

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Council Meeting held at 7.30pm, on 11th April 2016 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Cllr Jan Parry (Chairman), Ian Pearson (Vice-Chair), Cllrs Pat Cadwalladr, Bill Budd, David Jaques, Ray Petre, David Moody-Jones, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council), CC Rhodri Traherne and PCSO Kieron Byrne

Apologies: None

Cllr Parry welcomed everyone to the meeting.

1 Police Matters

PCSO Byrne explained that there had been a number of thefts from stables and outbuildings throughout the area, with two thefts from Peterston itself. He emphasised the importance of reporting any offences no matter how minor they seem. He also explained that he had put up the PCSO contact details posters and that he should have the safety posters soon.

PCSO Byrne went on to explain that he would shortly be doing some speed camera work at Gwern y Steeple.

2 County Council Matters

Cllr Traherne only had three items to report.

- The Council Tax increase had been set at 3.9% increase, lower than previous thought.
- The Council would no longer be introducing the parking charges after pressure from local people and tradesman.
- Reshaping agenda – As previously reported the Council do not seem to have come up with any innovative ideas to do things differently, they are already working with other Councils but this collaboration can only be done so much.

Cllr Traherne was asked if he had any information on the Station Yard planning application. He explained that the planning department were still going through the process of assessing the resubmitted application; however he was confident that this application would be rejected.

The Chair asked if Cllr Traherne would pass on a complaint regarding the state of the road leading to the Refuse Centre in Llandow. Cllr Traherne confirmed he had had a number of discussions on the matter but would keep up the complaint.

Cllr Petre wished to raise the subject of the change in policy regarding the distribution of small food recycling bags. He asked Cllr Traherne if he could ask if the Council if this change in policy had saved money.

The Chair thanked Cllr Traherne for his time.

3 Public Session

There were no members of the public present.

4 Matters arising from Public Session

There were no members of the public present

5 To receive the minutes of the Council Meeting held on March 21st 2016

The minutes of the meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Budd and seconded by Cllr Moody-Jones that they be accepted. The Minutes were then signed as a true and accurate record by the Chair.

6 Matters Arising from these minutes

Paragraph 435.1- Fields in Trust

The Clerk explained that there were a number of emails from the VoG that suggested progress was being made on them working with the FIT representative. She had spoken to Cllr Gwyn John who was supportive of the matter.

Paragraph 435.2 – Flooding of Woodbine Cottages

The Chair confirmed she had spoken to one of the residents and there did not seem to be flooding problems since the grid had been put down.

Cllr Moody-Jones stated that he had reported the area behind Le Sor Hill houses as a potential area for the Valeways organisation to clear.

Cllr Jaques stated that there was a large amount of garden waste thrown into the stream and that this was causing blockages. He suggested that the Council do a letter drop in order to explain to all the residents on that side of Le Sor Hill, that a camera had had to be inserted in order to see what was causing the blockages. The Council agreed that this seemed a sensible idea.

AP Clerk to produce letters and do letter drop.

Paragraph 439 – Playground bin

Cllr Jaques kindly agreed to take over emptying the playground bin.

Paragraph 441.2- MUGA

No update.

Paragraph 441.4-Working with Natural Resources Wales (NRW)

Cllr Moody-Jones confirmed he had reported some more rubbish and trees collecting in the river.

Paragraph 442.2 – Rural Events Network

The Clerk confirmed that she had joined the Council up to this network and would publicise to local groups.

Paragraph 442.4- Countrywide

AP Clerk to contact Countrywide and query why they have not started the grass cutting.

Paragraph 445.1 – Report to VoG re state of Ael y Bryn Verge

AP Clerk to follow up on this complaint

Paragraph 445.4 – Fencing of playing fields

Cllr Pearson confirmed he had completed the specification for this fencing and Cllr Budd was working on getting quotes for the materials.

Paragraph 445.5 – Rubbish in Churchyard

The Chair reported that the wreaths had been cleared.

Paragraph 446 – gates

7 Clerk's Report

The clerk's report was reviewed.

C.A.S.H Grant – The Clerk explained that the application pack for this year's CASH grant had been received. There was a short discussion on possible projects and it was agreed that the Councillors would think about possible projects over the next week and get back to the Clerk. Cllr Jaques suggested that the Clerk check the previous public consultation to see if there are any uncompleted projects.

AP Clerk to check consultation report

Joining Fields in Trust Organisation – Cllr Petre proposed that the Council join the organisation for at least this year whilst we are working with them. This was seconded by Cllr Budd and agreed by all.

AP Clerk to sign up to organisation and arrange payment

Rocks on the side of the road- The Clerk read through the response from the VoG regarding this, it was agreed that it sounded like stones would not be a sensible options. Cllr Budd suggested that the Council look at using some kind of composite post, as any wooden alternative was likely to rot. Cllr Cadwalladr also suggested reducing the number of posts as at the moment they were very close together.

AP Clerk to speak to NP Landscaping to see what they recommended

Grit Bins – The Clerk explained that the bins could be received for £350 each from the Council, and referred everyone to her report on why the Council did not supply cheaper ones. It was proposed by Cllr Petre that the Council try purchasing those from a website as they were so much better value for money; this was seconded by Cllr Pearson and agreed by all.

AP Clerk to arrange purchase

Best Kept Village Cup – The Chair confirmed that the Council would be keeping the small cup that they won for overall best appearance. It was proposed by Cllr Cadwalladr that the cup be awarded annually by the Council for the person/group who contributes most to the appearance of the village. This was seconded by Cllr Budd and agreed by all.

AP Clerk to add to agenda of each AGM

Speeding at Gwern y Steeple - The Clerk was delighted to inform the Council that the VoG Highways department had agreed to put markings and enhance the signs at the entrance to Gwern y Steeple, in order to warn motorists they are entering a residential 30mph area.

Authority for expenditure

All expenditure was agreed and cheques were signed by two councillors. The Clerk reported that she had just received a receipt from Mr G Williams who had been kind enough to fix the gate into the allotments; the receipt was for £25.56 for fixtures. It was proposed by Cllr Parry, seconded by Cllr Budd and agreed by all that these costs could be refunded, and the Clerk drew up a cheque.

8 Planning Matters

There were no comments on the planning applications.

A query was raised on what planning permission had been received by the Alpaca farm, as there seemed to be a lot of new buildings.

AP Clerk to review planning apps

9 Correspondence

These were reviewed and acknowledged.

The Clerk also showed the Council the definite right of ways map book she had received on behalf of the Council. The Clerk also had a box of wild flower seeds from Kew gardens; these were passed on to Cllr Moody-Jones.

10 Councillors Reports

Cllr Parry wished to thank Cllr Moody-Jones for his excellent defibrillator demonstration at the village market.

Cllr Pearson asked for clarification around when an expression of interest should be made. The Clerk agreed to send on some information regarding this and also explained the key principles.

11 Health & Safety matters

Cllr Jaques agreed to apply weed killer to the playground.

There being no further business the meeting closed at 9.00pm. It was agreed that due to the Chairs absence for the scheduled AGM it would be changed to Tuesday 17th May.

AP Clerk to advertise change of date

Chair _____

Date _____

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Council Meeting held at 7.30pm, on 17th May 2016 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Cllr Jan Parry (Chairman), Ian Pearson (Vice-Chair), Cllrs Pat Cadwalladr, Bill Budd, David Jaques, David Moody-Jones, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council)

Apologies: Cllr Ray Petre, CC Rhodri Traherne and PCSO Kieron Byrne

Cllr Parry welcomed everyone to the meeting.

12. Election of Chair

The Clerk asked for nominations for the Chairperson, Cllr Morgan proposed that the current chairperson Cllr Parry be re-elected, this was seconded by Cllr Budd and was agreed by all. Cllr Parry thanked the other councillors and the Clerk for all their support and hard work during the year.

It was **resolved** that Cllr Parry be re-elected Chairperson for the next year.

13. Election of Vice-Chair

The Chair asked for nominations for the Vice Chairperson, Cllr Morgan proposed that the current vice-chairperson Cllr Pearson be re-elected, this was seconded by Cllr Cadwalladr and was agreed by all. Cllr Pearson thanked the other councillors.

It was **resolved** that Cllr Pearson be re-elected Vice-Chairperson for the next year.

14. To review the report of the internal auditor

The Clerk explained that the role of the internal auditor had been formalised this year under the new external auditors and hence a more detailed report had been produced. The Clerk referred the Council to the previously circulated report and wished to point out the two recommendations. One that all cheque stub be signed by the signatories of that cheque, this was confirmed would be done in the future. Secondly the Council needed to discuss whether they needed a specific reserve for the Churchyard, after a short discussion it was confirmed that the budgetary process was enough of a control to ensure suitable money was available for the Churchyard maintenance.

15. To review the year end accounts and review of signing of annual report

The clerk explained the previously circulated annual return and accounts and went on to ask if there were any questions. There were no questions and comments.

Cllr Pearson proposed acceptance of the accounts for 2015/16 and of the annual return, this was seconded by Cllr Budd and agreed by all.

It was **resolved** that the financial reports be fully approved and the chair signed her section of the annual report.

16. Community Action Planning 2016/17

The Chair referred the Council to the previously circulated update Community Action Plan. After a short discussion the following was agreed:-

AP Clerk to get quotes for painting of the two bus shelters

AP Clerk to send letters of thanks to Hywel Thomas, Dave Phillips & Cyril Williams for their work on the planters and benches

AP Clerk to get quotes for work to be done on the white steps to the layby, in terms of removing the overgrown vegetation and putting in slow growing shrubs

AP Clerk to contact resident of Gwern y Steeple regarding the bench at the top of Gwern y Steeple

AP Chair to enquire about ownership of hedges obscuring 30 mph signs

AP Clerk to speak to Countrywide about work needed to Churchyard

AP Clerk to confirm with new contractor painting of the telephone box

17. Sub – committees and representatives on external bodies

The clerk listed the subcommittees as the following:-

- a. Churchyard – Cllrs Pearson, Parry, Petre & Morgan
- b. Playstation/MUGA - Cllrs Pearson, Parry & Jaques
- c. Playstation Fields – Cllrs Jaques, Pearson, Morgan & Parry

It was agreed by all that there be no changes to the subcommittees.

Cllr Jaques explained that in August 2016 his role as CC representative on the Governing Body of Peterston super Ely Primary School comes to the end of its 4 year term, and he would not be able to continue in this role.

AP Clerk to contact secretary of the Governing Body to enquire if a representative is needed until May 2017 when the new Community Council is elected.

Cllr Moody-Jones volunteered to be the Community Liaison Committee representative with Cllr Parry as reserve.

Cllr Pearson and Cllr Parry agreed to remain as representative for OVW meetings.

18. Review and approval of Standing orders, Code of Conduct, Risk Management policies, Welsh Language Policy & Financial Regulations

The Chair asked the Council to refer to the previously circulated regulations.

Approval of the standing orders with no changes from 2015/16 was proposed by Cllr Jaques, seconded by Cllr Budd and agreed by all.

Approval of the updated Code of Conduct was proposed by Cllr Cadwalladr, seconded by Cllr Budd and agreed by all.

Approval of the Risk Management Policies with no changes from 2015/16 was proposed by Cllr Parry, seconded by Cllr Pearson and agreed by all.

In regards to the Welsh Language Policy, Cllr Parry asked that it be reworded to reflect that newsletters etc. would only be circulated in Welsh upon a specific request. With this agreed change the policies approval was proposed by Cllr Moody-Jones, seconded by Cllr Morgan and agreed by all.

The Clerk referred to the updated Financial Regulations. In regards to the monthly reconciliations already completed, these now had to be signed upon review by a member of the Council. As Cllr Pearson currently reviewed the reconciliations it was agreed that he would continue to do this, and report his findings to the Council.

In regards to the review of the budget vs actual, the Clerk explained that this would continue to be done formally at least once a quarter however materiality had now been defined and so explanations for these would be needed.

The Clerk now wished the Council to consider at what level formal quotes would be needed for contracts. At the moment any contracts over £1k would need to have three formal quotes however this was causing a problem, as contractors were not willing to quote for these 'small' jobs. After a detailed discussion it was agreed that this maximum level would be increased to

£3k, so any contracts between £100 and £3k would involve attempting to get three estimates, and any contracts over £3k would need to have three quotes.

Approval of the updated Financial Regulations with the changes as above were proposed by Cllr Pearson, seconded by Cllr Parry and agreed by all.

It was **resolved** to approve the draft Standing Orders, Code of Conduct, Welsh Language Policy Risk Management Policies and Financial regulations for 2016/17, as they stand with the agreed changes above.

19. Review and Approve the draft policy on paying Councillors Expenses

There was a short discussion on the draft policy, it was proposed by Cllr Morgan that the policy be accepted, with Councillors being able to apply for the allowed expenses should they wish, but that all applications are brought before the full Council. This was seconded by Cllr Cadwalladr and agreed by all.

It was **resolved** that the policy on paying Councillors Expenses be accepted as it stands.

20. Review of Conflicts of Interest

All Councillors confirmed there were no additional or changes to the conflicts of interest that needed to be recorded.

21. Review of confirmation of arrangements for insurance

The clerk explained that the Council were in a long term agreement with Zurich, who had provided a quote of £361.98 which was less than last year. It was proposed by Cllr Pearson and seconded by Cllr Cadwalladr to accept the Zurich renewal. This was agreed by all.

AP Clerk to accept renewal

22. Setting the dates of the ordinary meetings

After a short discussion around whether the now monthly meetings were working it was agreed that the meetings would continue to be held on the second Monday of each month other than August and December. However the meeting would under normal circumstances last until 9pm at the latest. Also as this meeting was late in the month, a June meeting would not be required.

The Clerk confirmed that the hall had been booked for the 2016/17 year.

AP Clerk to advertise meeting dates and cancellation of June meeting.

23. Annual review of the Clerk's salary & conditions

For this the clerk was asked to leave the room. A discussion was held. The clerk was invited back to join the meeting. The Chair wished to thank the clerk for their work over the last year and was delighted to inform the clerk that she would receive a pay rise to SCP 25. The Clerk thanked the Council.

The AGM was closed at 8.10pm.

Chair _____

Date _____

Playstation II – MUGA Minutes 13th June 2016

Present

Dai Lewis
Sharon Glyde
Darren Meir
Christine Smith
Rhian Roberts
Nick Colmsee
Andy Newton?
John Bennett
Vanessa Adams

Russell Bailey
Charlie Brain
Richard Thomas
Elwyn Roberts
Elizabeth Wills
Abigail Phillips

Apologies

Dave Chapman
Paul Teddar

Paul Greest
Karen Visser

It was noted that no-one from the community council was able to attend the meeting.

