

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Ordinary Meeting held at 7.00pm on 10<sup>th</sup> April 2017 at the Church & Community Hall, Peterston-super-Ely**

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

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies:** Cllr David Jaques, CC Rhodri Traherne and PCSO Sam Jones

Cllr Parry welcomed everyone to the meeting.

#### **1 Police Matters**

The Police had sent their apologies and had confirmed no crimes had been reported since the last meeting.

The Chair had had a report from a resident of boys riding on motorbikes on the playing fields. They left when challenged by the resident.

*AP Clerk to report to Police*

#### **2 County Council Matters**

CC Traherne had sent his apologies.

#### **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 Update from Clerk on May Elections**

The Clerk confirmed that there was an uncontested election and therefore the four candidates were duly elected and would become Councillors on 8<sup>th</sup> May. At the May meeting, there would be an opportunity to co-opt additional members to the Council.

#### **6 Confirmation of Internal Auditor for 2016/17 accounts**

Mr Alec Davies had previously acted as Internal auditor and it was proposed by Cllr Budd that he be engaged for this role for the 2016/17 accounts, this was seconded by Cllr Pearson and agreed by all.

*AP Clerk to liaise with Mr Davies*

#### **7 Resolution and signing of FIT Deed of Resolution**

The user clause on the deed of resolution was slightly different to the user clause in the Council's lease from the VoG Council. There was a suggestion by Cllr Morgan that a side letter be obtained from the FIT group.

It was proposed by Cllr Cadwalladr that the resolution be signed once the side letter has been received, this was seconded by Cllr Moody-Jones

#### **8 To receive the minutes of the full Council Meeting held on 10<sup>th</sup> March 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 Pearson 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.

#### **9 Matters Arising from these minutes**

Point 132- County Council matters – Cllr Pearson suggested that a letter be sent to Cllr Traherne thanking him for his support. *AP Clerk to send letter*

Point 122.1- *Plas Dwr Development*– *AP Clerk to follow up on questions*

Point 137.4 – Work to allotments – *AP Clerk to chase up contractor on quote on allotments*

Point 137.7- New Litter Bin – *AP Clerk to chase VoG Refuse Department on this matter*

Point 137.8 – Dementia Friendly – The Chair explained that lunches/coffee have now been set up. *AP Clerk to put up posters*

## 10 Clerk's Report

State of Barns – Wyndham Park resident's association have complained about the state of the barns at the bottom of Main Avenue. The Clerk has written to the agents, but CC Traherne did not feel that there was anything further the VoG Council could do. This had been reported back to the resident's association.

Steve Davies email about the traffic speeding at Gwern y Steeple and the lack of Speedwatch scheme lately – *Clerk to reply to Mr Davies re the change in PCSO's and chase up Police on the Speedwatch scheme.*

Use of playing fields – Sept wedding – approval for the use of the playing fields and photos in Churchyard had been requested by a couple who were having their wedding reception in the hall in September. After a short discussion, Cllr Budd proposed £100 for use of playing fields as it was for quite an extensive time, this was seconded by Cllr Cadwalladr and agreed by all. *AP Clerk to inform the couple and arrange payment*

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

Authority for expenditure was given for the following cheques:

20-Mar Expenses claim - Cllr Pearson - Mileage for training course	780	31.50
23-Mar Fitting of defib box outside hall	781	190.00
23-Mar OVW - Law Training for Cllr Pearson	782	35.00
23-Mar VoG Council - VoG Playground Inspections	783	144.36
30-Mar Troughs and fertiliser - refund to Cllr Pearson	784	34.61
31-Mar Jo Howell-March payroll	785	260.37
31-Mar NI/PAYE (chq 786 replaced by 790)	790	2.80
31-Mar KG Ground Services - Churchyard/Playground - March	787	588.33
04-Mar Ian Pearson – Refund of Troughs/Fertiliser	788	84.65
04 Mar Peterston Church & Community Hall	789	150

Current balance as at 05/04/2017 of CB= £14,805

Balance of MUGA sub account - £2,591

The bank reconciliation for March has been completed and sent to Cllr Pearson for review. Cllr Pearson agreed he had reviewed the bank reconciliation and signed the bank statement and reconciliation.

The 2017/18 Budget has been reviewed given the actual year end position, the changes suggested would be the removal of the defibrillator cabinet monies, as the only one needed was purchased post year end and the change of Churchyard Income to that confirmed from BBC. The budget was reviewed and the changes suggested in the previously circulated budget were agreed.

## 11 Planning Matters

The following planning matter was discussed: -

2017/00254/FUL Nant y Coed, Peterston Super Ely

Ground floor rear extension, two storey side extension and loft conversion with raised eaves and ridge and side dormer

2017/00233/FUL 1, Woodbine Cottages, Peterston Super Ely

Demolition of existing rear single storey extension and rebuilding of new single storey extension

There were no comments on this planning.

## 12 Correspondence

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

## 13 Councillors Reports

The following Councillors Reports were made: -

Cllr Pearson had reported a speeding refuse lorry, which was speeding and lost control of the lorry over the speeding hump. *AP Cllr Pearson to send complaint reference number to Clerk for her to chase*

Cllr Moody-Jones had queried the use of the Allt Isaf farm, the Council will keep an observation on this as their temporary planning will shortly be coming to an end.

Cllr Moody-Jones reported back on the Community Liaison meeting. There had been a presentation on planning, and he had raised the matter of the development at the top of the Sycamore Cross in particular the lack of road works and the s106 monies.

Due to the nature of the number of complaints about speeding in the village, the Council would like to enquire about when the village is due to have the speeding signs back. *AP Clerk to follow up with the VoG Highways*

## 14 Health & Safety Matters

*Clerk to ask KG Contractors to put weed killer on the matting beneath the playground items.*

The playground bin is not currently being emptied due to illness of the hall caretaker.

*AP Cllr Pearson to ask at the next hall meeting*

There being no further business the meeting closed at 7.35pm. The next meeting will be held on Monday May 22<sup>nd</sup> 2017 and will include the AGM at 7.30pm followed by the May ordinary meeting.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

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

**Minutes of the Council Meeting held at 7.30pm, on 22<sup>nd</sup> May 2017 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Cllrs Ian Pearson, Pat Cadwalladr, Hywel Thomas & David Moody-Jones.

**Also Present:** Joanna Howell (Clerk to the Council), CC Michael Morgan, PCSO Dan Rees and a number of members of the public.

**Apologies:** None

**15. Election of Chair**

The Clerk asked for nominations for the Chairperson, Cllr Cadwalladr proposed that the previous vice chairperson Cllr Pearson be elected, this was seconded by Cllr Moody-Jones and was agreed by all. Cllr Pearson thanked the other councillors for their support. It was **resolved** that Cllr Pearson be elected Chairperson for the next year.

**16. Election of Vice-Chair**

The Chair asked for nominations for the Vice Chairperson, Cllr Cadwalladr proposed that the Cllr Moody-Jones be elected as vice chairperson, this was seconded by Cllr Thomas and was agreed by all. Cllr Moody-Jones thanked the other councillors. It was **resolved** that Cllr Moody-Jones be elected Vice-Chairperson for the next year.

**17. Delivery by Councillors of their declarations of acceptance of office and register of interest's form**

The Clerk confirmed that all of the declarations of acceptance of office had been received. She requested that Cllrs Cadwalladr and Moody-Jones supplied their register of interests' forms.

**18. To review the report of the internal auditor**

The Chair referred the Council to the previously circulated report by the internal auditor. He wished to discuss the point raised regarding the review of level of reserves. He felt that the reserves were at an appropriate level and it was agreed that during the next budgeting process a number of specific reserves be allocated, as this was done in the budget but not on a specific reserves level.

Also, the Chair wished to discuss the point relating to electronic banking, after a short discussion it was agreed that at this stage there would be no change to how payments were made.

In addition, the Clerk raised the point that the Council (not the Clerk) needed to do an assessment of the internal review processes before the next audit. Cllr Pearson confirmed he would be happy to look at this.

*AP Clerk to send on the details*

There were no further points in relation to the report and it was proposed by Cllr Moody-Jones seconded by Cllr Cadwalladr and agreed by all to accept the report.

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

The Chair referred the Council to the previously circulated accounts and went on to ask if there were any questions. There were no questions and comments.

Cllr Moody-Jones proposed acceptance of the accounts for 2016/17 this was seconded by Cllr Thomas and agreed by all.

The Chair referred to the annual return, there were no questions on the return. Cllr Moody-Jones proposed acceptance of the annual return and compliance with the governance questions, this was seconded by Cllr Cadwalladr and agreed by all.

It was **resolved** that the accounts and annual report be fully approved and the chair sign the annual report.

#### **20. Community Action Planning 2017/8**

Cllr Cadwalladr proposed that this item on the agenda be deferred to the June meeting, in order that any co-opted Councillors be included in the discussion, this was seconded by Cllr Pearson and agreed by all.

*AP Clerk to add to June Agenda*

#### **21. Appointment of any committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them. To include Playing Field committee (MUGA Subcommittee) and Churchyard Committee**

Cllr Cadwalladr proposed that this item on the agenda be deferred to the June meeting, in order that any co-opted Councillors be included in the decisions, this was seconded by Cllr Pearson and agreed by all.

*AP Clerk to add to June Agenda*

#### **22. Review standing orders, Councillor expenses policy, Code of Conduct, Risk Management policies, Welsh language policy, Use of Social Media policy and Financial**

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

The Clerk confirmed than other than the policy on the Use of Social Media which is new, all of the other policies were as previously approved. She did query whether the Council continued to wish to receive their summons and meeting packs in hard copy, it was agreed that it was easier to receive them in an electronic format and so the Clerk agreed to adjust the standing orders in regard to this. Otherwise there were no further comments or changes to the policies, therefore Cllr Cadwalladr proposed that all policies be approved, this was seconded by Cllr Moody-Jones and agreed by all

It was **resolved** to approve the Standing Orders, Councillor expenses policy, Code of Conduct, Welsh Language Policy, Risk Management Policies, Use of social media policy and Financial regulations for 2017/18, as they stand with the agreed change to standing orders as above.

#### **23. Review of representation on or work with external bodies and arrangements for reporting back Expenses**

Cllr Cadwalladr proposed that this item on the agenda be deferred to the June meeting, in order that any co-opted Councillors be included in the decisions, this was seconded by Cllr Pearson and agreed by all.

*AP Clerk to add to June Agenda*

#### **24. Review of confirmation of arrangements for insurance**

The clerk explained that the Council had received a renewal from Zurich with a small increase from £361 to £380, however most of the increase is due to an increase in IPT. No AON renewal had been received. The Council agreed to accept the renewal.

*AP Clerk to accept renewal*

#### **25. Discussion and decision needed on awarding of Basil Watkins Cup**

The Chair explained that the cup had been awarded to the Council as part of the win of village of the year in 2015. It was to be awarded each year to a villager who helped uphold the appearance and / or community activities within the village. The Chair asked the Clerk to store the Cup and asked the Councillors to consider before the next meeting who it could be presented to this year.

*AP Clerk to agenda on June meeting*

**26. Setting the dates of the ordinary meetings**

After a short discussion, it was agreed that the meetings would continue to be held on the second Monday of each month other than August and December. The Clerk explained that she could not attend the July meeting however she would circulate potential dates for Councillors to agree.

*AP Clerk to arrange July meeting*

*AP Clerk to advertise meeting dates.*

**27. Annual review of the Clerk's salary & conditions**

For this the clerk and all members of the public were 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 her work over the last year and was delighted to inform the clerk that she would receive a pay rise to SCP 27. The Clerk thanked the Council.

The AGM was closed at 8pm.

