

Dear Consultee,

Publication of the Development Plans Community Guide (Edition 2)

We are writing to inform you of the publication of the **Development Plans Community Guide (Edition 2)**. This guide replaces the current Community Guide 'Local Development Plans (LDPs) Planning your Community' (Edition 1) published in 2006.

Preparing the Development Plans Community Guide (Edition 2) was a joint project between the Welsh Government and Planning Aid Wales, (an independent, charitable organisation helping individuals and communities across Wales to participate more effectively in the planning system).

The aim of this guide, is to offer a helpful resource for communities and interested parties to assist their understanding of the development plan process in Wales. It also covers when to engage in a meaningful way to ensure views are made as early as possible to influence plans.

Links to the English and Welsh versions of both the new Development Plans Community Guide (Edition 2) along with a supporting document, 'Development Plans in Wales – A Quick Guide' can be found on the Council's website:

https://www.valeofglamorgan.gov.uk/en/living/planning_and_building_control/Planning/planning_policy/Replacement-Local-Development-Plan.aspx

Alternatively, they are available to view on the Welsh Government website and on the Planning Aid Wales website in English:

- <https://gov.wales/development-plans-community-guide>
- www.planningaidwales.org.uk/development-plans-community-guide

And in Welsh:

- <https://llyw.cymru/canllawiau-cymunedol-ar-gynlluniau-datblygu>
- <https://planningaidwales.org.uk/cynlluniau-datblygu-canllawcymunedol/?lang=cy>

If you have any queries, please contact the Planning Policy Team at ldp@valeofglamorgan.gov.uk or 01446 704665.

Yours faithfully,

LDP Team

2. MAY 2022 Cycle road accidents continue to cause concern for the Council and this matter has been raised with Councillor Michael Morgan .

Peterston-super-Ely Community Council Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the remote Annual Meeting
held at 7.30pm on 16 May, 2022

Present: Councillors: David Moody-Jones CHAIR
John Drysdale, Huw Potter, Abigail Phillips

Also Present: Cllr Michael Morgan (Vale of Glamorgan Council) and
Catherine Craven (Clerk).

22. Councillor David Moody Jones was elected Chair of the Council and duly signed a Declaration of Acceptance of Office.
The Chair thanked Members of the previous Council for diligently serving their community and warmly welcomed the Council's newly elected Members.
23. It was **AGREED** that all Members must sign their Declaration of Acceptance of Office in the presence its Clerk (Proper Officer) and deliver before the next full Council meeting.
24. There were no apologies received.
25. It was **AGREED** that in accordance with the Representation of the People Act 1985 s.21(2(a)) Abigail Phillips was co-opted to fill one of the five vacancies reaming unfilled after the election.
26. It was **AGREED** that the remaining four vacancies would be actively promoted through word and mouth, notices displayed in the noticeboards and on the website and social media.
27. It was **AGREED** that Abigail Phillips was elected Vice Chair.
28. No disclosures of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct were made
29. It was **AGREED** that the review of Committee Structures be deferred to the July meeting.
30. It was **AGREED** that
 - i. the Chair was appointed as its representative to One Voice Wales, and
 - ii. the Vice Chair to the Vale of Glamorgan Liaison Committee Meeting.
31. It was **AGREED** that ordinary meetings were scheduled on the second Monday of each month, expect during August and December, starting at 19:20 pm
32. It was **AGREED** that the following governance documents, as shown in the appendices, were adopted
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Publications Scheme
 - iv. Financial and Business Risk Assessment
33. It was **AGREED** that the insurance schedule was adequate for its business needs and noted the annual policy would be renewed for 1 June 2022 at a cost of £1,232.19.

- 34.** The Chair and Clerk reported issues with Lloyds Bank understanding the nature of Community council business. A mandate had been submitted for the new Clerk to be Administrator of the account, however no communication on progress of that has been received. It was **AGREED** that the banking arrangements should include all current members to be added as signatories for banking purposes;

The Clerk as asked to table a report for members to consider transferring its business to the Unity Bank.

Meeting was closed at 19:55pm

Signed: Chair

Date:

Peterston-super-Ely Community Council Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the remote May Meeting held at 7.55pm on 16 May, 2022

Present: Councillors: David Moody-Jones CHAIR
John Drysdale, Huw Potter, Abigail Phillips

Also Present: Cllr Michael Morgan (Vale of Glamorgan Council) and
Catherine Craven (Clerk).

