**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL MEETING HELD ON THE 6TH OCTOBER 2022**

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

Cllr G. John Cllr H. Roberts

Cllr A. Wilson Cllr J. Beynon

Cllr W. Jones Cllr R. John

Cllr K. Williams Cllr P. Downing

Cllr R. Jenkins Cllr D. Beynon

Cllr J. Davies Cllr R Harris

Cllr J. Harris

A minutes’ silence was obeyed in memory of the late Councillor W. Vonk.

Fifteen minutes before commencement of the meeting members of the public were invited to ask questions. Mr A. Capp suggested that the subject of development North of Pontarddulais should be on the agenda of every monthly Council meeting. He confirmed that he had not resigned from the Working Group and was of the opinion that the Council should now form a new group.

**79. APOLOGIES FOR ABSENCE:**

There were no apologies for absence.

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

There were declarations of interest received.

**81. TO RECEIVE AN ADDRESS FROM MR JOSEPH BARRY, LOCAL AREA CO-ORDINATOR:**

Mr Barry advised Members of his main duties and responsibilities within the community. Following his informative address the Mayor thanked him for his time and commitment.

**82. TO RECEIVE AND CONSIDER THE MINUTES OF THE COUNCIL MEETING HELD ON THE 1ST SEPTEMBER 2022:**

The above minutes were accepted as a true record.

1. **Swansea Council Feasibility Study (Min No 72(ii)):**

The Clerk advised Members that he had met with representatives from Swansea Council and the consultants and shown them the facilities available in the Institute.

1. **Hire of Institute complaint from BallyBont Group (Min Ni 72(jj)):**

The Clerk informed Members that the Public Services Ombudsman for Wales had decided not to investigate the above complaint.

1. **Working Group meeting with Swansea Council planners (Min No 74):**

Members were advised that the above meeting had been rearranged for the 11th October 2022.

**83. TO RECEIVE AND CONSIDER THE MINUTES OF THE SPECIAL EVENTS COMMITTEE MEETING HELD ON THE 27TH SEPTEMBER 2022:**

1. **Halloween:**

**RESOLVED** to accept the Committee’s recommendation concerning a themed story competition and a best carved pumpkin competition.

1. **Christmas illuminations;**

**RESOLVED** to accept RT Electrics quotation of £2,265.72 (plus VAT) for Dulais Glen and Dantwyn Park illuminations and the quotation of £760.00 (plus VAT) from Centregreat Ltd for the installation and removal of 8 No. features onto columns in St Teilo Street. It was also **RESOLVED** to purchase 8 No. features from Direct Global Trading (4 No Presents Scroll motif and 4 No. Christmas Tree motif).

1. **Christmas Parade:**

Mr L. Anthony will be invited to the next committee meeting.

1. **Santa’s Grotto:**

Further discussion required to determine exact location of the Grotto within the Institute. Possibility of a Christmas Karaoke.

1. **Christmas Pantomime:**

**RESOLVED** that the dates for the sale of tickets be reconsidered by the committee.

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

The Assistant Clerk presented further information concerning the above event. It was **RESOLVED** that for the organisation of the above event, the committee be given plenary powers to spend within the budget.

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

The Assistant Clerk advised Members that she was awaiting costings for a possible water feature.

**84. TO RECEIVE AND CONSIDER THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON THE 29TH SEPTEMBER 2022:**

1. **To consider the appointment of a new Clerk and Responsible Financial Officer:**

Cllr G. John declared an interest and took no part in the discussion. **RESOLVED** to accept the committee’s recommendations.

1. **Composition of Interview Panel:**

**RESOLVED** to accept the committee’s recommendation.

1. **Timescale:**

The Clerk advised Members that One Voice Wales would proceed with their consultancy matters as soon as the advertisement was received.

1. **Existing Clerk’s annual leave:**

**RESOLVED** to accept the committee’s recommendation.

1. **To consider a request for financial assistance under the Council’s Unadopted Roads Policy:**

**RESOLVED** to accept the committee’s recommendation.

1. **To undertake a review of the Council’s budget**:

**RESOLVED** to accept the committee’s recommendations.

1. **To review the Council’s Financial Risk Assessment Schedule:**

**RESOLVED** to approve the above schedule.

1. **To consider the Finance and Governance Toolkit:**

**RESOLVED** that the Council should consider various policies not currently in place.

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

County Councillor Downing reported on the following:

* Safer routes in the community – Lower James Street;
* Economic Recovery Fund suspended;
* Work on 2G play area to commence 31st October;
* Cycle path Coedbach Park;
* “Patch Team” in Pontarddulais soon;
* Nuclear Free Zone.