Minutes

- AP gave a brief background to the project
 - Tennis courts require resurfacing
 - Not enough people active in tennis court for maintenance and running costs of the tennis courts (even if money was awarded to refurbish courts)
 - Proposal to increase use by making multi - games area
 - Proposal taken to community council, questionnaires and community engagement over last 2 years.
 - EOI for grant accepted – potentially £125,000 which would require match funding of 20%
 - Notts Sports recommended and subsequently asked to provide a specification – for discussion tonight.
- John Bennett from Notts Sports, provided an outline of his company and the services they provide:
 - over 40 projects in South Wales
 - specialists in design, advice and supply of synthetic surface systems for sport
 - Leicestershire based but work across the UK and internationally
 - Company established for over 30 years
 - John has 15 years' experience in the industry
 - John has provided AP with references of sites where the project has been managed by Notts Sports, which can be circulated.
 - Notts Sports will draw up final specification, put this out to tender and oversee capital works
- ER expressed disappointment that he was not informed of previous meetings and that no one had been to see him personally - he stated that this was the first time he had heard of the proposals. VA apologised for this and explained that a lot of work had been undertaken over the past two years to ensure as many people knew about the proposals as possible. Flyers advertising previous meetings had been given to the postman to distribute to all households as well as posts displayed

in the village shop etc. VA said every effort would be made going forward to keep nearby residents informed.

Actions:

1. AP to circulate local sites managed by Notts sports which have the Notts sports surface proposed for PsE.
2. VA to add attendees to email distribution list for the MUGA project

Preparatory works required on-site

JB outlined his assessment of preparatory work that would be required prior to development commencing:

- Preparation of existing surface would be required because the courts are showing signs of root damage – potentially remove 3m of existing surface at far end from Church Hall and level out. Also works needed to reinstate other areas of the tarmac, such as around the existing tennis posts sockets.
- It is proposed barriers are used to stop root damage - using a membrane rather than concrete.
- NA confirmed that a tree surgeon has looked at the tree by the corner of the courts and stated the inserting a root barrier would not harm tree and that its roots do not spread very wide.
- Options for stumps around the courts were discussed – leave and insert a barrier, or remove, drill out roots and apply root killer to ensure there would be no subsidence as the roots decompose.
- Surface would be cleaned moss killer applied
- Holes will be drilled into existing tarmac and filled with small stone to ensure drainage.
- New perimeter kerb would be installed (replacing the existing brick edging).
- New layer Tarmac applied
- Grass astro laid on top
- Notts sports will come back and inspect for life of project (during and on completion of project)
- JB confirmed contingency plan/costs are in contract to manage any on-site problems arising from the contract. This is currently 5% of the contract value though could be increased if preferred.

Specification

The following was discussed with regards to the specification:

Area

- New MUGA will cover the existing area with recessed goals at either end and also to the small sided football pitch across the pitch width (refer to drawings)

Surface

- AP confirmed with JB not to include a shock absorber layer (currently detailed in the proposal). Shock pad slows ball down in tennis, surface still more forgiving than tarmac. JB Confirmed that the shock pad layer will be removed from the spec.
- Proposed surface short green astro with sand infill. This is 'Notts Sward' sand filled synthetic carpet

- JB suggested some lines can permanently in laid by cutting into the carpet. This can cause a weakness so would only be cut for some of the main sports - proposed for tennis and football. Remaining lines would be painted on. Require re-painting every 12 months – not a specialist job, could be done locally. Any markings that were painted on could be left to fade in the future if it was found that the facility was not being used for these sports. Equally markings for other different sports could still be painted on in the future as required.
- Surface is not frost susceptible. Only weather which causes problems is snow. If there is snow on court do not move as this will also move the sand. Leave to melt.
- Special shoes not required but studs will cause damage.

Fencing

- Fence reinforced and fixed with sound dampener (will not completely stop noise)
- 3m high - bottom 1.2 m rebound panel for 5 a side usage, top 1.8m wider mesh.
- Proposed colour is green (can be any colour).

Flood lighting

- Specification as currently stands, is to integrate the floodlighting on 6 Nr raised height fence 8m high fence columns with 12 luminaries. Columns would be a galvanised grey which is recommended colour to blend into the sky.
- Proposed specification is to fix lights to fence.
- Floodlights can be operated independently so that only half pitch is illuminated if required.
- Lighting 120 lux - not as bright as LTA standard but sufficient for casual play.
- Glow with white rather than yellow light (halide metal lights)
- could be timed to suitable cut off time and operated via pre-paid tokens.

A number of people expressed concern about addition of floodlighting to the village. Questions were raised as to whether the project needed to include floodlighting or whether would be used sufficiently without floodlighting. Key issues included:

- Proposed site is a conservation area;
- Beauty of living in a rural area is the lack of light and ability to see stars, enjoy darkness;
- Would impact negatively on overlooking properties;
- Would bring undesirables into the village from outside, potentially leading to more crime and vandalism in the village.

The following points summarise the resulting discussion:

- AP explained that floodlighting has been part of consultation process and most people felt that they would use the facility more if it was available year-round. She has also had discussions with environmental health at the Vale of Glamorgan Council who confirmed they would be happy to look at and comment on any light spill diagrams in relation the the impact of the floodlights on residential amenity.
- Requirements for grants is to be able to demonstrate significant increased use which, without floodlights, would be much more difficult;

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- AP had discussed issue with Sports Wales, and had met them on-site in the village with other members of the design team. They advised the project would not be successful for the Capital Development grant without inclusion of floodlights. In their view it wouldn't be able to demonstrate a sufficient increase in participation of sports without them;
- ER said he had also discussed the project with Sport Wales who had given a different view and advised project would be viable without floodlights;
- CB also considered it essential to provide year round facilities so that the use of the MUGA would be sufficient to be able to cover maintenance costs. Floodlights would enable the tennis club to operate a year round training facility and football training could re-locate from fairwater to the village - both of which would attract significant revenue to help cover the maintenance costs. Estimated maintenance costs are in the region of £5,000.
- It was confirmed that there would be a specified cut of time for floodlights. The community questionnaire had confirmed that a time of 9pm was acceptable to those completing the questionnaire. Further discussions can be had with residents before this is confirmed. The Vale Local Planning Authority is also likely to place conditions on any potential permission. There would also be scope to move the cut off time earlier, different cut off times on different nights and to constantly review the cut off time and alter as appropriate to the requests and needs of the community.
- It was confirmed tokens would be required to operate the floodlights for a set period of time. This would avoid the area being lit when not in use, cover cost of electricity and prevent nuisance switching on and off. It is proposed that tokens would be available to buy from the village shop and pubs (if in agreement) – which should have the benefit of increasing trade.
- DE confirmed that there is no requirement for a bat survey and that impact would be minimal on surrounding ecology. He would like to discuss proposals for how the project could enhance wildlife in the area.
- Use of landscape buffers were discussed to decrease the visual impact of the floodlights on surrounding residential properties. DE agreed to look at this as part of the planning application.
- Other types of floodlighting than those in draft specification were discussed:
 - Lowering the height of the floodlights, although it was noted that this would increase light spill. The higher the lights, the more directly they shine on the MUGA. But they may be less visually intrusive when not in operation if they are lower.
 - Telescopic lights – these automatically raise when switched on, problem of visibility remains when extended (and thus on). If telescopic the lights would be on a column separate to the fence (fixed flights would be attached to the fence). Also these are likely to represent a significant increase in cost.
 - Lowering proposed height of floodlights – which would produce greater area of light spill but may be less obtrusive for surrounding residents.

Power supply

- Specification does not include running power to courts for flood lights. RB explained proposal was to run power from main supply rather than from village hall (existing supply to tennis clubhouse).
- CS advised to contact Western power distribution now to estimate cost of providing power as this can be very expensive and needs to be accounted for in the project costing.

Concerns were also raised re:

- Noise pollution: it is proposal would seek to minimise noise through restricting times of floodlight/booking times, providing dampeners on fencing and not to include a lower board area to reduce noise from five a side 'rebound'. The mesh fence design incorporates a rebound panel which performs the same rebound function but without the noise impact of a ball striking a timber board. The mesh rebound panel also enables the whole area to be viewed from the outside.
- Parking: there was already a concern about the amount of traffic on market days, and when away teams visit for football games. The two village pubs may offer use of their car parks for 'overspill' It is hoped that in return this would increase pub trade. Potential use of part of field for temporary parking was discussed but was not considered preferable and may also be outside terms of use for the community field.

Actions:

3. JB to remove shockpad surface from the spec
4. JB to provide details of floodlights and 3D diagram of lights in local setting
5. JB to provide alternative option of lower lights to compare light spill
6. JB to provide costs and details of telescopic lights including maintenance costs
7. CC to contact Western Power re electricity supply
8. DE to consult with neighbouring residents to assess visual impacts from their properties and undertake assessment on visual impact on conservation area
9. DE to look at options for landscape buffers in the playing field
10. CC to undertake pre application consultation before final planning application submitted.
11. CC to ask pubs about use of car parks
12. CC to check status of temporary parking in part of the fields

Access road/path

- Path was originally proposed by Community Council following village consultation.
- Path will need to be minimum of 3.5m wide and lit to provide safe access and access for disabled people.
- Proposed path to run from main entrance to community field directly to tennis courts but taking into account area designated for football and spectators.
- Potential to run electricity supply under path.
- Would be ideal to run extension of path from courts around the perimeter of fence to gate to adjoining field and onto playground. This could be the section path which is lit so that lights can be adjacent to the hedge, preventing problems for mowing and other activities central to the field. This would also mean that light could be shielded by the hedge.
- Solar lights will be looked into but unlikely to provide sufficient light when required.

- The tender document specifies a macadam path - but to save money could just use bound gravel (like that used on much of the Taff Trail for example)?
- Access road will be required during construction phase. This could be along line of path and form sub-base for the path which would then be narrowed on completion.
- Andy – informed meeting that steel mats are also available to provide an access road. This might be preferable to creating a temporary road.
- NA asked if the contractors would reseed or turf the access road when make good? This would need to be decided and part of the specification if required. May have cost implications.

Actions:

13. Andy – to provide further information on options and costs for metal road (see below re delays in completion).
14. JB to cost for bound gravel surface
15. CC to confirm route of path and whether it needs to wrap around the park
16. JB/CC to investigate lighting options

Contractual arrangements and Management of Project

- RB highlighted usually a clause included in specification detailing penalty which will apply if work takes longer than agreed. JB confirmed this is in specification.
- NA asked who would enforce penalty, would Notts sports be on site all the time, how would management of delivery work, would Notts sports check specifications met (eg of sand quality)?
- JB confirmed regular inspections, although not on site continually. Standard practice for weekly weather reports and updates. If contractors are likely to go over schedule this would be discussed at time. If weather caused delay this would not be part of penalty as long as reason submitted at the time.
- This would need to be considered and factored into costs if opting for metal road as this is normally paid for on a weekly basis
- JB confirmed it would be decision of the project team to set evaluation criteria.
- Chris concerned re contingency – usually 20% of total project cost – specification costs currently allowed for 5%. Also need to consider costs of planning and mitigation.
- The financial viability of the proposal without having to rent the area to people from outside was discussed:
- Design team have done some initial feasibility work to determine the estimated running costs and therefore revenue required each year. Confirmed that estimated running costs are dependent on the type of surface. Additional costs included insurance, lighting, and utilities. A rough estimate with proposed surface would be that £5,000 each year would be to cover cost and raise the extra year-on-year to allow surface replacement when required (12 – 15 years).
- NA stated work to date demonstrated that it would be unlikely that funding would be available to replace facility as grants depend on demonstrating increased use thus aware scope of project needs to be within constraints of potential for annual finance.

- Currently 5 PsE junior football teams who spend approx £2,000 per year hiring astroturf pitches elsewhere. If this money, money from people in the village who hire facilities elsewhere, increased tennis memberships etc were redirected to the PsE facility and a couple of annual fundraisers were supported by the community there would be little or no need to hire to clubs outside. The success and requirement to hire to outside clubs would be dependent on the use and support of the community.
- The CC propose 'open access' for the majority of the time with named bookable slots. This could be managed through the village website and principally for village teams / lessons.
- Concern was expressed that a new modern facility would attract people into village and that this would bring an increased risk of burglary and crime.

Actions

17. CS to share examples of management structure for running of facility.
18. CS to advise and warn of potential problems she has encountered in similar projects.
19. CS to advise further on specification and project management.

Maintenance Costs

Warranties:

- CB asked if it was possible for the warranties to be extended? JB stated warranties in the specification are standard but could amend if required. Increasing length of warranties does not usually increase price. It would be up to contractors to agree and compile with the specification we draw up.

Surface:

- Question re life of surface. JB stated Porthcawl surface has been down for 16 years although now requires replacing. Average life time of surface this 12 - 15 years.
- Drinks spilled on the surface should not damage surface.
- Maintenance required - brushing to redistribute sand & ensure 'grass' is upright- 1 hour once a week or once a fortnight; need to clear leaves otherwise can decompose surface.
- Moss killer may be required periodically.
- Top up sand twice within first 12 months.
- CS commented that would require a maintenance gate for sand top up. This is already included for within the specification (3m wide double leaf gate)
- JB confirmed that no large construction traffic would be required to travel to the side of the facility for sand top ups or following initial construction. Sand infill could be transported via a small dumper along the new access pathway.
- JB confirmed that no construction traffic is required for sand top ups or following initial construction.
- RB queried why sand needed to be transported long way? (expense and environmental impact). JB explained sand is a specific grade, silica sand of which there are only 2 or 3 suppliers in UK - important sand is rounded sand so not damaged by frost.

Flood lights:

- CB asked about Light bulb replacement. JB detailed that metal halide lights are normally used as less over spill. LED lights have longer 10 yr warranty but produce more over spill.
- Life span of bulb dependent on use. Turning on and off shortens life compared to constant use.

- Cost to replace lamp currently £400.

Storage area:

- Need to look at requirement for a storage area for tennis nets, bowls mat and cricket mat.
- Proposed to have tennis nets which are easily transported, fold into 3 rather than holes and posts. Disadvantage of holes – heavy to move which will prevent people playing tennis (especially younger and older players), present trip hazard which used for other sports.

Dividing net:

- John advised against a dividing net – easy to add later if decide required.
- Some nets have leaded line wire at bottom to give taut net but problem with running into these and causing injury. Nets without a wire at the bottom tend to blow into playing areas in wind.
- Boards can be used with sockets to fit in but these are heavy (Johns experience too heavy to use in practice) and present a tripping hazard when not in place.
- Charlie suggested permanent fence dividing courts as 2/3 space would be sufficient for men's 5 a side and allow 1/3 for tennis or another sport. This would be an additional expense and may preclude use for children's cricket?

Action

20. RB/CC to look at storage container possibilities and other storage options.
21. Design team to further discuss permanent division of courts.

