**REYNOLDSTON COMMUNITY COUNCIL**

**MINUTES OF MEETING OF THE COUNCIL**

**Held at Minor Hall, Reynoldston at 7.30pm on Tuesday 13th May 2025**

**Present:** Cllrs. Clarke, Twitchett, Ashelby, Cousins, Thomas, Spacie and the Clerk Paul Sizer

**Apologies:** Internal Auditor Aimee Dyer

There was no request from members of the public for Zoom access to the meeting.

Councillor Clarke welcomed everyone to the meeting

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| **1.** | **Election of Chair**  Cllr. Twitchett proposed Cllr. Clarke remain as the chair and this was seconded by Cllr. Thomas. Motion agreed by all present. Cllr. Clarke accepted the post. |
| **2.** | **Election of Vice-Chair**  Cllr. Clarke proposed Cllr. Twitchett remain as the Vice-Chair of the Council and this was seconded by Cllr. Ashelby. Motion agreed by all present. Cllr. Twitchett accepted the post. |
| **3.** | **Election of Clerk.**  Cllr. Clarke proposed Paul Sizer to remain as the Clerk and this was seconded by Cllr. Spacey. Motion agreed by all present. Mr Sizer accepted the position. |
| **4.** | **Election of Responsible Finance Officer.**  This position is also held by Mr Sizer and Cllr. Clarke also proposed, and seconded by Cllr. Twitchett that Mr. Sizer remain in this position. Motion agreed by all present. Mr. Sizer accepted the position. |
| **5.** | **Appointment of Internal Auditor.**  This position is currently held by Aimee Dyer who unfortunately was not present at the meeting. Mr Sizer had spoken to her and she was prepared to remain in position if requested by the Council. Cllr. Clarke proposed and this was seconded by Cllr. Twitchett to ask Mrs Dyer to remain in position. Motion agreed by all present. |
| **6.** | **Election of two Councillors to consider planning applications**  Cllrs. Twitchett and Ashelby currently consider planning applications and they both agreed to remain in post. This was proposed by Cllr. Clarke and seconded by Cllr. Cousins. Motion agreed by all present and both Councillors accepted the positions. |
| **7.** | **Election of one Councillor as delegate to One Voice Wales**  Cllr. Thomas currently is the representative for One Voice Wales and agreed to remain in position. This was proposed by Cllr. Clarke and seconded by Cllr. Twitchett. The motion was agreed by all present and Cllr. Thomas agreed to remain in post as the representative.  Also agreed that Cllrs. Cousins and Thomas remain leading the new Facebook page with support from the other Councillors as requested.  It was also agreed that Cllr. Ashelby remain the link between the Community Council; and the Village Newsletter. |
| **8.** | **Disclosures of Personal Interest**  Any disclosures would be stated before any agenda item. |
| **9.** | **To approve the minutes of the previous meeting**  The minutes were accepted by the Council. Cllr. Cousins proposed they be accepted and Cllr. Thomas seconded. This was agreed by all present. |
| **10.** | **Matters arising**  The majority of items in the minutes were also on the agenda and would be discussed during the meeting. The Clerk added that he had now heard back from the Auditors and this was included in his update later in the agenda.  The Clerk advised that a Speed Monitoring Device had been installed on a pole outside his home which had monitored the speed of traffic around the Post Office area. As yet, no report had been received from City & County of Swansea.  The Clerk had not yet met with NRP regarding the land on the upper green. |
| **11.** | **Approval of Annual Return for the year ending 31st March 2025**  The Clerk presented to the Councillors the CTC return which had been agreed by the Internal Auditor. He also produced an Income Statement, the budget showing actual expenditure for the year with variances of income and expenditure and the details of the Fixed Asset Register. As the Internal Auditor was not available to attend, the Clerk read out her report on her findings in the accounts which found no issues. The Clerk wished to thank the Internal Auditor for her assistance during the year. It was agreed that a gift be awarded to the Internal Auditor for her support over the years and the Clerk was asked to purchase some flowers and wine for her which he would personally deliver. Cllr. Clarke proposed that the Council, accept the work completed by the Clerk and this was seconded by Cllr. Spacie. The Clerk was thanked for his assistance in preparing the year end returns. The Chair signed the CTC ready to submit to the Auditors. |
| **12.** | **Review of the clerk’s remuneration**  The Clerk’s salary is linked to the latest NALC pay scales which will show an increase later in the year and this will be awarded. The Clerk has stated he does not wish to accept the increment that is in his contract and will remain on the current pay scale. |
| **13.** | **Grants**  It was agreed that the Clerk would arrange for the article written by Cllr. Cousins regarding the Village small grant scheme to be entered into the Village Newsletter for June 2025. It was agreed that the grant application form would be preceded by a statement that all payments awarded had to be paid into a bank account of the name of the group claiming the grant. The Clerk would communicate with Cllr. Cousins and ensure the grant form is updated and then added to the website and also a link on the new Facebook page be added to link to the website.  A request was received from Hugh Jones regarding sponsoring a reprint of his history of the Village houses. It was agreed not to sponsor the reprint at this stage as it was felt to be too near the last print and recommended possibly sponsoring it in 2027. |
| **14.** | **Questions from members of the public (limited to 15 minutes)**  There were no members of the public present or had requested to attend via Zoom. |