Chair \_\_\_\_\_

Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Ordinary Meeting held at 8pm (post AGM) on 22<sup>nd</sup> May 2017 at the Church & Community Hall, Peterston-super-Ely**

**,Present:** Councillors: Ian Pearson (Chair), David Moody-Jones (Vice Chair), Pat Cadwalladr & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council), CC Michael Morgan, PCSO Dan Rees and a number of members of the public.

**Apologies:** None

#### **26 Police Matters**

PCSO Dan Rees was welcomed. He introduced himself and explained he was the new PCSO for the area. He reported that there had been three crimes in the last 30 days, a theft from a house being renovated, a theft of garden ornaments and a burglary from a shed (no items taken). He recommended to people that they ensure that they keep all outbuildings/shed etc. secure including during the day.

He also confirmed police had attended the accident on the logwood involving a cyclist being hit.

PCSO Rees explained he had explored the area and had noticed the large amount of fly tipping. He recommended that all fly tipping be reported to both the VoG Council and also the Police via his mobile or the 101 number. He confirmed that he would provide the Clerk with posters with his contact details.

PCSO Rees also encouraged the public to report any incidents to the 101 number e.g. road rage if you have a number plate.

There was a detailed discussion about speeding and parking (at the school in particular). PCSO Rees confirmed he would be doing high visibility patrols through the village, as well as some speed recording. He had also met with the headteacher of the school about the parking issue.

After the discussion, it was agreed that this Council may wish to attempt again to try and get a reduction in speed through the village to 20mph. A starting point with this would be to get the Speedwatch scheme up and running again and for the Police to start with Speed recording. PCSO Rees confirmed that he would be happy to help with this campaign. The Chair felt that a strategy for this campaign could be developed as part of the Community Action Planning.

*AP Clerk to advertise the Speedwatch scheme.*

CC Morgan also reported a scheme he had come across elsewhere in the country regarding mounted volunteers to help report crimes/anti-social behaviour.

The Chair thanked PCSO Rees for his time and at this point he left the meeting.

#### **27 County Council Matters**

The Chair welcomed CC Michael Morgan to the meeting and congratulated him on becoming the new County Councillor for the ward.

CC Morgan thanked the Chair and indicated that he was very much here to support the Community Council and in particular was very concerned about traffic issues in the area.

CC Morgan had nothing specific to report as the first Council meeting was the following day but he would obviously report back at the next meeting.

## **28 Public Session**

There were a number of members of the public present. Two members wished to speak. They wished to complain about the dangerous parking in the centre of the village which was resulting in cars having to come on the wrong side of the road often around blind corners.

## **29 Matters arising from Public Session**

The Council agreed that as part of the community action planning the whole traffic situation needed to be considered from scratch. However, at this stage they did not think there was anything immediate that could be done other than report specific examples of illegal of dangerous parking to the Vale Council.

## **30 To consider MUGA Project – Final Specification, Capital Costings and project management proposals including presentation from MUGA group representative**

The Clerk explained that a MUGA Group representative had contacted her about attending tonight's meeting, but it had been decided that as no advance papers had been presented this would not be appropriate. The Council confirmed that they would only want a discussion on the MUGA once they had had chance to review the full business plan.

*AP Clerk to roll forward to the June meeting and feedback to MUGA group*

## **31 To consider and vote upon applications for Co-option**

The applications from all of those who which to be considered for Co-option had been discussed with the Council. The Chair therefore asked for nominations for the four seats with proposers and seconders.

Cllr Cadwalladr proposed Mr D Field, this was seconded by Cllr Moody-Jones.

Cllr Pearson proposed Ms K Hurley, this was seconded by Cllr Moody-Jones.

Cllr Moody-Jones proposed Mrs D Powell, this was seconded by Cllr Thomas.

Cllr Pearson proposed Mrs A Phillips, this was seconded by Cllr Thomas.

The Chair called for a vote and all applicants received an unanimous vote of election. The Chair therefore declared the following duly elected: - Mr D Field, Ms K Hurley, Mrs D Powell and Mrs A Phillips.

*AP Clerk to contact all new Councillors and arrange for them to be provided with all required information.*

## **32 To consider and complete plan for Village Maintenance**

The draft plan was considered and a number of new items mentioned. It was agreed that a committee should be set up to finalise this plan.

*AP Clerk to add to committee agenda item in the June agenda*

The Clerk explained that there had been a request for the cutting of the overhanging tree on Ffordd y Eglwys as it was preventing access to lorries. After a review of the lease, it was confirmed that the tree was on VoG Council land.

*AP Clerk to report to VoG*

## **33 To receive the minutes of the full Council Meeting held on 10<sup>th</sup> April 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 Cadwalladr that the minutes be accepted. A set of the minutes were then signed as a true and accurate record by the Chair.



### 34 Matters Arising from these minutes

Point 9.4- New litter bin. *AP Clerk to continue to chase VoG Council*

Point 14- Emptying of playground bin – The Chair confirmed that this was being done by the hall manager.

### 35 Clerk's Report

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

Playing Fields Grass Cutting – Both the Clerk and the Chair had spoken to the contractor about the complaint from a member of the football club and were satisfied this matter had been dealt with.

Traffic Speed Signs – The VoG have confirmed that these will be moved back to Peterston shortly hopefully the last week in May.

Planning Survey Feedback – The VoG have asked the Council to complete a planning service feedback survey- The Council discussed possible feedback and felt that sometimes it was difficult to work out where properties actually were and in those cases, could a grid reference be provided. It was also felt that the consultation area was often not large enough, especially where properties were very rural. *AP Clerk to complete survey*

Fields in Trust Membership – The Clerk been contacted to see if we wish to continue to be a member of FIT organisation for a fee of £50 for the year. This would support the organisation and also allow for help in identifying grants for local FIT sites. After a short discussion, it was proposed by Cllr Thomas and seconded by Cllr Cadwalladr to pay for another year of membership, this was agreed by all. *AP Clerk to renew membership*

Authority for expenditure was given for the following cheques:

10-May A Davies- Int Audit	791	125.00
10-May Hall Share of BBC Filming fee - £50 per filming	792	100.00
10-May Jo Howell -Clerk April Salary	793	233.20
12-May April Grass Cutting Churchyard-Priory Landscapes	794	210.00
12-May April Grass cutting playing fields - D Meirs	795	270.00

Current balance as at 15/05/2017 of CB= £20,097

Cllr Pearson confirmed he had reviewed and approved the April Bank reconciliation. Going forward it was agreed that Cllr Field would review the bank reconciliations.

### 36 Planning Matters

The following planning matters were discussed: -

2017/00324/FUL      Kailily Farm, East of Hillfield Farm, Peterston super Ely  
Agricultural Storage Barn

2017/00364 FUL      Highfield, Cory Crescent, Peterston Super Ely  
Demolition of existing ugly dilapidated mono pitched prefabricated concrete garage and replacement with new dual pitched garage built to match materials and construction methods of original house

2017/00346/FUL      Tegfan, Peterston Super Ely

Proposed creation of new permeable driveway and associated works  
Regarding Kailily farm the Council had no comments on the actual application, however thought the consultation area should be extended to neighbouring properties who might be outside the distance but would be able to see the barn. *AP Clerk to comment on the application.*

There were no comments on the Highfield application.

Regarding the Tegfan application the Council wished to comment on the fact that this was creating a new road access at a dangerous location. The Council acknowledge that there are neighbouring properties with dangerous access but obviously, this is historic. Also, the Council felt that additional neighbours should be consulted, especially as the formal notice could not be placed very close. *AP Clerk to comment on the application.*

### **37 Correspondence**

These were reviewed and acknowledged. The Clerk read a card that had received from Mrs Jan Parry. Mrs Parry the ex-Chair of the Council wished the new Council good luck in their term. The Council wished to thank Mrs Parry for her best wishes.

There was no additional correspondence.

### **38 Councillors Reports**

The Chair ran through the previously circulated Councillors reports. The following reports were also made: -

- Stepside Hedge – *AP Clerk to request that the hedge be cut as it was starting to block pavement*
- Hedge/ Bushes near railway bridge – *AP Clerk to report to Network Rail*
- Cllr Thomas will provide Clerk with details of road settlement at Glanafon House – *AP Clerk to report to VoG/Welsh Water*

### **39 Health & Safety Matters**

The Council welcomed the work done by the Cardiff Conservation Volunteers at the white bridge and wished the Clerk to pass on their thanks. However, the Council felt that the steps added weren't that safe. *AP Clerk to add to village maintenance plan.*

Steps down to the bus stops – the Council wished the VoG Council to once again consider the modelling of these as there had been an accident there recently. *AP Clerk to contact VoG Council*

There being no further business the meeting closed at 9.10pm. The next meeting will be held on Monday June 12th at 7.30pm. The Chair indicated that he might not be present for this meeting due to a planned operation.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Ordinary Meeting held at 7.30pm on 12<sup>th</sup> June 2017 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Ian Pearson (Chair), David Moody-Jones (Vice Chair), Pat Cadwalladr, Abigail Phillips, Kate Hurley, David Field, Diana Powell & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council), CC Michael Morgan and two members of the public.

**Apologies:** PCSO Dan Rees

The Chair welcomed everyone to the meeting, especially those Community Councillors for whom it was their first meeting. He asked that the Councillors acted as the eyes and ears for their parts of the village and reported all matters to the Clerk for follow up or tabling at the meeting

#### **40 Police Matters**

PCSO Dan Rees had sent his apologies and indicated that there had been no crimes reported since the last meeting.

#### **41 County Council Matters**

CC Morgan explained that the first full VoG Council meeting was on the 28<sup>th</sup> June and would concentrate on the LDP. He also explained that he had attended Community Council meetings for the four Community Councils in his ward and was interested to see that they all shared many issues, he was hoping that going forward the Councils would share information and resources.

CC Morgan invited all members of the Council and Community to approach him with any issues. The Chair reminded the Councillors that all correspondence to the VoG should go through the Clerk so that it should be recorded appropriately.

At this point Cllr Thomas explained that there had been a recent incident with children entering the Pwll y Min Farm derelict barns, which was obviously very dangerous for them. He had spoken to the owner and she explained that there was actually a barn demolition application in with the VoG Council.

*AP Clerk to speak to headmaster of the school asking for children / parents to be reminded of the dangers of the barns, and also to send a note to the Wyndham Park residents association secretary.*

The Council wished to stress to CC Morgan the importance of the improvements to the Pendoylan Road from the Sycamore Cross junction when the new development was built there.

#### **42 Public Session**

There were two members of the public present however they had no matters to raise.

#### **43 Matters arising from Public Session**

No matters.

#### **44 Update from Cllr Philips on MUGA Project including discussion on grant application being made in Community Council name**

Cllr Philips provided a detailed update to the Council on the MUGA project covering the following: -

- She would circulate the draft business plan and Welsh Government Grant application to the Council in the next few days
- How the project would be financed
- How the tender process and building process would be managed
- How the MUGA would be maintained
- Current situation of the Tennis Club and how they would be involved

The Chair wished to ensure that VAT was properly considered and would pass on the details of a VAT consultant he had met to Cllr Phillips.

It was agreed that the MUGA Subcommittee would review the business plan and grant application then meet to ensure it was completed and all questions answered, before it was circulated to the Council and formally signed off in the July meeting.

*AP Clerk to complete financial procedures part of grant application.*

*AP Cllr Pearson to pass on VAT Consultant details*

*AP Cllr Philips to circulate grant and business plan to sub committee*

#### **45 To determine appropriate method of community action planning**

The Clerk provided a short explanation of the previous method of action planning. There was a short discussion regarding different methods and also how Planning Aid Wales or CRC might be able to help.