35. There were no apologies received.
36. Disclosures of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct:
 - i. Councillor Abigail Phillips declared a personal interest for "Item 7(iii) I know the applicant submitting the planning proposal for Kailily Farm"
37. There were no public nor press presentations
38. It was **AGREED** that the minutes of the ordinary meeting held on the 11 April 2022 were a true record and were duly signed by the Chair.
39. It was **AGREED** that the minutes of the MUGA Committee meeting held on the 12 April were a true record and were duly signed by the Chair of the Committee.
 - i. It was **AGREED** that the trial to change the bulb and alter the direction of the light to ascertain whether this would reduce the glare, quoted at £2,420, be delayed until late autumn as the evenings draw in and the lights are in use.
 - ii. It was **AGREED** that a formal request is made to TaSC to make a financial contribution of half of the cost of a trial.
40. It was **AGREED** that the Community Councillor Michael Morgan be invited to address the Council. The Chair congratulated Councillor Morgan on his re-election. It was reported the Vale of Glamorgan Council's Annual meeting was to be held on the 23 May 2022. Councillor Morgan looked forward to serving the local area and productively with others to ensure matters of concerns were addressed. In particular was the lack of retirement accommodation available in the community and transport issues including speeding traffic and public services. Councillor Morgan proposed to organise an informal meeting between this council, Pendoylan and Welsh St Donats to share information and experience. Members welcomed the opportunity to participate in such a meeting. The Chair thanked Councillor Morgan for his contribution. Councillor Morgan left the meeting.
41. Receipts and Payments presented for April and May were accepted and approved.

Income 2022

27-April	Precept	£ 7667.00
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Expenditure 2022

01-May	InHouseEnts	£ 729.00
01-May	4 Seasons	£ 396.00
01-May	Edenvale	£ 375.00
08-May	Jerry Widdas	£ 560.00
08-May	SLCC membership	£167.00
08-May	Incoming Clerk - April 22	£ 427.81
08-May	Outgoing Clerk - April 22	£ 727.14
08-May	Welsh Water Clubhouse MUGA Oct 21-Apr 22	£ 14.88
08-May	Temp licence - Jubilee Event	£ 21.00
08-May	HMRC	£ 130.00
15-May	InHouseEnts	£ 198.00
15-May	Rob Rees - capping stones	£ 340.00
15-May	Gallagher Insurance	£1,232.19
15-May	VoG Council Play Annual Play Area Inspection	£ 72.50
15-May	VoG Council repair to fence and trim trail in line with inspection report	<u>£ 392.59</u>

Total		£5,783.11
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- 42.** It was **AGREED** that a contract of no more than £10.00 per month to enable all business calls to be made and received through a dedicated council telephone number.
- 43.** It was **AGREED** that the cost incurred by the Clerk of £18.00 to obtain a Basic Disclosure and Barring Service check will be reimbursed. The Chair has had sight of the document.
- 44.** It was **AGREED** that the expenditure made to repair the church wall was duly noted. The overspend of £140.00 to the budget will be made up using funds viired from the Playground and Churchyard Gardening Services budget heading.
- 45.** It was **AGREED** that in accordance with the Independent Remuneration Panel Report 2022-23 the following determinations were
- i. Determination 43: Cost of Care. Noted
 - ii. Determination 44: Basic Payment of £150 to each Member. Noted
 - iii. Determination 45: Senior Role Payment. No payment made.
 - iv. Determination 46 Travel Expenses. Yes. Payments must be the actual costs of travel by public transport or the HMRC mileage allowance.
 - v. Determination 47: Subsistence Expenses. Yes. In accordance with the maximum rates set out in the report.
 - vi. Determination 48: Financial Loss. Yes. In accordance with the maximum rates set out in the report.
 - vii. Determination 49: Attendance Allowance. Yes, In accordance with the maximum rates set out in the report.
 - viii. Determination 50: Chair. No payment made.