| **15.** | **Village greens and highways**  The Clerk had not met with NRP Landscapes yet regarding the work on the upper green.  A discussion was held regarding the land and usage at Belvedere after a request had been made by a resident to Cllr. Spacie.  The “Love Reynoldston” day was discussed with an agreed date if Saturday 21st June. The suggestions were for residents to spend time litter picking around the Village and tidying up the stream in Robin’s Lane.  The Clerk had purchased 54 litter pickers at a cost of £1.79 each which would be used on the day and could be kept by residents after the event to keep litter picking if they wished.  It was agreed not to arrange a skip for any rubbish collected and debris from the stream but to ask a local company if they would assist in the removal of any wood and possibly move any small pieces to the Whitford Sands area for use by visiting parties of guests to the lodge there.  Any final rubbish would either be taken to the recycling sites or Cllr. Clarke would investigate if City & County of Swansea would collect this. Cllr. Clarke would also contact “Keep Wales Tidy” regarding any support from them and possible black bags etc.  Two sites would be set up, one at the Chair’s home in Little Reynoldston and another by the Chapel. Refreshments would be arranged at both bases.  A risk assessment had been written by Cllr. Twitchett regarding the event which was presented to the Councillors. The Council thanked Cllr. Twitchett for his work on this matter.  Councillor Ashelby advised she would design an article to appear in the Village Newsletter in June.  The Clerk was asked about some apparent dead Ash trees in Robin’s Lane. The Clerk agreed to contact City & County of Swansea although they were on land not owned by the Community Council. The trees could be a highways issue if they fell. |
| **16.** | **Planning applications**  There was one planning application for work to trees at  Brook Cottage Reynoldston Swansea SA3 1AD. There was no objection from the Community Council. |
| **17.** | **Training**  The Clerk asked stated that the training Policy required a review which he had completed and asked for the Council to accept the updated version.  There were no requests for training from the Councillors. |
| **18.** | **Clerks Update**  Since the last meeting, the Clerk had paid:   * The Clerk’s salary of £836.55 * HMRC for PAYE and NI for the Clerk of £248.68 * Clerk’s expenses for the year of £28.43 * Village Hall rental of £15.00 * Reynoldston Community Shop and Post Office (RCS) £1000.00 towards the new front door * St Georges Church for the electrician’s fee for the revamp on the meter for the Village Green in the sum of £264.00 * Bank charges of £4.25 on March (for February charges) and £4.25 in April (for March charges) * One Voice Wales £87.00 for membership fees.   Received since the last meeting:  £2666.67 precept from City & County of Swansea  Balances at Banks:   * Lloyds – Current account £88.03 – awaiting final balance and charges before closing the account * Lloyds – Savings account – nil awaiting any final interest. * Transferred to Nat west accounts £17620.00 * Nat West – Current account £7518.00 * Nat West – Savings account £10,000.00   The Clerk reported he and the Chair had now “got the hang of the Nat West methods” and would be adding Cllr. Ashelby to be a contact for Nat West accounts as soon as possible.  The Clerk asked permission to pay:   * Howden Insurance for the motor mower £323.10 up 9% on last year * Zurich Insurance £300.00 – same charge as last year * Village Hall charge for this meeting circa £19.00   Cllr. Clarke proposed the payments and this was seconded by Cllr. Cousins. All present agreed the motion.  The Clerk advised the Councillors that he had eventually, after a lot of pressing, received the Auditor’s report which only stated the Council be careful of the amount spent on s137 payments. The Clerk advised the Councillors that they had not exceeded the total for the year. He also mentioned the Auditors had stated that the Clerk had not sent, as requested details of the electorate number of the Community. The Clerk had revisited all the documentation sent to him and emails received and there was no request for this information from the Auditors.  The Clerk also advised that he had not received any invoice from the Auditors for their work regarding 2023/2024 accounts.  The Speed awareness device had been removed by City & County of Swansea which had been in place over the Easter period and the Clerk was awaiting the report.  The Clerk had been advised there was a new LAC for the area in Rachel Cole and the Clerk would invite her to a future meeting.  The Clerk had received a communication from Hugh Jones regarding possible AED training in the Village Hall. The cost was agreed to be too expensive and the Clerk was asked to investigate a possible cheaper alternative source of training. |
| **19.** | **Co-option of new Councillor**  Cllr. Thomas had designed a poster to be placed in the new Facebook page asking if anyone was interested in joining as a Councillor. This would also appear in the Village Newsletter as soon as possible. |
| **20.** | **Website/Social media/Village Newsletter**  The Councillors thanked Cllrs Cousins and Thomas on the new Facebook page which was now in operation and had several followers.  Articles on the Village Grant scheme would be added asap along with the Love Reynoldston day and also asking for a new Councillor. |
| **21.** | **AOB**  The Chair advised she had received notice of an event over the weekend of 19th & 20th July which starts in Penrice Estate and runners would cross through the Village at various locations.  A suggestion of moving the times of meetings to 7.00 rather than 7.30 was discussed but it was agreed 7.30 worked better for the Councillors. |
| **22.** | **Date of next meeting**  The date of the next meeting will be Tuesday 8th July. |
|  | The meeting closed at 9.30 |