabilities
- c) Health & Safety
- d) Sickness and absences

Cllr Ponting thanked all members involved in going through the draft policies and Pennard CC for supplying template policies. Cllr Pleydell looked at sixteen policies sent through from Pennard CC as advised in the Finance and Governance Toolkit. He reported that he had concentrated on the most relevant policies to employees and then put together policies b, c and d and also a policy on stress management, which had also been circulated for comments.

After discussion, it was agreed by all members that Cllr Pleydell will circulate the induction policy to members for comment before the next meeting. It was also agreed by all members to adopt b, c, d and also the stress management policy. It was also agreed that these policies were dynamic and not set in stone and would be put on google drive along with the document put together by Cllr Pleydell with the rationale on what policies have been agreed and why.

It was agreed by all members present that Cllr Huffer look at the policy on Whistleblowing. Cllr Pleydell will send to him.

It was also agreed that the community council need to put an accident book in place and that GDPR, Information and Data and Internet and IT Security policies would be look at.

Cllr Ponting thanked Cllr Pleydell for all his hard work.

11. Financial and Procedural Risk Assessment for adoption

The Financial and Procedural Risk Assessment was circulated to members prior to the meeting as required by the insurance cover. It was agreed by all members present to adopt the risk assessment.

12. Correspondence

a) Received on 7/7/23 from RPD Leader – Invitation to a celebration of RDP Leader grant programme in Swansea. Cllr Church attended on behalf of the community council. He reported that the window for the Shared Prosperity Fund, which replaced RPD Leader funding, is still open for certain types of projects. However, money needs to be spent by September 2024 and timetables are very tight. Therefore, if ICC wants to apply then the application needs to be submitted asap. After discussion, it was agreed that Cllr Church and Cllr Huffer look into the funding criteria and Cllr Church will speak to the footpaths officer regarding safety signs at Three Cliffs Bay.

b) Received on 10/07/23 from One Voice Wales, OVW and Friends of the Earth Cymru have launched a new guide for local councils on climate change and nature action for Town and Community Councils in Wales. It was agreed that Cllr Brown and Cllr Beynon look into it and feedback.

c) Received on 24/07/23 from OVW – Town and Community Council Survey. Cllr James agreed to look at it.

d) Received on 25/07/23 from Tom Evans, Placemaking and Strategic Planning Manager, Swansea Council – Swansea Replacement Local Development Plan – the window to propose candidate sites is open from August to October 2023. After discussion it was agreed by all members present that Cllr Church contact Mr

Evans and ask him whether ICC has to submit sites as the community council do not control any land. If we need to submit sites Cllr Church will also ask whether ICC can nominate land not under its control. He will also ask for clarification on village curtilage and on candidate site criteria. Once this information is received from Mr Evans, it was agreed that Cllr Brown and Cllr Hollett look at potential sites if needed and feedback.

13. Any Other Business

None

It was agreed that the next meeting be held on 27th September at 7pm at the Barham Centre and online.

Meeting closed at 10.06pm

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