

PENLLERGAER COMMUNITY COUNCIL (PCC)
MINUTES OF MONTHLY MEETING OF COUNCIL

Minutes of the monthly meeting of Council held on Tuesday, 13th October 2026 at 19:00 in the Village Hall.

Present:

Councillors: Mr Wyn Morgan (Chair), Mr Gareth Alban, Mr Matthew Eynon, Mrs Glenys Richards, Mrs Rosemary Talbot, Mrs Rebecca Thomas and Mrs Sian Tucker

Ward Councillor: Mr Tony Fitzgerald

Clerk to the Council: Mrs Jayne Walters

66. Apologies for absence

Apologies were received from Mr Dave Harris and Mrs Christine Pugh.

67. Issues from Members of the Public

Concerns were raised regarding the security of the play area with specific issues relating to the gate which does not always close securely. It was also suggested that the play area should be enclosed to provide greater safety and security for children. It was noted that the ward member had already written to Swansea City Council in September 2026. It was **resolved** that Swansea City Council's risk assessment of the play area be requested.

68. Declaration of Members' Personal and Prejudicial Interests

No declarations were made.

69. Minutes of the Monthly Meeting of Council

The minutes of the monthly meeting on 8th September 2026 and of the extraordinary meeting on 23rd September 2026 were confirmed as an accurate record.

A correction was noted to the minutes of the 14th July 2026.

Item 36.10 Clerk's Pension

Members were asked to agree on a pension scheme for the Clerk. The NEST scheme was presented as an example and it was noted that there is no cost to the Council for this scheme. It was **resolved** that the NEST scheme be adopted.

Correction: There is a small cost to the Council. This is currently approximately £10 per month but will vary with revised pay awards.

70. Announcements of the Chair

There were no announcements made by the Chair.

71. Report of External Audit

The outcome of the external audit was expected by 30th September 2026. However, Audit Wales has confirmed that the audit has not yet commenced. There is no expected deadline for receipt of the outcome report.

72. Terms and Conditions for Users of Council Facilities and Council Obligations

A draft set of terms and conditions was presented to members for consideration. It was **resolved** that these need further development to ensure they Council has a robust set of

terms and conditions. These will be considered at a future meeting.

73. Council Strategic Plan

A draft strategic plan was presented to members for consideration. It was **resolved** that the document requires further development before adoption to ensure that the Council's strategic objectives and priorities are appropriate, clearly defined and aligned with its future needs. The updated documentation will be considered at the next meeting.

An assessment of the Council's policies, procedures and current governance arrangements, undertaken through the Governance and Finance Toolkit, was presented to members. It was **noted** that the ongoing actions identified through the assessment would be used to establish and strengthen the governance framework required to support the Council's strategic aims and objectives. Members **resolved** to establish working groups to progress and develop specific areas of the Council's work.

74. Training Plan and Matrix

The Council's training plan and a draft training matrix was presented to members.

The Clerk reminded members that each individual needs to complete the courses noted in the training plan. Members discussed the availability and cost of training. Members **noted** that One Voice Wales is developing self-paced digital learning resources to complement the existing programme of training modules.

The Clerk outlined training required for the role. Members resolved to approve the cost of two training courses for the Clerk.

75. Microsoft Office 365 Licence

The Clerk informed members of the need to establish appropriate Council specific IT facilities, including the provision of a dedicated laptop, software, and a secure document-sharing repository to support the effective management and storage of Council records. Members **resolved** that a laptop should be purchased primarily for use by the Clerk. In addition, four business licences will be purchased for MS Office 365.

It was also **resolved** that members should have standardised council emails. The format of these will be confirmed at the next meeting.

76. Grants, Bursaries and Donations Policy

The proposed policy was considered by members. Members discussed offering bursaries to the community and it was resolved that a total budget of £1000 be allocated to bursaries. Minor amendments were suggested to the policy including the addition of a clause to state that donations may be made at the Council's discretion. Members **resolved** to adopt the policy with minor amendments.

77. Risk Assessments

It was **noted** that risk assessments are currently held by Councillor Thomas. These will be added to the shared repository once this has been established.

78. Community Council Election Re-charge

The costs of the May 2027 Community Council Elections were presented to and **noted** by members.

79. Recycling Requirements

Members discussed recycling requirements for the playing field and Pavilion. It was **resolved** that bins be purchased for all recyclable materials and collections be arranged on a monthly basis.

80. Updated Model Standing Orders

The updated model standing orders were presented to and **noted** by members.

81. Request to post banner for foot clinic

Members were informed that a local resident had requested permission to display a banner promoting her business on the Village Hall railings. Following consideration, it was resolved that permission could not be granted. It was further noted that the banner advertising the Community Market is not displayed on Council-owned property.

82. Swansea City Council Response to LDP2

The response provided by Swansea City Council on 25th September 2026 in relation to LDP2 was noted by members. The response outlined engagement to date and stated that an Initial Consultation Report is being prepared. This has accounted for representations made by the Council and will provide an overview of the Preferred Strategy, comments received and key emerging messages that have influenced the preparation of the Deposit Plan and will accompany the plan on public consultation.