*AP A Community Action Planning Committee would be set up and would report back to the July meeting on ideas for developing an action plan*

#### **46 Appointment of any committees, confirmation of terms of reference, the number of members and receipt of nominations to them.**

The Chair explained that there was a number of committees that needed to be formed as well as some external representatives that needed to be agreed. He ran through each committee/organisation and asked for nominations. The following were agreed: -

Churchyard Committee – Cllr Thomas proposed Cllrs Pearson, Moody-Jones and Cadwalladr, this was seconded by Cllr Powell and agreed by all.

Playing Fields Committee – It was agreed that this committee would be split into two sub committees they being the MUGA and the Playground. Cllr Powell proposed the following MUGA – Cllrs Field, Phillips, Hurley & Thomas and Key members of current MUGA Group being Ms V Adams, Mr R Bailey, Mrs Gill Jones and Mr D Lewis.

Playground – Cllrs Pearson and Phillips

This was seconded by Cllr Moody-Jones and agreed by all.

Village Maintenance Committee – Cllr Cadwalladr proposed Cllrs Thomas, Moody-Jones and Pearson, this was seconded by Cllr Phillips and agreed by all.

Community Action Planning Committee – Cllr Pearson proposed Cllrs Powell and Hurley, this was seconded by Cllr Moody-Jones and agreed by all.

Peterston super Ely Primary School Governor – Cllr Moody-Jones proposed Cllr Powell for this role, this was seconded by Cllr Hurley and agreed by all.

Community Liaison Rep with the VoG – Cllr Pearson proposed that Cllr Moody-Jones remain the representative, this was seconded by Cllr Cadwalladr and agreed by all.

OVW Rep – Cllr Moody-Jones proposed that Cllr Pearson remain this representative this was seconded by Cllr Hurley and agreed by all.

The Clerk ran through the responsibilities and limitations of the committees and also referred members to the standing orders for how these committees would be run.

*AP Clerk to update all groups on representatives*

*AP Clerk to update website and register of interests for the committee roles and representative roles*

*AP Clerk to arrange first meetings of all committees*

#### **47 Discussion and decision needed on awarding Basil Watkins Cup**

The Chair explained the relevance of the cup. Cllr Thomas proposed that Mr Cyril Williams be awarded the cup for his work on the flower troughs. This was seconded by Cllr Cadwalladr and agreed by all.

*AP Clerk to present the cup to Mr Williams*

#### **48 Discussion and decision needed on suggested work to playing field trees, Churchyard rubbish area and allotments – See Clerks Report for full details**

The Chair proposed that this item was deferred to the Clerks report item, this was agreed by all.

#### **49 Discussion needed on next steps regarding the possible bus shelter at the White Bridge**

The Chair explained the work that had been done regarding the bus shelter by the previous Council. It was agreed that this would be dealt with as a specific item in the Community Action planning research in order to see how the much demand and prioritisation there was for this as it was a significant amount of money.

#### **50 To receive the minutes of the AGM and the full Council Meeting held on 22<sup>nd</sup> May 2017**

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 Thomas and seconded by Cllr Cadwalladr that the minutes be accepted. A set of each minutes were then signed as a true and accurate record by the Chair.

#### **51 Matters Arising from these minutes**

Point 26.5 – *AP Clerk to continue to advertise Speed Watch scheme*

Point 34.1 – *AP Clerk to chase VOG re Litter bins*

Point 38.1 – The Clerk confirmed a letter had been delivered to Stepside requesting the hedge be cut

Point 38.2- *AP Clerk to chase Network Rail re cutting back of bushes etc.*

#### **52 Clerk's Report**

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

- **Allotment Works** – It was agreed that these would be put in the village maintenance plan and considered by the Committee. The Council wondered if any of the allotment holders would like to consider setting up an association. *AP Clerk to contact allotment holders*
- **Churchyard Works** – It was agreed that these would be considered by the Churchyard committee.
- **Inspection of the playground** – The Clerk referred to her supplementary report with the details of this inspection report. The VoG had quoted £310 for the work on the zip wire, as there was budget for this, it was proposed by Cllr Thomas and seconded by Cllr Moody-Jones that this quote be accepted and the work be undertaken. This was agreed by all. *AP Clerk to contact VoG contacts.*

Cllr Thomas agreed to look at the wooden trail post that was loose.  
It was agreed that the Playground subcommittee consider the slide and tunnel apparatus and come back with a plan for replacement/maintenance.

- **Tree work in playing fields** -The work identified by the tree surgeon was discussed. It was proposed by Cllr Pearson that all the work be completed, and an additional line of £1,000 be added into the budget in order to cover this work and additional tree work. This was seconded by Cllr Moody-Jones and agreed by all. *AP Clerk to arrange work and make budget changes.*
- **Column in the Gem** -It was agreed that this was not a priority at the moment as information was in the parish magazine and on social media/web.
- **Cheque Signatory** – It was agreed that Cllr Powell would become an additional cheque signatory. *AP Clerk to arrange*

#### **Finance**

Current balance as at 07/06/2017 of CB= £18,199

Cllr Thomas proposed the following payments were approved this was seconded by Cllr Moody-Jones

#### **PAYMENTS (incl VAT)**

25-May	Zurich Insurance	796	380.98
25-May	Fields in Trust Renewal	797	50.00
25-May	April Grass Cutting Churchyard-Priory Landscapes	798	588.33
07-Jun	May Grass Cutting Churchyard-Priory Landscapes	799	588.33
31-May	Jo Howell -Clerk May Salary	800	291.78
07-Jun	D Meir - May grass cutting playing fields /Strimming	801	324.00
07-Jun	OVW Induction training -Cllr Thomas	802	40.00
12-Jun	Refund to Cllr Pearson – Weed killer	803	19.49
12-Jun	Cardiff Conservation Volunteers – riverbank work	804	150

The following receipts were reported

#### **RECEIPTS**

23-May	Sale of old flower trough	5.00
02-Jun	Memorial Fee- Barbara Griffiths	150.00

Cllr Field confirmed he had reviewed and approved the May Bank reconciliation and signed the reconciliation to show review.

#### **53 Planning Matters**

The following planning matters were discussed: -

2017/00487/FUL Maesaeson House, Pont Sarn Lane, Peterston Super Ely  
Menage 45 m x 30 m private use

2017/00566/FUL 14, Cory Crescent, Peterston Super Ely  
Demolition of existing conservatory. Proposed single storey porch extension, part single/part two storey rear extension, loft extension and other alterations to property

There were no comments on either application.

#### **54 Correspondence**

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

## 55 Councillors Reports

The Chair ran through the previously circulated Councillors reports.

- Use of land for car parking Alpaca Farm – The Clerk confirmed this has been reported to the VoG Council
- Cutting back of bank on junction from Wyndham Park to the main road – Cllr Thomas confirmed he had done some work on this in order to make it easier to see, he would also speak to the landowner regarding this.
- Cutting back of bank on junction between Station road and the main road. *AP Clerk to contact D Meirs to ask him to cut this as was a really safety hazard*
- Verge on Station road -*AP Clerk to contact landowners about really cutting back the hedge and also VoG about continued expansion of the verge and the fact was narrowing the footpath so much.*
- Cllr Pearson also asked if the Council would give approval for the use of the Churchyard on the 9<sup>th</sup> July for a short reception after the confirmation service, this was agreed.

## 56 Health & Safety Matters

There was a discussion on the need for the removal of the steps inserted by CVC at the white bridge and the need for their removal. *AP To be discussed at the Village Maintenance Committee*

The Clerk was confirmed she had reported the steps on the verge at the white bridge as they were dangerous.

There being no further business the meeting closed at 9.20pm. The next meeting will be held on Thursday July 13th at 7.30pm.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

**Minutes of the Community Action Planning Committee Meeting held at 12.30pm on Friday 23rd June at Peterston super Ely Church & Community Hall**

**Present:** Cllrs K Hurley and D Powell

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies** None

### **1. Election of Chairperson**

The Clerk began the meeting by asking for a proposal for a Chairperson for the MUGA Sub Committee. Cllr Powell proposed and agreed that Cllr Hurley would be Chair.

### **2. Decision on best methods of action planning in order to put forward report to July Community Council meeting**

It was agreed that at the start of the planning a public meeting should not be held, but other more efficient methods be used to obtain ideas from as many people as possible and to start developing plan and priorities. It was felt that at this point a public meeting could be held if felt necessary.

The following methods were proposed as a way to get most input: -

#### **School**

- Hold a small event with children from both primary and secondary school using some of exercises from CRC kit to get out ideas and priorities.
- Email out to parents with questionnaire
- Stall at stakeholder event

*AP Cllr Powell to raise at next Governors meeting*

*AP Clerk to speak to head re stakeholder event date*

#### **Village Market – Stall at September market**

**Questionnaire** – To be distributed electronically via Facebook, Website and existing village group distribution lists, also linked to in Parish Magazine. Paper copies to Shop, Pubs, Hall, Church, Chapel and groups including classes in hall.

Although the Committee did not feel a village wide drop was necessary they felt that there might be need for a questionnaire drop at Le Sor Hill/Ael y Bryn and Gwern y Steeple.

### **3. Discussion of use of planning aid and CRC Toolkit as part of action planning**

After a review of the planning aid work it was help that this might be too complicated at this stage. However, it was felt that the St Athan's questionnaire show in the CRC Toolkit was very similar to what was needed.

*AP Clerk to speak to CRC to consider development of questionnaire*

As well as the general questions on the questionnaire it was proposed that the following specific topics be raised – Parking/Road safety and Bus Shelter at the White Bridge.

### **4. Decision on best ways to communicate the action planning to the village**



This has primarily been already discussed. It was agreed that these suggestions be agreed at the July Ordinary Meeting, that the questionnaire be developed for a draft to be agreed at the September Ordinary Meeting. This could then be distributed with a plan to be drafted for the November Ordinary Meeting, allowing time for budget considerations in the January 2018 Ordinary Meeting.

The meeting was closed at 1.30pm.

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

**Minutes of the Village Maintenance Committee Meeting held at 9.15am on Monday 26<sup>th</sup> June at Peterston super Ely Church & Community Hall**

**Present:** Cllrs H Thomas, I Pearson & D Moody-Jones

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies** None

**1. Election of Chairperson**

The Clerk began the meeting by asking for a proposal for a Chairperson for the MUGA Sub Committee. Cllr Thomas proposed Cllr Pearson this was seconded by Cllr Moody-Jones and agreed by all.

**2. Review of previously circulated maintenance plan, including community action planning and budget implications**

The Chair referred to the draft maintenance plan and it was agreed that the committee would go through this line by line and the updated maintenance plan be attached as an Appendix to these minutes. The plan would then be circulated to the full Council for discussion and agreement at the July Ordinary Meeting.

The Committee went through each line of the plan see Appendix A for decisions.

**3. Discussion of use of contractors and implications to the financial regulations**

The Chair referred the Committee to the financial regulations. After a short discussion it was agreed that a proposal would be made at the July Ordinary Meeting to change 11g of the financial regulations to:-

‘When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below 3,000 and above £1,500 the Clerk or RFO shall strive to obtain 2 estimates. Otherwise, Regulation 10.3 above shall apply.’

A proposal would also be made at the July Ordinary meeting to change 4.1 to

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000
- a duly delegated committee of the council for items over £250; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £250.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

*AP Clerk to agenda*

The meeting was closed at 10.25AM.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

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

**Minutes of the MUGA Sub Committee Meeting held at 7.30pm on Monday 26<sup>th</sup> June at Peterston super Ely Church & Community Hall**

**Present:** Cllrs A Phillips, H Thomas, K Hurley and Mr D Lewis, Mrs V Adams and Mrs G Jones

**Also Present:** Joanna Howell (Clerk to the Council), 4 members of the public

**Apologies** Mr R Bailey and Cllr D Field

**1. Election of Chairperson**

The Clerk began the meeting by asking for a proposal for a Chairperson for the MUGA Sub Committee. Cllr Phillips proposed Cllr Thomas, this was seconded by Cllr Hurley and agreed by all.

