**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL MEETING HELD ON THE 3rd NOVEMBER 2022**

**PRESENT:** Cllr K. Griffiths (Mayor) Cllr C. Evans

 Cllr A. Wilson Cllr W. Jones

 Cllr K. Williams Cllr P. Downing

 Cllr R. Jenkins Cllr J. Davies Cllr J. Harris

**97. APOLOGIES FOR ABSENCE:**

Apologies were received from Councillors J. Beynon, R. Harris, G. John

**98. TO RECEIVE DECLARATIONS OF PERSONAL/PREJUDICIAL INEREST FROM COUNCILLORS IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT:**

Declarations of interest were received for Item 11 from Councillors C. Evans, P. Downing and A. Wilson.

**99. TO RECEIVE AND CONSIDER THE MINUTES OF THE COUNCIL MEETING HELD ON THE 6th OCTOBER 2022:**

The above minutes were accepted as a true record.

**99. TO RECEIVE AND CONSIDER THE MINUTES OF THE SPECIAL EVENTS COMMITTEE MEETING HELD ON THE 11th AND 24th OCTOBER 2022:**

1. **Halloween:**

Thethemed story and best carved pumpkin competition was successful with 80 stories entered and 18 pumpkins.

1. **Christmas illuminations;**

The illuminations will be switched on, on Monday 5th December 2022.

1. **Christmas Parade:**

Arrangements to be finalised in Special Events meeting on 8th November 2022. A request has been received from Star Dance to be part of the event. A risk assessment will be undertaken.

1. **Santa’s Grotto:**

Arrangements are being made to move the grotto to the institute. Storage will be needed in the Institute.

1. **Christmas Pantomime:**

Arrangements to be finalised in Special Events meeting on 8th November 2022.

1. **Substitute event for carnival June 2023:**

Arrangements are ongoing.

1. **Commemorative Plaque for the late Mr Gerallt Davies:**

The Assistant Clerk advised Members the cost of a granite memorial of hands in a teardrop base on a tapered post was £2,195 including vat. The Assistant Clerk had visited the parents of Mr Gerallt Davies and discussed the offer of a memorial from the Council. Copies of the granite memorial will be given to the Mr & Mrs Davies for further discussion with the family.

**100. TO RECEIVE AND CONSIDER THE MINUTES OF THE HOUSING WORKING MEETING HELD ON 25th OCTOBER 2022**

The above minutes from Cllr J. Harris were accepted as a true record.

Minutes recorded by Mr Capp were not a true record of the meeting.

The group met prior to the Council meeting and are creating a dossier to feedback objections to Swansea Council.

Members were asked to record any build of traffic on the M4 junction 48 motorway and supporting roads. A request will also be posted on the Town Council Facebook page.

**101. TO RECEIVE AND CONSIDER ANY URGENT MATTERS FROM TOWN COUNCILLORS:**

Cllr C. Evans had received a request from a member of the public for the poppy curtain to be put on display during the Remembrance period.

It was **RESOLVED** that the curtain be draped over the wall or fence in the memorial area. Cllr K. Williams offered to organise this.

**102. TO ANSWER QUESTIONS FROM COUNCILLORS (3 CLEAR DAYS’ NOTICE OF ANY QUESTION HAVING BEEN GIVEN TO THE PERSON TO WHOM IT IS ADDRESSED):**

There were no questions tabled.

**103. TO RECEIVE AND CONSIDER REPORTS FROM THE CLERK:**

The following correspondence was received and noted:

