

# **Ilston Community Council**

## **Minutes of Meeting held on 27<sup>th</sup> September 2023**

At a meeting of Ilston Community Council, at the Barham Centre, Parkmill on Wednesday 27<sup>th</sup> September 2023 at 7pm:

**Present:** Cllr D Ponting, Cllr R Church, Cllr Mobbs, Cllr N Hollett, Cllr C Bates and Cllr I Brown.

Cllr Church joined the meeting at 7.05pm and Cllr I Brown joined the meeting at 7.14pm.

**Also attending:** Mr P Sizer – Prospective Clerk, Four members of the public.

**In the Chair:** Cllr D Ponting

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

Cllr H James, Cllr B Beynon, Cllr S Pleydell, Cllr N Huffer, Cllr L James (City & County of Swansea)

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

Cllr Hollett stated a declaration of personal interest regarding a planning application to be discussed later in the meeting

At this time, the chair proposed to alter the agenda order and bring items 7 & 10 forward

### **10. Planning applications**

Cllr Hollett advised the council of various planning applications.

#### ***Kilvrough Woods Nature Reserve Parkmill***

*Management of various trees - crowning and removal as required*

There were no objections to this application. Cllr Hollett again stated his Declaration of Personal interest.

#### ***Bryngolau Penmaen***

*Pre application for single storey extension, removal of chimney and conservatory etc.*

There were no objections to this application

#### ***Camp Site Ivy Cottage Penmaen***

*Amendment to previous approval of siting of toilet and shower facility*

Cllr Bynon had contacted local residents but had not received any responses.

**ACTION POINT Cllr Beynon**

#### ***Cobwebs Penmaen***

*(Pre-application) Demolition of existing dwelling and replacement dwelling with annexe*

Four members of the public attended the meeting to offer their comments on this application.

Cllr Hollett offered initial comments. The application is for a substantial development with an annex to the rear. There is one tree which have been in existence for several years which will be felled as part of the development. Cllr Hollett had also received an e-mail from Cllr Beynon that hedgerows would also possibly be removed.

The chair offered the floor to the members of the public to speak.

Mr D Patton is worried about the height of the development. The application states it will be no higher than currently however only part of the current structure is of this height. Mr Patton also feel the development is "moving west" from its current location and is now seen from other local properties. Mr Patton also spoke about the trees being felled. Mr Patton felt the rules of the AONB were being manipulated as they were very clear in the regulations at City & County of Swansea Planning Department.

Mr Patton was also worried that the annex would become either an Airbnb or letting rooms in the future or even become a holiday home which would affect the local community.

Mr Patton was also concerned that the photographs provided as part of the planning did not do justice to how near the properties of Penmaen Cottage and Kennilworth were to the development.

Ms Sara Llewellyn felt the development was "not in keeping" with other properties in the area. The application stated Solar Panels and a "Meadow grass flat roof". Ms Llewellyn also pointed out on the planning application that the walls were "Local stone, burnt timber cladding, concrete effect boards" but was concerned that the final finished construction could "veer" away from these statements. Ms Llewellyn also stated she felt the application was not in keeping with the AONB regulations in planning at City & County of Swansea.

Mrs Renata Prells lives in Kennilworth and feels she will be overlooked and the development will have an impact on neighbours. Mrs Prells also is concerned about the removal of the trees plus the appearance from the road of the property as the frontage will be "burnt timber cladding" offering a very "dark" view of the property. Mrs Prells is also concerned that the annex could become a rental possibility in the future. Mrs Prells finally felt the annex would be too close to the road.

Mrs Claire Cotter lives in the property Brackens. She has less concerns but currently suffers from poor water pressure and is worried that a large property with multi bathrooms will affect her water pressure further. Mrs Cotter agrees with the concern about what is meant by "locally sourced" materials and also feels there will be a loss of community by the development. Mrs Cotter also

made the point that the development does not comply with SCC place making guidance

Cllr Ponting thanked the members of the public for attending and making their feelings known. He also agreed with the possible loss of community. Cllr Church stated that if the property was to be used for Airbnb or similar it would require planning permission which had not been applied for.

Cllr Hollett agreed with all the comments and felt the building was "in the wrong location" and that neighbours would be affected.

The Councillors all voted that the Council should contact the planning authority and state the objections heard at the meeting, especially the possibility of it being a holiday home, and affecting the community. It was agreed that as time was short Cllr Hollett would make comments directly to City & County of Swansea on the webpage link. It was agreed that the Community Councils e-mail address be used and the address of the proposed clerk be quoted for any correspondence.

**ACTION POINT Cllr Hollett**

### ***Maes Yr Haf Parkmill***

*(Pre-application) Conversion of ground floor accommodation into bedrooms for short term holiday let, demolition of front porch and rear store, construction of a single storey side extension and first floor extension to provide additional bedroom*

This application is showing for significant changes and with the increase in bedrooms could cause a "noise" issue with neighbours. It was agreed as this is only a pre-application to wait until the full application appears.

The members of the public left the room.