The Chair then explained the purpose of the meeting, in being to identify any queries over the business plan and grant application before the full Council meeting when they would be discussed.

**2. Review of previously circulated business plan and decision on any modifications needed before the final sign off by Community Council**

At this point the Clerk as RFO raised a number of points regarding the financial position of the business plan: -

- How the income and maintenance would be recognised given the audit and VAT implications
- Implications of all villagers being members in terms of Amateur Sports Club Status
- Financial Control arrangements
- Fact that all financial assumptions should be clearly stated

The Chair then explained some questions he had over the procurement process and the water supply.

Mr D Lewis confirmed that he would restructure the business plan to ensure that all the key points are pulled to the front and will be obvious to the main Council.

**3. Review of previously circulated grant application form and decision on any modifications needed before the final sign off by Community Council**

There were a number of small corrections needed.

**4. Decision on communication plan to village regarding MUGA project**

The Chair asked the members of the public present if they had any questions or points to make. There were a number of points regarding who would guarantee income if the income projection was not met, VAT implications, Corporate Governance, implications of flooding on insurance and the full Council meeting.

It was confirmed that once the finalised business plan and grant application was received by the Clerk it would be uploaded to the website. There would also be posters/social media notices regarding the availability of the documents. It was asked that all comments/questions members of the public wished to make were made in writing to the Clerk so that the Council have time to consider them before the meeting.

**5. Discussion and decision on proposal of how monies for MUGA project be controlled going forward**

Questions on this had already been covered previously in the meeting, and it was confirmed that VAT implications would have to be carefully considered. The Clerk confirmed she had contacted a specialist accountancy firm to request input on this.

The meeting was closed at 8.05pm.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

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

**Minutes of the Churchyard Sub-Committee Meeting held at 6pm on Wednesday 12<sup>th</sup> July at St Peter's Churchyard, Peterston super Ely**

**Present:** Cllrs I Pearson, D Moody-Jones and P Cadwalladr

**Also Present:** None

**Apologies** Joanna Howell (Clerk to the Council)None

**1. Election of Chairperson**

It was proposed that Cllr I Pearson be elected as chairperson.

**2. H & S Test of graves**

A walk around the churchyard was undertaken and wobble test completed on all graves.

**3. Maintenance Check**

The following items of required or recommended maintenance were noted some of which have been included already in the planned maintenance of the community council.

1. Cement on lychgate hinges loose on one side and in need of top up on other. Rust on angle iron on roof truss needs to be removed. Metalwork on roof trusses could do with painting.

Evidence of woodworm at high level on one piece of roof. (Just inside on right.)

2. Hedge requires cutting and extra hedge needs to be removed just inside lychgate to allow better access to pathway.

3. Crab apple tree. Needs ivy removed and thin out. Autumn work.

4. Rear gate East side needs painting.

5. Shed door needs a coat of preserver.

6. Hedge by East gate needs cutting

7. Ash tree needs to be removed by gate DMJ to organise.

8. Virginia creeper to rear wall of shed and roof needs a cut back. Householder needs to be contacted (Mrs Thompson and Mr J Barnes.) to ensure that they are happy for us to do work here.

*AP Clerk to check.*

9. Two Ash trees need to be removed on East side and roots killed

10. Hedgehogs (Yew Bushes) need to have dead wood and snags removed. Also weeds etc removed from base.

11. One tree to rear of the church has Ivy growth that needs to be removed.

12. Various wall top stones are loose and need to be re-fixed.

13. Bocket Grover grave to the rear needs clearance.

14. Hedge running from bell tower to front door requires a trim.

15. Two graves (Previous Rectors) require weed killer and the removal of broken ironwork.

16. All external lighting was checked and all in order.

17 Pathways checked over and noted that they may require a solution of light bleach (or similar) to remove winter slippery growth.

18.Grit bin checked and in order.

19 Pathway to rear (from Vestry path to Bench/internment area) to be considered subject to suitable cost.

20. Clerk to follow up BBC reinstatement of mock grave. *AP Clerk to follow up*

Some of the items identified will be carried out by working parties yet to be agreed. DM-J agreed to raise with PCC various items relating to St Peters church. (Growth on walls and painting of Notice board)

There was no other business the meeting closed at 7.00pm

Chair \_\_\_\_\_  
Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Ordinary Meeting held at 7.30pm on 13<sup>th</sup> July 2017 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Ian Pearson (Chair), David Moody-Jones (Vice Chair), Pat Cadwalladr, Abigail Phillips, David Field, Diana Powell & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council) and CC Michael Morgan

**Apologies:** PCSO Dan Rees and Cllr Kate Hurley

The Chairman welcomed everyone to the meeting. Apologies had been sent by Cllr Hurley due to a family medical emergency.

At this point the Chairman expressed his sorrow at hearing about the deaths of ex Councillor Tony Williams and his wife Faye, the Council wished to send their thoughts to the family.

#### **57 Police Matters**

PCSO Rees had sent his apologies but had sent the Clerk a Police Report. There had been three crimes in the last month, the break in at The Three Horseshoes, a stolen plant pot at Gwern y Steeple and criminal damage to a fence. The Chairman stated that PCSO Rees had been in the village a number of times during the last few weeks on patrol and attending a school event.

#### **58 County Council Matters**

CC Morgan reported that he was investigating the provision of care and availability of quality accommodation for the elderly in the Vale villages.

He also explained that he had been advised that the Welsh Government had allocated £60k to investigate the improvement of roads around the Sycamore Cross junction, and explained that what might have been seen in the press about a possible project to improve the road from the M4 junction 34 to Cardiff Airport was related to this. CC Morgan had been ensured that he would be included in all discussions/consultations by the Vale Council into the road system around this area.

#### **59 Public Session**

There were a large number of public present but no one wished to speak.

#### **60 Matters arising from Public Session**

None

#### **61 To consider previously circulated MUGA Business plan and Welsh Government Grant Application in order to decide whether to approve grant application for submission.**

At this point Cllr Phillips declared an interest in this item, due to her previous involvement in the development of the grant application and work with the project team. Cllr Phillips then left the room.

It was explained that going forward Cllr Phillips would be only acting as any other Councillor in regards to the MUGA project and any of the detailed decisions that would need to be approved by the Council going forward, her declaration of interest therefore only relating to this item.

*AP Clerk to update declaration of interests schedule*



There was a discussion regarding the feedback and critical challenge that had been received from the public and an acknowledgment of the strong personal feelings that this issue had raised.

The history and purpose of the memorial fields was also raised.

The Chairman explained that ideas around the issues of parking and traffic were already being looked into by the Council.

The length of time to consider the business plan given its complexities was also raised.

At this point Cllr Pearson made the following proposal: - That the Chairman be instructed to sign the application form to the Welsh Government Rural Communities, for a grant of £128,000 towards the costs of the proposed development of Peterston super Ely 'Multi Use Games Area' without the supplementary schedules and appendices. That the application be submitted online together with the schedule showing the project Capital Cash Flow of the project. That the application form be accompanied by a letter indicating that the various schedules and appendices would follow in due course. That the application be concluded on Monday 17<sup>th</sup> July 2017 for submission on Tuesday 18<sup>th</sup> July 2017. Further that the various schedules and appendixes as amended are to be agreed by the Chairman, Chairman of the MUGA Sub Committee and its members before submission. This is to be concluded at the earliest opportunity.

This proposal was seconded by Cllr Field and was agreed unanimously by a show of hands. It was RESOLVED to submit the Welsh Government Rural Grant application for the MUGA and associated cashflow document.

At this point Cllr Phillips re-joined the meeting.

It was agreed that the Clerk would organise a monthly meeting of the MUGA Subcommittee starting in August. The August meeting would be primarily to consider what additional decisions needed to be made by the Council in relation to the project and where applicable any budget considerations, as well as determining possible solutions to what has been raised by the public.

The Council also decided that should the grant application be successful a public meeting would be held later in the year to show the village the plans for the MUGA and details of how the project and later the facility would be run.

## **62 To consider report from Community Action Planning Committee re methods of community action planning**

Cllr Powell presented the key points from the previously circulated committee meeting minutes. She indicated that she would raise with the school the possibility of their involvement and that the Clerk would put together the questionnaire during the summer for this Council's approval. Cllr Phillips raised that it would be useful to meet with Phil Chapel from CRC re funding possibilities once priorities had been determined and that a landscape plan could be considered. It was also indicated that the Council would prefer for a hard copy of the questionnaire to be delivered to each property not to just specific areas.

*AP Clerk to produce draft questionnaire*

*AP Cllr Powell to speak to school about pupil involvement*

## **63 To consider previously circulated maintenance plan proposed by Maintenance Plan Committee**

The previously circulated maintenance plan was discussed and the areas that required additional budget highlighted. It was proposed by Cllr Thomas and seconded by Cllr Cadwalladr that the following additional budget be authorised: -

- £750- Pathway in Church
- £500- Refurbishment /new picnic benches in playground
- £250- School Signage

The budget increase was agreed by all.  
*AP Clerk to make changes to budget*

Cllr Pearson also indicated that the memorial bench had been damaged by vandalism however this had now been repaired by two volunteers.

Cllr Moody-Jones raised the subject of the SSSI at the riverbank and was concerned on how it was cut. After a discussion on the implications of SSSI it was agreed that another meeting with an NRW officer would be very useful.

*AP Clerk to arrange meeting with NRW Officer*

Cllr Pearson then referred the Council to the draft changes to the financial regulations suggested by the maintenance committee. These were reviewed and Cllr Thomas proposed they were accepted, this was seconded by Cllr Phillips.

*AP Clerk to update financial regulations*

#### **64 To receive the minutes of the full Council Meeting held on 12<sup>th</sup> June 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 Thomas and seconded by Cllr Pearson that the minutes be accepted. A set of minutes was then signed as a true and accurate record by the Chairman.

#### **65 Matters Arising from these minutes**

Point 51.4 – Network Rail cutting of hedge – *AP Clerk to chase again*

Point 55.4 – Verge on Station road has been cut but the path is still much narrower than it used to be – *AP Clerk to report to VoG to try and get whole path restored.*

Point 56 – Cllr Thomas has had a quote for £200 to remove and restore the steps from the path to the main road opposite the bus stop. It was agreed that this was a hazard and so the work could go ahead.

*AP Cllr Thomas to arrange work*

#### **66 Clerk's Report**

The following matters were discussed from the Clerks report: -

Change of date of September meeting – It was agreed to change the date of the September meeting to Wednesday 20<sup>th</sup> September 2017

*AP Clerk to advertise change of date*

GVS Meeting – There was a brief discussion regarding the funding pots available.

#### **Finance**

Current balance as at 05/07/2017 of CB= £18,261

Cllr Thomas proposed the following payments were approved this was seconded by Cllr Moody-Jones

##### **PAYMENTS (incl VAT)**

12-Jun	refund -Jo Howell - Set of printer cartridges	805	29.96
16-Jun	Hall hire committee meetings	806	30.00
28-Jun	Vale of Glamorgan - Playground inspections	807	209.24
30-Jun	Jo Howell - Clerk June Salary	808	443.33
30-Jun	Arborwood Tree Care - Playing Fields tree work	809	690.00
10-Jul	Elyas the handyman - replace broken timber in riverbank fence incl materials	810	50.00
13-Jul	Clearance along riverbank and verge	811	312.00

13-Jul June Grass Cutting Churchyard - Priory Landscape 812 588.33

The following receipts were reported

#### RECEIPTS

12-Jun	Interment Fee - Marjorie Shanahan	650.00
16-Jun	VAT Reclaim	101.67
29-Jun	Use of Playing Fields	50.00

Cllr Field confirmed he had reviewed and approved the June Bank reconciliation and signed the reconciliation to show review.