Meeting close

* Please see overleaf for summary of actions

Playstation II – MUGA Minutes 13th June 2016

Circulate local sites managed by Notts sports which have the Notts sports surface proposed for PsE.	AP
Add meeting attendees to email distribution list for the MUGA project	VA
Remove shockpad surface from the spec	JB
JB to provide details of floodlights and 3D diagram of lights in local setting	JB
JB to provide alternative option of lower lights to compare light spill	JB
JB to provide costs and details of telescopic lights including maintenance costs	JB
CC to contact Western Power re electricity supply	CC
DE to consult with neighbouring residents to assess visual impacts from their properties and undertake assessment on visual impact on conservation area	DE
DE to look at options for landscape buffers in the playing field	DE
CC to undertake pre application consultation before final planning application submitted.	CC
CC to ask pubs about use of car parks	CC
CC to check status of temporary parking in part of the fields	CC
AN – to provide further information on options and costs for metal road	AN
JB to cost for bound gravel surface	JB
CC to confirm route of path and whether it needs to wrap around the park	CC
JB/CC to investigate lighting options for the path	CC
Share examples of management structure for running of facility.	CS
Advise and warn of potential problems she has encountered in similar projects	CS
Advise further on specification and project management.	CS
Look at storage container possibilities and other storage options.	CC/JB
Discuss permanent division of courts	Design team

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Sub Committee Meeting held at 8pm, on 29th June 2016 at 3 Pwll Y Min, Peterston super Ely

Present: Sub Committee Members: **Cllr** Ian Pearson, Mrs A Phillips, Mrs V Adams and Mr D Chapman

Also Present: Joanna Howell (Clerk to the Council),
Invited local experts: Mr D Lewis, Ms C Smith, Mr C Brain and Ms K Visser

Apologies Mr R Bailey, Cllr J Parry and Cllr D Jaques

Mrs Phillips started the meeting by explaining that at this stage they needed to make all the decisions in order for her to complete the planning application.

Floodlights

Mrs Phillips explained that the floodlights would be 8 m tall and there would be six of them, to give perspective the current fence is just under 3m tall. The reason they are so high is to ensure that there is little overspill of light into the area surrounding the MUGA. Obviously Environmental Health will look at light pollution as part of the consultation on the planning. Mrs Phillips confirmed that it is possible to light part of the MUGA at a time e.g. if only half being used, half can be lit.

The lights would work under a token system, with tokens being available from the shop/pubs. The lights would be on an automatic cut off of 9pm. Obviously it is worth remembering that the lights will only be used during the darker months, and then only if the MUGA is actually being used at that time.

Mrs Adams explained that the committee had investigated telescopic lights which were 8m high when used but only 3.5m when not in use. However these would add an extra £30k to the cost and so would be cost prohibitive.

There were suggestions that rather than being green then grey (to match a background of greenery and sky) much of the background was green so they could be all green. It was felt that in this instance it would be best to be led by the views of the planners, especially around the conservation views.

It was suggested that for the planning application, photos be taken from the houses affected as 'before' photos and then the lights be superimposed onto them as 'after' photos. Mr Lewis explained that in his experience the lights would simply look like a black line on the horizon to most of the houses affected.

Mr Lewis went on to explain that for the planning it would be great to get letters of support in particular from those residents most affected. Often a proforma letter is distributed and residents asked to sign it if they agree.

Mrs Phillips felt it was important to offer soft landscaping around the playing fields at key places, as a goodwill gesture and also to show enhancement to the planners. There was a discussion of what would be most suitable.

Mr Lewis explained he had spoken to the Council ecologist, who did not believe there were any problems to mitigate. However he felt any additional improvements would be well received e.g. bat boxes, area of wild flowers.

Cllr Pearson confirmed that the CC would discuss the floodlights at their next meeting.

Parking

The issue of parking had been raised at the recent Public Meeting. After a discussion it was felt that there would be limited additional parking problems, however the following were discussed:-

- Parking in the Pubs – There was a thought that equipment e.g. tennis rackets could be hired from the pub and so this might encourage trade and also allow people to park in the car parks. Mrs Adams explained PsE football club already had an agreement with The Sportsmans' about parking so would speak to them about this. Mr Brain explained that the new leaseholders of the Three Horseshoes had not yet been finalised so they couldn't be spoken to yet.
- Parking in the field – Cllr Pearson explained this was looked into during the Playstation project, but the group did not think this was feasible or popular.
- Road being made One Way – Cllr Pearson explained that the residents had been approached about this in the past and did not want it, so the CC did not progress the matter.

Path in playing fields

The plan is that the electricity cables needed for floodlights etc. would be run under the path.

Various routes for the path were discussed.

The Clerk explained that the path must not restrict grass mowing.

Mrs Smith warned the group that the longer the path and the further away it is from an electricity source, the more expensive it would be, and that this could make a long path cost prohibitive.

Agreement on the route of the path would need to be made by the CC at their next meeting. Cllr Pearson would like the Council to have any route options on a map for the CC to easily see.

ACTION - Mrs Phillips to supply before the next Council meeting.

There was now a discussion on the different types of lighting available for the path. Mrs Philips explained that she would look further into solar lighting. Mr Lewis explained that for bollard style lighting you can now get single sided lighting so lights only onto the path.

ACTION - The Clerk agreed to arrange a meet up with Western Power in order to discuss the needs of the project. Mrs Adams asked the Clerk to ensure that Paul Tedder was involved in this meeting.

Management Structure and Funding

Mrs Phillips explained that she had spoken further to Sports Wales about the project and they had been very supportive. They indicated that if the Welsh Government funding was received, then they would fund the floodlights. The group agreed this was an excellent result.

Mrs Phillips went on to explain that Sports Wales knew a group in RCT who had succeeded with a similar project and had also set up a very successful management structure. There was a discussion of possible structures but it was agreed that it was firstly worth talking to the RCT group who had set up a successful structure.

ACTION – Mrs Phillips to pass on details to the Clerk who would contact the group and distribute findings.

Mrs Phillips explained that the group anticipated an annual funding of approx. £6k would be needed; this would include building up a pot for re surfacing. These monies would have to be received from the clubs who wished to make bookings onto the MUGA, from any external party booking and also from annual fundraisers.

Mrs Phillips explained that the deadline for the next Virador Credits was 11th July however there may be issues due to the lease / ownership of the playing fields.

ACTION – Clerk to contact Virador credits and explain the situation in order the get this application sorted.

Welsh Gov Funding Form -ACTION – Clerk to complete Part 1.

It was also agreed that the Clerk would look through any cost estimates as a check, Mrs Smith confirmed she would also be happy to do this in order to ensure was complete.

Storage of Equipment

It was felt that it would be a shame to have an open access facility which would then have the required equipment locked away in the Clubhouse; it would also limit the use of the Clubhouse in other ways.

Different options would be the use of a storage unit, the extension of the MUGA in order that there was an area to put storage facilities etc.

ACTION - Cllr Pearson again asked if the options could be put forward to the CC before the next meeting.

CCTV

Mrs Phillips raised the question of whether there should be CCTV at the MUGA; it was felt that as this was relatively cheap should be put into the spec.

Insurance

Mrs Adams requested whether the CC would be prepared to cover the insurance of the MUGA
ACTION – Clerk to contact the current insurers to obtain an idea of cost and report back to CC.

Next meetings – ACTION – Clerk to arrange meetings for subcommittee at End of July, Start of Sept and start of Oct.

As there was no other business the meeting was closed at 10pm.

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Ordinary Meeting held at 7.30pm on 12th September 2016 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Cllr Jan Parry (Chairman), Ian Pearson (Vice-Chair), Cllrs Pat Cadwalladr, Bill Budd, David Jaques, Cllr Ray Petre, David Moody-Jones, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council), CC Rhodri Traherne and PC Mark Goulding (South Wales Police)

Apologies: None

Cllr Parry welcomed everyone to the meeting.

49 Police Matters

AP Clerk to continue to gather volunteers and information about Neighbourhood Watch programme

50 County Council Matters

Cllr Parry welcomed CC Rhodri Traherne to the meeting. CC Traherne had a number of issues to update the Council on:-

- Merger with Cardiff- The VoG Council leader Neil Moore believes that now Leighton Andrews has been replaced there is opportunism that a different approach will be taken, and that the merger with Cardiff may well not happen.
- Creative Rural Communities – It is likely that the CRC team will be merged with the regeneration teams. This is fine but CC Traherne will be keeping an eye on services provided. CC Traherne also ran through some of the themes that will be looked at in terms of project funding.
- Planning Office – They will not be sending through planning papers for each application, however if there is a specific one of interest the Clerk can request the papers. The Chair queried whether this Council should now be commenting on every planning application even if they had no comments, CC Traherne did not believe that was the case but would check.
AP CC Traherne to check and report back to Clerk
- Community Asset Transfers – Although this will not affect the transfer of the playing fields in PsE, in the future there is a very detailed protocol to follow in terms of completing asset transfers. On this matter CC Traherne wanted to stress to the Council that they should not feel any pressure to take on new services/assets from the VoG Council.
- Car Parking Charges in local town car parks – They are still awaiting the Cabinet Report on this.
- The Chair asked CC Traherne to attempt to speed up the issue of the playing field lease to this Council.

51 Public Session

There were three members of the public present.

One member of the public wished to raise a number of serious concerns he had about the MUGA project after attending the recent public meeting:-

Appropriateness:

- After speaking to a number of people in the village there was some concern over the appropriateness of the MUGA in such a small village especially considering its impact in terms of size and lighting.

- A standard MUGA would be around 680 sqm - and a small MUGA village MUGA would be 450 sqm. The MUGA proposed will be 1500 sqm. MUGAs of this size are normally aligned with schools or sports centres
- Conservation areas in the Vale - very few with MUGAS - not aware of any with lights
- Colwinston and Wenvoe have MUGAs but not within the Conservation Area - and the Colwinston one doesn't have floodlights
- This is a very large project for the village/ PCC with bigger than normal risks - as it will need to be run on a more commercial basis.
- Proper due-diligence needs to be undertaken by the PCC - it needs to be right.

Floodlighting

- This is the biggest area of concern for most people together with the attendant risks/ issues of light pollution
- The columns are planned to be between 6 - 8 metres high
- There will be an impact on wildlife - bats, birds, rabbits etc. A full assessment needs to be undertaken.
- Currently during the winter evening there is total darkness after sunset. With the floodlights there will be a block of white light within the Conservation Area - which can be seen from the Church, Le Sor Hill, the houses around the playing field, The Stone Bridge, along the road by the river and elements of Wyndham Park
- Will be more obvious in the Winter when the leaves are off the trees
- These could be on 7 days a week (in the Winter) and late into the evening

Noise Pollution

- Noise is a common problem/ concern with MUGAs
- Currently, after dark, there is no noise emanating from this area - and little or no background noise. The new noise will be very obvious after say 6.00pm when the noise will carry even further.
- Two types of noise will arise from the MUGA: the ball hitting the MUGA's steel cage, Even with dampeners the noise is excessive and shouting/ noise from participants (some of which could be from outside the village)
- Again this could be 7 days a week and late into the evening

Parking

- This is already a problem by the Church
- Cars will park on the pavement - thus forcing people, including young children, to walk on the main road up to the junction. There have already been narrow escapes with people walking on the road in the dark up to the main junction. Parking on the pavement etc. will also cause problems with disabled access, including wheelchairs.
- When cars are parked on both sides of the road then emergency vehicles - ambulances, fire engines cannot get through.
- With increased activity with the MUGA then consideration will need to be given to double yellow lines, a one way system and appropriate no entry signs

Anti -Social Behaviour

- Not much recently - but there is history of such activity. The level of litter is bound to increase with plastic bottles/ rubbish being left on the field or thrown into the bushes when people walk to/ from the MUGA.
- Lack of toilet facilities - people will do their business out in the open under the cover of darkness
- Due to the commercial nature of the MUGA it is likely that people outside the village will participate in the evening. This may increase the risk of burglaries by bringing more people into the village during darkness - to add to the recent problems with break-ins in the village.

- Nighttime use of the MUGA will exacerbate the problem.
- There will also be noise when people leave the facility late in the evening.

Finances/ Business Plan

- Currently there is a lack of detailed understanding of the costs and income involved in the project - save some high level generic figures produced by a third party
- This is a large capital project with big risks for the residents of Peterston as shown by what has happened to the tennis club, when they couldn't afford to replace the playing surface.
- There are questions to be answered over who will own the asset? Who will be responsible for the maintenance? What happens when key people lose interest and leave? Cost of replacing the surface in 10/12 years' time.
- Colwinston Village Hall refused to pick up the maintenance costs and required formal undertakings and assurances from the groups involved.
- A proper business plan is required - which will need to be stress tested.

Governance

- This is a large project for the village
- We need robust governance procedures to protect the interests of the residents. We need check and balances to ensure things are done properly
- Councillors have already raised concerns, in the sub-committee meetings, regarding the level of communication with the residents
- I have spoken to a range of people in the village and it is clear that people do not fully understand what's involved. Some are aware of the MUGA but they are unaware of the floodlighting the extended evening use and the attendant issues/problems arising.
- This project is big enough and important enough to be discussed at the PCC level so all of the councillors can contribute rather than being left to a sub-committee when sometimes only one councillor is present and therefore not quorate.

All of the risks and issues (as detailed above) need to be fully considered and debated by the council and all options considered. For example, would a village type MUGA in the primary school be more appropriate so children can use it on a daily basis.

Two members of the public working on the MUGA project were also present and wished to comment on some of the previous comments/questions.

- There is definitely awareness, understanding and appreciation for the concerns around this project. The project started in 2012 and at numerous points through the process the public have been consulted using a wide method of communication. The project itself stemmed from the fact that if nothing was done, basically the area would become derelict.
- There are a lot of specialists involved in the project group including planners, architects, landscape planners, project managers etc.
- The planning has not yet been submitted and in the drafting the concerns are being taken into account.
- The reason for the floodlighting is without increasing the usage of the facility e.g. in winter months in the late afternoon/evening then the facility would not be financially viable. 8m-6m is the height recommended by different specialists and the light 'leakage' has been analysed. The current proposal is that the floodlighting will automatically switch off at 9pm.
- Parking Issues – The Sportsman's Pub already has an agreement with the PsE football team for parking in their car park and a similar idea would be broached with them. As most people using the MUGA would be local hopefully a lot will walk/cycle. It is not anticipated that the facility will be used a lot by outside group other than away teams.

- There was a reminder that the Community Council does not have the authority to give consent for the MUGA but have the authority to ask the VoG Council to give the consent. It is the VoG Council who will take the final decision and will request all of the appropriate information and consultations to make that decision.
- The VoG Ecologist has indicated that there is no need for an ecological report at this point and the VoG will determine the effect on the conservation area. Photos will be taken from the key overlooking sites and close residential properties to submit with the planning.

At this point it was indicated that the issues/ concerns previously raised by the member of the public should be fully considered and debated by the PCC - not by the MUGA project representative.

