



**Pendine Community Council Meeting
Wednesday 18th December 2024 7.00pm
Llanmiloe Resource Centre**

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| 1 | <p>Welcome, Apologies and Introductions :</p> <p>Present: Andrew Shaw (Chair); Steve Rundle; Sara Bruce-Goodwin; Emily Bevan-Jones (Clerk).</p> <p>Apologies: Cllr Hayley Thomas and Jane Tremlett.</p> <p>No members of the public were present.</p> | |
| 2 | <p>Declarations of Personal Interest:</p> <p>None declared.</p> | All |
| 3 | <p>To sign as correct minutes of previous meeting:</p> <p>The minutes of the council meeting held on 13th November 2024 were reviewed and signed as a true and accurate record.</p> | All |
| 4 | <p>Council Finance:</p> <p>The Council discussed the current budget and identified additions and amendments required for final approval at the January 2025 meeting. The Clerk is revising the budget to include gross, VAT, and net figures to provide a clearer understanding of potential VAT liability for the 2025/26 financial year and to present a more accurate end-of-year bank balance. The Council also reviewed the RNLI budget line and agreed to include a caveat to reflect the possibility of contributions from Parkdean, reducing the funds allocated if external contributions are secured.</p> <p>It was noted that greater transparency is required in the budget for village improvements, ensuring it withstands scrutiny. Discussions were held on earmarking reserves and donations for specific projects and reflecting these allocations in the budget. The Council emphasised the importance of being proactive with events to balance risks and ensure a healthy income stream.</p> <p>The Council discussed strategies to boost bookings and income from the motorhome park, including proactive marketing efforts. The Clerk suggested the possibility of reserving a small number of pitches for direct bookings to reduce commission and transaction fees. This proposal will be considered at a future meeting.</p> <p>The Clerk will send an email to council members requesting proposed earmarked budget lines and amounts for consideration.</p> <p>The Clerk presented the monthly financial statement, which was reviewed by the Council. Authorisation was granted to transfer funds from the Beach Parking Account to the Current Account.</p> <p>The Council requested the Clerk to investigate options for a higher-interest savings account,</p> | Clerk |

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| | <p>ensuring compliance with council policies.</p> <p>All payments were approved and signed by the Chair. The bank reconciliations were reviewed and signed by both the Chair and Vice Chair.</p> <p>The Council discussed the need for auditable records of cash takings for motorhome parking. The Clerk was instructed to investigate options for ordering receipt books with the Council's logo and to report back before proceeding. An initial order of five books was suggested.</p> | |
| 5 | <p>Planning Matters:</p> <p>None.</p> | All |
| 6 | <p>Winter Maintenance Schedule:</p> <p>Flagpoles: Councillor SR led the discussion. Repairs to the flagpoles and LOLER certification have been completed. Two new keys have been issued, with one provided to RD to enable flag changes as required.</p> <p>Grey Water Disposal: It was agreed to prioritise the grey water disposal project. The Chair will obtain three quotes from Rob Jones, Bobby, and Darren for the necessary work.</p> <p>Play Park: The play park was deemed a high priority. Faulty equipment is to be removed immediately, with AS tasked to take action.</p> <p>Christmas Lights: All issues regarding the Christmas lights, battery-powered lights, and lighted Christmas tree repairs have been resolved and completed.</p> <p>Parking Meters: The installation of parking meters was identified as a priority. The Clerk will contact the engineer to confirm the specifications required for the bases. The Clerk will also chase the keys and the Chair will obtain pricing/quotes for constructing the bases. Additionally, the Clerk will inquire if the supplier can expedite the process by coming out as soon as possible. HT will be asked to explore options for having the meters sprayed to improve their appearance.</p> <p>Council Vehicle: The Clerk will arrange a service for the council vehicle in January. The Chair will check undersealing costs to protect the vehicle from further deterioration due to the operating conditions.</p> <p>Railings Project/ Car park Entrance: The Clerk will send a method statement to Neil Thomas of CCC for approval to allow volunteers to carry out railing improvements. The Clerk will also speak to OB to determine the materials needed for the project.</p> | SR & All |