|  |  |
| --- | --- |
|  | Independent Remuneration Panel for Wales Draft Annual Report - February 2023 |
|  | Heart of Wales Quarterly Newsletter |
|  | City and County of Swansea Standards Committee - Training Plans - Response Required |
|  | Community Questionnaire |
|  | Completion of audit - Pontardulais TC 2020-21 |
|  | OVW – October training dates |
|  | Police - Glynhir Rd, Pontarddulais |
|  | OVW - Book your FREE place now! The importance of Community & Town Councils in building resilient places for nature. |
|  | OVW - Electoral Administration and Reform White Paper |
|  | OVW - Report on community assets |
|  | OVW - Royal British Legion’s new grant scheme for veterans and their families |
|  | 4thregion - Your invitation to attend Getting Around Swansea October event - Thursday 27th October |
|  | OVW - The importance of Community & Town councils in building resilient spaces for nature |
|  | OVW – October, November & December training dates |
|  | OVW - Welsh Language being used in online fraud attempts |
|  | Swansea Council - Inviting you to the launch of “Stories of a Changing Landscape, a Farmer’s Perspective” on 26th October 2022 |
|  | OVW - Sustainable Farming Scheme Outline Proposals for 2025 - opportunity to input - deadline 31st October 2022 |
|  | SCVS - Mynydd y Gwair Round 10 now open |
|  | Boundary Commission - Revised Proposals |
|  | OVW – Conference on biodiversity |
|  | EF – Highland Terrace – unadopted road |
|  | Community questionnaire |
|  | Cllr K. Griffiths - Pontarddulais Public Transport Link - Active Travel |
|  | South Wales Police and Crime Commissioner Annual Community Survey |
|  | Development off St Teilo Street- Proposed Traffic Regulation Orders |
|  | Ystadau Cymru: WLGA Decarbonisation Masterclass Series |
|  | Resources: Welsh Government Fuel Support Scheme |
|  | WMT re war memorials workshop in Llanelli |
|  | Meeting - Persimmon Homes |
|  | NOVEMBER & DECEMBER TRAINING DATES |
|  | Business Improvement Grant (BIG) - PON011 The Institute - Notice of Deadline for application submission |
|  | Swansea Council - Decision List Week ending 28th October 2022 |

The Assistant Clerk informed Members of the vacancy to co-opt in the Dulais East Ward.

The Assistant Clerk informed Members of the current issue with the central heating in the Institute. Cllr K. Williams will contact the company Westserve and liaise with the Assistant Clerk.

The Assistant Clerk informed Members of the notification received by the Clerk on the agreed pay award for Clerks. Cllr K. Evans **PROPOSED** this be discussed in the Policy and Resources Committee meeting. This was **AGREED**.

The Assistant Clerk informed Members of the Defibrillator training on Saturday 12th November 2022.

**104. TO RECEIVE REPORTS FROM COUNTY WARD MEMBERS:**

County Councillor Downing reported on the following:

* 2G area in Pontarddulais Comprehensive
* Zebra crossing from Pontarddulais Comprehensive to Hollies Nursing Home
* Persimmon meetings public pre-application consultation
* Hygrove phase 4
* Pontarddulais Comprehensive 40 years anniversary dinner
* Welsh Government and Officers Housing meeting
* Planning Group
* Patch-it work
* Rescue Service presentation informing of 10% increase due on rates
* Schools’ deficit budget – 3-year recovery plan

**105. TO RECEIVE AND CONSIDER REPORTS FROM THE MAYOR:**

The Mayor reported on his civic duties during the last month.

**106. TO RECEIVE AN UPDATE ON THE COMPLAINT RECEIVED CONCERNING THE HIRE OF THE INSTITUTE:**

It was **RESOLVED** the Clerk inform complainant of Public Services Ombudsman for Wales outcome, and notify staff involved in person.

It was **RESOLVED** the Clerk review standards and policies.

**107. TO CONSIDER THE REQUEST FROM PONTARDDULAIS PARTNERSHIP FOR FINANCIAL ASSISTANCE TOWARDS THEIR “WARM SPACE AND A COMPLIMENTARY BOWL OF SOUP” SCHEME:**

Councillors C. Evans, A. Wilson and P. Downing declared an interest and left the room. It was **RESOLVED** that £1,000 be given for the scheme. The scheme is to be advertised on the Town Council Facebook page.

It was agreed that discussion take place at the next meeting on the upgrading of the Institute and in particular the kitchen facilities.