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

The above agenda item was brought forward. Cllr R. Harris reported on the above complaint and the investigation undertaken by her, Cllr J. Harris and Cllr K. Williams. They recommended the following:

* Council should consider free usage of the Institute for charity events;
* Clarity required over documentation etc;
* Complainant should not receive any compensation or refund of hire charge.

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

Cllr D. Beynon referred to the interment of ashes in Rhydgoch Cemetery.

Cllr J. Harris informed Members that defibrillator training would consist of fifteen one hour sessions. Schools, clubs etc would be invited to attend.

**88. 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.

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

The following correspondence was received and noted:

1. Accessing NHS services;
2. OVW – September training programme;
3. OVW – courier fraud – what you need to know;
4. Complaint made to the Ombudsman – not investigating;
5. OVW – woodland creation grant scheme;
6. OVW – our hep needed! – examples of cut and collect/meadow creation needed urgently;
7. Welsh Gov. – Welsh Government North and South Wales Workshop events;
8. OVW – information on defibrillator purchases;
9. Operation London Bridge;
10. Coedbach Park – toilet facilities;
11. Complaint against Town Councillor – various complaints;
12. OVW – Government Mourning Guidance;
13. AC – meeting with officers;
14. Service of thanksgiving, St Michael’s Church;
15. OVW – advice re Clerk appointment;
16. Cllr K. Griffiths – X13 bus timetable;
17. OVW – biodiversity conference;
18. Swansea Council – Swansea Public Services Board – Partnership Forum 10th October;
19. OVW – September and October training dates;
20. PCS Ltd – Pontarddulais Town and Heritage Attraction;
21. Swansea Council – invitation – stories of a changing landscape;
22. OVW – energy bill scam;
23. OVW – guidance on preparing a council’s Training Plan including a Model Plan Template;
24. OVW = Welsh Government funded defibrillator applications;
25. Cllr J. Beynon – Warm Welcome Campaign;
26. OVW – closing deadline for applications to Local Places of Nature;
27. Cllr P. Downing – emergency TTRN – Highland Terrace;
28. Planning Aid Wales – latest news and information from Planning Aid Wales;
29. Cllr K. Griffiths – cheaper broadband deals;
30. OVW – the importance of community and Town Councils in building resilient spaces for nature;
31. OVW – Grants Officer advert – Mawr CC;
32. OVW – Well Being of Future Generations Stakeholder Forum;
33. Cllr K. Griffiths – Co-op;
34. Vicar – thanks.

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

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

**91. TO RECONSIDER THE COMPOSITION OF THE WORKING GROUP INVESTIGATING THE PROPOSED DEVELOPMENT NORTH OF PONTARDDULAIS:**

Cllr P. Downing declared an interest. Following complaints against one of the existing working group members it was **RESOLVED** that the group be disbanded and new Members elected onto the group. There were seven Members for disbanding the group, four against and one abstention. It was further agreed that the new group should comprise of Councillors J. Harris, C. Evans and R. Jenkins with Mr A. Capp being invited to act in an advisory capacity.

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

Councillors C. Evans and P. Downing declared an interest. Cllr Evans agreed that this matter be adjourned until the next Council meeting.

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

Cllr G. John informed Members that the children’s film had been held on Saturday 1st October and the November film would be held on Saturday 12th. The Local Produce Market would be held in the Institute on Wednesday 12th October.

**94. TO AUTHORISE AND APPROVE THE EXPENDITURE FOR THE MONTH OF SEPTEMBER 2022:**

The above expenditure was authorised and approved.

See Appendix “A”.

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

The above reports were accepted.

See attached appendices.

**96. TO RECEIVE PLANNING APPLICATIONS PREVIOULY CIRCULATED TO ALL MEMBERS:**

1. Land adjacent to Hafan Gwyn, Church Lane, Pontarddulais – detached dormer bungalow with garage (non-material amendments to planning permission 2019/2823) to allow for fenestration and material alterations;

(ii) 24 Heol y Coed, Pontarddulais – single storey side/rear extension (application for Certificate of Proposed Lawful Development);

(iii) Land to the West of Parc y Bont off Trinity Place, Pontarddulais – to culvert a watercourse and associated infrastructure works.

