11

**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL MEETING HELD ON THE 12th  JANUARY 2023**

**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 Cllr D. Beynon

 Cllr J. Beynon Cllr J Johnstone

 Cllr H. Roberts Cllr R. Harris

Fifteen minutes prior to the commencement of business members of the public were invited to ask questions.

Mr A. Capp asked for an update on the presentation from Persimmon to Council members regarding the proposed development between the areas of Gynhir and Tynybonau prior to the council meeting, and whether the information would be made public. It was confirmed that this would be made public and available on the council website. Cllr Harris informed that no presentation was given only a brief overview of the date they were intending to submit a planning application. The council had prepared a number of questions which Persimmon answered. These will be made public on the council website.

1. **. Apologies for absence.**

No apologies received.

1. **. To receive declarations of personal and/or prejudicial interest from Members in accordance with the Council’s Code of Conduct.**

There were no declarations received.

**132. To receive and consider the minutes of the Council meeting held on the 1st December 2023.**

The above minutes were accepted as a true record.

**133. To receive Declaration of Acceptance of Office from newly co-opted Councillor Mr J. Johnstone.**

Declaration of Acceptance received.

**134. To receive an update from consultant Mr David Howells, PSC Ltd. regarding the Pontarddulais Heritage Centre Feasibility Study.**

A presentation was received from Mr Howells regarding a heritage centre being located on the 2nd floor of the Institute. The presentation will be circulated to members and discussed at the next meeting.

**135. To receive and consider the minutes of the Special Events Committee meeting held on the 11th January 2023.**

The above minutes were accepted as a true record.

Arrangements to commence now for Christmas 2023 event.

Full health and safety check to be made on balcony in hall, and lock on balcony door to be changed.

Pontarddulais festival on 17th June with activities pre and post. Councillors asked to be available during the festival period to support events.

**136. To receive and consider the minutes of the Housing Development Working Group meetings held on the 15th December 2022.**

The above minutes were accepted as a true record. Minutes of meetings will be posted on council website.

 **137. To receive reports from County Ward Members.**

County Councillor Downing reported on the following:

* Attended the Pontarddulais Transport hub stakeholder group led by consultants Arcadis. Discussions included agile travel routes, bus journeys and railway station. More information will follow in
* Swansea Metro – will involve trains coming into Pontarddulais.
* PCSO Rhodri Mason now finished in Pontarddulais. New PCSO will be
* With County Cllr Griffiths met with drainage officers to discuss resolving flooding issue in Glynhir Road and Dantwyn.
* Cllr Downing is chair of the CBC group who are introducing a Swansea Residents Rewards scheme. This will involve an App to download on phones for discounts across Swansea. The group are also planning how this can be delivered for those without phone access.
* The ward profile is now available on [www.swansea.gov.uk/wardprofiles](http://www.swansea.gov.uk/wardprofiles)
* Osprey tickets received and given to junior section of rugby club.
* Cllr Downing is Vice Chair of Swansea pension fund who recently won the Local Authority pension fund in England Wales best Climate Change Strategy 2022.
* Along with other Labour councillors donations have been made from community budgets to assist Tonia Antoniazzi MP and Rebecca Evans AM to raise funds for a sharing table. The food bank 23 hampers distributed and Smith vouchers.

County Councillor Griffiths reported on the following:

* Attended Road Safety Scrutiny group meeting as a committee member.

There are a lot of various controls coming to communities in Swansea to make it safer for children within them to travel to school. This will include 20 mph speed restrictions, speed cushions and speed bumps. Pontarddulais has had some of these installed already, and work is continuing on Alltiago Road and James Street.

* E-cycle to be issued to PCSO.
* Camera installation to carried out in May.

Clerk will contact Police for assurance that cover will continue in Pontarddulais.

**138. To receive and consider any urgent matters from town councillors (matters to be sent to Clerk 2 working days prior to meeting)**

None received.

 **139. To answer questions from Councillors (3 clear days’ notice of any question**

 **having been given to the person to whom it is addressed).**

No questions were received.