**108. TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:**

Cllr J. Davies suggested giving a hamper to a charity for Christmas and asking each stall holder in the pop-up market to give a donation. It was agreed that Cllr J. Davies provide an update on the pop-up market as a standing item.

**109. TO AUTHORISE AND APPROVE THE EXPENDITURE FOR THE MONTH OF OCTOBER 2022:**

The above expenditure was authorised and approved.

See Appendix “A”.

**110. TO RECEIVE A MONTHLY INCOME REPORT AND BANK RECONCILIATION FOR THE MONTH OF OCTOBER 2022:**

The above reports were accepted.

See attached appendices.

**111 TO RECEIVE PLANNING APPLICATIONS PREVIOUSLY CIRCULATED TO ALL MEMBERS**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **PROPOSALS** | **OBSERVATIONS** |
| Land rear of 122 Bolgoed Road, Pontarddulais | Proposed dwelling to rear of 122 Bolgoed Road | No observations |
|  86 Bolgoed Road, Pontarddulais |  Demolition of existing single storey garage attached to No 88 Bolgoed Road & construction of 2 No 3 bed houses |   |

There were no observations concerning the above applications.

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| **CYNGOR TREF PONTARDDULAIS TOWN COUNCIL** |
|  |  |  |  |  |
| **Expenditure transactions for the month of October 2022** |  |  |  |
|  |  |  |  |  |
| **Name** | **Particulars** | **Net** | **Vat** | **Total** |
| Swansea Council | Non domestic rate | £108.00 | £0.00 | £108.00 |
| HMRC | Tax/NI | £3,966.73 | £0.00 | £3,966.73 |
| Security Solutions | Annual maintenance | £147.00 | £29.40 | £176.40 |
| Community Cinema | Children's film 01/10 | £50.00 | £0.00 | £50.00 |
| Swansea Council | Pest control | £190.00 | £38.00 | £228.00 |
| Caretaker | Toilet seat | £18.33 | £3.67 | £22.00 |
| Grenke | Printer lease | £47.49 | £9.50 | £56.99 |
| British Gas | Monthly Gas | £49.84 | £2.49 | £52.33 |
| Direct Global Trading | Christmas illuminations | £2,333.33 | £466.67 | £2,800.00 |
| B. T. | Office phone/broadband | £146.85 | £29.37 | £176.22 |
| SSE Southern Electric | Dantwyn Christmas electric point | £81.33 | £6.15 | £87.48 |
| Pontarddulais Football Club | Returned incorrect deposit from club | £500.00 | £0.00 | £500.00 |
| Westward | Repairs to boiler | £866.63 | £173.33 | £1,039.96 |
| Chris Morris | Window cleaning | £25.00 | £0.00 | £25.00 |
| Cathedral Leasing | Hire of 2 No. sanitary units | £17.33 | £3.47 | £20.80 |
| Salaries | 4 No. October salaries | £2,947.93 | £0.00 | £2,947.93 |
| Amazonvia Clerk | Halloween decorations | £14.99 | £3.00 | £17.99 |
| High Society | Council photo | £150.00 | £0.00 | £150.00 |
| RT Electrics | Dulais Glen lights for Queen's Jubilee | £54.75 | £10.95 | £65.70 |
| Clerk | Reimb. Halloween prize money | £565.00 | £0.00 | £565.00 |
| One Voice Wales | Appointment of Clerk consultancy | £150.00 | £0.00 | £150.00 |
| Hampshire Flag Company | Welsh Dragon and Council flags | £143.48 | £28.70 | £172.18 |
| Vision Signs & Graphics | Posters/banners for Halloween | £130.00 | £0.00 | £130.00 |
| Cleverbridge | Bullguard Internet Security - annual subs | £41.66 | £8.33 | £49.99 |
| Lloyds Bank | Service charge | £7.00 | £0.00 | £7.00 |
| Clerk | Reimb. Refreshments for Halloween presentations | £28.70 | £0.00 | £28.70 |
| **TOTAL** |  | **£12,781.37** | **£813.03** | **£13,594.40** |