- ix. Determination 51: Vice Chair. No payment made.
 - x. Payment of Determination 44: £150 in full as soon as possible after the result of the elections.
 - xi. It was noted members must advise the Clerk in writing should they that they do not want to take the payment.
- 46.** There were no disclosures of personal interest made.
- 47.** It was **AGREED** that
- i. Planning Application No. 2022/00455/FUL (WG)
Location : 13, Main Avenue, Peterston Super Ely
Proposal : Front porch extension
No comment was made.
 - ii. Planning Application No. 2022/00434/FUL (SZ)
Location : Kailily Farm, Cnepyn Lane, Peterston Super Ely
Proposal : To construct an all weather arena on a piece of land already used at Kailily Farm. The arena will be used for our daughter's personal use to exercise her horses all year round in all weather. The arena will be 50 X 30 metres and surrounded by a wooden fence with 2 access gates.
Raise concern of how drainage will be managed at the proposed site.
 - iii. Planning Application No. 2022/00409/FUL (SZ)
Location : The Finches, Pwll Y Min Crescent, Peterston Super Ely
Proposal : Variation of Condition 2 (plan specification) of 2018/00625/FUL for Demolition
of existing garage, construction of new dwelling and associated works
No comment was made.
- 48.** Its mandatory duty to consider training for councillors and community council staff and publish a plan by November 2022 under the Local Government and Elections (Wales) Act 2021 was noted. It was **AGREED** that the matter be tabled on the July agenda for further consideration.
Councillors David Mood-Jones and John Drysdale elected to attend the 3:00-4:30 pm session and Councillor Huw Potter the 6:30-8:00pm session organised by the Vale of Glamorgan Council on the 30 May 2022.
- 49.** Correspondence from One Voice Wales, Public Bodies and the Peterston-super-Ely Church, the Community Hall Management Committee and the two Church yard enquiries were noted. For future meetings only matters for discussion will be reported and the Clerk will share generic e-mails with Members as they are received.
It was **AGREED** that Councillor John Drysdale and the Clerk were nominated to begin early discussions with EDP UK regarding the potential improvements/management changes for the riverside area in the village Grass Trehedyn/Gwern y Steeple.
- 50.** Members considered the Risk Assessment for the Jubilee Event on the 5 June 2022. The Clerk reported the Insurer had reviewed this same document and raised no concerns apart from its position on bouncy castles; they are excluded. It went on to say as long as the bouncy castle owner provides proof that they possess public liability insurance to supply and supervise the bouncy

castles this is fine. However, if the Council was to accept responsibility for supervising use of them the it would need to arrange a separate one-day bouncy event liability policy. The Insurer does not offer such a policy. The Insurer confirmed the event would be covered under the Employers' and Public Liability Insurance sections of the Ecclesiastical policy with a £10 million limit of indemnity provided under both of these policy sections was satisfied provided the estimated attendance will not exceed 1,000 at any one time and where outside organisations and businesses attend the event they must provide copies of their own Public Liability Insurance as their responsibilities are not covered by the Council's policy. No equipment is being hired in, such as marquees or generators is covered.

Councillor David Moody- Jones confirmed the Temporary Event Notice licence had been received.

The Clerk has requested the playground repairs and grass cutting are undertaken in good time before the event and has notified our local Police Community Support Officer, Richard Davies. The Clerk reported that she was not able to attend due to prior work commitments.

The Council thanked both Shan and Gill for the monumental amount of work and effort they have put into this event and look forward to enjoying the day with the local residents of our village.

- 51.** The report from the Police Community Support Officer was noted.

Meeting was closed at 21:15

Signed: Chair

Date:

Peterston-super-Ely Community Council Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the remote Extraordinary Meeting
held at 19:35pm on 25 May, 2022

Present: Councillors: David Moody-Jones CHAIR
John Drysdale, Huw Potter, Abigail Phillips

Also Present: Catherine Craven (Clerk).

- 52. There were no apologies received
- 53. Councillor Abigail Phillips declared a personal interest for
"Item 3: "I know the applicant David Cross"
- 54. It was **AGREED** that in accordance with the Representation of the People Act 1985 s.21(2(a)) Diana Powell was co-opted to fill one of the four vacancies reaming unfilled after the election.
- 55. It was **AGREED** that in accordance with the Representation of the People Act 1985 s.21(2(a)) David Cross was co-opted to fill one of the four vacancies reaming unfilled after the election.
- 56. I was **AGREED** that in accordance with the Representation of the People Act 1985 s.21(2(a)) Darren Mier was co-opted to fill one of the four vacancies reaming unfilled after the election.
- 57. It was **AGREED** that all Co-opted Members must sign their Declaration of Acceptance of Office in the presence its Clerk (Proper Officer) and deliver before the next full Council meeting.