 **140. To receive and consider reports from the Clerk.**

The Clerk reported on the following:

* Surveyors were contacted and have made an initial inspection of the dampness. Matter will be discussed further in Estates Committee.
* The Clerk reported on key areas of current work.
* The Clerk provided an update on upgrading the kitchen facilities in order to provide light refreshments. An external cleaning company had provided a quote for a deep clean of the toilet and kitchen. It was **proposed** by Cllr Downing and **seconded** by Cllr Evans that the external cleaning company undertake a deep clean, prior to an inspection from Food Hygiene department.
* Cllr G. John has resigned and City & County of Swansea have been informed. Date for co-option will be 24 January 2023 if no request for election received.
* Councillor required for Swansea Area Committee following resignation of Cllr John. Cllr W. Jones volunteered to attend the meeting on 16 January 2023.
* Adverts will be posted shortly inviting organisations to apply for financial assistance.
* Quote received from City & County of Swansea for floral display. It was AGREED that displays be more evenly located throughout Pontarddulais. To be discussed at next Estates Committee meeting.
* Music licence renewal quote received. Clerk to obtain more detail of cover.
* Produce market to continue on second Wednesday of month. Secretary required as Cllr G. John held that position and has now resigned. Clerk will arrange for secretary.
* Carmel coffee morning is well attended and can be recommended to anyone in the community needing companionship. Inform LAC Officer of event. Directory of warm spaces being prepared by Partnership.
* Cinema club to continue on first Saturday of month. This was well attended on 7 January with 50 participants. Three Councillors (and partners) have volunteered to be present and a rota will be arranged.

The following correspondence was received and noted:

|  |  |
| --- | --- |
| **Date** | **Content** |
| 01/12 | OVW – Seaweed farming Wales |
| 01/12 | Swansea Council - TTRN s16A - Pontarddulais Christmas Parade 2022, Pontarddulais, Swansea, Friday 2nd December for 1 night |
| 06/12 | DH Penllergaer - Letter in support of maladministration claims made Pontarddulais Town Council |
| 06/12 | Wales Air Ambulance - Community Council Appeal 2022 |
| 06/12 | CEO Swansea Council - Proposed development North of Pontarddulais |
| 06/12 | Swansea Council - TTRO - Alltiago Road (part), Pontarddulais, Swansea, Monday 9th January 2023 for 15 weekdays. |
| 07/12 | First Cymru - Service X13 |
| 07/12 | Swansea Council - Governance & Audit Committee Lay Member Vacancy |
| 08/12 | OVW - Un Llais Cymru / One Voice Wales - Bwletin Newyddion / News Bulletin |
| 09/12 | OVW - Single-use Plastics Bill Infographic Material/Cynhyrchion Plastig Untro ffeithluniau |
| 09/12 | Social Farms and Gardens - Croeso i'n cylchlythyr Gaeaf / Welcome to our Winter newsletter |
| 10/12 | Swansea Council - Footpath Modification Order |
| 10/12 | OVW - Papur Gwyn ar Weinyddu a Diwygio Etholiadol / Electoral Administration and Reform White Paper |
| 12/12 | OVW - Celebrate progress and innovation towards net zero at the Green Energy Awards 2023 |
| 12/12 | Public Sector Executive - How to better protect your organisation, staff, customers and citizens |
| 13/12 | Play Wales - December e-bulletin | E-fwletin mis Rhagfyr |
| 14/12 | Quantum Geotech – Land survey |
| 14/12 | OVW - Understanding the power of payroll savings schemes for employers and employees |
| 14/12 | OVW - Newsletter - Older Peoples Commissioner for Wales / Cylchlythyr - Comisiynydd Pobl Hŷn Cymru |
| 14/12 | Cllr K. Griffiths - Clarification |
| 15/12 | Swansea RDP - Swansea RDP News / Newyddion RhDG Abertawe |
| 15/12 | SCVS - Community Funding Events |
| 16/12 | Welsh Gov - Swydd Wag -- Penodiadau Cyhoeddus - Vacancy -- Public Appointments |
| 16/12 | Heart of Wales Line - Winter News |
| 16/12 | OVW – training dates |
| 19/12 | Play Wales - Play Wales 2022 publications | Cyhoeddiadau Chwarae Cymru 2022 |
| 19/12 | AC - LDP REVIEW |
| 20/12 | Clerk – Institute boiler |
| 22/12 | Swansea Council **-** Presentation To Community Town Council Forum - Swansea PSB Local Well-being Plan |
| 10/1 |

|  |
| --- |
| FW: Re: Pontarddulais Town Council - Fully Funded EV Charging Point Scheme |

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| 10/1 | Public commemoration in Wales / Coffáu cyhoeddus yng Nghymru |
| 12/1 | FW: Launch of Amser third sector grant scheme and advert for independent assessors |
| 12/1 |

|  |
| --- |
| Women at Work Conference | Increasing the Representation of Women in Senior Roles | London | 26 Jan |

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| 12/1 | Keep Wales Safe this Winter - Viruses |

**141. To receive and consider reports from the Mayor.**

**2nd December 2022**

Attended Christmas lights switch on. Thank you to all Councillors who took time to support the Council in making this year’s show one of the best seen. Thank you also to those that arranged and built the grotto in the institute, which was a great success. Last but not least a big thank you to Jade for organising the *Pop Up Y Bont* which was excellent and well received by the community.

