

**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL MEETING ON  
THURSDAY 16 MAY 2024  
DRAFT**

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**Present:**

Councillors	Cllr P Downing (Chair)	Cllr D. Beynon	Cllr D. Hardy
	Cllr K. Williams	Cllr J. Harris	Cllr C. Evans
	Cllr K. Griffiths	Cllr A. Owen	Cllr H. Roberts
	Cllr G. Chambers	Cllr A. Wilson	Cllr J. John

**Apologies**      Cllr R. Harris                      Cllr J. Beynon

**Absent**              Cllr S. Lloyd-Janes              Cllr J. Johnstone

*The Chair informed members that the meeting was being recorded for minuting purposes and deleted once minutes are agreed.*

No members of the public were present.

**1. Disclosures of Personal and Prejudicial interests in accordance with the Council's Code of Conduct.**

None received

**2. To approve and sign as a correct record the minutes of the Council meeting held on 28 March 2024.**

It was **RESOLVED** to accept the above minutes as a true record.

**3. To approve and sign as a correct record the minutes of the Policy & Resources Committee meeting held on the 9<sup>th</sup> May 2024.**

It was **RESOLVED** to accept the above minutes as a true record.

It was **RESOLVED** to accept the Financial Regulations.

It was **RESOLVED** to make the final payment of £3,420 for the vision setting workshop and amount to be transferred from General Reserves.

It was **RESOLVED** to accept the Standing Orders.

It was **RESOLVED** to accept the Virtual Meeting Protocol.

It was **RESOLVED** to accept the Election of Mayor Policy.

**4. Receive and consider reports from County Ward members**

County members reported on having attended regular council meetings and had no additional report.

**5. Receive and consider any urgent matters from Town Councillors**

None received.

**6. Answer questions from Councillors (3 clear days' notice of any question having been given to the person to whom it is addressed).**

None received

**7. Receive and consider reports from the Clerk**

1.	<p><b>Police update</b> The Clerk provided the update received from the Police Sergeant who was unable to be present:</p>
	<p><b><u>Statistics between – 01<sup>st</sup> April – 30<sup>th</sup> April 2024 in Pontarddulais</u></b></p> <p>91 occurrences reported to Police.</p> <p>9 – Anti-Social Behaviour related mostly motorcycle related especially on the Common Land above Bont. 27 - Crimes of violence 0 - No reported dwelling breaks.</p> <p>No apparent trends.</p> <p>A warrant was executed earlier in the month where a quantity of drugs was recovered with the individual currently released awaiting the outcome of enquiries and CPS charging advice.</p> <p>Several other similar related matters are being investigated in the area which is likely to lead to a proactive police response. It is important for the public to report concerns as when appropriate they can be acted upon.</p> <p>A new Police officer has joined Gorseinon Neighbourhood Policing team, PC Chris Claypole, who will be covering the area along with the PCSO's.</p>
2.	<p><b>Huw Francis email</b> An email had been received from Huw Francis in relation to vandalism in the building compound at Tidal Reach. This has been forwarded to Sergeant Llewellyn. County Councillors reported on having already raised the matter with the Police.</p>
3.	<p><b>Fire Inspection</b> In advance of the Fire Inspection on 22 May 2024, electrical testing has been undertaken throughout the building. The initial findings were reported by the Clerk, which have identified a number of issues not addressed since the previous Fire Inspection, and electrical company testing report, approx. 6 years ago. It was <b>AGREED</b> that this matter be given urgent attention once the Fire Inspection report is received highlighting the issues to be addressed.</p>