Meeting was closed at 19.54pm

Signed: Chair

Date:

22nd May 2022

Internal Audit Report for Peterston super Ely Community Council
Year Ending 31st March 2022

Firstly, I'd like to thank you for appointing me as your Internal Auditor for 2021/22 and the Clerk for her assistance throughout the audit, and I wish her well in her new role.

I have performed the Internal Audit for the year ending 31st March 2022 in accordance with tests for internal audit within the Annual Return and my engagement letter from the Council. The Receipts & Payments account for the year ended 31st March 2022 in my opinion accurately reflects the financial activities of the Council for that year and the Balance Sheet as at the 31st March 2022 is an accurate statement of the Council's financial position at that date, in accordance with the records and explanations given to me.

This Council, like most small Councils, has the issue of a segregation of duties. However, the Clerk maintains detailed records and it is evident from the records presented to me that the Council is made aware of the financial situation at each meeting and that this is recorded in the minutes. Also, as the cheque stubs are initialled by two cheque signatories, this provides an extra level of control.

I am therefore satisfied that there are enough controls in place to mitigate the risk.

I have outlined the work that I have performed for each test and my conclusion:

1. Appropriate books of account have been properly kept throughout the year

The Clerk keeps comprehensive books of account by way of an electronic cashbook. The cashbook is supported by hard copy invoices which support the payments or receipts made during the year. Consequently, I was able to easily follow the audit trail from the Council's Minutes through to the Cashbook and Bank Statements.

The Clerk provides a monthly financial report at each meeting. This includes the receipts and payments for the meeting as well as the bank reconciliation and budget review for the quarter where appropriate. Review of the minutes show payments are approved on a monthly basis.

I am satisfied that appropriate books have been kept properly throughout the year.

2. Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

The Council follow model financial regulations as supplied by One Voice Wales (OVW), minutes show these were reviewed and approved during the AGM in May 2021, these appear to cover all financial requirements appropriately.

In the prior year the Council had breached regulation 4.2 regarding the authorisation of expenditure that then breached the revenue budget for that class of expenditure. I am pleased to see in the minutes extensive analysis of budget vs actual expenditure.

However, two individual budget lines had exceeded their budget, one related to admin costs and the overspend was for less than £100. The other line however was overspent by £547, this related to a community grant that was not due to be paid until the next financial year, however the community group needed more urgent payment or risked losing other monies. The council agreed informally to make this payment earlier than budgeted, the payment had been formally agreed as per the minutes. I remind the Clerk of the importance of not overspending on budget lines.

The cashbook is supported by hard copy invoices and the minutes show that the expenditure items were approved at the Council meetings.

VAT is clearly shown in the cashbook and has been reclaimed twice during the year.

The VAT amounts were agreed to the VAT 126 Claim forms and the refund receipts agreed to the cashbook and bank statement. VAT has been reclaimed and paid for all invoices up to 30/02/2022. The March invoices VAT totalled £1,473 and a reclaim has been submitted and has been paid post year end.

There were no s137 payments recorded during the year. A review of payments did not indicate any that should have been s137 payments.

All payments were agreed to supported invoices and minuted Council authorisation. These were then traced back to the cheque book and the payment leaving the bank statement. Where VAT was recorded in the cashbook this was also agreed to the invoice and invoices were reviewed to determine that all VAT had been recorded in the cashbook.

I reviewed the cheque book and could see that cheque stubs showed the two initials of signatories.

A review of the bank statements did not indicate any payments or receipts not recorded in the cashbook.

All payments were made by cheque, the Council should now consider online banking as is now used by many Community Councils, which will help avoid the situation of an RFO/Member having to make payments that then need to be refunded.

Per the minutes at the start of each meeting all declarations of interests are requested. These were agreed to the schedule of interests on the website and there were no omissions.

I am satisfied that the Council have passed this test.

3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Clerk produces a well thought through risk register which minutes show was reviewed and accepted at the May 2021 AGM and does not appear to have any significant gaps.

The Council has in place an insurance policy that appears to meet the needs of the Council.

