**REYNOLDSTON COMMUNITY COUNCIL**

**MINUTES OF MEETING OF THE COUNCIL**

**Held at Minor Hall, Reynoldston at 7.30pm on Tuesday 10th May 2022**

**Present:** Cllrs. Vine, Bond, Twitchett, Ashelby, the Clerk Paul Sizer, Internal Auditor Aimee Dyer and two members of the public.

**Apologies:** Michelle Clarke

Councillor Vine welcomed everyone to the meeting and explained there would be a slight alteration of the agenda and would include a 5a item

1. **ELECTION OF CHAIR**

Cllr. Vine was proposed by Cllr. Ashelby and seconded by Cllr. Bond to act as chair of the Community Council. Cllr. Vine accepted the position**.**

1. **ELECTION OF VICE-CHAIR**

Cllr. Vine proposed Cllr. Bond as Vice Chair and this was seconded by Cllr. Twitchett. Cllr. Bond accepted the position.

1. **ELECTION OF CLERK**

Cllr. Vine proposed Paul Sizer as the new Clerk and this was seconded by Cllr. Bond. The clerk accepted the position.

1. **ELECTION OF RESPONSIBLE FINANCIAL OFFICER**

Cllr. Vine proposed Paul Sizer for this position and this was seconded by Cllr. Bond. The position was accepted.

1. **APPOINTMENT OF INTERNAL AUDITOR**

Cllr. Vine proposed Aimee Dyer to take over from Paul Sizer as the Internal Auditor and this was seconded by Cllr. Twitchett. Aimee Dyer accepted the position.

**5a. ELECTION OF COOPTED COUNCILLORS.**

After posting an article in the Village Magazine asking if any members of the community would like to join the Council, the Council were approached by Nerys James. Nerys was invited to join the Council after being proposed by Cllr. Vine and seconded by Cllr. Bond. This was agreed unanimously by the Councillors. There is still one possible vacancy on the Council for another Councillor and this will be discussed at the next meeting.

1. **ELECTION OF TWO COUNCILLORS TO CONSIDER PLANNING APPLICATIONS.**

Cllr. Vine proposed Cllrs. Bond & Twitchett to consider any planning requests in the Village and this was seconded by Cllr. Ashelby. Both Councillors accept the positions.

1. **ELECTION OF ONE COUNCILLOR AS DELEGATE TO ONE VOICE WALES.**

Previously Cllr. Clements acted in this role. Due to Cllr. Clements not being present at the meeting and the requirement to possibly co-opt her onto the Council, this item would be moved to the next meeting.

1. **DISCLOSURE OF PERSONAL INTERESTS**

It was agreed that any Disclosures of Personal Interest would be discussed as they arose during the meeting.

1. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING.**

The Chair asked if everyone was happy with the minutes of the last meeting. Cllr. Vine noted the incorrect spelling of Cortobello, this should have been Cwrt-Y-Berllan.

The clerk also pointed out that the name of the new Internal Auditor needed changing from Amy Jones to Aimee Dyer.

Cllr. Ashelby asked that the spelling of Allison Jones be adjusted to Alyson Jones.

1. **MATTERS ARISING**

The sign on the Higher Green has not been ordered. It was agreed that as the old clerk has the contacts for these signs, he would be contacted so a new sign can be ordered.

A member of the public reminded the Council that the sign at the top of Applegrove has not been replaced but was agreed at the last meeting. This matter was taken up under item 15 on the agenda.

The work on the Higher Green has been held up at present. This will be discussed further under Item 15.

The chair had written to Penrice Estates expressing agreement with their decision to ban jet-skis. She had not had a response at present.

Currently there had been no response from Penrice Estates with regard to communication sent by the Play Park Group regarding entrance to the proposed site.

1. **APPROVAL OF ANNUAL RETURN FOR THE YEAR ENDING MARCH 31ST 2022**

The clerk submitted the annual return to the council. It had been prepared by the previous clerk and agreed by the Internal Auditor in post at the time.

The clerk pointed out the large balance held at the bank but this had been earmarked for the replacement bus shelter. It was agreed that this should now be agreed and actioned as soon as possible and had only been delayed due to the pandemic. Cllr. Vine agreed to find the previous e-mails and make contact with Swansea Council again on the matter.

A member of the public suggested approaching the AONB Sustainability fund for a possible grant.

The Internal Auditor for last year gave his report and will now submit the annual return to the external auditors.

Cllr. Vine proposed and Cllr. Ashely seconded approval of the annual return and Internal Auditors report.

1. **REVIEW OF THE CLERKS REMUNERATION**

This matter was agreed in the previous meeting to be confirmed after a meeting between Cllrs. Vine and Clements. As yet this meeting has not happened so the matter will be transferred to the next meeting.

1. **GRANTS**

There had been no requests for any grants since the last meeting.

1. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no new questions from the public.

1. **VILLAGE GREENS AND HIGHWAYS**

The chair said that has met Neil Pritchard with regard to the work on the Higher Green. She proposed that extra stones were sited at the ends of the parking areas on the Higher Green. Communications had been received from Swansea Council stating they did not oppose the stones but they could be regarded as an obstruction if complaints were made. Communications from Bob Griffiths of the Commoners had been received stating they were not in agreement with the proposal and wanted stones placed all along the edge of the Green. The Councillors voted unanimously in favour of the new expenditure estimated at around £500 to place stones at either end only of the Higher Green.

The matter of the road signs at the top corner of the Higher Green was discussed. Cllr. Twitchett had spoken to Swansea Council Highways and made contact with Steve Avo regarding the matter. Cllr. Twitchett agreed to follow the matter up now new budgets were in place at the Swansea Council. Applegrove signs would also be discussed at any meeting with Swansea Council.

The matter of speeding in the village was discussed again and Cllr. Twitchett will discuss this with highways as well.

A member of the public mentioned the flooding by the Post office. The Culvert regularly blocked and flooded the roads in the area. The chair had spoken to Dan Morris about the issue but he is unavailable to repair at this time. It was agreed Cllr. Twitchett will also ask Highways if they can offer any remedy.

1. **PLANNING APPLICATIONS**

There were two applications for planning within the Village.

3 Brynview Close – the Council felt there were no issues with the application.

Sunnybank – This proposed application was to convert a garage into a WFH location with the addition of a WC and an alteration to a window. There had been an objection from a neighbour but the Council felt they could not object to the application at this stage as there was no impact from the road.

1. **VILLAGE MAGAZINE**

Cllr. Ashelby agreed to keep updating the Village Magazine each month with news from the Council. For the next issue articles on the new councillors, the new clerk, the new E-mail address of the council would be noted. It was also agreed to add an article about residents having any objections to planning requests to also make them to the Reynoldston Community Council.

1. **CLERKS UPDATE**

This was a slight change from previous agendas as the new clerk felt it would be good for him to report to the Councillors any issues and problems he has faced since the last meeting and any correspondence. The clerk is still having issues with the Council’s bankers Lloyds Bank. Details of change of address to the new clerk’s address, the addition of the clerk as a signatory and therefore access to on-line banking was still outstanding to be completed by the bank despite written instructions being deposited on the 1st April. The clerk will chase the matter again. The Council will have to revert to paying any accounts by cheque in the short time.

The clerk advised the council of the new e-mail address which is now operating. It is [RCC@Renoldston.com](mailto:RCC@Renoldston.com) and the clerk thanks Rob Vine for all his assistance in setting it up. It was agreed to add a “footer” to the e-mails of “Reynoldston Community Council working for their residents”. Cllr. James agreed to translate into Welsh to allow bilingual footers.

The clerk had been approached by the Chapel where a Defib is located. It was agreed by the Council that they would take on the responsibility of maintaining this and the other Defibs in the Village. Cllr. James agreed to monitor and inspect all the defibs at the Church, Chapel and Village Hall and report back to the Council.

The Clerk recommended that Risk Assessments should be written for the use of the Motor Mower. It was agreed that the clerk would write the assessment and Cllr.s Bond and Twitchett, as the users of the Motor Mower would agree it on behalf of the Council.

The clerk asked for some plastic storage boxes to store old Council materials. The Chair added that any expenses incurred by Councillors must be submitted for repayment.

The Clerk had made contact with a new accountant who will undertake the payroll of the clerk. He is Dan Perrin and has his own accountancy practice. Dan will not charge for his services.

It was recommended that new copies of the Councillors Guide were purchased for all the Councillors and an updated Clerks Guide be purchased. All the matters were agreed by the Councillors.

1. **FINANCIAL POSITION AND BILLS FOR PAYMENT**

There were two invoices due for payment both for insurance. One to BHIB for general insurance in the sum of ££537.86 and another to A Plan Insurance for insurance of the Motor Mower in the sum of £282.78. Both would be paid by cheque on this occasion.

The balance at the bank before these cheques were drawn is £16602.

1. **AOB**

There was a request to Cllr. Bond regarding a possible beacon on Cefn Bryn to celebrate the Queen’s Jubilee. The Young Farmers were involved in the matter but they wanted clarification that the Council had a “Burning Licence” and insurance cover for the event. It was agreed that the location of the beacon was not within the Reynoldston boundary but in Llanrhidian. Cllr. Bond agreed to take the matter to Llanrhidian for discussion.

Cllr. Vine suggested that the Village could have a “Tea on the Green” event to celebrate the Jubilee and Cllr Bond agreed to arrange for posters and a feature on the Village Facebook page to advertise the event.

1. **DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 12trh July 2022 at 7.30 in the Minor Hall.

The meeting closed at 9.30