The Clerk had previously circulated a budget analysis for the quarter ended 30<sup>th</sup> July 2017. This was discussed and the changes in budget as suggested by the Clerk were approved, this involved Churchyard income already received that had not been budgeted.

*AP Clerk to change budget*

### 67 Planning Matters

The following planning matters were discussed: -

17/3171492 The Piggery, Logwood Hill, Peterston Super Ely – APPEAL – No decision on this had yet occurred.

2017/00466/FUL Jubilee Fields Campsite, Peterston Super Ely

Erection of toilet block, installation of septic tank and formation of new vehicular access to the site Cardiff And Vale Area Scout Council

There was a discussion of the campsite application and how it affected access. The Council agreed that a comment should be made at how badly presented the plans were which made it very difficult to fully assess their impact. However, it was agreed that overall the changes would probably improve access to the campsite.

*AP Clerk to comment on plans*

A resident had also complained about the fact two caravans were on a local field and appeared to be being lived in.

*AP Clerk to report to planning department*

### 68 Correspondence

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

### 69 Councillors Reports

The Chair ran through the previously circulated Councillors reports.

Cllr Moody-Jones provided a report on the recent Community Liaison meeting he attended. He reported that there had been discussions relating to the Police and the highways plan. He wished to feed back to the Vale that he felt this meeting was for liaison between the Council officers and the County Councillors, and that input from the Community Councils was not taken seriously.

*AP Clerk to report back to Chair of Community Liaison*

Cllr Pearson had previously reported a sign out of alignment near the vicarage.

Cllr Pearson reported that the Churchyard Committee had met the previous day and the minutes had been previously circulated. The Committee had performed a 'wobble test' and a full walk around. The minutes included a comprehensive list of work to be completed most

of this would be done by volunteers, however the Clerk had instructions for the contractor.  
*AP Clerk to query with BBC reinstatement of grave*

Finally, the Chairman asked the Council to consider over the summer if they felt it would be appropriate to mark the end of WW1 in some way during 2018.

## **70 Health & Safety Matters**

Cllr Pearson reported the damage to the tarmac on the pathway where the car had damaged the fence. *AP Clerk to report to VoG Council*

There being no further business the meeting closed at 9.35pm. The next meeting will be held on Wednesday September 20<sup>th</sup> 2017

Chair \_\_\_\_\_  
Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the MUGA Sub Committee Meeting held at 7.30pm on Monday 4<sup>th</sup> September at Peterston super Ely Church & Community Hall**

**Present:** Cllrs A Phillips, D Field, H Thomas, K Hurley and Mr D Lewis, Mr R Bailey and Mrs V Adams

**Also Present:** Joanna Howell (Clerk to the Council),

**Apologies:** Mrs G Jones

#### **1. Review of Minutes**

There were no points to raise on the minutes from the 20<sup>th</sup> June 2017 Sub Committee.

#### **2. Dates of Meetings to be arranged**

It was agreed to meet on the Wednesday of the first week of the month at 8pm in the committee room of the hall, no meeting in December.

*AP Clerk to arrange bookings for the remainder of the financial year*

#### **3. Discussion and approval of the business plan in order for formal sign off at the September Community Council ordinary meeting**

There was a discussion regarding the relationship between the Tennis & Sports Club and the Community Council. It was confirmed that the understanding was that there would be a lease between the two groups and there would be a level of due diligence by the Community Council on the structure and financial matters of this group.

As such it was confirmed that the Community Council need to be content that the organisational structure of the Tennis & Sports Club is financially and legally sound to enable the successful operation of the facility and to fulfil the future lease agreement. The Community Council should not be in control of other organisational issues such as the name of the club, makeup of the committee etc. as the club will be independent of the Community Council

It was felt that the current group of volunteers were now in a position to be set up as a Tennis & Sports Club and that this would be beneficial for the Community to see and for the other grant applications. Also, it was felt that it would be beneficial to have a member from each of the sports clubs who had already confirmed they would use the facility.

Regarding the business plan it was felt by the Councillors present, that the business plan was there to convince the Community Council that the Tennis & Sports Club was viable and hence for them to provide a lease, not something that needed to be formally signed off by the Community Council. It was felt that the current plan was more of a feasibility study and actually could be stripped back in order to provide a business plan that the Tennis & Sports Club could work towards.

It was confirmed that the figures had been reviewed by an accountant and he did not have any queries regarding these. However, there would be a further review of some of the assumptions by the Tennis & Sports Club committee.

There was a discussion regarding the technicalities of the effect of standing water on the surface.

The group needed to make a final check of the budget costings to ensure all aspects of the capital costs for delivering the project have been fully considered and the risks of additional costs being incurred are avoided.

There was a discussion regarding the required water demand which was actually felt to be minimal, with a once a year deep clean and an increased use of the toilet. It needed to be clarified by Notts Sports on what pressure would be needed for the annual deep clean.

Regarding the pathway in the field it was agreed that although this might not be an actual requirement, it was felt that it would be necessary. However, the issue of how to light would need to be looked into and there was a discussion regarding different possible surfaces.

Project Management was discussed and it was identified that Notts Sports would be the project manager, and so any issues or complaints to the Community Council would need to be identified with Notts Sports and not directly with the contractors.

Cllr Thomas was going to look into the type of lease that could be set up. There was also a discussion around whether a lease would be the type of agreement needed or more a management agreement, especially as a management agreement may reduce the insurance costs etc.

**4. Discussion and approval of the specification of MUGA**

This item was deferred to the next subcommittee meeting.

**5. Discussion and approval of proposal for finance control of project**

After a short discussion regarding the split of the monies raised by the playground group and the MUGA group it was agreed that the Clerk, Cllr Pearson, Mrs G Jones, Mr R Bailey and Mrs V Adams would discuss this and report back at the next MUGA Sub Committee. Once the discrepancy in the split has been resolved then the Playstation account would be transferred over to Mrs G Jones as treasurer of the Tennis & Sports Group.

*AP Clerk to provide all with details and arrange meeting/discussion*

The Clerk confirmed that all monies relating to the Capital part of the project would need to be in the Community Council account. It was agreed that once the capital part of the project was completed and signed off and all VAT reclaimed if there was any underspend, these monies would be transferred to the Tennis & Sports Group wherever possible i.e. if relating to an underspend of grant monies they would be returned to the grant provider.

*AP Clerk to ensure this is as agreed as a formal resolution at the next Community Council meeting*

**6. Discussion regarding scope of memorial fields re whether for PsE or other villages also**

After a short discussion regarding the old documents found it was agreed that the MUGA be described as a local facility for the local people of Peterston and the neighbouring villages.

**7. Discussion and decision needed of process for additional grant applications**

The Sports Wales grant has been registered for but not yet submitted, so this will be done as soon as possible. This will go in from the Community Council and therefore will be completed by Cllr Phillips and need to be reviewed and formally approved by the Community Council, probably at their October meeting.

A number of other grants had been identified, it was felt that further down the line the VoG Council could be approached as they had previously been helpful in helping to identify grants.

A number of individuals had also expressed that they would like to 'sponsor' part of the facility.

**8. Update on the Welsh Government Grant**

There had not so far been any questions or further information requests from the Welsh Government.

The meeting was closed at 9.10pm. The next meeting will be at 8pm on Wednesday Oct 4<sup>th</sup> in the committee room of the large hall, Peterston super Ely Church & Community Hall. Mrs V Adams gave her apologies for that meeting.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

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

**Minutes of the Ordinary Meeting held at 7.30pm on 20<sup>th</sup> September 2017 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Ian Pearson (Chair), David Moody-Jones (Vice Chair), Pat Cadwalladr, Abigail Phillips, David Field, Diana Powell, Kate Hurley & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council) and CC Michael Morgan

**Apologies:** PCSO Dan Rees

The Chairman welcomed everyone to the meeting.

**71 Police Matters**

PCSO Rees had sent his apologies but had sent the Clerk a Police Report. There had been one crime during the month with a break in to a garage. Also, PCSO Rees had conducted a speed survey during August at various points in the village, however there was no one recorded as travelling over 30mph.

Cllr Pearson confirmed he had reported some young people smoking in the school grounds over the summer holidays.

**72 County Council Matters**

CC Morgan confirmed he had met with Inspector Smart, PCSO Rees and PC Goulding the previous week. He has arranged that he will meet with them each month and will pass to the police any observations from each of the Community Council's he covers and information from the police to the Community Council. So, if the PCSO can't attend a meeting, then CC Morgan can update the Council.

CC Morgan also wanted to highlight the Consultation on the M4 – Cardiff Airport link study. He went to a workshop last week in the Vale Council, they didn't have any definite information, however they are considering roads that go to the west/east of Pendoylan, and both new roads and improving existing roads. However, he did not feel that they have considered the effect on the neighbouring villages, he wants to make sure that any increased traffic effect is considered. He urges people to attend the consultation and make it clear to the Vale that they must take into account the traffic effects. At this point the Councillors had a discussion around their take on the plans after attending the private Community Council Consultation, there were no further steps to take at the moment.

CC Morgan also reported that he had been contacted by a villager regarding the safety of the Pont Sarn Crossing, he would take this up with Network Rail. He had also received a complaint about the proposal to place a small car parking area on the playing fields, however he was aware that was now out to consultation.

**73 Public Session**

There were no members of the public present.

**74 Matters arising from Public Session**

None

**75 Discussion regarding M4-Airport Access scheme consultation and next steps**

This had been covered in the Community Councillor agenda item. Point 72 above.



**76 Discussion regarding the grants from CRC and VoG Council Grant**

The Clerk confirmed that a stage 1 application had been submitted for the CRC Community Spirit grant. Cllr Pearson and the Clerk would be attending a workshop on this in October. The Clerk then explained the new VoG Council grant which was all of their available grants in one pot. She encouraged the Council to spread the word about this grant to village groups and also once the Consultation results were received to start thinking about possible projects to apply for.

**77 Update from MUGA Sub Committee from Cllr Thomas (minutes previously circulated) and also proposal for control of capital monies in relation to the project**

Cllr Thomas provided a summary of the meeting. He confirmed the Sports & Social Group are working on getting set up as a formal group. He was able to confirm that a local solicitor had been approached and was happy to set up the lease between the Community Council and the Sports & Social Group when appropriate. It was mentioned that the importance of this lease was to make it clear who was responsible for what in terms of maintenance. Cllr Thomas also talked about the plans for screening of the MUGA.

At this point Cllr Pearson explained that in 2015 the PlayStation bank balance was split into the monies that related to the playground project and those that relate to the new MUGA project. Those that related to the playground project were moved into the Community Council account in order to be used for future playground maintenance. Those who organised the MUGA fundraising believe that some of the monies relating to the MUGA were actually included in the PlayStation monies. Hence, they have asked that monies relating to two events be returned to the MUGA account, the total is £395.92.

After consideration Cllr Thomas proposed that these monies were transferred back to the MUGA account, this was seconded by Cllr Hurley and agreed by all. A cheque was then drawn up for this and signed by two signatories. The Clerk confirmed that she would now pass on all the MUGA finance and accounts to Gill Jones who was treasurer of the Sports & Social Club.

Cllr Pearson went on to clarify that all capital monies in connection with the MUGA project would be paid into the Community Council account and thus strictly controlled under the Council's financial regulations.

**78 Update from playground Sub Committee and /or village maintenance committee regarding the playground equipment and picnic benches**

Cllr Pearson provided the update, the benches in the playing fields would be looked at and repaired/replaced where necessary. Also, volunteers had agreed to provide two new benches for the playground, and this Community Council would just pay for the materials. Cllr Thomas would also request a quote for a new permanent bench at the newly cleared area of the riverbank.