The Council has changed its website during the year to ensure that it complies with accessibility requirements. The new website was reviewed to ensure it complied with the Welsh Government's statutory guidance for access to information. The following matters were not disclosed per the statutory guidance, although they had been on the old website:-

- Minutes between May 2015 and 2019
- All of the annual accounts from 1st May 2015
- Which members of the Council were co-opted
- An indication that no members expenses/allowances were paid

The Clerk has explained that these were an accidental omission in the transfer of information and would get this updated quickly. I acknowledge that this information was on the old website. The Council should ensure that the new website is updated for these omissions as a matter of urgency.

On balance, despite the omissions above I am satisfied that this test was passed.

4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.

The precept resulted from an adequate budgetary process. The January 2021 minutes document the detailed discussions on the budget and level of the precept.

This is also replicated for the 2022/23 budget in the January 2022 minutes. It was pleasing to note that the Council had set up a Finance committee during the year, which are to meet at least twice a year and will specifically be looking at more detail at the budget review. This was shown in the December 2021 minutes of the sub committee, the budget is however still fully resolved by the full Council.

The precept has increased from £21k in 2020/21 to £23k in 2021/22, but has been kept at this level for 2022/23.

The Practitioners' Guide indicates that reserves should be between 3 to 12 months of the gross expenditure.

The 2021/22 actual resulted in a general reserve carried forward that would have covered nearly 12 months of the 2021/22 actual expenditure. Similarly, upon reviewing the 2022/23 approved budget I can see that the budgeted general reserve carried forward will cover just over twelve months of budgeted expenditure. The Council therefore appear to be managing their reserves at an appropriate level. The January 2022 minutes indicate the Council agreed to earmark a reserve from the annual wind turbine payment for the community projects. This doesn't appear to have been done per the 2022/23 budget and so the budget should be changed to reflect this.

Budget monitoring occurs each quarter, these analyses have been reviewed and the meeting minutes for each quarter reflect their presentation and discussion.

I am happy that the Council has satisfactorily met this test.

5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT are appropriately accounted for.

The Council's non precept income at £22k is significantly (over 4 times) more than in the prior year, this relates to the receipt of two grants during the current year, a large filming payment and an increase in burial fees. There was no income earned in the prior year that would be expected in this year and was not received.

VAT was not applicable for any of these receipts.

There were a small number of cheque receipts during the year. I can confirm that these were banked on a frequent basis and the origin of each receipt was entered onto the paying in slip.

I agreed all the income to supporting documentation, Minutes and the Bank Statements. I am satisfied that all income was fully received and properly recorded.

The Council have passed this test

6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.

The Council does not use Petty Cash so this test does not apply.

7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.

The Clerk is paid an hourly rate and the number of hours worked varies each month. The salary costs were approx. £200 over those budgeted originally for this year. I note that the 2022/23 budget for salary costs is similar to that budgeted for 2021/22, the Council should ensure that this line is closely monitored as a new Clerk is likely to incur more hours in their first year.

The clerk submits a signed timesheet and expenses claim each month. All monthly timesheets were signed by the Chairman. Obviously, the controls over payments also apply here, with each cheque payment signed by two signatories and the amounts reviewed during the monthly meetings.

The Council uses HMRC RTI software for its payroll, per evidence presented from the system all PAYE/NI owed had been correctly calculated and payments to HMRC paid as required.

There were no members allowances or expenses paid during the year, I was able to review an opt out of allowance form signed by each Councillor. It is prudent that the budget contains an amount for Councillors allowances, it should be encouraged going forward especially with many new Councillors that allowances be taken up.

I am satisfied that this test has been met.

8. Asset and investment registers were complete, accurate and properly maintained.

Four assets were purchased during the year (totally £3.2k) these additions were agreed to invoices and bank payments. One of these assets was a printer and the old printer was correctly removed from the asset register.

Two assets were scrapped during the year as were no longer useable there were no proceeds and these were correctly removed from the register.

A review of the purchase invoice file did not identify any items that should have been capitalised, therefore the FA return figure appears complete.

I am satisfied that this test was passed.