The Chair thanked everyone for their comments and closed the public session

52 Matters arising from Public Session

The Chair wished to confirm that all matters discussed in the subcommittee meetings were brought to the attention of the full Community Council and all decisions were made at full Community Council meetings.

As the next agenda item was in relation to the MUGA, she proposed they moved onto this point.

53 Consideration of MUGA Planning

Cllr Budd had concerns over the financial control of the project and proposed that no planning application could be submitted until a business plan had been drafted and assessed by the Council. This plan must include how ongoing maintenance costs are going to be paid for. He felt it was a very high risk project so the financials must be sound. After a detailed discussion Cllr Morgan counter proposed that the planning application could be submitted without the full financials as a successful planning application does not mean you have to go ahead with the project. He did believe that it was important for the Councils when considering the planning take into account the observations of the Community both from previous meetings and from tonight.

The Chair believed that as the Council had not yet seen the planning application it would not be possible to confirm any planning anyway tonight and so these motions did not have to be considered. It was felt it would not be a problem to develop the business plan and consider it at the same time as the planning application.

The Chair confirmed that the MUGA group should put together the planning with their preferred options for the pathway and storage, and then the Council could comment on it as the whole package. The Chair therefore proposed that the Council hold an extraordinary meeting during the summer in order to approve the planning application and business plan.

AP Clerk to arrange extraordinary meeting and ensure planning application submitted for review in plenty of time before this meeting

54 Consideration of effects of electrification of the railway – See Cllrs Reports

It was agreed to defer this matter to the September meeting.

55 To receive the minutes of the Ordinary Council Meeting and AGM held on 14th May 2016

The minutes of the meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Pearson and seconded by

Cllr Morgan that they be accepted. The Minutes were then signed as a true and accurate record by the Chair.

56 Matters Arising from these minutes

AGM Minutes

Paragraph 16.1

It was agreed to defer the decision on the work to the white steps until the September meeting

Paragraph 17

In the absence of any other Councillors able to do the Governors Role, Cllr Parry had agreed to be the Council's representative on the School Governing Body until May 2017.

Ordinary Meeting Minutes

Paragraph 31.3

Fencing of Playing Fields – The Clerk explained that despite asking for quotes from five companies only one company NP Landscaping had actually come back with a quote. The details of the quote were discussed and it was proposed by Cllr Pearson that the NP Landscaping quote be accepted, this was seconded by Cllr Budd and agreed by all.

It was RESOLVED that NP Landscaping be contracted to replace the playground fencing.

AP Clerk to arrange for work to be completed

Paragraph 31.6

Weed Killer on the Playground - *AP Clerk Jaques to do*

Paragraph 36

Tennis Club fencing – The Clerk confirmed that the tennis club had had this replaced.

57 Clerk's Report

The clerk's report was reviewed; the majority of items had already been discussed.

Permission requested from the 'raise the roof' fundraising committee for Churchyard Fundraising Thermometer and the use of the playing fields for a pet show – At this point Cllr Parry and Cllr Moody Jones wished to declare their interest as members of the fundraising committee and PCC respectively. They did not take part in the further discussion or vote. Cllr Budd proposed that permission was granted for both; this was seconded by Cllr Jaques and agreed by all.

It was RESOLVED to provide permission for the use of the Churchyard and the Playing fields for the charity thermometer and the playing fields respectively.

AP Clerk to inform fundraising committee

Authority for expenditure

The following expenditure was agreed and cheques were signed by two councillors.

04-Jul	J Shapland - plants and materials for troughs	728	84.97
27-May	Jo Howell - may salary and expenses	729	317.89
04-Jul	Jo Howell June salary and expenses	729	82.13
04-Jul	Arborwood Tree Care	730	600.00

The receipts for the month were reviewed.

Current balance as at 06/07/2016 of CB= £15,618 (incl playstation reserve £744)

Balance of MUGA sub account - £2,591

The bank reconciliations for May and June had been produced and reviewed by Cllr Pearson – Cllr Pearson formally approved and signed the bank reconciliations.

The Quarterly Budget analysis for June has been completed and previously circulated. There were no questions on the budget analysis. The Clerk wished to suggest the following changes to the budget:-

- Need additional budget for phone box painting £250 and bus shelter painting £300 (for both). The Clerk proposed the Council remove £1000 from Salt Bin line which was no longer needed and insert a Maintenance of Village Line for these items and similar?
- Need additional budget of £1,500 on the riverbank work line for the additional cost of the bollard replacement work propose that this comes from road safety budget
- A Discussion needed on £7k in budget for Road Safety and whether that should stay for now or be reallocated.

It was proposed by Cllr Cadwalladr and seconded by Cllr Jaques that the budget changes as suggested by done, and that in the September meeting what to do with the remaining road safety budget be considered.

It was RESOLVED to take £1,000 from the Salt Bin budget and change to a Maintenance of Village Budge and to take £1,500 from the road safety budget to the riverbank work budget.

AP Clerk to make budget changes

58 Planning Matters

2016/00782/FUL (HD)- Three Horse Shoes, Peterston Super Ely. A pergola, decking area, ramp and double doors

2016/00527/LBC (PDJT)- 16, Cory Crescent, Peterston Super Ely. Various works are required due to the ingress of (non-rising) damp in several rooms

There were no comments from the Council on these applications.

59 Correspondence

These were reviewed and acknowledged, there was no additional correspondence to add.

60 Councillors Reports

The previously circulated Councillors reports were reviewed. The report re the lack of vision for drivers due to the overgrown riverbank at Wyndham Park was discussed.

AP Clerk to contact landowner and ask for it to be cut back.

There being no further business the meeting closed at 10.15pm.

Chair _____

Date _____

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Extraordinary Council Meeting held at 9.30am, on 4th August 2016 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Cllr Jan Parry (Chairman), Cllrs Pat Cadwalladr, Ray Petre, David Moody-Jones, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council), Mrs Abigail Phillips (Town planner)

Apologies: Cllrs Bill Budd, David Jaques and Ian Pearson

The Chair welcomed the Council and members of the public present to the meeting.

The Chair opened the meeting and explained to the Public that there would be no public session at this extraordinary meeting; it was queried on why Mrs Phillips would be allowed to speak. The Chair clarified that Mrs Phillips had drafted the planning documents and any planning questions that the Chair couldn't answer she would refer to Mrs Phillips for factual answers.

The Council agreed that the items on the agenda relating to the consideration of the project budget, the consideration of the planning and the consideration of the objections from the Community would need to be considered at the same time in order to see the full picture.

The Chair now asked the Councillors to provide their views and questions on the planning.

The following points were raised by a number of Councillors:-

The Chair explained that the Council had received three letters of objection, two of which had been previously circulated and she read the highlights on one of which she had received that morning.

Parking – The Council did not feel the facilities at the pub would necessarily be available to those using the MUGA, though would like to be informed if such an agreement was made. However if the MUGA was primarily used by the local community the parking should not be any worse than when there is a football game on the playing fields. The Clerk reminded the Council that they had previously consulted the residents of Ffordd-yr-Eglwys on possible road measures e.g. one way traffic, and that they had not wished the Community Council to approach the VoG Council on any measures.

Floodlights – The Council felt that the light spill from the floodlights was very contained however they obviously appreciated that a small number of residents would be looking down on a patch of light.

Path – It was explained that the lighting would be on a push button system in order to limit its use and could be set for a cut off at 9.30pm. There was also the possibility of sensor lighting which could again reduce the lighting.

Storage – This was now proposed to be a fenced off area, rather than a storage unit and obviously the security vs accessibility had had to be considered.

Commitment of Football Club – It was explained that PsE football club had been heavily involved in the design of the MUGA. The Clerk explained that at the moment the football club use an all-weather facility twice a week in winter for training. It was felt that if this was the case for the MUGA the use of the floodlights by this club at least could be quite limited and so may not be that intrusive.

Finance – The previously circulated drafted financial breakdown was discussed. There were a number of questions around insurance, revenue streams etc. It was agreed that in order to build a replacement pot, as the budget stood approx. £10k would need to be raised each year. However the tennis club commitment would cover the first 18 months of this.

The overwhelming conclusion of the Council was that through the strict management of the facility this could be a facility that was primarily used by local people and clubs. However the formation of a management group would have to occur quickly and this would have to involve members of the Council. The Clerk explained a number of examples in the local area of how similar facilities were run. The Council agreed that although putting in a planning application meant there was no commitment to actually going ahead with the grant application and project. Therefore once the planning was submitted a management plan could be finalised and agreed by the Council. It would be at this point, that if the project was not deemed viable it would not be taken further.

The Clerk and Mrs Phillips explained the grant process and deadlines and it was confirmed that without the Welsh Rural Development Grant the project would not be feasible.

At this stage and bearing in mind the initial overwhelming support from the public for the MUGA Cllr Moody-Jones wished to propose that the Council agree to submit the planning application, however it is only on acceptance of a viable business plan and obviously planning approval that the grant application will be submitted.

This was seconded by Cllr Morgan, who believed in not putting in the planning at this point, we are losing an opportunity for the grant application. The Chair called a vote and the motion was passed unanimously.

It was RESOLVED to submit the planning application to the VoG Council.

The Chair hoped that the public would see that this was a difficult decision for the Council and they would only approve the building of a facility which would be well controlled and cared for.

To agree the method of communication re the planning application

After a short discussion it was agreed that once the planning application had been accepted the Council would circulate the details in order to ensure anyone who wished to comment was aware of the application and how to comment. The details would be on the website, social media page, noticeboards and there would also be a leaflet drop to all houses in the village.

To agree the next steps regarding the MUGA application

The Chair called for an extraordinary meeting to be held at the end of Sept in order that the business plan be presented and approved, in advance of a grant application being finalised and presented for approval at the October Ordinary meeting.

There being no further business the meeting closed at 10.50am.

Chair _____

Date _____

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Ordinary Meeting held at 7.30pm on 12th September 2016 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Cllr Jan Parry (Chairman), Ian Pearson (Vice-Chair), Cllrs Pat Cadwalladr, Bill Budd, David Jaques, Cllr Ray Petre, David Moody-Jones, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council), CC Rhodri Traherne and PC Mark Goulding (South Wales Police)

Apologies: None

Cllr Parry welcomed everyone to the meeting.

60 Police Matters

PC Mark Goulding updated the Council on the recent crimes since the July meeting. There have been a number of crimes including the theft of a car where a person had been arrested, a domestic related property damage where a person had also been arrested, the break-in and theft from St Peters Church where there were no leads and the theft from a car where leads were being followed up. In terms of the report of a break in to The Three Horse Shoes, officers had attended but there was no evidence to indicate illegal entry

PC Goulding believed that arrests in the Cardiff area had been of those responsible for the previous crime spree in the area; however this had not yet been confirmed.

He indicated that there would be crime prevention leaflets shortly issued in the area and confirmed that he or his colleagues would be happy to provide crime prevention advice to any individual.

PC Goulding explained that the previously indicated operation involving unmarked cars in the area had not actually taken place due to budget restrictions.

PC Goulding went on to explain various options for a neighbourhood watch and provided the Clerk with some information about the different schemes.

*AP Clerk to review information and report back with suggested scheme at the next meeting.
AP Clerk to email dates of next village markets in order to try and get Police attendance to provide crime prevention advice*

61 County Council Matters

Cllr Parry welcomed CC Rhodri Traherne to the meeting. CC Traherne had a number of issues to update the Council on:-

- Merger with Cardiff- CC Traherne explained he is now very confident that this will not occur
- Police presence – CC Traherne explained that he had received data from the local Council Clerks around police presence at Community Council meetings. For his Councils in his ward, there was only police presence at nine of the possible 42 meetings. He had raised this disappointing fact with the Police Inspector and had also asked him for information on Police presence in the area. CC Traherne will keep the pressure on regarding this and keep the Council updated.
- Rubbish Collection – CC Traherne asked if there had been any issues with the new rubbish/recycling collection timetable, the Council confirmed that the service was very good and no issues had been reported.

- BT Broadband meeting – Cllrs Parry and Pearson confirmed they would be attending this meeting with Alun Cairns MP and BT.
- Social Care – CC Traherne reported that there had been a £1m overspend in the Social Care budget despite the best efforts of good officers to keep costs down. There have been both increases in demand and in costs.

62 Public Session

There were four members of the public present who all wanted to speak.

The first question was regarding the electrification of the railway line, and asking for early engagement with the Community on this.

The next member of the public wished to raise the following points on the MUGA project:-

He wanted to remind the Council that this was a very risky project that he believed was too large for the village to sustain it, the project stemmed from the failure of the tennis club and going forward could result in a much larger , more expensive failure.

Lack of a proper business plan – he believes that there needs to be a proper business plan on the project in order that the Council have comprehensive information to make an investment in a project of this side. This needs to cover key assumptions, risk analysis, what ifs and information on how future income will be raised. Any future liability will fall with the Community Council and the Community. He also questioned whether there was would be additional project management costs, maintenance costs and VAT implications. He also felt the insurance costs looked low and what about it's prone to flooding.

Overall he believed this MUGA does not appear to be sustainable by the people of the village he has been a trustee on a similar project which became totally unsustainable and had to be supported by the County Council. In summary he had grave doubts over the financial stability of the project.

The next member of the public wished to question whether the requirements of the Virador Credits grant of £20k would be met by this project, e.g. regarding booking arrangements and availability restrictions. He then questions whether without this grant the project is feasible.

The final comment from the public was that the MUGA might become a burden but he would like to see something useful on the area. He questioned whether there was enough leadership of this project and whether it would become too much of a burden.

The Chair thanked everyone for their comments and closed the public session

63 Matters arising from Public Session

Cllr Budd explained that the electrification of the railway line would stop at Canton Sheds and so at this stage there was nothing for the Community to be involved with.

In terms of the MUGA points the Chair confirmed that at the August extraordinary meeting the Council would not agree to the grant application if they weren't satisfied with the management and finance plans. She did indicate that there was some disappointment that the planning had taken so long to get submitted, but understood the reasons for this. She confirmed that this Council would consider the effect on all members of the Community.

Cllr Budd wanted to emphasise that he had not yet been convinced that the financial aspects of the project stacked up and wanted to see a proper business plan.

Cllr Jaques confirmed that the submission of the planning had really just started the process and that everyone involved knew there was still a significant amount of work to be done.

64 Update on MUGA Project including next steps involving business plan/grant application

The Chair confirmed the planning application for the MUGA had been submitted but as it had not yet been verified by the VoG Council there was no planning number to circulate around the village. The Clerk confirmed that once she had a number she would produce the agreed advertising.

Cllr Budd proposed that the MUGA Group needs to be the ones that come forward with a business plan and grant application that can be presented to the Community Council at the October meeting. This was seconded by Cllr Petre and agreed by all.