### **7. Approve employment of new Clerk.**

Cllr Ponting introduced Mr Paul Sizer to the Councillors and offered him as the new Clerk to the Community Council. Mr Sizer gave a resume of his background and current employments which included acting as the Clerk to Reynoldston Community Council. Reynoldston CC had agreed they were happy for Mr Sizer to also act for Ilston CC and there would be no conflict of interest.

Cllr Ponting had contacted the chair of Reynoldston CC to thank them for allowing Mr Sizer to act for Ilston CC as well.

It was agreed that any costs incurred by Mr Sizer with regard to training or similar would be "split" between Ilston CC and Reynoldston CC.

It was agreed that Mr Sizer would be employed on a salary basis based on a 4-hour week @ £13.45 per hour and to be paid every four months with the first in late November which would be a part month. Mr Sizer had obtained the services of a new Payroll Manager who would charge £75 per annum (£25 per payment) to calculate the payroll and notify HMRC with the PAYE deductions.

There was a unanimous agreement from the Councillors present to offer Mr Sizer the position and use the services of Mr Dan Perrin for the payroll calculations.

Mr Sizer accepted the offer.

At this stage the chair reverted to the agenda as previous circulated.

**3. Consider representations from members of the public.**

Two members of the public had stated they wished to speak at the meeting but had failed to attend.

**4. Approve minutes of month meeting held on 26<sup>th</sup> July 2023**

The minutes were approved as a true record. Cllr Bates proposed and Cllr Brown seconded with no objections

**5. Approve minutes of EGM held on 15<sup>th</sup> August 2023**

The minutes were approved as a true record. Cllr Ponting proposed and Cllr Church seconded with no objections.

**6. Matters arising from minutes 26<sup>th</sup> July 2023**

- Parking issues on the land adjacent to the Penmaen and Nicholaston Village Hall – still ongoing
- Footpath in Parkmill – Cllr Church stated the work had commenced today and would be a few days work as there was a substantial amount of work to complete
- Iron Man Meeting- Cllr Church reported that Tourism Swansea Bay (TSB) had sent out a survey to all those affected in the area. They had started with businesses and of those who had responded 60% were against the event against 50% last year. Cllr Church to organise further surveys of residents. Mr. Sizer mentioned that Pennard Community Council had held an event, with funding from City & County of Swansea where residents went either to the Beaufort in Kittle or Pennard Village Hall on the day of the Ironman event and held a “village day”. Reynoldston CC were considering a similar event next year and Ilston CC will discuss a possible event themselves but not on the day of the Ironman due to the roads being affected.
- The subject of Lunnon Hill was discussed as it will be closed again for the Mumbles Triathlon. Cllr Church stated that there had been no sight of any Traffic Order for the event and he will ask Cllr James of City & County of Swansea how the event can be held without any traffic orders in place.

**ACTION POINT Cllr Church**

- To consider the Emergency Phone at Three Cliffs Bay – Contact would be made with the Rural Anchor Partnership about possible funding with a capital bid. The meeting was advised that possibly an approach to the Gower Society should be made for funding. It was agreed this was an excellent idea and Cllr Brown offered to make the application.

**ACTION POINT Cllr Brown**

An alternative possible source of funding could be through the GWR Customer Improvement Grant. Cllr Mobbs agreed to investigate and report back to the Council.

**ACTION POINT Cllr Mobbs**

- Swansea and Gower Local Access Forum (LAF) – Cllr Church stated that he had met with the Forum and that work on the footpath in Parkmill had commenced. The Forum would also assist with advising on “Signage Updating”
- Next ‘Meet your Councillor’ evening – Cllr Brown agreed to host the evening, possibly in the spring and would advise the Council on any progress.  
**ACTION POINT Cllr Brown**
- Footpath from Nicholaston through to Perriswood to the Penrice Estate – Cllr Church reported that a local group of ramblers had set up an “APP” to allow ramblers to report any issues with footpaths in the area and a volunteer team would attempt to clear the obstacles. The group had asked for a Councillor to join them and Cllr Ponting offered his services.
- Training – Cllr Brown is booked on a “responding to planning” event on the 2<sup>nd</sup> October.
- Cllr Ponting asked the Councillors to make sure if they booked any training, they made every attempt to attend as non-attendance was still invoiced by the organisers. In future, any missed training must be funded by the Councillor who missed the training.
- New Co-ordinator for National Trust – Cllr Ponting would invite the new coordinator to a meeting in 2024.  
**ACTION POINT Cllr Ponting**
- There had been an on-line meeting on Monday 25<sup>th</sup> September regarding possible mergers/change of Councillors. Cllr James had sent details and it appears there will be no change at Ilston CC. This matter will be investigated by Councillors.
- The traffic speed around Kilvrough Manor would be chased by Cllr Bates again with a view to decrease to 20mph. Cllr Bates will contact Cllr James.  
**ACTION POINT Cllr Bates**
- Cllr Bates reported that he had not heard back from GoSafe. Cllr Ponting reported he had written himself to GoSafe, Rebecca Evans MS and also Tonia Antoniazzi about the seeds on the A4118 in Penmaen. Cllr Church mentioned he had seen more evidence of Police activity in North Gower with a motorbike in use.
- Removal of ivy from roadside fences and signs. Cllr Bates would action this.  
**ACTION POINT Cllr Bates**
- Local Area Coordinator Guides for Community Councils in Gower – The LAC had been invited to the meeting but had not attended. Cllr James to follow up.  
**ACTION POINT Cllr H. James**