9. Periodic and year-end bank account reconciliations were properly carried out

A year end bank reconciliation was completed with four reconciling items relating to March 2022 cheques outstanding. The date of these cheques was agreed to the cheque stubb. The arithmetical accuracy of the reconciliation was confirmed, and the balances agreed to the bank statements and cashbook. The cheques have cleared the bank post year end.

The Clerk completes monthly bank reconciliations and per meeting minutes these are reviewed and approved (signatures agreed) by a member of the Council who is not the Chairman.

I am satisfied that bank account reconciliations were properly carried out and reviewed.

10. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed with the cashbook, were supported by an adequate audit trails from underlying records, and where appropriate, debtors and creditors were properly recorded.

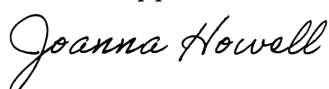
The Council prepares their Accounting statements on an income and expenditure basis which is appropriate for the size of the Council. There was a very clear audit trail supporting the amounts in the Cashbook.

Debtors and creditors were not recorded, as they are not required when the receipts and payments method is used.

I am satisfied that this test has been met.

11. Trust funds

Not applicable



Mrs Joanna Howell
22/05/2021

Accounting statements 2021-22 for:

Name of body: Peterston Super Ely Community Council

	Year ending		Notes and guidance for compilers
	31 March 2021 (£)	31 March 2022 (£)	
			Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	22134	21523	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	21000	23000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	5171	22379	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	5081	5161	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	21701	28800	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	21523	32941	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	21523	32941	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	21523	32941	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	251946	255175	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
14. Trust funds disclosure note	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #c00000; color: white; padding: 2px 5px;">Yes</div> <div style="background-color: #c00000; color: white; padding: 2px 5px;">No</div> <div style="background-color: #c00000; color: white; padding: 2px 5px;">N/A</div> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #c00000; color: white; padding: 2px 5px;">Yes</div> <div style="background-color: #c00000; color: white; padding: 2px 5px;">No</div> <div style="background-color: #c00000; color: white; padding: 2px 5px;">N/A</div> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none">effective financial management during the year; andthe preparation and approval of the accounting statements.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none">discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £547.24 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: Victoria Trundle	Minute ref:
Name: Victoria Trundle	Chair of meeting signature:
Date:	Name:
	Date:

Annual internal audit report to:

Name of body: Peterston Super Ely Community Council

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2022.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered* *	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See separate internal audit report for all work undertaken
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See separate internal audit report
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
14. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 22/05/2022

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Joanna Howell

Signature of person who carried out the internal audit: *Joanna Howell*

Date: 25/05/2022

ITEM 12: Banking Arrangements

Purpose

To inform Members of a sector specific bank to help address the issues currently being faced using Lloyds Bank.

Recommendation

To switch banking arrangements from Lloyds to Unity Bank.

Background

During the last week of April Councillor J Drysdale handed in a mandate to add himself as a signatory and the Chair handed in a mandate (26 April 2022) to add the Clerk as an administrator.

On the 20th May the Clerk went to the Pontyclun Branch to check progress as no correspondence had been received. The Clerk was told that there was no trace of either mandate on the system but was unwilling to discuss any further matters as there was no authority to do so.

Former Councillor Diana Powell was still shown on the bank mandate.

The Clerk asked the Chair, Councillor D Moody-Jones, Councillor J Drysdale and former councillor Diana Powell to visit the branch together to urge the bank to move progress and ensure the Council could continue to conduct its financial business.

All visited the Pontyclun Branch on Monday 23rd May and new mandates were completed by Councillor J Drysdale and the Clerk. Assurances were given that these new mandates would be processed.

Moving forward the Council may wish to consider switching its banking arrangements to Unity Bank. Below are extracts taken from Unity Bank's website for Members to consider.

For more information the link below will take you to the site
[Switch Business Bank Account | Sustainably Switching Banks \(unity.co.uk\)](https://unity.co.uk/switch-business-bank-account)

Why switch to Unity?

You'll benefit from a personal service from our UK-based Customer Service centre, and our internet banking puts you in control. If you're applying for a loan, you'll have access to our team of Relationship Managers, who understand your business goals and are on hand to help you succeed.

We use our customers' deposits to fund lending which has a positive impact on society through community, economic or environmental change.

How to switch to us

Unity Trust Bank is a member of the Current Account Switch Service. This is a free service that lets you switch your current account from one participating bank or building society to another in seven working days. It's designed to make transferring your account to us a simple, stress-free experience.