65 To approve signing of the Playing Field Lease from VoG and to discuss official 'opening'

Cllr Morgan explained that he had the final copy of the lease for signing and the important thing to note was that under Fields in Trust this field would be protected.

Cllr Parry then signed the lease which was witnessed by the Clerk. There was then a discussion regarding a possible event to celebrate the transfer of the field back to the community.

66 To consider the Council's position regarding School Bus stops

The Chair explained the meeting she had attended with the Clerk and a senior traffic officer from the VoG. The outcome of which was that the school bus would stop on the 'correct' side of the road, so that the children being dropped off didn't have to cross the road, which at that time was becoming very dangerous. She did not know if that was happening yet as there were some reservations.

AP Clerk to chase VoG to clarify current situation.

The Chair then raised the issue that a member of the public had raised regarding having an additional bus stop at the layby so that the school children and residents catching the Llantwit Major bus could shelter on the 'correct' side of the road. The VoG had indicated that if they were to approve a bus shelter it would be a plastic one which he felt the Community would not think was in keeping with the village appearance.

After a short discussion it was agreed that the Clerk would look into the costs of a suitable shelter and also follow this up with the VoG.

AP Clerk to update at the next meeting

67 Approval of a MUGA advisory group

After a short discussion it was agreed that the MUGA Sub Committee would meet before the October meeting in order to approve a draft of the business plan and grant applications.

AP Clerk to arrange a subcommittee meeting

68 To consider work needed to be completed around the village (See Also Clerks Report)

There was a short discussion regarding the following work to be completed around the village:-

- Playground Fencing – *AP Clerk to chase NP Landscaping*

- Metal work on Memorial Gates – *AP Clerk to contact local contractors*
- Shrub Area by the steps to the white bridge – Cllr Morgan felt the quote received was expensive and that also the area could be left more natural. After a short discussion Cllr Moody-Jones proposed that the quote for the clearance of the area and the planting of slow growing shrubs be accepted, this was seconded by Cllr Petre. Cllr Cadwalladr counter proposed that instead the area be cleared only and then the Council decide what to do with it, e.g. could be just grassed, this was seconded by Cllr Pearson. The Chair asked for a vote on the counter proposal, there were 5 votes in favour and one against hence the counter proposal was accepted. *AP Clerk to instruct contractor to just clear the area.*
- Countrywide – The Chair explained that there had been a number of problems with Countrywide not fulfilling their contract for maintenance of the Churchyard and Playing Fields. It was therefore proposed by Cllr Parry that there be a break of the 3 year contract with Countrywide due to them not fulfilling the agreed schedule, this was seconded by Cllr Pearson and agreed by all.
AP Clerk to write to Countrywide to break contract at the end of 2016
AP To arrange a Playing Fields subcommittee meeting to review maintenance schedule and update tender documents
- Japanese Knotweed – Cllr Cadwalladr queried whether the Japanese Knotweed would be treated again this autumn.
AP Clerk to follow up with contractor
AP Clerk to again contact landowner of Wyndham Park side of riverbank advising them of legal requirements
- Riverbank – *AP Clerk to contact Craig Williams to ask him to cut this area including coppicing of the willow. Also could he cut back the station road entrance side in order to ensure good visibility from the junction.*
- State of Area outside of Telephone Exchange – *AP Clerk to contact BT asking them to tidy this area*
- Hedges in village – the hedges on the entrances into the village remain overgrown in some cases blocking important signage – *AP Clerk to contact VoG Highways*

69 To receive the minutes of the full Council Meeting held on July 11th and the extraordinary meeting held on August 4th 2016

The minutes of both meetings had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Jaques and seconded by Cllr Cadwalladr that both sets of minutes be accepted. Both sets of minutes were then signed as a true and accurate record by the Chair.

70 Matters Arising from these minutes

There were no matters arising from the extraordinary meeting.

July Ordinary Meeting

Point 38 – This Council will continue to comment on all planning applications

Point 44.4 – *AP Cllr Jaques to apply weed killer*

71 Clerk's Report

The clerk's report was reviewed; the majority of items had already been discussed.

Authority for expenditure

The following expenditure was agreed and cheques were signed by two councillors.

04-Aug Jo Howell - July Salary and expenses	734	421.02
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04-Aug Countrywide - Aug/Sept playing fields	735	222.12
04-Aug Countrywide - Aug/Sept Churchyard	735	537.76
17-Aug Cemetery Management Course	736	198
17-Aug OVW Conference attendance	737	80.00
02-Sep Jo Howell - Aug Salary and expenses	738	188.50

From MUGA sub account –

10 Sept A Philips – Refund of planning application fees - £285

Current balance as at 06/09/2016 of CB= £14,686 (incl playstation reserve £744)

Balance of MUGA sub account - £2,306

The bank reconciliations for July and August had been produced and reviewed by Cllr Pearson – Cllr Pearson formally approved and signed the bank reconciliations.

The Clerk asked the Council to consider the £7k Road Safety line in the budget. It was agreed that this be considered at the next meeting once the bus stop costs had been reviewed.

72 Planning Matters

2016/00922/FUL (HA)- Braeside, Gwern Y Steeple, Peterston Super Ely. Remove existing render to the side of the house, extend roof by 300mm to achieve an adequate overhang, cover with white UPVC cladding

2016/00881/FUL- Gwern Y Gedrych Farm- Ménage in existing horse paddock

2016/00888/FUL- Ty Mawr, Lane - Logwood - Jct A48 to Peterston Super Ely. First floor extension to form bedroom and ensuite

2016/01056/FUL Cottrell Park Golf Club, A48 St Nicholas, St. Nicholas
Removal of Condition 14 of Reserved Matters Permission

2016/01055/FUL Cottrell Park Golf Club, A48 St Nicholas, St. Nicholas
Removal of Condition 2 of Outline Planning Permission 1991/00784/OUT

There were no comments from the Council on these applications.

73 Correspondence

These were reviewed and acknowledged. The Chair passed on an invite she had received from Alun Cairns MP regarding the broadband meeting with BT.

74 Councillors Reports

Cllr Moody-Jones reported that Peterston Connect had an open evening and AGM on the 29th September at the school to which all were welcome.

Cllr Pearson reported that the steps to the white bridge from the layby were in some places quite loose and dangerous. Also the steps down the verge to the bus shelter were very narrow and quite dangerous. *AP Clerk to report to VoG*

There being no further business the meeting closed at 9.40pm.

Chair _____

Date _____

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Ordinary Meeting held at 7.30pm on 12th October 2016 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Jan Parry (Chairman), Ian Pearson (Vice-Chair), Pat Cadwalladr, Bill Budd, David Jaques, Ray Petre, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council), CC Rhodri Traherne and PCSO Kieron Byrne (South Wales Police)

Apologies: Cllr David Moody-Jones

Cllr Parry welcomed everyone to the meeting. She explained that before the start of the meeting Mark & Pauline Newbold, who were the new lessees of The Three Horseshoes wished to introduce themselves and explain their plans for the pub. Mr Newbold discussed his vision for the pub and explained that there would be a 'soft' opening of the pub on Friday November 4th. All villagers will receive an invite to this through their door; the pub will then open normally from the 5th November. There will be a separate bar to the restaurant for those not dining, and there will be a strict 11pm drinking hours.

Mr Newbold stated that he really wanted to work with the Community and had already spoken to the headmaster to confirm parking for school drop off/pick up and some cookery classes for the children. He was also happy to work with the Community Council around events such as Christmas Tree Lights event. He also confirmed that there would be someone living above the pub. The Chair thanked Mr & Mrs Newbold for their time and most interesting update, the Clerk confirmed she would put some details of the pub on the website site, parish mag etc.

Cllr Parry now started the ordinary meeting.

75 Police Matters

PCSO Kieron Byrne explained that there had been some fly tipping in the area and also one house burglary. He was unable to come to the November village market however passed on some crime prevention leaflets for people to take away from the market. PCSO Byrne also confirmed he would get the Speedwatch scheme up and running again.

76 County Council Matters

Cllr Parry welcomed CC Rhodri Traherne to the meeting. CC Traherne had a number of issues to update the Council on:-

- VoG Corporate Assessment Report – This report had been received from The Audit Commission and it was very complimentary on how the VoG Council was run.
- Social Care – CC Traherne reported that there was projected £1m overspend in the Social Care budget despite the best efforts of good officers to keep costs down. There have been both increases in demand and in costs.
- The VoG Council are about to start the budgetary process and this year people may start to see a reduction in services due to the required cuts, he will keep the Council updated throughout the process.
- MUGA Development – CC Traherne had had a number of messages regarding this planning in particular by those concerned by its scale and the floodlighting. He will obviously liaise with the planning officer and may if required request that the planning goes to committee.
- Playing Field Lease – CC Traherne checked that the Community Council had all they needed in terms of this lease.

Finally CC Traherne announced he would not be standing for re-election in May 2017 but wished to thank all the Council for their support over his term. He also asked the Council to think about whether there was someone they knew who might want to stand for County Councillor. Cllr Parry reflected the thoughts of the whole Council in stating what a great Councillor Cllr Traherne had been in working with the Community.

At this point Cllr Pearson wished to raise the issue of the amount of traffic congestion on the logwood due in particular to large lorries, he stated that the signs against large vehicles were not in an obvious position. After a short discussion Cllr Traherne stated he would follow up on the matter with highways.

Cllr Parry thanked Cllr Traherne for his time.

77 Public Session

The one member of the public present wished to complain about the amount of parking on Fford y Eglwys during the recent village market including someone who had blocked his drive.

The member of the public also wished to raise the matter of the MUGA development and in particular the fact that people from outside the village were supporting the development on the planning system.

The Chair thanked the member of the public for his comments and closed the public session

78 Matters arising from Public Session

There was a discussion around the parking situation and possible solutions.

AP Clerk to remind people in the article for the Parish Magazine to park appropriately

AP Clerk to contact the football club and ask if it might be possible for away teams to park in the Sportsman's Car Park.

PCSO Byrne explained that he could be rung on his mobile if people found their driveways blocked.

Cllr Jaques wished to remind PCSO Byrne that there were still cars being parked on pavements around the school.

Regarding the MUGA planning Cllr Jaques explained more about the planning consultation process. The Chair confirmed a leaflet about the planning had been dropped to each house in the village.

79 Update on MUGA

Cllr Jaques had attended a MUGA group meeting earlier in the week and wished to confirm with the Council some matters arising from that meeting. In particular that the MUGA facility would be run by a separate Sports Club not by the Community Council and that there would be a sub-lease for the facility from the Community Council to this Sports Club. After a short discussion it was agreed there did not seem to be any other way for this facility to work. He confirmed that the group were planning on having the business plan available by 15th October. The Council was very concerned still about the lack of the business plan.

Cllr Jaques continued by asking the Council to go back and look in particular the landscaping plans proposed as these were not as obvious on the planning. In particular the effect of the storage area.

At this point the Chair asked the Council to consider the Clerks information on the Supplementary Clerks report regarding the planning comments that had been received by the VoG.

Cllr Jaques confirmed that the MUGA Group had asked this Council to confirm whether there could be an annual sum from the Council that they could put in the business plan. He confirmed that the Council could agree a sum in principal only and not definitely for each year. The Council did not feel this would be possible unless they could see a business plan showing the project was viable without this assistance.

There was also a discussion around the ways that the facility could be insured.

80 Decision needed on situation of defibrillator

After a short discussion Cllr Jaques confirmed that the Community Council buy another defibrillator for the village and situate this in the phone box. The Clerk explained this could be done through the Community Heartbeat Trust and would cost in the region of £2k. She also confirmed that this money could be found by reducing the Road Safety Budget. This was seconded by Cllr Morgan and agreed by all.

AP Clerk to arrange via the Community Heartbeat Trust

81 To receive the minutes of the full Council Meeting held on September 12th 2016

The minutes of the meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Pearson and seconded by Cllr Cadwalladr that the minutes be accepted. A set of the minutes were then signed as a true and accurate record by the Chair.

82 Matters Arising from these minutes

Point 65.1 – The Clerk confirmed everything was advancing with Fields in Trust

Point 65.2 – The Chair was having conversations with Community Members regarding an event to ‘reopen’ the Memorial Fields.

Point 66.1 – Dropping off of School Children – The Clerk confirmed that the VoG were going to speak to the transport provider about this.

Point 66.3 – New Bus Stop - The Clerk confirmed she was discussing the possible bus stop with the VoG Council. Cllr Pearson provided the Clerk with some brochures.

AP Clerk to update at the next meeting

Point 68.2 – Playing Field Gates – *AP Clerk to chase Rob Wilcox who had confirmed he would look at doing this*

Point 68.1 – Work by NP Landscaping – The Chair wished the Clerk to contact NP Landscaping to confirm what a good job they had done on the work around the village.

Point 68.4 – New Tender for Churchyard/Playing Fields Maintenance Contract –

AP Cllr Jaques to draft tender documents

AP Clerk to arrange subcommittee meeting

Point 68.6 – The Clerk confirmed that Craig Williams had agreed to do the work on the riverbank.

Point 68.7 – State of area outside BT Property – The Clerk confirmed she had spoken to BT and they had agreed to get this cleared in October and also to make sure was on a regular schedule.

Point 68.8 - the hedges on the entrances into the village remain overgrown in some cases blocking important signage – *AP Clerk to contact VoG Highways*

Point 70 – Weed Killer in Playground – *AP Cllr Jaques to put down*

Point 74 – The Clerk confirmed that the steps by the white bridge were going to be fixed by the VoG.

83 Clerk's Report

The clerk's report was reviewed; the majority of items had already been discussed.

Neighbourhood Watch – The Clerk outlined her proposal for this scheme, avoiding meetings wherever possible. The Council agreed that the Clerk could publicise the scheme and see if volunteers for the different areas came forward.

AP Clerk to publicise campaign

Work needed on White Bridge Cleared Area – After a short discussion Cllr Pearson proposed that a fence be put up the one side to match the existing one on the other side. This was seconded by Cllr Jaques.

AP Clerk to contact NP Landscaping

In terms of what needed to be planted in that area the Council asked the Clerk to contact Peterston Connect for their assistance.

AP Clerk to contact Peterston Connect.

Nant y Coed Complaint – After a short discussion including legal input from Cllrs Morgan and Jaques it was agreed that the neighbours needed to contact the VoG to make the complaint.

AP Clerk to feedback to neighbours

There was a short discussion on the impact of the information regarding grants to Churches.

Authority for expenditure

The following expenditure was agreed and cheques were signed by two councillors.