**5th December 2022**

Attended the Senior Citizens Christmas lunch, and was accompanied by wife. Mr Don Richards from the car scheme was also present.

**11th December 2022**

Attended another excellent concert at Goppa chapel. It was good to see all the brilliant talent Pontarddulais has with choirs, Town band and schools. A big thank you to the organisers.

**15th December**

Attended the Christmas lunch for the Partially-sighted Group at Elim church.

**15th & 18th December**

Judging for the best decorated Christmas shops and houses competition, along with Cllr C. Evans and Clerk (Mrs H Davies).

**21 December 2022**

Thank you to all Councillors who attended Aneurin’s retirement meal, which was a lovely evening and a nice end to his time in the Council. Thank you to the new Clerk for organising and to Cllr P. Downing for being the compere.

**142. To receive and consider reports from representatives on outside bodies.**

**None received**

1. **To fill the casual vacancy that exists in the Dulais West Ward.**

Three applications were received for the vacancy and a secret ballot undertaken. The majority vote was for Mr Stephen Lloyd-Janes. The Clerk will notify the candidates.

1. **To authorise and approve the expenditure for the month of December 2023**

The above expenditure was authorised and approved.

Appendix ‘A’.

1. **To receive a monthly income report and bank reconciliation for the month of December 2023**

The above expenditure was authorised and approved.

Appendices ‘B and C’.

1. **To receive planning applications previously circulated to all Members**

**PLANNING APPLICATIONS RECEIVED AND FORWARDED TO ALL COUNCILLORS SINCE COUNCIL MEETING 01 DECEMBER 2022**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **PROPOSALS** | **OBSERVATIONS** |
| Pontarddulais Comprehensive School | Installation of 2 steel containers for the use of bocs bwyd unit | No observations |
| 61 Bolgoed Road,Pontarddulais | Part single/part two storey rear extension |   |
|   |   |   |
|  |  |  |
| Pontardulais AFC, Coed Bach Park, Gwynfryn Road, Pontarddulais, Swansea, SA4 8LG  | Two-storey clubhouse, incorporating additional changing rooms, coffee shop with multi-use community hub rooms, together with external ground and first floor balconies  |  |

There were no observations made regarding the above applications.

**APPENDIX A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Expenditure transactions for the month of December 2022** |  |  |  |
|  |  |  |  |  |
| **Name** | **Particulars** | **Net** | **Vat** | **Total** |
| Morgan & Morgan | Printing/photocopying cost | £65.17 | £13.03 | £78.20 |
| Clerk | Refreshments for Grotto & timer for tree | £40.54 | £0.00 | £40.54 |
| Chris Morris | Window cleaning | £25.00 | £0.00 | £25.00 |
| JDK Catering | Catering for Christmas Quiz | £250.00 | £0.00 | £250.00 |
| Clerk | Reimb. Information Commissioner renewal fee | £40.00 | £0.00 | £40.00 |
| Staff  | 4 X December salaries + Clerk leave payment | £4,379.70 | £0.00 | £4,379.70 |
| Mayor | Final allowance payment | £500.00 | £0.00 | £500.00 |
| Cllr D. Beynon | Councillor allowance | £120.00 | £0.00 | £120.00 |
| Cllr C. Evans | Councillor allowance | £120.00 | £0.00 | £120.00 |
| Cllr R. Harris | Councillor allowance | £120.00 | £0.00 | £120.00 |
| Cllr R. Jenkins | Councillor allowance | £120.00 | £0.00 | £120.00 |
| Cllr H. Roberts | Councillor allowance | £120.00 | £0.00 | £120.00 |
| Cathedral Leasing | Hire of 2 No sanitary units | £17.33 | £3.47 | £20.80 |
| Cllr J. Davies | Councillor allowance | £120.00 | £0.00 | £120.00 |
| British Gas | Monthly gas | £93.15 | £4.65 | £97.80 |
| Clerk | Reimb. house & shop window prize money | £450.00 | £0.00 | £450.00 |
| JDK Catering | Clerk's retirement dinner | £498.75 | £0.00 | £498.75 |
| Pontarddulais Comprehensive | Gratuity for interview assistance | £500.00 | £0.00 | £500.00 |
| JDK Catering | Additional payment for retirement dinner | £59.85 | £0.00 | £59.85 |
| HMRC | Tax/N.I. for quarter Oct/Nov/Dec | £1,002.99 | £0.00 | £1,002.99 |
| Swansea Council | Election recharge May 2022 | £300.00 | £0.00 | £300.00 |
| Matthews Commercial Services | Confidential shredding | £37.50 | £7.50 | £45.00 |
| Chaplins Pantos | Outstanding pantomime fee | £890.00 | £178.00 | £1,068.00 |
| Swansea Council | Hire of Santa Sleigh | £400.00 | £0.00 | £400.00 |
| Lloyds Bank | Service charge | £7.00 | £0.00 | £7.00 |
| SSE | Institute electricity | £237.61 | £11.88 | £249.49 |
| SSE | Institute electricity | £303.13 | £15.16 | £318.29 |
| SSE | Institute electricity | £934.31 | £46.72 | £981.03 |
| Swansea Council | Non domestic rate | £108.00 | £0.00 | £108.00 |
| Clerk | Postage etc April/December 22 | £74.65 | £0.00 | £74.65 |
| **TOTAL** |  | **£11,934.68** | **£280.41** | **£12,215.09** |