Cllr Moody-Jones confirmed that he would look at the trees around the playground and report back at the next meeting.

The Clerk confirmed they were still waiting for the new zip wire part but that the Vale were hoping to fit it within the week, whilst they were out doing this they would then look at the mound.

**79 To consider and approve previously circulated public consultation questionnaire and also discuss methods of communication with the village including regular newsletters**

The Chair thanked the Clerk for her work on this. A number of changes were suggested and made to the questionnaire. It was agreed that this would be printed and circulated the following week and also a number would be brought to the October market, and any councillors who could attend could encourage its completion then. The Clerk confirmed she would circulate the electronic link via the usual sources.

**80 To consider the wording of plaque for memorial fields (draft pre-circulated)**

Due to the constrictions of the FIT plaques it was agreed to get a quote for one privately, with the wording 'IN MEMORY OF ALL WHO SERVED'. *AP Cllr Thomas to get quote*

**81 To consider proposal for specific projects previously suggested i.e. Car park in the memorial fields, shelter by white bridge, road safety scheme at white bridge and Churchyard pathway including public consultation and financial implications**

This item would be deferred till the November meeting when the questionnaire consultation responses would be known.

**82 Consideration of membership of Community Action Planning Committee**

Cllr Pearson proposed Cllr Field to join this committee, this was seconded by Cllr Hurley and agreed by all.

**83 To receive the minutes of the full Council Meeting held on 13<sup>th</sup> July 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 Thomas and seconded by Cllr Moody-Jones that the minutes be accepted. A set of minutes was then signed as a true and accurate record by the Chairman.

**84 Matters Arising from these minutes**

Point 65.1 – Network Rail cutting of hedge – They had reported to Cllr Pearson that this would be done.

Point 65.2 – Verge on Station road has been cut but the path is still much narrower than it used to be – *AP Clerk to report to VoG to try and get whole path restored, copying in CC Morgan*

**85 Clerk's Report**

The following matters were discussed from the Clerks report: -

Advertising of location of defibrillator -It was recently found that there were a number of people who did not know the location of the defibrillator – *AP Cllr Moody-Jones agreed to produce posters for throughout the village.*

Parking in front of playground gate -The contractor who cuts the playing fields has reported that a few times he has been prevented from accessing the playing fields due to cars parked in front of the gate. There was a recent instance where medical attention was required for someone on the playing fields and so it is very important that the gate isn't blocked. After a short discussion, it was agreed to speak to the VoG Council about getting yellow cross hatching to full width of road at field entrance. *AP Clerk to write to VoG Council.*

Wreaths for Remembrance Service -It has been suggested that the Community Council might wish to obtain a wreath to be placed during the memorial service on Remembrance Sunday and encourage other village groups to also do so. This was agreed as an excellent idea and Father Martyn had agreed also. *AP Clerk to purchase wreath for Council and also encourage other groups*

Salt Bins – It had been confirmed by the VoG Council that an inspection of the Salt Bins would take place shortly.

Community Chest Grant -The Council discussed the proposal to submit a grant application to Sports Wales in order to attempt to set up a new Tai Chi group in the hall. The grant would be for hall and instructor fees for a number of months until the group is established. The Council agreed that the Clerk could draft a grant application for this. *AP Clerk to work with Tai Chi instructor to draft grant*

## Authority for expenditure needed

The following expenditure was authorised and cheques signed by two signatories

10-Jul	Elyas the handyman - replace broken timber in riverbank fence incl materials		
	810 50.00		
13-Jul	Clearance along riverbank and verge	811	312.00
13-Jul	June Grass Cutting Churchyard - Priory Landscape	812	588.33
02-Aug	J Shapland	813	198.00
02-Aug	Refund H Thomas - Concrete for playground work	814	9.26
02-Aug	J Howell-July Salary Clerk	815	431.52
02-Aug	OVW Induction training -Cllrspowell/hurley/phillips	816	70.00
02-Aug	Darren Meyers - Grass Cutting Playing fields June & July. Strimming station road		
	817 384.00		
31-Aug	Jo Howell- Aug Salary Clerk	818	176.12
05-Sep	July & Aug Church Grass Cutting	819	1176.66
07-Sep	Booking of Hall for MUGA Sub Comm	820	67.50
20-Sep	Replacement for lost cheque number 806	821	30.00
20-Sep	Transfer to MUGA Account	822	395.92

Cllr Field confirmed he had reviewed and approved the July and August Bank reconciliations and signed the reconciliations to show review.

## 86 Planning Matters

The following planning matter was discussed: -  
2017/00944/FUL (SZ)-: Kailily Farm, Pont Sarn Lane  
New entrance into field, no change of use needed

The Council did not wish to comment on the application.

## 87 Correspondence

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

## 88 Councillors Reports

The Chair ran through the previously circulated Councillors reports, there were no additional actions or comments.

Cllr Thomas wished to send a final letter to the VoG Council regarding the subsidence at Glanafon, indicating that their continued lack of response and action means they must be taking responsibility for any incidents that occur. *AP Clerk to write to VoG Council*

The state of the railway bridge was mentioned. *AP Clerk to write to Network Rail to report rusting*

## 89 Health & Safety Matters

The guttering on the shed in the Churchyard has come lose. *AP Clerk to arrange fixing*  
The Chairman asked Councillors to insure to look out for any matters in their areas.  
There being no further business the meeting closed at 9.05pm. The next meeting will be held on Monday 9<sup>th</sup> October at 7.30pm.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Ordinary Meeting held at 7.30pm on 9<sup>th</sup> October 2017 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Ian Pearson (Chair), Pat Cadwalladr, David Field, Diana Powell, Kate Hurley & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies:** Cllr David Moody-Jones (Vice Chair), Cllr Abigail Phillips, PCSO Dan Rees and CC Michael Morgan

The Chairman welcomed everyone to the meeting.

#### **90 Police Matters**

PCSO Rees was not present and had not sent a crime report. The Council were aware that there had been one report to the police from a resident who was verbally abused at the sycamore cross junction.

#### **91 County Council Matters**

CC Morgan had sent his apologies.

#### **92 Public Session**

There was one member of the public present. The member of the public wished to raise a number of matters.

- His support for a shelter at the white bridge for the young people who have to wait for the school bus there. He knows the Council have been aware of this and is part of the questionnaire. He stated that the Council had an obligation to include the young people of the village into the communication around the consultation. He saw in the Community Action Planning committee minutes that there would be a meeting for young people with the Council, he enquired when that would be?
- Car park on the playing fields – He believes that the information in the recent Council newsletter resulted in a perception that the project for the car park had already been agreed, when it had not. He stated that the agreement with Fields in Trust meant that the car park could not occur without their permission and without providing alternative land. Also, he enquired if this was actually for the benefit of those that use the hall and Church rather than for those using the playing fields.
- Proposed pathway in Churchyard- Again he felt that there was a perception that this project had also been agreed when it had not. He believes that the Council although responsible for maintenance would probably not be within their limits to provide improvements. He also believes the Council should look into returning the Churchyard responsibility to the VoG Council. Part of this issue was that a lot of money was spent on the Churchyard, whilst for example Croes y Parc Chapel did not receive money from the Council for their Graveyard.
- He stated that the Council should ensure they had three people on each committee as they were not complying with their standing orders.

#### **93 Matters arising from Public Session**

In response to some of these matters the Council agreed the following: -

- The Clerk would use electronic and paper means to try and ensure the young people of the village know they can complete the Community Action Planning questionnaire also.

- The Council would consider whether a separate meeting for young people was possible and the best way to do this.
- The Clerk to ask for a 'table' at the School Stakeholder Evening to discuss the Community Action Plan with parents and children
- The Chair would remind Croes y Parc Chapel that like all groups in the village they can apply for grants for help with maintenance of the graveyard
- The Council would look at the membership of all their committees and sub committees.
- The Chair would pass on the details of a CIW legal representative to the Clerk. Clerk to confirm if a 'new' pathway would be covered by 'maintenance' power. Also, to query the responsibility for the Churchyard and if could be transferred if thought preferable.

**94 Update from Village Maintenance Committee after meeting with NRW re riverbank**

The Chair reported that after the meeting the Committee had asked NRW to produce a plan relating to SSSI and the sites of the wildflowers. This has been received by the committee and Cllr Moody-Jones is going to produce a draft maintenance plan for the riverbank which he is going to be considered by the Village Maintenance Committee and will be brought forward to this Council to approve. *AP Clerk to consult with Cllr Moody-Jones about plan.*

**95 Discussion over use of Phonebox in the village**

The Chair explained that the Phonebox was purchased from BT for £1 and the previous council considered a number of options for its use. A number of different options were discussed, however there was nothing obvious that could be done with it, however at least at the moment it would be well maintained. The Clerk had placed signs on the Phonebox to explain where the defibrillator was. *AP Clerk to source defibrillator signs for elsewhere in the village*

**96 Discussion and decision needed on Christmas Lights and Tree**

The Chair explained that in previous years the Christmas tree was set up by the garage, and paid for by this Council out of the Christmas grant, the Christmas lights are currently held by him. He wished to suggest that a tree be put more in the centre of the village opposite the shop. An alternative was in the past it had been in the grounds of the BT exchange grounds. It was felt it was important to consider the evening that was normally held for the 'lighting' of the tree and that its position at the garage made this evening possible. *AP Clerk to start organising the Christmas Lighting event*

**97 Update from Cllr Powell re Governors Meeting**

Cllr Powell discussed the road safety issues that had been raised at the meeting and also the stakeholders meeting on 22<sup>nd</sup> November. *AP Clerk to arrange for 'stall' at the stakeholder event*

**98 Discussion of Newsletter communication with the village**

The Chair explained that the newsletter was written primarily to ensure that people had correct information regarding the MUGA project. He felt that a newsletter was helpful perhaps once or twice a year, when there are issues to explain e.g. When MUGA project has progressed, once the Community Action Plan had been decided etc. The Council felt that this was a sensible option.

**99 Discussion and decision re response to consultation about review of community and town council sector in Wales**

The Chair asked for comments on the previously circulated information. There was a discussion around this and it was agreed that Cllr Field would draft a response to be reviewed in the November ordinary meeting.

**100 Discussion and decision needed on how this Council wishes to progress its financial obligations including internal audit review**

The Chair explained the need for the review of the internal audit. He explained that he would meet with the internal auditor and had already read guidance on this supplied by the Clerk and OVW. Cllr Thomas proposed that a finance committee be set up in order to draft recommendations on the review of internal audit, the budget, the precept, the internal audit report and any other financial matters. Cllr Thomas proposed that Cllrs Moody-Jones, Pearson and Field were members of the committee, this was seconded by Cllr Powell and agreed by all.

*AP Clerk to organise the requirements of the Finance Committee and arrange the first meeting.*

#### **101 Discussion and decision needed on comment to IRPW draft report on Councillors expense – previously circulated**

The Chair referred to the previously circulated report and summarised the key proposals. There was a discussion around the report and it was felt that it was important that there was an opt out clause for any funds, and that any non-expense payments would not be welcomed by the public. *AP Clerk to comment on the draft report*

#### **102 To receive the minutes of the full Council Meeting held on 20<sup>th</sup> September 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 Cadwalladr and seconded by Cllr Field that the minutes be accepted. A set of minutes was then signed as a true and accurate record by the Chairman.

#### **103 Matters Arising from these minutes**

Point 72 – M4 -Airport Study - Cllr Field had asked the Vale Council about the next steps for this study – he was told there would be another stakeholder meeting soon. *AP Clerk to enquire of CC Morgan if he knew when this meeting would be*

Point 77 – MUGA - Clerk confirmed there was a MUGA Subcommittee on the 8<sup>th</sup> November.