21-Oct Bulbs/Plants - refund Ian Pearson	744	84.81
01-Nov Jo Howell - Oct Salary and expenses	745	314.35
03-Oct Countrywide - Nov playing fields	746	111.06
03-Oct Countrywide - Nov Churchyard	746	268.88
08-Nov H thomas - supply and deliver of bench seat	748	192.00
08-Nov St Peters Church - Parish Mag Christmas Greeting	749	5.00
08-Nov Bulbs/Plants -J Shapland	750	113.15
11-Nov Clearance of Areas around village signs	751	£75

Current balance as at 03/10/2016 of CB= £13,164 (incl playstation reserve £681)

Balance of MUGA sub account - £2,591

The bank reconciliation for September has been produced and reviewed by Cllr Pearson – Cllr Pearson approved the reconciliation and signed the bank reconciliation at meeting.

The quarterly budget analysis has been produced for the quarter ended 30th Sept 2016. There were a number of points for discussion regarding reallocating funds. Cllr Pearson proposed the following movement of budgets that the Clerk had suggested; these were seconded by Cllr Budd and agreed by all

- Additional Budget needed for Fencing /Gates/Signs - Suggest £3k to cover the fencing of the playing fields and work on gates of the memorial gates/playground gate/fencing by white bridge
- Additional Budget needed for Training - Suggest £250 to cover OVW and Cemetery Conference
- Additional Budget needed for Legal Fees - Suggest £250 to cover Playing Fields leasing costs and allow for any other additional costs
- Additional Budget for the new defibrillator of £2k

The total budget change of £5,500 was to move from the Road Safety Budget as there was at the moment little the Council could do with this money

AP Clerk to make budget changes

84 Planning Matters

2016/01053/FUL Tyn y Cae Cottage, Station Road, Peterston Super Ely
Demolition of existing conservatory, internal alterations and side and rear extensions

There were no comments from the Council on this application.

85 Correspondence

These were reviewed and acknowledged. There was no additional correspondence.

86 Councillors Reports

Cllr Pearson did not have anything to add on his previously distributed report re the BT Broadband meeting. There were no questions regarding this.

Cllr Pearson updated the Council on his attendance at the OVW AGM. He stated that this was a very valuable day. The main point he wanted to raise was the importance of people who were thinking of standing for Community Council next year being aware of the expense payments that are available.

AP After a short discussion it was agreed to put this item on the November meeting agenda

Cllr Morgan believed this item could actually cover the whole marketing of the work of the Council and explain what is involved.

There being no further business the meeting closed at 9.30pm.

Chair _____

Date _____

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

Minutes of the Ordinary Meeting held at 7.30pm on 14th November 2016 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Jan Parry (Chairman), Cllr David Moody-Jones, Ray Petre, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council)

Apologies: Cllrs Ian Pearson(Vice-Chair), Pat Cadwalladr, Bill Budd and David Jaques
CC Rhodri Traherne and PCSO Kieron Byrne (South Wales Police)

Cllr Parry welcomed everyone to the meeting.

87 Police Matters

PCSO Kieron Byrne was not present and had not sent the crime figures.

88 County Council Matters

CC Traherne had sent his apologies and did not have any general VoG matters to report.

89 Public Session

The one member of the public present started by thanking the Council for returning the memorial playing fields to the village.

She wished to raise two matters:-

- Defibrillator in the Phone Box – As there were normally two cars parked by the phone box, in order to prevent them blocking the road, this restricted access to the phone box which would not be ideal in an emergency. Therefore would it be possible to consider other places for the defibrillator. Obviously if the defibrillator was in the phone box, one of the cars would have to be parked on the road.
- River Ely Clearance by volunteers and could the Council help advertise the need for volunteers.

The Chair thanked the member of the public for her comments and closed the public session

90 Matters arising from Public Session

There was a discussion around possible alternative positions for the defibrillator; an obvious one seemed to be outside of the Three Horseshoes.

AP Clerk to contact owner to see if he would provide his permission for this and agenda position of defibrillator for the Jan meeting

Cllr Moody-Jones indicated that he had spoken to Peterston Connect about the river clearance who would try and support the event as much as possible.

AP Clerk to record appeal in the abbreviated minutes for the Parish Magazine

91 Update on MUGA

The Chair confirmed that planning permission had been obtained on the MUGA development. However as the business and financial reports had not been received by this Council in advance of the Welsh Government Grant Application deadline the grant had not been submitted.

The MUGA group had proposed instead that they form an amateur sports club as defined by HMRC and apply for the grant in the next round of funding in 2017 in the name of that club. Hence they have submitted an additional expression of interest to the Welsh Government and should hear the outcome of this in January 2017.

The Clerk clarified that the amateur sports club could not act as a subcommittee of this Council and instead would act as an independent group and have a sub-lease on the MUGA Courts as the tennis club did currently. The Clerk had also identified a number of conditions that must be met in order for the club to qualify under the HMRC scheme and would advise the group of these.

The Council had a short discussion on the matter and concluded that it may be worth the group investing in professional advice for its business plan. The Council agreed it would like a presentation from the MUGA group at the February 2017 meeting, this to include the business and financial plans, the structure of the sports club preferably with approval from HMRC and a detailed plan of how the MUGA would function.

AP Clerk to update MUGA group with her findings and the details of this meeting
AP Clerk to agenda item for the February meeting

92 Consideration of the grant applications from PsE Church & Community Hall and Croes y Parc Chapel

The Clerk confirmed that no one present wished to declare an interest in either of these grant applications.

The Chair reminded the Council of the fact that they were currently waiting on a legal note from OVW regarding the providing of money to religious groups for their buildings, as discussed in the October ordinary meeting. The Council therefore agreed that this application must be deferred until that legal note had been obtained but at the moment it did not look like a grant could be provided.

AP Clerk to explain situation to grant applicant

Regarding the hall application, the Clerk confirmed that this was not a Church owned or ran building and therefore did not fall under the above legal note. There was a review of the previously circulated application and a discussion of the merit of the application, as well as a review of the grants budget line.

Cllr Moody-Jones proposed that a s137 grant of £1,000 was provided to the hall for their new lighting system; this was seconded by Cllr Petre and called to a vote. There were two votes in favour and one abstention, therefore the proposal was passed.

The Council RESOLVED to provide a s137 grant of £1,000 to the PsE Church & Community Hall.

AP Clerk to raise cheque and notify hall

93 To consider the expense policy of this Council

The Chair referred the Council to the discussion held at the October meeting around whether the current expenses policy was clear enough to those that may potentially apply to be Councillors in May 2017 and whether it was open enough to allow for expenses claims.

The Clerk went through the current policy as agreed in the 2016 AGM.

Cllr Petre proposed that rather than each expense claim coming before a Council for approval, for those expenses that had already been proposed in principal, the expense claim could be checked and approved by the Clerk. The subsequent cheque raised would then be

approved along with all other payments at the next meeting, but no major detail would be required.

AP Clerk to draft appropriate wording and procedure to be approved at the January 2017 meeting

94 To consider the marketing/recruitment actions required for this Council

Cllr Morgan had asked at the October meeting for this to be considered at the next meeting, as he fears that there may not be enough people coming forward as potential Councillors for the May 2017 elections. He also wants to encourage a diversity of applications.

The Chair suggested that this Council start advertising that the current terms of office are coming to an end and that there will be elections in May 2017 for a new Community Council. She also asked that the Councillors personally start having discussions with people who may want to stand.

Cllr Morgan proposed that an event be held in early 2017 where people would be able to attend to learn more about what the Council do and what being a Councillor involves.

AP Clerk to start advertising end of current terms of office
AP Clerk to arrange date for event (possibly Cheese & Wine evening)

95 To receive the minutes of the full Council Meeting held on 10th October 2016

The minutes of the meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Morgan and seconded by Cllr Moody-Jones that the minutes be accepted. A set of the minutes were then signed as a true and accurate record by the Chair.

96 Matters Arising from these minutes

The Chair confirmed that Mr Newbold from The Three Horseshoes had agreed to host an event for the turning on of the Village Tree Lights. This would be held on Sunday 4th December at 6pm and there would be mulled wine and mince pies.

AP Clerk to advertise the event

Point 82.2 – Memorial Playing Fields – the Chair confirmed that the re-opening had been done as part of the Remembrance Day memorial service and wished the Council to pass on their thanks to Major Alistair Wills.

AP Clerk to formally pass on Councillors thanks to Major Wills

Point 82.4 – New Bus Stop – *AP Clerk to continue to chase VoG*

A member of the public had queried with Cllr Morgan why weren't the words 'bus stop' written on the road.

AP Clerk to query with highways

Point 82.7 – Grass cutting tender process – The Clerk confirmed a meeting had been arranged for the Playing Fields & Churchyard Sub committees to discuss the tender.

Point 82.8 – Riverbank cutting – *AP Clerk to chase Craig Williams to do this work*

Point 82.11 – Weed Killer on Playground- *AP Cllr Jaques to do*

Point 83.1 – Neighbourhood Watch Scheme – The Clerk confirmed that there had been no volunteers for the scheme despite advertising. The Council wished the Clerk to continue to advertise the scheme.

AP Clerk to continue to advertise

Point 83.3 – Planting in cleared area at White Bridge – Cllr Moody-Jones explained that Peterston Connect were happy to plant bulbs/seed in the area. He quoted that one option was to put down Wild Flower Turf however this would cost £420. An alternative would be to put down ordinary turf or seeds/bulbs. Cllr Petre suggested that appropriate bulbs be put down now and mixed with grass/wild flower seeds for the future. Cllr Moody-Jones felt that was a good and cheaper option. It was agreed by the Council that they had the budget to fund the bulbs/seeds.

The Clerk was asked by the Council to contact the Flower Club to request if their grant monies could be used for some of these bulbs.

AP Clerk to contact Alec Davies

97 Clerk's Report

The clerk's report was reviewed; the majority of items had already been discussed.

Heavy Goods Vehicles on the Logwood – The Council had reviewed the response from the Council, they agreed that there was little more that could be done other than advertise the fact that vehicles could be reported to the Police.

Christmas CASH Grants – Once again the VoG were providing a Christmas CASH Scheme. The Clerk explained the content of the previous year's grant. After a short discussion Cllr Parry proposed the following grants:-

- £75 – PsE playgroup towards their children's Christmas Party
- £75 – Towards a tree and decorations outside the hall
- £50 – Towards a Christmas event for Junior Choir
- The remainder of the CASH grant supplied would then go towards the village tree and lights event, and any shortfall be covered by a £137 grant from the Council.

This was seconded by Cllr Petre and agreed by all.

It was RESOLVED to apply for and if successful distribute the above grants for village Christmas Events.

Authority for expenditure

The following expenditure was agreed and cheques were signed by two councillors.

19-Sep VoG Council - Annual inspection playground	739	£63.00
22-Sep Vale Solicitors LLP Disbursements- playing fields	740	£124.14
03-Oct NP Gardening - Fencing of playing fields, wooden bollards and clearance of white bridge	741	£5292.00
03-Oct Jo Howell - Sept Salary and expenses	742	£287.00
03-Oct Countrywide - Oct playing fields	743	£111.06
03-Oct Countrywide - Oct Churchyard	743	£268.88

Current balance as at 03/10/2016 of CB= £13,265 (incl PlayStation reserve £681)

Balance of MUGA sub account - £2,591

The bank reconciliation for October and is with Cllr Pearson for review. He will confirm review at the next CC meeting.

98 Planning Matters

2016/00888/FUL- Ty Mawr, Lane - Logwood - Jct A48 to Peterston Super Ely. First floor extension to form bedroom and ensuite

There were no comments from the Council on this application.

99 Correspondence

These were reviewed and acknowledged. There was no additional correspondence.

100 Councillors Reports

Cllr Moody-Jones explained that there had been an attempt by Peterston Connect to organise another litter pick up the Logwood, with Keep Wales Tidy. However the group had said that the litter pick would be simply too dangerous. Therefore Cllr Moody-Jones felt that the only way for this area to have a litter pick would be via the VoG Council.

AP Clerk to report to VoG Council

There being no further business the meeting closed at 9.30pm.

Chair _____

Date _____

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Playing Fields and Churchyard Sub Committee Meeting held at 7.30pm on 5th December 2016 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Jan Parry (Chairman), Ian Pearson, Ray Petre, David Jaques & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council)

Cllr Parry welcomed everyone to the meeting and explained that the purpose of the meeting was to agree the tender requirements, documents and timeline for the grass cutting and maintenance of the Playing Fields, Playground and Churchyard.

The Chair began by suggesting that there be two tenders, one for the Playing Fields and one for the Churchyard/Playground, everyone agreed that this was sensible and that contractors could tender for one or both of the contracts.

1 Tender Requirements

The Council then looked at the current maintenance schedules for both contracts. In terms of the playing fields it was agreed that the fortnightly cuts during the current time frame seemed apt, but the field must be cut short enough for the footballers. The main problem this year was that the scheduled cuts were not done.

The Council would also like the contractors to provide costs for unscheduled cuts so that depending on growing conditions, the Council could decide if extra cuts were needed. Cllr Jaques referred to some of the terms in the example Penttyrch Community Council contract including fertilising, spreading of grass etc. It was agreed by the Council that some of the terms of this contract be used in the Peterston contract.

In terms of the Churchyard it was agreed that the Clerk would ensure the tender had all of the requirements listed individually including :-

- Weed and moss killing
- Blowing of grass off gravestones
- Hedge and bush cutting
- Cutting of edges of paths and rose beds
- Clearance of brambles

It was also agreed that the Churchyard be cut every week during the main growing period. The Council also felt that the Hedge on the South Side needed an initial strong cut back as it is too wide and high, this would be included in the tender.

In terms of the playground it was agreed that cutting every two weeks during the growing season was fine and the tender was to include weed killing over the safety matting and trimming back of the edges of the play areas as required.

It was agreed that the contract be for one year initially with an extension for a second year provide service was satisfactory.

AP Clerk to draft tender contracts and maintenance schedules for both areas and send around by email for approval

2 Contractors

A number of contractors were suggested and the Clerk also had the details of contractors who worked in other areas of the Vale. The Clerk was also asked to contact the nearby Churches to see who maintained their Churchyards. The Clerk would also contact the VoG Council to see if they wanted to tender for the work.

AP Clerk to send out tender documents to all suggested contractors

3 Timeline

It was agreed that the tender documents would be sent out by the end of December, with the deadline for return being mid Jan and a subcommittee meeting to be arranged by the end of Jan so that the successful applicant could start in February.

AP Clerk to arrange subcommittee meeting

There being no further business the meeting closed at 8.15pm.

Chair _____

Date _____

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Ordinary Meeting held at 7.30pm on 9th January 2017 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Jan Parry (Chairman), Cllrs Ian Pearson (Vice-Chair), David Jaques, Pat Cadwalladr Cllr David Moody-Jones, Ray Petre, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council) and CC Rhodri Traherne

Apologies: Cllr Bill Budd

Cllr Parry welcomed everyone to the meeting.

101 Police Matters

There were no Police officers present and the Clerk had not had any response to her request for crime figures.

AP Clerk to chase up with new PCSOs and also ensure their details are advertised.