Switching made easy with the Current Account Switch Service

- We'll set up all of your Direct Debits and regular payments for you, saving you time and hassle.
- We'll keep you updated throughout the switch if you want us to – all we need is your contact telephone number or email address.
- We'll arrange to transfer any remaining balance from your old account to your new account.
- We can arrange a payment to your old bank (up to a maximum limit agreed by you) to cover any existing overdraft or charges, as long as you have enough money in your new account.
- If you're overdrawn when you switch, we may be able to help you pay this off (subject to lending criteria).
- Your old account will close and we will arrange for payments accidentally made to your old account to be automatically redirected to your new account.
- You'll be covered by the Current Account Switch Guarantee the whole way through.

Is my business or organisation eligible for the Current Account Switch Service?

Your current bank must be signed up to the Current Account Switch Service

How to switch

Step 1. Contact us at us@unity.co.uk or [0345 140 1000](tel:03451401000) with your request to switch your current account to Unity. We will agree a switch date that is at least seven working days after your new account has been set up.

Step 2. Complete a [Current Account Switch Agreement](#) so we can set up your switch.

Step 3. Complete a [Current Account Closure Instruction Form](#) to authorise closure of your old account.*

Step 4. Relax as we manage your switch (you will be contacted if there are any payments that cannot be transferred).

Step 5. Continue to use your old account until your switch date.

***The Current Account Switch Agreement and The Current Account Closure Instruction Form must be signed in accordance with your old bank mandate and the signatories that sign the forms must also be on your new account with Unity Trust Bank.**

On your switch date

All of the following will happen on your switch date:

- Your payments (such as Direct Debits, Standing Orders and Bill Payments) will have all been transferred to your new account.
- Any credit balance from your old account will have been transferred to your new account.
- Your new account will be ready to use.
- Your old account will be closed.
- We will arrange for payments accidentally made to your old account to be automatically redirected to your new account.

Keep track of your switch with Internet Banking

Our Internet Banking is a great way to keep track of your finances and your switch.

You can view a list of your payments so you can see what's moved across to your Unity account (some payments will only show once the first payment has been taken from your account).

Another way to transfer your account

If you'd like to keep your old account open and manage your balance transfer, then a 'partial switch' could be right for you.

- All agreed Direct Debits and regular payments will be set up for you.
- Switching this way may take up to 20 working days to complete but we can keep you informed by phone or email throughout – all we need is your contact number or email address.
- You'll need to arrange for any payments going into your account to be transferred.
- You'll need to keep money in both your old and new account to cover any payments as this service does not offer automatic redirection.
- You'll need to contact any companies that haven't updated their records so future payments are taken from your Unity current account.

The Current Account Switch Guarantee, the Current Account Switch Agreement and the Current Account Closure Instruction don't apply to a partial switch.

What if my business doesn't meet these criteria or I prefer not to use the Current Account Switch Service?

In some cases, your business may not be eligible to use the Current Account Switch Service, your current bank may not be a member of the service, or you may prefer not to use it. Or perhaps you have another type of account which you'd like to switch. You can still move your account to us, but your switch won't be covered by the Current Account Switch Guarantee.

If any of the above scenarios apply, please print, complete and sign the Account Transfer request form and return it to us. Once we've received this information, we'll begin the switching process.

Service Tariff Current Account Charges [Service-Tariff.pdf \(unity.co.uk\)](#)

Turnover per annum	† Under £100k
Fee	£6 per month
Charged	Quarterly
Opening deposit	Minimum £500
Interest	No credit interest paid

† Turnover is the total value of credits into your account(s), excluding internal transfers, across a defined period of 12 months

Encashment/Paying-in facility

For paying into your account at Post Office®, Bank

Counters or via our Freepost service

Cash paid, per £100.00 50p*

Cheque collected, per item 30p

*Applies to all accounts unless your organisation's turnover is below £100k, on our fixed £6 per month tariff and pay in less than £1,500 cash or 15 cheques.