There were no observations concerning the above applications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CYNGOR TREF PONTARDDULAIS TOWN COUNCIL** | | | | |
|  |  |  |  |  |
| **Expenditure transactions for the month of September 2022** | |  |  |  |
|  |  |  |  |  |
| **Name** | **Particulars** | **Net** | **Vat** | **Total** |
| Morgan & Morgan | Printer/photocopier costs | £29.79 | £5.96 | £35.75 |
| One Voice Wales | Community/Place Planning training | £35.00 | £0.00 | £35.00 |
| SLCC | Finance seminar 07/09 Assistant Clerk | £45.00 | £9.00 | £54.00 |
| British Gas | Monthly gas | £35.76 | £1.78 | £37.54 |
| Swansea Council | 6 months non domestic rate | £651.37 | £0.00 | £651.37 |
| Community Cinema Group | Children's film 03/09 | £50.00 | £0.00 | £50.00 |
| Clerk | Reimb. Condolence Book/black ribbon | £54.32 | £9.67 | £63.99 |
| Pontarddulais Football Club | Contribution towards signage | £500.00 | £0.00 | £500.00 |
| Salaries | 4 No. September salaries | £2,947.53 | £0.00 | £2,947.53 |
| Cathedral Lesing | Hire of 2 No san. Units | £17.33 | £3.47 | £20.80 |
| Mike Clarke Printing | 3 No defibrilator maps | £263.00 | £52.60 | £315.60 |
| SLCC | SLCC/OVW Joint Conf. Assistant Clerk | £45.00 | £9.00 | £54.00 |
| Westward Energy Services | Boiler repair call out fee | £75.00 | £15.00 | £90.00 |
| Lloyds Bank | Service charge | £7.00 | £0.00 | £7.00 |
| South Wales Regalia | Renovate Mayor's chain of office | £107.40 | £21.48 | £128.88 |
| **TOTAL** |  | **£4,863.50** | **£127.96** | **£4,991.46** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTHLY INCOME REPORT – SEPTEMBER 2022**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 01-Sep | 55/22 | Karate |  | Room hire |  | £184.00 |  |  |  |  |  | £184.00 |  | | 09-Sep | 53/22 | Sewing Class | | Room hire |  | £57.50 |  |  |  |  |  | £57.50 |  | | 09-Sep |  | Lloyds |  | Bank interest | |  |  | £3.92 |  |  |  | £3.92 |  | | 09-Sep |  | Lloyds |  | Bank interest | |  |  | £1.32 |  |  |  | £1.32 |  | | 12-Sep | 56/22 | Slimming World | | Room hire |  | £69.00 |  |  |  |  |  | £69.00 |  | | 13-Sep | 45/22 | Cor Glandulais | | Room hire |  | £17.25 |  |  |  |  |  | £17.25 |  | | **Monthly totals** |  |  |  |  |  | **£327.75** | **£0.00** | **£5.24** | **£0.00** | **£0.00** | **£0.00** | **£332.99** | **£91,262.52** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cyngor Tref Pontarddulais Town Council** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Bank Reconciliation** | | | **Sep-22** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Balance brought forward | | |  |  |  |  | £150,882.26 |
|  |  |  |  |  |  |  |  |
| Add total receipts as per R & P Book | | | |  |  |  | £332.99 |
|  |  |  |  |  |  |  |  |
| Less total payments as per R & P Book | | | |  |  |  | £4,991.46 |
|  |  |  |  |  |  |  |  |
| **Balance carried forward** | | |  |  |  |  | **£146,223.79** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Bank balances | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Closing bank balances | | |  |  |  |  |  |
| (as per bank statements as at 30/09/22) | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Current Account | |  |  | £1.00 |
|  |  |  | Deposit Account | |  |  | £115,038.15 |
|  |  |  | Reserve Account | |  |  | £31,184.64 |
|  |  |  | Total bank balance | |  |  | **£146,223.79** |
|  |  |  |  |  |  |  |  |
| Less unpresented cheques | | |  | Cheque number | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Total |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
| Add cash/cheques received not yet banked | | | |  |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other adjustments | |  |  |  |  |  |  |
|  | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Reconciled Balance** | | |  |  |  |  | **£146,223.79** |
| **(as at 30/09/22)** | |  |  |  |  |  |  |