102 County Council Matters

CC Traherne had a number of matters to update the Council on:-

- Police – CC Traherne believed that the general working relationship with the police had improved since the meeting with the Inspector.
- HGVs on the Logwood- CC Traherne explained that it is the Police's responsibility not the VoG's to ensure that only appropriate vehicles go down The Logwood. It had been reported to him that the Police had held a 12 hour operation recently and only one vehicle over the weight limited had used the road. They therefore currently do not think there is a major issue, so if the Council wish to take this further then they must collate further evidence.
- VoG Budget – CC Traherne explained the revenue decreases for the VoG had not been quite as significant as feared. However there were still significant pressures on budgets especially regarding social care. There is a serious budget shortfall of £4.26m, it is not yet certain whether that will be funded from reserves or an increase in council tax.
- Meals on Wheels- The VoG Council are starting to work with the social enterprise group The Food Shed based in Bridgend in order to provide a meals on wheels service, people who may wish to use this service should be signposted towards it.
- PISA results – The VoG Council is being pressed on improving schools given the recent poor Wales wide PISA results.
- Parking at the School – CC Traherne asked whether there was still an issue with parking at PsE school, it was confirmed that this was as much an issue as ever. After a short discussion it was agreed to discuss this matter at the next Governors meeting.

Finally CC Traherne confirmed that there would be a Conservative candidate standing for the VoG CC elections in May. Cllr Parry thanked CC Traherne for his update, and at this point he left the meeting.

103 Public Session

There were no members of the public present.

104 Matters arising from Public Session

There were no members of the public present.

105 To review and approve budget for FY17/18 (circulated in meeting pack)

The Chair referred the Councillors to the previously circulated draft budget. The Clerk was then asked to talk through each line of the budget and the assumptions behind it. The Council agreed that they wished the budget for the new Council to roughly match income and expenditure rather than eat significantly into reserves.

There was a discussion around the lines for fencing/gates where it was felt most of the work needed had now been done, the s137 grants line where it was felt that the number of organisations who could now apply to this Council for grants was limited and finally the riverbank work line where again it was felt that other than the regular cuts there was little additional work left to do here. It was agreed to reduce the budget for these lines.

The Chair then asked the Council to consider any projects and associated budget lines that had needed to be included in the budget. The following potential projects were discussed new bus shelter, car parking area on playing fields, work needed if MUGA project did not go ahead, pathways in Churchyard and Playgrounds etc. After much discussion it was agreed that all these projects would have a significant cost and therefore it would require a meeting of the Council post-election with the public to ensure the Council were aware of the priorities of the villagers. It was only at that point that projects could be initiated; at this point budgetary planning could be put in place.

AP Clerk to put together a list of potential projects raised to be discussed by the Council post-election and the public.

After the agreed changes to the budget Cllr Petre proposed that the Council accepted the budget for 2017/18, this was seconded by Cllr Pearson and agreed by all. It was RESOLVED that the 2017/18 budget be accepted.

As part of this review the Council had analysed the budget analysis to the quarter ended Dec 2016.

Cllr Pearson suggested some small projects that could be done in the 2016/17 financial year with budget funds that had not yet been spent. It was agreed that work be done on clearing off the moss/lichen from the village benches and also getting small shovels for the salt bins in the village, these costs could come from the general maintenance and salt bins budget lines.

AP Clerk to arrange contractor to clean benches and also purchase of spades

The Clerk also suggested to the Council that a further £1,000 was needed in the riverbank budget to pay for the work on the clearance/fencing on the area, as well as the cut that was needed. It was agreed to transfer these monies from the grants line.

AP Clerk to chase contractor to cut the riverbank before the first flowers appeared

The Clerk also suggested to the Council that a £125 transfer was needed to the legal fees line and £500 additional budget was needed for the Clerk's salary line, this could be obtained from the grants line. It was confirmed that this was required due to the additional work on the MUGA project and the tender project as well as the likely increased hours in relation to the election. These budgetary changes were agreed.

AP Clerk to make all budgetary changes

AP Clerk to chase Wind Turbine Grant which was now due

106 To agree precept FY17/18

Now the 2017/18 budget had been accepted there was a discussion on whether the precept needed to increase. After a detailed discussion it was proposed by Cllr Pearson to increase the precept by £580, this being the amount of playing fields grant that was previously obtained from the VoG but would not be obtained now this Council had leased the fields. This would bring the precept to £13,580 and the budgeted carry forward at the year end to £11,590.

This was counter proposed by Cllr Petre to increase the precept by £1,000, in order to start building up reserves for future projects.

After further discussion the Chair called for a second for Cllr Pearson's proposal, Cllr Cadwalladr seconded this proposal and a vote was called, the result was 4 in favour of the proposal, none against and 3 abstaining. The proposal was therefore passed. It was RESOLVED to increase the precept by £580 to a total of £13,580.

AP Clerk to inform the VoG that £13,580 would be requested by this Council.

107 To consider positioning of heart defibrillator

After a short discussion it was suggested that rather than purchasing a new defibrillator, the existing one in the hall be placed outside the hall so it would be accessible at all times. The Clerk confirmed that this would be significantly cheaper than buying a new defibrillator as you would just need to buy a heated cabinet.

AP Clerk to ensure that current model can be stored outside and then purchase a defibrillator cabinet.

AP Cllr Pearson to get approval from the hall committee for the placing of the cabinet outside and its connection to the electrical supply

108 Update from Playing Fields/Churchyard Sub Committees regarding grass cutting tender process

The Chair confirmed that the subcommittee had put together a detailed tender pack and that this had been circulated to a number of agreed contractors. The Clerk confirmed that the tender deadline had now passed and she had received four tenders for the playing fields and that three of those had also tendered for the playground/Churchyard. She also confirmed that the subcommittee would consider the tender responses at their next meeting on Monday 23rd January and that this would be reported on at the next ordinary meeting.

AP Clerk to agenda at the February meeting

109 To approve redrafted Councillor Expense policy and procedures (circulated in meeting pack)

The redrafted policy and procedures had been previously circulated. Cllr Morgan proposed that the policy and procedures be accepted as seen; this was seconded by Cllr Jaques and agreed by all.

AP Clerk to place on website

110 To discuss planning of Cheese and Wine evening

The Chair explained that the purpose of such an evening is to inform the community of the re-election and to promote the idea for people of being a Councillor, as well as thanking people for their support. After much discussion it was decided that it would be difficult to get people to attend such an event and instead where possible Councillors would advertise the need and role of Councillors at local village events e.g. village market, pantomime. Cllr Pearson had also adapted the Welsh Government posters regarding the election and would get a number printed for the Clerk to put up.

111 To discuss any amendments to village leaflet (circulated previously by Cllr Pearson)

Cllr Pearson ran through the contents of the village leaflet and it was agreed that funds would be provided in this year's budget to get these printed.

At this point the Chair thanked Cllr Pearson for his work on this project.

AP Cllr Pearson to arrange printing of leaflets and co-ordinate distribution to each household

112 To receive the minutes of the full Council Meeting held on 14th November 2016

The minutes of the meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Morgan and seconded by Cllr Moody-Jones that the minutes be accepted. A set of the minutes were then signed as a true and accurate record by the Chair.

113 Matters Arising from these minutes

Point 96.8 – Cllr Moody-Jones confirmed that Peterston Connect were happy to donate bulbs for planting at the cleared riverbank section and that they had put together a working party to do this. The Council wished to thank Peterston Connect for this.

The Clerk was asked by the Council to contact the Flower Club to confirm their plans for the £200 grant they had obtained from the Council.

AP Clerk to contact Flower Club

114 Clerk's Report

The clerk's report was reviewed; the majority of items had already been discussed.

Authority for expenditure

The following expenditure was agreed and cheques were signed by two councillors.

05-Dec Jo Howell - Refund Xmas Event (from Xmas CASH Grant)	756	14.30
05-Dec Jo Howell Nov Salary & expenses	756	305.98
05-Dec Refund Cllr Parry - Christmas event expenses	757	37.00
05-Dec NP Gardening - Fencing of white bridge steps	758	450.00
12-Dec Replacement for chq 755-Refund Cllr Parry - Christmas tree	759	100.00
13-Dec Countrywide - Dec playing fields	760	111.06
13-Dec Countrywide - Dec Churchyard	760	268.88
13-Dec Payment to hall for Dec and Jan sub comm meetings	761	20.00
01-Jan Refund to J Howell - Hosting fee of website	762	111.00
01-Jan Jo Howell Dec Salary & expenses	762	163.75
01-Jan Ext Audit Fee - Audit office	763	186.00

Current balance as at 05/01/2017 of CB= £15,360 (incl playstation reserve £681)

Balance of MUGA sub account - £2,591

The bank reconciliations for November and December had been reviewed by Cllr Pearson who confirmed they were satisfactory and signed the reconciliations.

115 Planning Matters

2016/01475/LAW	The Paddocks, Heol Sant y Nyll, St. Brides Super Ely Residential dwelling- LAWFUL USE application – so no consultation at this stage
2016/01409/FUL	Braeside, Gwern y Steeple- Pitched roof to dormer. Front & rear
2016/01359/FUL	7, Duffryn Crescent, Peterston Super Ely Demolition and rebuilding of rear conservatory and the construction of a new build front porch
2016/01356/FUL	The Old Police House, Ffordd yr Eglwys, Peterston Super Ely Conversion of an open car port into new enclosed room. Replace timber store room door with new window. Alterations to windows to 2 bedrooms, lounge and kitchen diner

- | | |
|----------------|--|
| 2016/01310/FUL | Gwern Y Gedrych Farm, Peterston Super Ely
The replacement of an existing Agricultural barn that has been fire damaged and is no longer sound. Therefore it is proposed to replace the barn with a like for like structure to replace the existing structure |
| 2016/01289/FUL | Endless Acres Stud, Logwood Hill, Peterston Super Ely
Full application for the construction of staff accommodation (Rural Enterprise Dwelling) and associated stables, hay barn and horse walker to support the use of the land as commercial stud farm |

The Council wished to comment on the Endless Acre Stud application, with an objection that the dwelling appeared to be unnecessary.

The Council had also received a letter from the applicant for a planning application on The Piggery, which was being considered by Pendoylan Community Council. This Council had objected to a previous planning application at The Piggery and the applicant wished to explain how the new plans had dealt with this Councils objections. After a short discussion it was agreed that no further comment needed to be made on this application.

116 Correspondence

These were reviewed and acknowledged. There was no additional correspondence.

117 Councillors Reports

None

There being no further business the meeting closed at 9.45pm.

Chair _____

Date _____

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Playing Fields and Churchyard Sub Committee Meeting held at 7.30pm on 23rd January 2017 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Jan Parry (Chairman), Ian Pearson, Ray Petre, David Jaques & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council)

Cllr Parry welcomed everyone to the meeting and explained that the purpose of the meeting was to consider the tender results and decide on contractors for the playing fields and the Churchyard/Playground.

There were no declarations of interest to declare.

1. Review of summary of tender applications and decision on preferred contractor – Playing fields

The Chair began by asking for comments on the pre circulated summary of tender applications. It was pointed out that although the Vale of Glamorgan Council quote was the lowest, it was not significantly lower than the next quote and in the past the Vale had not cut the field to a very high standard. The next lowest quote was from Darren Meir who had cut the field in the past in between Countrywide cuts, in order that it was fit to use. It was felt that Mr Meir as a local contractor was in an ideal situation should additional cuts be needed, and understood the needs of those that used the playing fields. He had also shown a good standard of cutting in the past and had come in with a very competitive quote.

It was proposed by Cllr Petre that Darren Meir be awarded the contract for the maintenance of the playing fields; this was seconded by Cllr Pearson and agreed by all.

AP Clerk to contact all contractors with decision

2. Review of summary of tender applications and decision on preferred contractor – Playing fields

The Clerk confirmed that the tender had gone out as a combined Churchyard/Playground contract and so the costs for both need to be considered together.

The Council felt that there was little difference in cost between the three contractors; however the cheapest contractor also came with good references from the school who currently employed him. He had also carefully considered how the Churchyard would be cut and had pointed out sensible priorities for the work.

It was proposed by Cllr Morgan that KG Ground Services be awarded the contract for the maintenance of the Churchyard and Playground; this was seconded by Cllr Jaques and agreed by all.

AP Clerk to contact all contractors with decision

3. Consideration of budget implications due to change of contractor

The budget was reviewed given the above decisions. It was agreed that as the quoted figure for the playing field cutting line was slightly below the budgeted line, there was no need to change the budget for this.

However the quoted figure for the Churchyard/Playground cutting was £3k above that budgeted. The Budget was reviewed and it was agreed that changes could be made by

- Increasing the Churchyard/Playground grass cutting line by £4k to £7,060
- Adding to the expected 2016/17 y/e figure the £1,650 fees now contracted for use of the Churchyard for filming, this would be ring-fenced for Churchyard maintenance
- Increasing the 2016/16 y/e figure by £1,500 being the amount of a defibrillator cabinet versus what was previously included which was for a new defibrillator and cabinet

Upon making these changes this brought the 2017/18 year end reserve to the equivalent amount previously agreed by the Council.

AP Clerk to make changes and ratify changes to the budget at the February Ordinary meeting

4. Discussion and decision needed on method of ensuring quality of work of contractor

The Council felt that as the tender document had been so detailed it would be easy to ensure that all of the work contracted for was being completed. It was felt that at this stage the Clerk and Councillors who used the playing fields and Churchyard regularly should ensure that the locations look like they are being maintained per the contract.

If there were any problems with the work completed, the Clerk could ask for detailed work schedules.

There being no further business the meeting closed at 8pm.

Chair _____

Date _____

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Ordinary Meeting held at 7.30pm on 13th February 2017 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Jan Parry (Chairman), Cllrs Ian Pearson (Vice-Chair), David Jaques, Pat Cadwalladr, David Moody-Jones, Bill Budd, Ray Petre, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council) and CC Rhodri Traherne

Apologies: None

Cllr Parry welcomed everyone to the meeting.

118 Police Matters

There were no Police officers present and the Clerk had not had any response to her request for crime figures.

AP Clerk to chase up with new PCSOs and also ensure their details are advertised. Cllr Traherne to speak to Police Inspector about lack of attendance at Community Council meetings

119 County Council Matters

CC Traherne updated the Council on the Cardiff Capital Region Deal which will lead to major investment in infrastructure for the region, including the metro scheme and a joined up transport system. All ten local Councils have now signed up to the scheme. CC Traherne did have concerns that in some cases major decisions will be taken regionally and not by local authorities, therefore taking decisions another step away from local people.

