



RHOSSILI COMMUNITY COUNCIL

Council: **Chair** – Ian Button (IB), **Vice-Chair** – Gill Boulding (GB),
Council Members: Tom Higgs (TH), Maggie Kirk (MK),
Lesley-Anne Nolan (LAN), Nicola Rees (NR), Sue
Muddeman (SM)
Clerk: Lauren Walters (LW)
Responsible Finance Officer: Steve Walmsley (SW)

Minutes

Rhossili Village Hall and via Zoom

Tuesday, 14th November 2023

Meeting commenced 7:15pm

1. **Attendance:** Councillors – IB, GB, NR, LA-N, TH, MK, SM
RFO - SW
Clerk - LW
Residents – 3
Visitors: 1 (National Trust)
2. **Apologies:** None
3. **Declaration of Interests:** None declared.
4. **Minutes of last Meeting:** 10/10/2023
GB proposed minutes be accepted as a true record. LA seconded. All agreed.
5. **Questions & comments from members of the public**
IB explained that council was trialling a new approach of offering opportunity (5 minutes) for those attending to speak ahead of the main business of the council meeting and that further opportunity would be provided at the end of the meeting.
No comments/ issues raised.
6. **Action list** reviewed and updated
7. **Schools announcement**
Consultation proposal was announced to establish a Governing Body-Led Federation between Knelston Primary School and Bishopston Primary School. Both schools will remain open and will have a shared Headteacher.
Action RCC to respond.
8. **Finance**
8.1 Finance & current finance commitments - Current finance reports received from Responsible Finance Officer.

8.2 Budget and spending proposal discussed

8.2.1. Clerk to have 7.7% salary rise to be backdated to September, following National Award which should be paid in November. There was also a minor adjustment that needed to be made to both salary and tax as the HMRC tax calculator differed by £0.12 from those calculated by the RFO in October. LA proposed acceptance of the pay rise and adjustment & MK seconded. All agreed.

8.2.2. MK updated members on progress in establishing RCC emails addresses for all councillors and officers. Invoices for £35.00 for hosting of email addresses and £16.00 for the associated domain name registration have been sent by RCC's web host. IB proposed payment, MK seconded. All agreed.

Action: MK to liaise with webhost to set up addresses once payment received.

8.2.3. Hwb invoice of £110.00 discussed. This included Hwb hosting, domain name registration and support. IB proposed payment & LA seconded. All agreed.

8.3 Other financial items

8.3.1. Exact costing for clerk training and membership needs to be agreed. **Action:** LW to find out exact training and membership costs from SLCC and OneVoice Wales.

8.3.2. SW advised members on use of Expenses claims forms for travelling and sundry other expenses and presented a possible template to use. IB proposed adoption of forms, with Chair to authorise all expense claims in advance. LA seconded. All agreed.

9. Hwb Update

9.1 MK summarised viewing stats from May-November, using Google Analytics: 840 views; 328 users. Most users are from the Swansea area. The new features added have been popular and further developments are in the pipeline. Hwb Advisory Network will be meeting next week (22.11.2023).

10. Forward Planning – discussion of what we are planning in the village. Events etc.

10.1 Communication & engagement strategy – draft outline document was presented. Postal address and phone line for RCC to be agreed.

Action: MK, SM to continue to work on draft with LW.

10.2 Annual Magazine – LW and TH have discussed magazine layout and what the magazine should feature. RCC residents encouraged to email articles to RCC email address.

10.3 Update on council email addresses – agreed in finance.

10.4 D Day commemoration update - Nothing to report.

10.5 Discussion on approach to storing & accessing files – OneDrive to be used for file storage.

Action: LW to establish folder system and provide links to all members to access files.

10.6 Review of policy documents & voting upon:

10.6.1 Code of Conduct

Voted on and agreed.

10.6.2 Sickness Absence

Voted on and agreed.

10.6.3 Equality & diversity

Voted on and agreed.

10.6.4 Complaints Procedure. MK explained that the proposed procedure was separate from any procedure regarding complaints about councillors.

Voted on and agreed

Action: MK to upload all approved documents onto RCC website.

11. Planning Applications – review and produce comments

11.1 None to discuss

12. Footpaths and Rights of Way – review comment and action

12.1 None to discuss

13. Roads and Pavements - review comments and action

13.1 Email received in response to road markings – road markings to be removed.

Action LW to speak to highways regarding subsidence on School Road.

Action LW to invite highways to visit Rhossili to look at road markings.

14. National Trust

14.1 Confusing signage opposite National Trust car park – no advance. National Trust looking at ways to update signage.

14.2 Cattle grazing on clifftops – discussed with resident and National Trust within meeting. RCC social media campaign suggested and NT will be looking at common land register.

15. Chair's Items

15.1 Sewage overflows in Rhossili

Action LW to chase and clarify where the sewage is coming from.

Action IB to contact Welsh Water.

15.2 ACM Meeting – 15/05/2024 at 7:00pm

Action: MK to update RCC website.

15.3 (Added item). RCC has received offers from Rob Morgan and Jonathan Tucker to donate two Christmas trees to the community. Members noted the generosity of the offers.

Action: Possibility of siting one tree in the Church car park to be explored, with one in the Village Hall (IB, TH, SM).

16. Questions and comments from members of the public

None

17. Date of next RCC meeting

17.1 Proposed date 12/12/2023 at 6:30pm, with earlier time to offer social exchange ahead of formal meeting.

17.2 Decorations to be donated and mince pies and non-alcoholic mulled wine/hot drinks.

Meeting ended at 9:30pm