4.	<p><b>Standing Orders</b>  The Clerk emphasised the importance of understanding the Standing Orders and advised all councillors to read thoroughly to improve and refresh knowledge of the council procedures.  Cllr. Downing can explain the 'Notice of Motion' in more detail at a future meeting.</p>
5.	<p><b>Vision workshop</b>  The next session is on Thursday 13<sup>th</sup> June at 6pm.</p>
6.	<p><b>Festival – 15 June 2024</b>  The Clerk asked for a show of hands for helpers on the festival weekend.</p>
7.	<p><b>Annual Return</b>  Following a successful Internal Audit, the yearly submission will be made to Welsh Audit Wales by end of May.</p>
8.	<p><b>Annual Report</b>  Councillors were asked to read through the report that had been circulated and inform the Clerk should there be anything to add.</p>
9.	<p><b>Councillor Allowance form</b>  All forms to be completed for the current financial year.  Allowance will be paid twice a year in retrospect.</p>
10.	<p>The Clerk reported on the following achieved during the time in post:</p> <ul style="list-style-type: none"> <li>• A successful audit in 2023 and a recently received successful internal audit for this year's submission.</li> <li>• Improvements to the IT systems to provide better network coverage and WFIF for councillors, groups, and the public to use in all areas of the building and use of Teams to enabling sharing of documents.</li> <li>• A financial software system that provides the council with excellent financial reporting and improved financial security.</li> <li>• A facilities software system that enables admin staff to enter and view all bookings, produces excellent reporting, produces invoices and links to the financial software system.</li> <li>• A successful summer festival and another due to be delivered in June.</li> <li>• Continuation of the seasonal events such as hanging baskets, Halloween, Christmas Parade and Grotto and pantomime.</li> <li>• Refurbishment of the office and creation of an archive room.</li> <li>• The memorial to Gerallt Davies, and annual Gerallt Davies Achievement award.</li> </ul> <p>All of this has contributed to raising the profile of the town council.</p>

**8. Financial Reporting**

**a. Receive and sign the Bank Reconciliation for the month of April 2024.**

The bank reconciliations for the month of April 2024 were received and signed (Appendix A).

**b. To approve the Council's Annual Return for the financial year 2023–2024.**

The Annual Return was signed.

**9. To discuss planning applications previously circulated to all councillors. (attached)**

(Appendix B).

There were no observations regarding the applications.

Cllr J. John to lead a task & finish group to identify a location to accommodate a youth provision.

**10. Motion of Exclusion of Public and Press – S.1(2) Public Bodies (Admission to Meetings) Act 1960 for item:**

**a. Appointment of Clerk to the Council/RFO**

**b. HR Matters**

The Clerk was asked to leave the room for the above items.

The meeting ended at 21.05

*HJ Davies*

**(Appendix A).**

## Bank Account Reconciled Statement

### Current Account (£1) + Deposit Acc

Statement Number	28	Bank Statement No.	28
Statement Opening Balance	£40,526.02	Opening Date	01/04/24
Statement Closing Balance	£71,967.19	Closing Date	30/04/24
True/ Cashbook Closing Balance	£71,967.19		

## Bank Account Reconciled Statement

### Reserve Account

Statement Number	25	Bank Statement No.	25
Statement Opening Balance	£31,571.79	Opening Date	01/04/24
Statement Closing Balance	£31,600.20	Closing Date	30/04/24
True/ Cashbook Closing Balance	£31,600.20		

**(Appendix B)**

**Planning Applications April 2024**

**WEEKLY APPLICATIONS - WEEK ENDING: 26 April 2024**

No applications for wards

**WEEKLY APPLICATIONS - WEEK ENDING: 19 April 2024**

No applications for wards

**WEEKLY APPLICATIONS - WEEK ENDING: 12 April 2024**

<b>Application No:</b>	2024/0631/FUL	<b>Date Registered:</b>	08.04.2024
<b>Electoral Division:</b>	Pontarddulais - Area 1	<b>Status:</b>	Being Considered
<b>Map Ref:</b>	259246 204282		
<b>Development Type:</b>	Householder		
<b>Location:</b>	62 Tyn Y Bonau Road, Pontarddulais, Swansea, SA4 8RZ		
<b>Proposal:</b>	Demolition of the existing garage / store, single storey rear extension, proposed single storey and two storey side extensions and fenestration alterations		
<b>Applicant:</b>	Mr & Mrs Evans	<b>Agent:</b>	Mr James Pugsley

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**WEEKLY APPLICATIONS - WEEK ENDING: 5 April 2024**

<b>Application No:</b>	2024/0606/PLD	<b>Date Registered:</b>	02.04.2024
<b>Electoral Division:</b>	Pontarddulais - Area 1	<b>Status:</b>	Is Lawful
<b>Map Ref:</b>	259217 204430		
<b>Development Type:</b>	All Others (CPLDS, Prior etc)		
<b>Location:</b>	58 Woodville Street, Pontarddulais, Swansea, SA4 8SH		
<b>Proposal:</b>	Replace single storey lean to extension with new single storey rear extension and conversion of existing integral garage to living space (application for a Certificate of Proposed Lawful Development)		
<b>Applicant:</b>	Mr & Mrs James and Alicia Bowmaster	<b>Agent:</b>	Mr David Paynter

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