- The withdrawal of Phlebotomist services – At the recent Gower Community Council Forum, Ms Hildegard Roberts from Gower Voluntary Transport had made a representation asking for drivers to support her service. It was agreed that once the new clerk has full access to the e-mailing system, he would send out an e-mail to all residents asking for any volunteers to assist this service. **ACTION POINT Mr P Sizer**
- Cllr Ponting had been in contact with the RNLI at Three Cliffs regarding signage of the Rip Tides there. Cllr Ponting had been referred to a supervisor who stated if the signs were located alongside the hut they would not be seen or read. Alternative locations would be sought. **ACTION POINT Cllr Ponting**
- Cows were still along the A4118 into Parkmill. Cllr Huffer was to make contact with the owners. **ACTION POINT Cllr Huffer**
- Cllr Ponting reported no update on the Risk Assessments on the benches owned by Ilston CC. **ACTION POINT Cllr Ponting**
- Cllr Ponting had held an exit interview with the exiting Clerk to the Council. The only issue she reported was Councillors not responding to e-mails sent to them.
- Draft policies would be sent to the new Clerk as soon as possible by Cllr Ponting. **ACTION POINT Cllr Ponting**
- Cllr Ponting had received the accident book and would send to the new clerk as soon as possible. **ACTION POINT Cllr Ponting**
- Cllr Mobbs reported on the tree that had fallen in the village into the river and could cause a flooding issue. Cllr Mobbs had contacted NRW who said they would remove the limbs but not the trunk but another contact at NRW said they would remove it totally. Cllr Mobbs to contact NRW again for any progress. **ACTION POINT Cllr Mobbs**  
Cllr Hollett offered a tree surgeon Hamish Osborne as an alternative and he would contact Mr Osborne if NRW could not assist.

## **8. Agree monthly frequency and format of minutes including table of actions.**

It was agreed that the Council would revert to 6 meetings a year to be held every other month. The clerk will send out the minutes within 2 weeks of the meeting and councillors are asked to complete any actions within a four-week period before updating the clerk.

## **9. Consider planning applications (and process in event of bi monthly meetings)**

With the move to bi-monthly meetings an issue of planning applications was raised as the deadline might have passed before the next full Council meeting is held. It was agreed that Cllrs Hollett and Brown would still monitor any planning applications and anything they felt might be contentious, an on-line Zoom

meeting would be held as a Work party to discuss the applications with all parties invited. Cllr Hollett agreed to arrange and host these events if required.

### **11. Consider Financial Statements.**

Cllr Church stated that the second precept payment had been received. Cllr Ponting stated the current bank balance stood at £2860 and the saving account at £1916.

It was agreed to pay to the previous clerk the outstanding holiday pay and also to pay her final expenses which she had submitted. This was agreed by all Councillors present.

Mr Sizer stated that the year 2023/2024 would be a full audit inspection and report. He would undertake whatever is required to perform this. He also reported the previous Audit report had been received with only one minor comment that the Internal Auditor had not dated his report. The clerk produced the completed Audit notices and Cllr Church would put on the notice board.

Cllr Ponting announced he had sourced a new Internal Auditor who would work with the clerk and the Council. He is Mr Alan Hill and he had agreed to take the position. A nominal sum of £50 would be offered for his services.

Cllr Ponting currently has all the information and receipts from the previous clerk and would arrange to pass to the new clerk as soon as possible.

The Clerk, whilst accepting the advantages of using electronic spreadsheets for recording receipts and payments asked to revert to a manual system and this was agreed by all councillors present. The clerk would source a new record book.

### **12. Reports from members**

Cllr Mobbs reported that the community bus has ceased to operate as the organisation operating the bus had ceased to trade. A new company had agreed to take over the service but they were having issues with drivers in the area so the service remains not available.

Sandy lane remains badly blocked with debris and there are still bad potholes at the top of the lane. Cllr Bates to contact Cllr James regarding the issue.

**ACTION POINT Cllr Bates**

Cllr Mobbs is attending the Green Conference at the Swansea Arena on the 22<sup>nd</sup> October which is a free event to attend.

Cllr Church reported the meeting with Welsh Water for October 25<sup>th</sup> would be rearranged to be held at "the river". Cllr Bates to arrange and would contact Welsh Water.

**ACTION POINT Cllr Bates**

### **13. Receive Correspondence**

All correspondence had been referred to during the meeting.

#### **14. Any other Business**

There was no AoB

Time and date of next meeting. Due to commitments, it was agreed to hold the next meeting at 7pm on **THURSDAY 23<sup>rd</sup> November**

The meeting closed at 9.30pm