**MONTHLY INCOME REPORT – OCTOBER 2022**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 03-Oct | 57/22 | Karate |  | Room hire |  | £132.25 |  |  |  |  |  | £132.25 |  |
| 04-Oct | 59/22 | Senior Citizens | Room hire |  | £34.50 |  |  |  |  |  | £34.50 |  |
| 04-Oct |  | Pont Foot |  | Incorrect receipt |  |  |  |  |  | £500.00 | £500.00 |  |
| 06-Oct | 60/22 | Cor Glandulais | Room hire |  | £51.75 |  |  |  |  |  | £51.75 |  |
| 07-Oct | 57/22 | Slimming World | Room hire |  | £86.25 |  |  |  |  |  | £86.25 |  |
| 07-Oct | 65/22 | MYW |  | Room hire |  | £17.25 |  |  |  |  |  | £17.25 |  |
| 10-Oct | 62/22 | Sewing Class | Room hire |  | £46.00 |  |  |  |  |  | £46.00 |  |
| 10-Oct |  | Lloyds  |  | Bank interest |  |  | £4.87 |  |  |  | £4.87 |  |
| 10-Oct |  | Lloyds  |  | Bank interest |  |  | £1.32 |  |  |  | £1.32 |  |
| 13-Oct | 64/22 | Scrapbook Club | Room hire |  | £11.50 |  |  |  |  |  | £11.50 |  |
| 17-Oct | 63/22 | W. I. |  | Room hire |  | £28.75 |  |  |  |  |  | £28.75 |  |
| 18-Oct |  | HMRC |  | VAT ref |  |  |  |  | £987.86 |  |  | £987.86 |  |
| 21-Oct | 61/22 | Carmel |  | Room hire |  | £155.25 |  |  |  |  |  | £155.25 |  |
| 24-Oct | 66/22 | South Wales Police | Room hire |  | £1,000.00 |  |  |  |  |  | £1,000.00 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Monthly totals** |  |  |  |  |  | **£1,563.50** | **£0.00** | **£6.19** | **£987.86** | **£0.00** | **£500.00** | **£3,057.55** | **£94,320.07** |

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| **Cyngor Tref Pontarddulais Town Council** |
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| **Bank Reconciliation** |  | **Oct-22** |  |  |  |  |  |
|  |  |  |  |  |   |  |  |  |
| Balance brought forward |  |  |  |  | £146,223.79 |  |
|  |  |  |  |  |  |  |   |  |
| Add total receipts as per R & P Book |  |  |  | £3,057.55 |  |
|  |  |  |  |  |  |  |  |  |
| Less total payments as per R & P Book |  |  |  | £13,594.40 |  |
|  |  |  |  |  |  |  |  |  |
| **Balance carried forward** |  |  |  |  | **£135,686.94** |  |
|  |  |  |  |  |  |  |  |  |
| Bank balances |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Closing bank balances |  |  |  |  |  |  |
| (as per bank statements as at 31/10/22) |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | Current Account |  |  | £1.00 |  |
|  |  |  | Deposit Account |  |  | £104,499.98 |  |
|  |  |  | Reserve Account |  |  | £31,185.96 |  |
|  |  |  | Total bank balance |  |  | **£135,686.94** |  |
|  |  |  |  |  |  |  |  |  |
| Less unpresented cheques |  | Cheque number |   |   |  |
|  |  |  |  | Total |  |  | £0.00 |  |
|  |  |  |  |  |  |  |  |  |
| Add cash/cheques received not yet banked |  |  |  | £0.00 |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Other adjustments |  |  |   |  |  |   |  |
|  |  |  |  |  |  |  |  |  |
| **Reconciled Balance** |  |  |  |  |  | **£135,686.94** |  |
| **(as at 31/10/22)** |  |  |  |  |  |   |  |