Secondly CC Traherne wished to discuss the housing development in Bonvilston which was recently approved by the VoG Planning Committee. CC Traherne believed this was not a viable development and that the s106 monies were not sufficient, so there was now no benefit to the Community. There was much concern by the Council in the amount of increased traffic that this development will result in, especially on the logwood hill and through the village. Unfortunately, the conditions of the development have changed so that there will no longer be significant improvement of the road down to the Pendoylan/Peterston junction. There will also no longer be any monies made available to the Community and the amount of affordable housing has halved. Although it was felt that there was little the Community Council can do about this development, they will be writing to the leader of the VoG Council to express concerns over the lack of road improvements and the significant effect it will have on the people of Peterston.

AP Clerk to write to Neil Moore with concerns regarding the highway

Cllr Moody-Jones confirmed that the Equestrian society did have monies available to help with the clearance of a local Bridleway, and asked CC Traherne if this might be something the VoG could help with in terms of funding. CC Traherne confirmed that contacting the VoG Council would be a good idea and they might well be able to help.

120 Public Session

There were two members of the public present.

121 Matters arising from Public Session

The members of the public did not wish to raise any matters.

122 To consider the Plas Dwr Planning Application

Cllr Jaques distributed a number of plans and talked the Council through the proposals for the Plas Dwr development at St Fagan's. After a detailed discussion it was agreed that this development was likely to result in much increased traffic through Peterston. It was therefore agreed to contact Cardiff Council asking what assessments if any had been completed on the likely effects of traffic through Peterston, what road closures would take place and whether there would be control of the construction traffic to ensure that this is not directed through Peterston. The Council thanked Cllr Jaques for his extremely informative presentation.

AP Clerk to contact Cardiff Council

123 Update on the decision taken by the subcommittee regarding the new contracts for grass cutting of the playing fields and Churchyard/playground, including budget implications and consideration of Churchyard Fees

The Chair updated the Council on the decisions made at the January Subcommittee meeting post the tender process. It had been agreed to contract the cutting of the playing fields to Mr D Meyers who had put in a very competitively priced tender and had done very good work for the Council in the past. The work on the playground/Churchyard had been awarded to KG Grounds Services, who currently worked at the school and had very good references from them, and had also put in the cheapest tender.

The Chair explained that the tender had been very detailed and so she believed the contractors were fully aware of their obligations in terms of what work needed to be done.

The Clerk explained that the playing fields quote was similar to what had been previously paid so there were no budget implications. However, the Churchyard quote was above budget, this was fine for the forthcoming year because £1,750 had been received from the BBC for filming in the Churchyard and the budget had been increased in anticipation of a cost increase. In terms of going forward the Churchyard fees may need to cover the increase.

The Council at this point discussed the previously circulated Churchyard fees, and the Clerk provided some comparison figures. Cllr Pearson proposed that the maintenance fee for interments was increased to £500 to be in line with the maintenance fee for burials, and that the exclusive rights for burial be increased to £750 and the exclusive rights for cremation plot be increased to £300, this was seconded by Cllr Petre and agreed by all.

AP Clerk to update fees

124 Update on allotments- waiting list, work to be done and empty allotments

The Chair explained that there had been a complaint that one of the allotments was not being maintained. The Clerk explained that unfortunately people tended to provide no notice when they give up an allotment, so it does sometimes take a while to work through the waiting list and get someone to take on the allotment, in this case it was then taken on in winter so no work was going to be done straight away. At the moment there was only one person on the waiting list and there was likely to be a new plot available this year, therefore the Clerk would start advertising to build up a waiting list again.

The Chair then explained that one of the allotment holders had complained about the state of the paths, hedges etc. Per the allotment agreement allotment holders were responsible for keeping the paths clear etc. However, she felt that as a one off gesture the Council could do some work on the paths and hedges. However, many on the Council believed that it was wrong to use the precept to fund work that

benefited so few in the community. After a detailed discussion Cllr Budd proposed that a contractor be brought in to provide a quote to get rid of rubbish that had built up, regularly keep hedges tidy, clear the pathways and where needed put a path down. Once a quote had been received the Council could then look at how best to fund this. This was seconded by Cllr Morgan and agreed by all.

AP Clerk to get quote from Contractors

125 To receive the minutes of the full Council Meeting held on 9th January 2017

The minutes of the meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Petre and seconded by Cllr Morgan that the minutes be accepted. A set of the minutes were then signed as a true and accurate record by the Chair.

126 Matters Arising from these minutes

Point 102.6- Parking around the school – the Governors meeting was this week and the Clerk had asked to put this issue on the agenda.

Point 110- Advertising of elections – Cllr Cadwalladr was going to advertise that at the March village market there would be Councillors available to discuss this with any prospective candidates.

Point 113- Flower & Gardening Club Grant – *AP Clerk to chase up new Chair of Flower & Gardening Club*

127 Clerk's Report

The clerk's report was reviewed; the majority of items had already been discussed, or were for information only, however the following points were made: -

Work to clean benches – It was felt that work could be done to remove the mould from the village signs.

AP Clerk to report to VoG as they were Council signs.

Cardiff Conservation Volunteers work – The Council were happy to approve the CCV's to do the work on clearing the brambles on the riverbank, however it was felt that then it must be kept clear each year and obviously that would involve a greater financial commitment. It was agreed the CCV work could be done and then the annual clearance could be raised at a meeting later in the year.

AP Cllr Moody-Jones to do a site visit with CCV group

OVW Renewal – The renewal at £107 was agreed.

AP Clerk to organise renewal

Defibrillator - The proposed site of the defibrillator was confirmed and it was agreed that the Clerk should go ahead and buy the cabinet.

AP Clerk to arrange

Village Column in the GEM – It was agreed that this seemed like a good idea, and was suggested it might be something the Parish Magazine team might take on as they already had a good oversight of what went on.

AP Clerk to contact Parish Magazine team

New Litter Bin – The suggestion to position a new litter bin near the entrance to Lanlay meadows was discussed. The main reason for the bin was to try and limit the amount of dog mess on the meadows.

AP Clerk to contact National Trust and VoG Council about this matter

Authority for expenditure

The following expenditure was agreed and cheques were signed by two councillors.

17-Jan	Kevin Doyle -supply of bench- replace 748 (cancelled)	765	192.00
17-Jan	Refund Jo Howell - Grit bin shovels	766	73.44
17-Jan	Refund I Pearson - paper for village booklet	767	46.15
24-Jan	Craig Williams - Cutting of riverbank and of Willow trees	768	408.00
24-Jan	St Peters Church - Use of Photocopier for village booklet	769	272.85
26-Jan	Cost of Advert for code of conduct	770	56.40
31-Jan	Jo Howell - Jan expenses and salary	771	413.78
31-Jan	Jo Howell - Refund for printer cartridge	771	11.83
31-Jan	Jo Howell - Refund of laminator	771	15.00
31-Jan	Jo Howell - Refund for new laptop/IT software/IT services	771	417.99
31-Jan	Jo Howell - Refund of recovery service/USB	771	60.00
03-Feb	Huw Moody-Jones - work on benches	772	91.00
10-Feb	KG Ground Services – Jan Grass Cutting	773	588.33

Current balance as at 07/02/2017 of CB= £15,194 (incl playstation reserve £681)

Balance of MUGA sub account - £2,591

The bank reconciliation for January has been completed and sent to Cllr Pearson for review.
Cllr Pearson approved and signed the bank reconciliation.

128 Planning Matters

There were no new planning matters to discuss.

129 Correspondence

These were reviewed and acknowledged. There was no additional correspondence.

130 Councillors Reports

The Councillors reports were reviewed.

Cllr Pearson – Broken Grit bins – The Clerk confirmed she had asked the VoG to audit the grit bins and fix any broken ones.

Cllr Parry confirmed the key dates for the May elections, and that the current Councillors would remain Councillors until the 8th of May. As that was the date of the May AGM and Ordinary Meeting, she would Chair the AGM until a Chair had been elected by the new Council.

Cllr Pearson explained that BT Openreach had confirmed that they would be doing no more FTTP work (fibre to the premises).

Cllr Parry mentioned the scheme to make Peterston a Dementia Friendly village and wished to consider what support the Community Council could add to this and also the combating loneliness campaign.

AP Cllr Jaques to speak to colleague who was involved in this

There being no further business the meeting closed at 9.40pm.

Chair _____
Date _____

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Ordinary Meeting held at 7.30pm on 13th March 2017 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Jan Parry (Chairman), Cllrs Ian Pearson (Vice-Chair), David Jaques, Pat Cadwalladr, David Moody-Jones, Bill Budd, Ray Petre, & Michael Morgan.

Also Present: Joanna Howell (Clerk to the Council) and CC Rhodri Traherne

Apologies: PCSO Sam Jones

Cllr Parry welcomed everyone to the meeting.

131 Police Matters

There were no Police officers present and the Clerk had not received a satisfactory response from PCSO Jones on crime figures. The Council were very disappointed in the lack of Police presence over the last few months.

AP Clerk to chase up with new PCSO around attending, crime figures and also Speedwatch scheme. CC Traherne agreed to write to Inspector Gary Smart on the matter.

132 County Council Matters

CC Traherne confirmed that the VoG Council had voted to increase the Council Tax by 2.8%. He also reported on the internal organisation in the visible services part of the Council that was planned as part of the reshaping services programme, which was predicted to provide £900k of savings a year.

133 Public Session

There were no members of the public present.

134 Matters arising from Public Session

There were no members of the public present.

135 Update from Clerk on key points relating to May Elections

The Clerk confirmed the key points from her previously circulated report including the key dates, the fact that forms should be checked by the VoG Council and that she would shortly have an up to date electoral role which she could check an individual's electoral role numbers from. The VoG Council would also do that for applicants.

136 To receive the minutes of the full Council Meeting held on 13th February 2017

The minutes of the meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Moody-Jones and seconded by Cllr Budd that the minutes be accepted. A set of the minutes were then signed as a true and accurate record by the Chair.

137 Matters Arising from these minutes

Point 122.1- Plas Dwr development – *AP Clerk to follow up with questions to Cardiff Planning.*

Cllr Pearson also wished to thank Cllr Jaques for attending the St Fagan's CC Meeting on this matter

Point 123.1 – Churchyard Maintenance – The first work has been done in the cutting back of the main hedge, the neighbours have reported that they are very happy with the work.

AP Clerk to follow up with contractor on getting bushes cut, walls cleared of brambles etc.

Point 124.1 – Work to allotments – *AP Clerk to chase up contractor on quote on allotments*

Point 126.3 – Grant to Flower & Gardening Club – *AP Clerk confirmed that this grant had been returned as the club were unable to do the work*

Point 127.1 - Work to clean signs – Clerk had reported to VoG Council

Point 127.6 - New Litter Bin – *AP Clerk to chase VoG Highways on this matter*

Point 130.5 – Dementia Friendly Village – *AP Cllr Jaques to pass on contacts he had in VoG Council*

138 Clerk's Report

The clerk's report was reviewed and the following points were made: -

Date of May Ordinary Meeting and AGM – Due to the timing of the election this meeting had to be delayed, it was agreed to schedule the meeting for Monday May 22nd.
AP Clerk to update timetables for meeting

Defibrillator fitting – It was agreed to get a quote from the hall electricians to get the defibrillator fitted at the same time as the hall work. *AP Clerk to obtain quote*

Approval for use of playing fields – A wedding in the hall on the 29th July have asked for approval to use the playing fields for a drinks reception in the afternoon. This would be done in exchange for a donation to the CC and also the usual rules e.g. no glass, pick up all rubbish etc. It was agreed by the Council to approve this use. *AP Clerk to contact wedding party*

Also Paula Pridham has requested use of the playing fields from 5.30-8.30pm for a BBQ and games (hall booking for a business event) on the 4th July. It was agreed by the Council to approve this use, with the usual rules for playing field use. *AP Clerk to contact Paula Pridham*

Gem Column – The Council were delighted that the Parish Magazine editors had agreed to take this forward.

Playground inspections – The VoG had queried whether this Council wished to continue with the VoG quarterly inspections and annual independent inspection. The Council agreed that these inspections were vital. *AP Clerk to confirm with VoG approval for inspections to continue in 2017/18*

Parking Complaint – The Clerk had received a complaint from a member of the public about the amount of parking on the main road on a daily basis, and that this was dangerous for those coming over the bridge, around the corner etc. The Council considered the complaint and didn't believe there was anything that could be done regarding this, they also felt that it acted as a natural speed limiter.

Authority for expenditure

The following expenditure was agreed and cheques were signed by two councillors.

14-Feb OVW Renewal	774	107.00
15-Feb safelincs Ltd - Defibrillator cabinet	775	575.40

21-Feb KG Ground Services - Churchyard/playground -Jan	776	588.33
28-Feb Jo Howell Refund- Share of SLCC membership	777	32.75
28-Feb Jo Howell - Feb expenses and salary	777	278.50
02-Mar Refund D Philips -Paint	778	15.00
02-Mar KG Ground Services - Churchyard/playground -Feb	779	

Current balance as at 07/02/2017 of CB= £15,848 (incl playstation reserve £681)

Balance of MUGA sub account - £2,591

The bank reconciliation for February has been completed and Cllr Pearson confirmed he had reviewed the reconciliation and it was satisfactory.

139 Planning Matters

The following planning matter was discussed: -

2017/00119/FUL Meadow View, 23, Pwll y Min Crescent, Peterston Super Ely
Conversion from existing three bedroom detached house to five bedroom detached house

The Clerk confirmed that Cllr Pearson had already declared his interest in this matter and so would not take part in the discussion or any vote.

The Council discussed that this was another example of where a smaller property was being bought and converted into a larger property, although there was little change in the footprint itself. It was agreed that there was no comment required directly for this planning application however it was discussed whether a general letter needed to be sent to the VoG Planning department. This letter would express concern over the amount of properties suitable for smaller family units that were being converted into larger properties, thus reducing the amount of housing stock that would be available for such smaller units. After a detailed discussion it was agreed that due to the lack of planning legislation/policy around this a letter would not be sent.

140 Correspondence

These were reviewed and acknowledged. There was no additional correspondence.

141 Councillors Reports

The following Councillors Reports were made: -

The Chair queried the progress on the Fields in Trust deed – *AP Clerk to chase*

Cllr Moody-Jones confirmed that NRW had cleared the fallen tree from under the bridge and was aware of the other trees. He also confirmed that snowdrops and wild flower seeds had been planted on the cleared bank by the white steps.

Cllr Cadwalladr queried whether more spring flowers could be planted on the riverbank, now that much of it had been cleared. Cllr Moody-Jones wished to suggest that the riverbank mainly remained planted with wild or native flowers. Cllr Pearson confirmed he would clump some of the bulbs from the troughs at the riverbank, and that these would not be large amounts of flowers.

Cllr Pearson requested the approval to purchase new troughs to replace damaged ones, this was agreed.

There being no further business the meeting closed at 8.40pm. The next meeting will be held on Monday April 10th at the earlier time of 7pm. AP Clerk to change advertised time of meeting.

Chair _____
Date _____