Point 78.2 – Playing fields - *AP Clerk to speak to Cllr Moody-Jones about the playground trees. AP Clerk to arrange for chippings under the kissing gate and playground*

Point 78.3 –Playing fields - Zip wire had now been received by VoG Council and should be fitted this week

Point 79 – Cllrs Field and Hurley confirmed they were attending the village market to ask people to complete the community action plan questionnaire.

Point 85.2 – The Clerk confirmed she had send a letter to the VoG regarding the highways issues raised in the previously minutes but had not yet had a response. *AP Ask CC Morgan to help chase this matter*

Point 85.3 – Remembrance Sunday service - *AP The Clerk confirmed she had ordered the wreath and would chase the other groups around whether they would also like to take part.*

#### **104 Clerk's Report**

All matters on the report had already been discussed other than finance.

The following expenditure was authorised and cheques signed by two signatories

20-Sep	Replaced Chq no 806 as cheque lost	821	30.00
20-Sep	Transfer to MUGA Account	822	395.92
21-Sep	PSE Hall - Community Action Planning Public Meeting	823	15.00
25-Sep	Joanna Howell-Refund of Wreath and Hotmail Upgrade	824	34.99
29-Sep	Hywel Thomas - Refund paper for questionnaire	825	22.47
30-Sep	VOID	826	
30-Sep	Jo Howell- Sept Salary	827	366.02

Cllr Field confirmed he had reviewed and approved the September reconciliation and signed the reconciliation to show review.

The Clerk referred the Council to the previously distributed budget analysis. The following changes to the budget were proposed and agreed by the Council.

- Add to grants lines in income and expenditure, the MUGA Grant
- £100 increase in hall hire line to reflect increase in hire for committee /public meeting
- £1,000 increase in Clerk's salary line to reflect increase in work due to additional committee meetings, MUGA projects, CAP project etc.

*AP Clerk to make changes to the budget*

*AP Clerk to chase Vale Council on election costs recharge*

In terms of the riverbank work line, the Council agreed to wait for Cllr Moody-Jones maintaince plan to see if budget figure needed to be changed.

#### 105 Planning Matters

The following planning matter was discussed: -

2017/00782/FUL - Lynton, Tredodridge- New Stable Block

2017/00967/FUL (YP) Maes y Ward Farm, Bonvilston-: Construction of new access track

The Council did not wish to comment on either application.

#### 106 Correspondence

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

#### 107 Councillors Reports

The Chair ran through the previously circulated Councillors reports, there were no additional actions or comments.

Cllr Thomas raised the point regarding the manhole outside the Croes y Parc Chapel, he believes that the manhole cover is not appropriate and provided details to the Clerk. *AP Clerk to report to Vale Council*

*AP Clerk to ask school to cut their hedge and also arrange for the obstructed 30mph sign to be cleared.*

#### 108 Health & Safety Matters

There were no matters raised.

There being no further business the meeting closed at 9.40pm. The next meeting will be held on Monday 13th November at 7.30pm.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Community Action Planning Committee Meeting held at 9.15am on 26<sup>th</sup> October at Peterston super Ely Church & Community Hall**

**Present:** Cllrs K Hurley, D Powell and D Field

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies** None

#### **1. Review and approval of minutes from June meeting**

The previously circulated minutes were agreed as approved as accurate by all.

#### **2. Review of results of community action planning questionnaire – pre circulated**

The results of the questionnaire were reviewed. Key themes were discussed. It was agreed that the Clerk would provide some further analysis in order to pull out all the key themes and quantify how much they are referred to.

All specific projects that had been raised by respondents would also be pulled out for further discussion.

The Clerk would then provide the results to the Community Council in advance of the November meeting, and identify any other organisations that matters can be reported to e.g. CRC and Village Hall.

#### **3. Discussion of method of drafting of community action plan**

Cllr Field then referred to his previously circulated draft objectives. These were discussed and agreed as a good starting point, these would then be referred to the main Council for approval.

#### **4. Discussion of community action planning meeting to include decisions on content, method of facilitation, advertising etc.**

The Clerk provided an update from the Creative Rural Community meeting she attended, which included a report back from a consultation meeting that had been held in Ystradowen Village Hall. This involved an external facilitator and people working in groups. This was agreed as a good idea and it was suggested that groups could investigate solutions for key themes such as Traffic/Roads, Elderly, Young People. An additional sheet could be up there for ideas, volunteers for a Peterston Festival. The key themes of the questionnaire could be presented at the start of the meeting as well as a brief explanation of the new grant process.

*AP Clerk to source an external facilitator if possible*

The Clerk confirmed the meeting had been booked in the small hall and she would get hold of required materials e.g. Flipchart, Pens etc. and also refreshments.

*AP Clerk to advertise the planning meeting using the web, social media, posters, email lists etc.*

#### **5. Discussion of potential planning activity for young people**

It was agreed that Cllrs Hurley and Powell would attend the Stakeholder Event meeting at the school in order to get information from the pupils and parents present. The committee would also like to raise with the Community Council on whether a young person representative can attend Community Council meetings.

*AP To be discussed at November ordinary meeting*

The marketing for the action planning meeting would also state that young people are welcome.

#### **6. Discussion of feedback of community action plan with villagers**

It was agreed that the completed action plan report would obviously then be completed after the action planning meeting, and made public via the Clerk, Web etc.

The meeting was closed at 10.25am.



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

**Minutes of the MUGA Sub Committee Meeting held at 8pm on Wednesday 8<sup>th</sup> November at Peterston super Ely Church & Community Hall**

**Present:** H Thomas, K Hurley, Mr D Lewis, Mrs G Jones and Mr R Bailey

**Also Present:** Joanna Howell (Clerk to the Council), 4 members of the public

**Apologies** Cllr A Phillips, Mrs V Adams and Cllr D Field

**1. Review and approval of minutes of subcommittee meeting held on 4th September 2017**

The minutes were reviewed and Mr D Lewis proposed their acceptance, this was seconded by Cllr Thomas and agreed by all.

**2. Review of the Sports Wales grant application (previously circulated) in order for it to be presented and approved at the November Community Council meeting**

The Chairman referred the Council to the email update from Cllr Phillips on the Sport Wales grant application. Once the draft had been received from Cllr Phillips this would be reviewed and put forward to the Community Council for approval.

A number of other grants were suggested as options, these could be used for additional items such as landscaping and smaller items of equipment: -

- Tesco Bags Scheme
- National Lottery
- Welsh Church Fund administered by the Vale
- Virador Credits Scheme

It was agreed that once it was known whether the Welsh Government Grant was approved these additional smaller grants could be looked into. These could also be used as a way of starting to build up a 'maintenance fund'.

*AP Clerk to produce a schedule of possible grants sources, this to be maintained by the Treasurer Mrs G Jones as an ongoing source of funding*

**3. Discussion and approval of the specification of MUGA– previously circulated**

In terms of the actual specification of the MUGA, nothing more will change until the grants are in the place.

**4. Update on the Welsh Government Grant**

There had been no update from the Welsh Government regarding their grant.

*AP Clerk to contact Welsh Government to get an idea of timing for decisions*

**5. Update on the investigations into a lease/management agreement by Cllr Thomas**

The Chairman reported that the local solicitor would be quite happy to prepare this lease.

**6. Update on the formalisation of the Tennis and Sports Club (TASC)**

The Chairman thank Mr Lewis for his previously circulated documents in relation to the formation of the TASC.

He felt that Sports Wales seemed a particularly helpful source for information on structures and constitutions.

There was a discussion around the risks and rewards of the TASC being an incorporated group as well as a charity or company or a really simple sports club structure. Due to risks being low

it was suggested that an incorporated charity would be suitable. If at any stage it was felt that incorporation was necessary then it could be applied for at a later stage. Information from the Community Council was that the TASC having a trustee structure would provide security on the maintenance of the MUGA and the continued existence of the TASC. It was important that the TASC didn't rely on the Community Council to fund the MUGA at a future date. There was a discussion that bodies can be trustees not just individuals e.g. as in the hall. A number of people were suggested as trustees and it was agreed that any assistance from the Community Council to suggest others would be helpful. It was important that any trustees are fully aware of the requirements of being a trustee. The subcommittee felt that there were enough people who would be willing to be trustees.

*AP Clerk to circulate document around roles of trustees*

There was a discussion on how the membership could be built into the constitution. It was discussed what officers were needed to be built into the constitution and how the local sports clubs should be brought into the management group.

*AP Clerk to ask the secretary of the hall for a copy of their constitution*

It was agreed that D Lewis would complete a draft constitution of an incorporated charity with trustees. He will circulate any questions that need to be answered in order to do this and bring a draft to the next meeting of this subcommittee.

*AP Clerk to agenda at the next meeting for discussion of this draft constitution*

Next meeting was agreed at 8pm on the 10<sup>th</sup> January 2017 and due to restrictions on the hall it will be held in the Chapel Hall.

The meeting was closed at 8.55 pm.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Ordinary Meeting held at 7.30pm on 13<sup>th</sup> November 2017 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Ian Pearson (Chair), Pat Cadwalladr, Abigail Phillips, David Field, Diana Powell, Kate Hurley & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council) PCSO Dan Rees and CC Michael Morgan

**Apologies:** None

The Chairman welcomed everyone to the meeting.

#### **109 Police Matters**

PCSO Rees reported that during October there were two crimes reported. One was for damage to a farmer's gate and one for a domestic violence incident. During November so far, there had been an outbuilding break-in and a dwelling break-in. There has been an arrest for the dwelling break in and the individual was known to the family. A reminder that this time of year it is extra important to take precautions with security.

#### **110 County Council Matters**

CC Morgan reported back from the scrutiny committees he was a member of these were Education and Homes and Safe communities. He was pleased to note that Peterston super Ely primary school had a mention for good financial management. He will be putting a question into the parish mag to ask for people's views on a number of matters. He also reported that the initial report for the M4 to Airport link was to be put to cabinet shortly and then released to public.

Cllr Field agreed to attend the stakeholder meeting on this matter.

Cllr Thomas mentioned the manholes at Croes y Parc Chapel and also the road subsidence adjacent to the railway bridge. The Vale Council have now referred these matters to Welsh Water. Both of these are real road safety issues and it was suggested that the Vale could take more action on this.

Cllr Field referred to the Vale's response regarding the pavement along station road. It is irrelevant that the path is the same as in 2009 as reported by the Vale, it is not the same as the original path.

Another issue was the bin that was just removed from near Lanlay meadows. The Vale reported that the bin kept being moved and obstructed and so they had removed it, without any correspondence with the Council.

Cllr Morgan agreed to look into these matters.

The Council wished to thank CC Morgan and his son for their input into the remembrance service, which was so well attended. The Council agreed that next year they would get Elizabeth Wils to supply the large poppies for the names of those who were fallen from the village, similar to those found in Pendoylan and Cowbridge.

There was a discussion around getting quotes for the painting of the memorial gates.  
*AP Clerk to obtain quotes*

The memorial plaque proposal was reviewed and it was agreed that Cllr Thomas would go ahead with getting a quote.

#### **111 Public Session**

There were no members of the public present.

#### **112 Matters arising from Public Session**

There were no members of the public present.

#### **113 Decision needed on members of playground sub committee**

It was proposed by Cllr Powell that Cllr Cadwalladr be added to this subcommittee, this was seconded by Cllr Pearson and agreed by all.

*AP Clerk to update contact details on website*

#### **114 Review and consideration of quotes for playground mound work including budget implications**

Cllr Pearson provided an outline of the work needed. At the moment only one quote had been received and this was discussed. The Clerk explained that only £1,100 was in the budget for playground maintenance for this year. This would therefore require a transfer of budget. It was agreed to go ahead with the additional quotes and make a budget increase of £4,000.