**APPENDIX B**

**INCOME REPORT – DECEMBER 2022**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 05-Dec | 83/22 | Karate |  | Room hire |  | £230.00 |  |  |  |  |  | £230.00 |  |
| 08-Dec | 85/22 | TownBand |  | Room hire |  | £17.25 |  |  |  |  |  | £17.25 |  |
| 08-Dec | 80/22 | Senior Citizens | Room hire |  | £51.75 |  |  |  |  |  | £51.75 |  |
| 08-Dec | 84/22 | Slimming World | Room hire |  | £69.00 |  |  |  |  |  | £69.00 |  |
| 09-Dec |  | Lloyds  |  | Bank interest |  |  | £20.61 |  |  |  | £20.61 |  |
| 09-Dec |  | Lloyds  |  | Bank interest |  |  | £7.14 |  |  |  | £7.14 |  |
| 13-Dec | 81/22 | Carmel |  | Room hire |  | £86.25 |  |  |  |  |  | £86.25 |  |
| 13-Dec | 82/22 | W. I. |  | Room hire |  | £28.75 |  |  |  |  |  | £28.75 |  |
| 19-Dec |  | Pantomime |  |  |  |  |  |  |  | £279.00 | £279.00 |  |
| 19-Dec |  | Councillors/Ass.Clerk | Retirement dinner |  |  |  |  |  | £159.65 | £159.65 |  |
| 21-Dec | 88/22 | Karate |  | Room hire |  | £138.00 |  |  |  |  |  | £138.00 |  |
| 23-Dec | 91/22 | Senior Citizens | Room hire |  | £17.25 |  |  |  |  |  | £17.25 |  |
| 23-Dec | 87/12 | Slimming World | Room hire |  | £86.25 |  |  |  |  |  | £86.25 |  |
| 30-Dec |  | Swansea Council | Precept payment |  | £41,311.32 |  |  |  |  | £41,311.32 |  |
| **Monthly totals** |  |  |  |  |  | **£724.50** | **£41,311.32** | **£27.75** | **£0.00** | **£0.00** | **£438.65** | **£42,502.22** | **£137,625.60** |

**APPENDIX C**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| **BANK RECONCILLIATION** | **DEC-22** |  |  |  |  |
|  |  |  |  |  |   |  |  |
| Balance brought forward |  |  |  |  | £116,855.11 |
|  |  |  |  |  |  |  |   |
| Add total receipts as per R & P Book |  |  |  | £42,502.22 |
|  |  |  |  |  |  |  |  |
| Less total payments as per R & P Book |  |  |  | £12,215.09 |
|  |  |  |  |  |  |  |  |
| **Balance carried forward** |  |  |  |  | **£147,142.24** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Bank balances |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Closing bank balances |  |  |  |  |  |
| (as per bank statements as at 31/12/22) |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Current Account |  |  | £1.00 |
|  |  |  | Deposit Account |  |  | £115,944.81 |
|  |  |  | Reserve Account |  |  | £31,196.43 |
|  |  |  | Total bank balance |  |  | **£147,142.24** |
|  |  |  |  |  |  |  |  |
| Less unpresented cheques |  | Cheque number |   |   |
|  |  |  |  |   |  |  |   |
|  |  |  |  | Total |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
| Add cash/cheques received not yet banked |  |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other adjustments |  |  |   |  |  |   |
|  |  |  |  |  |  |  |  |
| **Reconciled Balance** |  |  |  |  | **£147,142.24** |
| **(as at 31/12/22)** |  |  |  |  |  |   |

The above reports in Appendix A-C were authorised and approved.