* Credit and debit charges include manual Bank Giro Credits, Standing Orders in (Faster Payment in), other automated credits, cheques issued, Standing Orders out (Faster Payment out), internet bill payments (Faster Payment out), Direct Debits and other automated debits

Payments

The majority of payments were in relation to the normal type of expenditure expected but I have noted a few which were slightly different below:

The legal fees were finally paid in relation to the MUGA agreement. It was unfortunate that the lease was no longer required and that TaSC had decided that they would prefer to follow the route of a management agreement in respect of the arrangement with the MUGA. The agreement and maintenance schedule was still outstanding at year end.

A number of improvements were undertaken in relation to the allotments during the year, many of which were through the work of the allotment holders and at their own cost.

Towards the end of the year, Cardiff Conservation Volunteers helped to plant a hedge around the playground fence. It was hoped as this grew that it would eventually replace the existing wooden fence.

Receipts

Apart from the normal types of receipt the Community Council received the following:

The Community Council were approached by the Location Manager for Casualty who hired the field for almost a week and paid a fee of £3500 for use of the memorial field for filming in April.

A number of churchyard fees were also paid in respect of 3 memorials, 3 interments and 4 burials.

The Community Council decided to host a jubilee event and a number of receipts were received in relation to sponsorship in the sum £550.

Grants applied and received

Stronger Community Grant Fund – Vale of Glamorgan Council – This was a project that hoped to encourage bio-diversity in the village. Originally the Clerk had requested money towards the hedge which would be planted around the playground fence, eco-friendly stations and interpretation boards. However as the Woodland Trust were offering free trees the Vale Council agreed that the money could be spent on a bench for the field near the bio-diversity area. Some expenditure had occurred during the year but the rest would be spent in 2022-2023 and reclaimed following full spend.

Allotment Grant – Vale of Glamorgan Council – from Welsh Government

An allotment grant was requested which would enable the allotment holders to access water at the allotment site. As the costs of actually providing water from mains proved too expensive, it was decided to install water receptacles instead. The overall net cost was £1839.04 which was fully recovered.

Bio-diversity Grant – Vale of Glamorgan Council

Grant of up to £500 could be applied for to help with bio-diversity projects. The Vale Council allowed the recipients to send in a shopping list of items and then these were provided. A number of items were received – 5 fruit trees, wildflower seeds, small mammal boxes and bird nest boxes.

Capital Play Grant – Vale of Glamorgan Council

A grant was applied for better access to the playground, path and two accessible benches. The whole of the £5525 was reimbursed.

Woodland Trust

Over 400 saplings were provided by the Woodland Trust and planted as a natural fence to the playground. The Cardiff Conservation Volunteers helped with this.

Grants paid

The Village Hall applied for a grant in the sum of £547.24 for a contribution towards indoor bowls equipment. They had received other moneys from a number of other sources and this payment ensured they could access the other funds.

Jubilee Event

A working group was set up to plan a village jubilee event. The Community Council confirmed that they would provide £500 towards the event. A number of receipts had already been received in relation to the event in the form of sponsorship.

Procurement

Two requests for quotations were advertised to ask for contractors to provide a price for two lots, One for the maintenance of the playing fields and one for the churchyard and playground. The successful bids were from Eden Vale and Four Seasons, both of which were firms local to the Vale of Glamorgan.

Fixed Asset Register

Deletions, all of which
had nominal value

Printer
1 picnic table at playground
1 picnic table at white bridge

Additions

Printer £39.99
2 new accessible picnic benches at playground £1000
1 new accessible picnic bench at playing field £500
2 Eco-Friendly litter stations £430

Administration

The Clerk had handed her notice in, in February and would stay until year end. It was hoped to recruit a new Clerk early in the new financial year.

Cllr Expenses

There were no Councillor Allowances for the year

Tor Trundle, Clerk

Planning applications received and reported at June 2022 Meeting

Planning Application No. 2022/00589/FUL (HW)

Location : The Mount, Groesfaen Lane, Peterston Super Ely

Proposal : Replacement of existing redundant stable block into home office / garden room

Planning Application No. 2022/00589/FUL (HW)

Location : The Mount, Groesfaen Lane, Peterston Super Ely

Proposal : Replacement of existing redundant stable block into home office / garden room

Agenda and reports for the Planning Committee - 08 June 2022 meeting are now available on the Council's website on the following link:

[https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes, agendas and reports/agendas/planning/2022/22-06-08.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes,_agendas_and_reports/agendas/planning/2022/22-06-08.aspx)