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| | <p>Slipway Cleaning: The Clerk will contact Parkdean to request the loan of a pressure washer in January to clean the stone furnishings near the main slipway, which are in need of a thorough cleaning.</p> <p>Motorhome Park Fence: The Clerk will request a quote from a local contractor to paint the remainder of the fence at the motorhome park using the paint available in the container. A separate quote will be obtained for cleaning, prepping, and painting the container using the paint already purchased.</p> | |
| 7 | <p>Christmas Experience Debrief:</p> <p>The Council received overwhelmingly positive feedback on the Christmas event. Two minor areas for improvement were noted:</p> <ol style="list-style-type: none"> 1. Stallholder Income: Some stallholders reported lower-than-expected income. 2. Congestion Near Santa's Area: When children lined up to see Santa, congestion prevented access to one food stall. <p>To address these issues for next year's event, it was suggested to place stalls at the front of the marquee to ensure all attendees pass the stalls, potentially increasing their visibility and sales.</p> <p>The Clerk has prepared an insert for the newsletter, which includes additional thanks to local businesses for their raffle donations, stallholders, Llanmiloe School, JR, and volunteers for their contributions to the event's success.</p> | All |
| 8 | <p>Provisional Events Calendar:</p> <p>The Clerk shared a provisional events calendar for 2025 with the Council. The calendar includes both confirmed events and provisional bookings, along with some additional smaller community events spread throughout the year.</p> <ul style="list-style-type: none"> • The Community Picnic was rescheduled to mid-May following community feedback shared by Councillor SBG suggesting that a later date would be more favorable than early May. • The Council requested the Clerk to include a potential carnival in August, in collaboration with Llanmiloe. The Clerk was asked to reach out to the Llanmiloe Community Association (LCA) to explore their willingness to assist with this event. • The Christmas Event was moved to the first week of December instead of the last week of November 2025. • A fireworks display for Bonfire Night was requested to be added to the calendar, to be coordinated with the LCA. | All |

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| | <p>The Clerk was also asked to:</p> <ol style="list-style-type: none"> 1. Add a Produce Market to the calendar and email LR to confirm provisional dates that would work best. 2. Arrange a meeting with Dawn Boyle of CCC in January to discuss the provisional event calendar. The Council suggested CCC could collaborate on car boot sales alongside the produce market. 3. Investigate and propose additional vendors that could participate in the produce markets. <p>New Website Development: The Clerk was tasked with determining the time and likely hours required to set up the new website, with details to be presented at the January Council meeting for approval.</p> | |
| 9 | <p>Precept 25/26:</p> <p>The precept for the 2025/26 financial year was calculated in line with the figure provided by the local authority, set at a rate of £45 per Band D property. The precept was approved by the Council and signed by the Chair, ready for submission.</p> <p>Precept 2026/27 and Beyond: The Council discussed plans to aim for a reduction in the precept for the 2026/27 financial year, contingent on generating sufficient income to support this goal. The long-term aim is to remove the requirement to draw a precept entirely.</p> | <p>All</p> <p>SBG</p> |
| 10 | <p>Preparations for Business 2025/Signage:</p> <p>The Council discussed the need to upgrade the existing chalkboards for beach parking. It was proposed to replace them with two larger A-frame boards featuring the blue and yellow logo and the text: "Parking on the beach today" to improve clarity. Feedback from this season highlighted that some visitors did not fully understand "beach parking" as referring to actual parking on the beach, instead associating it with parking near the beach.</p> <p>It was agreed to approach Eagle Signs for a quote, with SBG offering to assist in the design process.</p> <p>An alternative option was considered: installing a post with a removable sign on the grassed area opposite the car park entrance to enhance visibility.</p> <p>The Clerk was tasked with obtaining quotes for both options and reviewing the budget to determine if funding is available for these improvements.</p> | <p>SBG</p> <p>Clerk</p> <p>All</p> |
| 11 | <p>Recognition and Thanks:</p> | |

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| | <p>The Council expressed heartfelt thanks to all the volunteers who contributed to making the Christmas event a success. Special thanks were extended to:</p> <ul style="list-style-type: none"> • The Llanmiloe Community Association (LCA) for assisting in bringing Santa to the event in their sleigh. • The children and staff of Llanmiloe School for attending and singing carols. • Pastor Haydn for his involvement. • Local businesses and individuals who generously donated raffle prizes. • The Council for their contributions throughout the calendar year. <p>The Council also expressed gratitude to the Clerk for the dedication and effort put into their work over the past year.</p> | |
| <p>12</p> | <p>AOB:</p> <p>Public Toilets Update:</p> <p>The Council was informed that the grant CCC had been seeking to support the transfer of the public toilets was not secured and is no longer available. As a result, PCC is unable to sustain the costs associated with the proposed community asset transfer due to the significant ongoing running and maintenance expenses.</p> <p>During a previous meeting with CCC representatives, PCC accompanied by Jane Tremlett, it was suggested that CCC would need to consult with the public regarding the potential closure of these facilities.</p> <p>The Clerk reported that the toilets at Caban have been closed and will notify Dawn Boyle, as previously requested.</p> <p>The meeting concluded at 21.06 pm.</p> <p>Date of next meeting TBC.</p> | |