83. SWANSEA CITY COUNCIL No Casino Resolution

Swansea City Council's resolution on licences for casinos in Swansea was noted.

84. National Salary Award

The national salary award from 1st April 2026 for was presented to members. Members resolved to accept the pay award for all employees.

85. SWANSEA CITY COUNCIL – Response to Review of the Charter

Swansea City Council's response to comments made in relation to the Charter was noted.

86. Christmas Parade

Councillor Thomas informed members that that arrangements are in progress for the Christmas parade.

87. Consultation: Formation of Consolidated Welsh Public Energy Company

Members were presented with information about the consultation on the formation of a consolidated Welsh public energy company. Further discussion will take place at the next monthly meeting.

88. Update Practice Development Note – Martyn's Law

The updated One Voice Wales (OVW) updated Practice Development Note relating to Martyn's Law was noted by members.

89. Draft Remuneration Report 2027 – 28

The draft Remuneration Report 2027-28 was noted by members.

90. Complaints Policy and Principles for Remedy

A draft complaints policy and the principles for remedy were presented to members. Following discussion, it was agreed that further consideration would be required. These items will be discussed at the next monthly meeting.

91. Civility and Respect Pledge

The Civility and Respect Pledge was presented to members. Following consideration of the document, members resolved to accept the pledge and it was signed by the Chair.

92. Finance Report

92.1 Review of 2026-27 budget to date

Members reviewed the budget to date. It was noted that there is currently an underspend.

92.2 Bank reconciliation

The bank reconciliation will be provided at the next monthly meeting.

92.3 Income and expenditure report

Members received a report detailing all payments, receipts and bank account transfers since the last monthly meeting of Council held on 8th September 2026.

92.4 Clerk's Pension

Following confirmation of the costs of the Clerk's pension, members resolved to approve the NEST pension scheme for the Clerk.

93. Planning Applications

Members noted the weekly planning applications from Swansea Council.

	Ref	Applicant Name	Address	Application Details
28.1	2026/1427/FUL	Mr & Mrs Dowling (Householder List w/e 4.9.26	47 Gors Road, Penllergaer, Swansea, SA4 9BA	Demolition of the rear conservatory, proposed single storey and two storey rear extensions.

94. Correspondence

Members noted correspondence received as listed.

	Organisation	Item
94.1	OVW Biodiversity	Invasive Species Training – 29.9.26
94.2	OVW	Council Data Group
94.3	OVW	Joint OVW / SLCC Event – 18 th November 2026 Remote
94.4	OVW	Innovative Practice Conference – 30 th September 2026 Hafod a Hendre, Royal Welsh Showground, Builth Wells
94.5	OVW	Training – Cultural Change
94.6	OVW	OVW E-Bulletin Issue 29
94.7	OVW	OVW E-Bulletin Issue 30
94.8	OVW	OVW E-Bulletin Issue 31
94.9	OVW	The Voice - Issue 4
94.10	OVW	Motions for AGM – 3 rd February 2027
94.11	OVW	Governance Arrangements 2026
94.12	Senedd	Welsh Election Study Roadshow
94.13	OVW	Cost of Living Crisis Project – Information & Resources
94.14	Principality Building Society	Future Generations Fund
94.15	OVW	Biodiversity Packages – Third Round
94.16	OVW	Small grants
94.17	Senedd	Welsh Election Study Roadshow

95. Reports from the Sub Committees

95.1 Sports Field

A summary of communications with the football team and groundwork undertaken was noted by members. Members were informed that the holes for the goal posts had been located and the goal post repaired. A plan to repair the minis pitch had been agreed with the football club. Members approved the purchase of new nets. It was reported that quotes had been received for the installation of CCTV.

A proposal was received to have a formal sub-committee to support management of the sports field and Pavilion. This was approved by members. It was noted that formal governance arrangements will need to be established for the sub-committee.

95.2 Village Hall

Members resolved that no smoking signs should be installed outside the entrance to the Village Hall. It was noted that there had been some drain issues which had been resolved.

95.3 Environment

Nothing to report.

95.4 Police

Nothing to report.

95.5 Events

Councillor Thomas informed members that she was exploring opportunities to hold a laser light show in the village. It was noted that the village Scarecrow Competition is underway. The competition is wholly funded by the organiser. It was proposed to donate £100 for the prizes and members resolved to make this donation.

96. Issues from Councillors

No issues were reported.

97. Ward Councillor Update

Councillor Tony Fitzgerald (Penlle'r-gaer Ward) provided a verbal report. Matters raised included the failure of a political party to remove election posters and the installation of a 2.4 metre palisade fence behind local residents' six-foot wooden boundary fences. Members noted that 20 resident signatures would be required to request that the planning application be called in for further consideration. It was further noted that the fence had been installed to meet the school's insurance requirements.

Members noted a resident's request for lighting and handrails on the footpath between Gors Road and the school. Whilst noting that lighting is already provided on Gors Road, members supported the provision of lighting on the footpath. Members did not support the installation of a handrail.

98. Date of Next Meeting

The next monthly meeting will be on 10th November 2026.