#### **115 Update from Community Action Planning Committee including the results of the questionnaire and the planning for the Community Action Plan Public meeting- draft minutes, results analysis and Council aims and objectives previously circulated**

Cllr Hurley presented feedback from the meeting and the questionnaire analysis.

There was a discussion about the external facilitator which had been suggested by the Action Planning Committee. The reasons behind the decision were stated. The desired outcome of the public workshop was discussed. The external facilitator had quoted £250, it was the recommendation of the Action Planning Committee to accept this. It was proposed by Cllr Hurley to employ the external facilitator, this was seconded by Cllr Philips and agreed by all.

*AP Clerk to contact Facilitator.*

*AP All to encourage people to attend and Clerk to continue advertising*

Cllr Field referred everyone to the previously circulated aims and objectives for the Community Council. It was felt that this should be shared with the village, then everything that comes into the action plan could relate to the aims and objectives. It was agreed that this seemed useful to be included in the action plan and with the public at the workshop.

#### **116 Consideration of CRC Grant application for Community Spirit**

It was agreed that this would be deferred till after the workshop and action plan.

It was agreed that at the public workshop funding pots and grants would be discussed.

#### **117 Discussion and approval of riverbank maintenance plan- draft previously circulated, including permission for cutting back of Willow for MUGA planting**

The Chair asked for comments on this plan.

Cllr Moody-Jones felt that at the moment the area needed to settle down at least until the summer, and then a proper survey could be done. He felt that cutting the grass four times a year is too much cutting, expensive and unnecessary. He suggested that the cutting of the willow and the previously approved knotweed treatment continue. The area that is mown is increasing and the area that is 'wild' is decreasing.

Cllr Thomas however felt that the grass has been cut in the way that the majority of the villagers would want to see, in order to allow access to the riverbank. This proposal has gone into the NRW for their views, as is required for a negotiation with them on what is a balanced and appropriate management of the SSSI area.

Cllr Cadwalladr felt that it would be inappropriate to sanitise the area, but equally would not like to see the area overgrown again. She feels there is a place for both.

It was felt that the fact that this area is a SSSI should be explained to the community.  
*AP Chase NRW for any comments on this draft plan*

**118 Update from the MUGA Subcommittee meeting -draft minutes previously circulated**

Cllr Thomas did not feel there was anything further to add to what had been minuted and circulated, he provided a short summary of these.

Cllr Phillips added that the Sports Wales Grant application was nearly complete and this was a much more straight forward application than the Welsh Government Grant, and would not include any new information. This document and supporting documents will be passed on to all Councillors for their consideration and comments, this would then be ratified at the January meeting.

*AP Cllr Phillips to pass on document and Clerk to agenda for January.*

**119 Discussion and decision needed on Access Protection project for outside playing field access gates – See Clerks Report**

*Defer to Clerks Report*

**120 Discussion and decision needed on Welsh Government Town & Community Councils Consultation – see previously circulated draft by Cllr Field and Clerks Report**

*Defer to Clerks Report*

**121 Agreement of model local disagreement resolution -previously circulated**

Cllr Moody-Jones proposed the acceptance of this policy, this was seconded by Cllr Field and agreed by all.

**122 Report from Cllr Moody-Jones re Community Liaison Committee Meeting**

Cllr Moody-Jones had been unable to attend, so the Clerk provided a short update.

**123 To receive the minutes of the full Council Meeting held on 9<sup>th</sup> October 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 Thomas and seconded by Cllr Cadwalladr that the minutes be accepted. A set of minutes was then signed as a true and accurate record by the Chairman.

**124 Matters Arising from these minutes**

Point 95- *AP – Chair to mark defibrillator, AP – Cllr Moody-Jones offered to do some more training on use of defibrillator*

Point 99- Review of Town & Community Councils Consultation - The previously circulated report from Cllr Field was agreed by all. *AP Clerk to draft*

Point 100- Internal Audit – The Chair confirmed he will be meeting with the internal auditor tomorrow in order to develop the required internal audit documentation. This will then be presented at the finance committee meeting and ratified at the January meeting.  
*AP Clerk to agenda*

**125 Clerk's Report**

Dropped Kerb – After a short discussion of the costs it was agreed to request the Vale come out to properly quote for this. It was pointed out that this would be needed anyway if MUGA was to go ahead to provide vehicle access to field, particularly emergency vehicles as recently required. This item needed to be added to the 2018/19 Budget.

*AP Clerk to contact Peter Coughlin*

Lottery Grant – It was agreed that a grant for Tai Chi was not the best application at this stage

Railway Bridge – *AP Clerk to get quotes for painting*

Litter Bin – The removed bin was well used and seems an odd explanation for its removal.  
*AP Clerk to ask for it back and if previously obstructed it can it be placed somewhere it would not be obstructed*

Christmas Tree – Cllr Thomas agreed to liaise with the local Christmas Tree Farm and arrange for the Tree to be in place and decorated for the light turn on, on the 26<sup>th</sup>. Cllr Pearson agreed to ‘host’ the event.

School Planting – After a short discussion it was agreed that the school could go ahead with the daffodil planting in the Churchyard. *AP Clerk to confirm with school*

Churchyard Cutting – It was agreed that Budget should be provided for the extra cuts that occurred this year in the next financial year. *AP Clerk to calculate amount and add to budget*

Electoral Recharge– Given the Clerk had now been notified of a more accurate cost of this recharge, it was agreed to reduce the budget to £200.  
*AP Clerk to update budget*

Cardiff Conservation Volunteers – It was confirmed that they would be completing work to the entrance of the bridleway in December, volunteers have already done lots of work there so hopefully we will be able to be in a position to lobby Vale for major structural work.

Finance-

Current balance as at 04/10/2017 of CB= £17,463

The bank reconciliation for October has been completed and sent to Cllr Field for review. Cllr Field confirmed he had approved and signed the bank reconciliation.

**Payments/Receipts since last meeting (incl cheques raised but not yet signed)**

**RECEIPTS**

16-Oct	VAT Reclaim	199.75	
17-Oct	Interment Fee - Elizabeth Frewin	150.00	

**PAYMENTS (incl VAT)**

05-Oct	September Church Grass Cutting	829	588.33
05-Oct	Construction of gate pathway -playground	830	370.00
16-Oct	Elyas the handyman - replace broken guttering church shed		831
	40.00		
19-Oct	Wales Audit Office		
	832	186	
01-Nov	October Clerks Salary-Jo Howell		
	833	423.30	
01-Nov	Budd Electrical - Xmas lights		
	834	73.20	
07-Nov	Rob Wilcox - Removal of stone steps		
	835	200.00	

-

## 126 Planning Matters

The following planning matter was discussed: -

2017/01143/FUL (SZ): Robgill, Gwern Y Steeple, Peterston Super Ely-  
Rear single storey extension

The Council did not wish to comment on this application.

*Allt y Isaf – AP Clerk to chase enforcement office on previous complaint*

## 127 Correspondence

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

## 128 Councillors Reports

Cllr Moody-Jones – A report of the Remembrance Service will be included in the parish magazine and he will contact the GEM also.

Cllr Field -There are two trees on Ael y Bryn which hang over a resident's garden. *AP Clerk to report to VoG*

Cllr Thomas – White Bridge -He has asked for a quote for a footpath to go across to the footbridge with a similar strip for children to stand on to wait for the school bus. Also, to rebuild the bench there. This would be discussed as part of the community action planning workshop.

The Chair wished to raise the matter of a young people's workshop, after a short discussion he asked people to think about how to involve young people more including possibly including young ambassadors. *AP Agenda for January meeting*

Cllr Moody-Jones – There was a discussion of the trees around the playground. *AP Chair to contact local expert around this*

## 129 Health & Safety Matters

There were no new matters raised.

There being no further business the meeting closed at 9.35pm. The next meeting will be held on Monday 8<sup>th</sup> January 2017.

Cllr Phillips provided her apologies for that meeting.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

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

**Minutes of the Finance Committee Meeting held at 8.45am on Wednesday 21st November at Peterston super Ely Church & Community Hall**

**Present:** Cllrs D Moody-Jones, I Pearson and D Field

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies** None

**1. Election of Chairperson for the finance committee**

It was proposed by Cllr Moody -Jones, that Cllr Pearson be elected Chairperson for this committee, this was seconded by Cllr Field, and therefore agreed by all.  
It was RESOLVED that Cllr Pearson be elected Chairperson for this Finance Committee.

**2. Agreement on frequency of committee meetings to include explanation of financial timetable of Council.**

It was agreed that a meeting was needed for budget setting, this was set as 9.30am in the hall on 3<sup>rd</sup> Jan for from then on meetings would be set on an ad hoc basis as required.

**3. Review of previously circulated engagement letter and internal audit governance statement**

Last year's engagement letter and the suggested letter previously circulated, with a small number of changes it was agreed that last year's engagement letter was suitable. A fee of £80 was also agreed (same as prior year). The Clerk provided a description of the experience and qualifications of Mr Alec Davies the previous internal auditor. It was therefore agreed to propose to the Community Council that Mr Davies be officially appointed as internal auditor at the January ordinary meeting.

Audit Governance Statement – This previously circulated statement was reviewed, Cllr Pearson explained that this had been developed in conjunction with the internal auditor and a review of the practioners guide and advice from OVW.

It was therefore agreed to propose to the Community Council that this statement be accepted at the January ordinary meeting.

**4. Consideration of proposed auditor- Covered in Point 3 above**

**5. Consideration of updated 2017/18 budget and additional budget items for 2018/19. To include agreement on best process for completing 2018/19 budget**

Cllr Pearson suggested that the budget process should be

- Clerk to draft 2018/19 Budget prior to Finance Meeting 03/01/18
- All to consider additional projects/costs for 2018/19 Budget
- Finance Meeting on 03/01/18 to go through budget line by line and consider all reserves allocation
- Clerk to incorporate output from meeting into 2018/19 Budget and circulate to full Council
- Budget to be fully considered and approved at January 2018 Ordinary meeting

All agreed that this was a suitable process.

At this point the updated 2017/18 budget was reviewed. All changes suggested were agreed. The playground mound maintenance work was discussed. Two quotes were



underway; however, it was proving difficult to obtain a third. At this point Cllr Pearson proposed that the financial regulations at this point were overruled, due to the very specific nature of the work, and also the fact it was a comparatively small project, along with the fact that the mound as it currently was could be a health and safety issue.

This committee agreed that this would be proposed at the January Ordinary meeting.

It was also suggested and agreed that the Clerk would start an evolving list of grants.

*AP Clerk to set up list*

The meeting was closed at 9.45am

Chair \_\_\_\_\_

Date \_\_\_\_\_

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

**Minutes of the Community Action Planning Committee Meeting held at 9.30am on 7<sup>th</sup> December 2017 at Peterston super Ely Church & Community Hall**

**Present:** Cllrs K Hurley, D Powell and D Field

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies** None

**1. Apologies**

None

**2. Review and discussion of draft Community Action Plan**

The committee wished to thank the Clerk for all her hard work in putting together the plan. The plan was reviewed in detail and Aims and Objectives of the plan were clarified. The objectives were also ordered in priority.

**3. Review and discussion of use/next steps of Community Action Plan**

It was agreed that the plan would be sent out to all of the Community Council for review, in order for a final draft to be developed and agreed at the January meeting.

*AP Clerk to arrange*

**4. Discussion and decision of Top/Tail of Community Action Plan**

It was agreed that the aims of the Council document that Cllr Field had previously agreed would be inserted at the start of the plan. It was also agreed that the plan would include an appeal for help in terms of getting assistance in the projects.

*AP Clerk to arrange*

**5. Discussion and recommendation on distribution of Community Action Plan**

It was felt appropriate that a hard copy of the plan should be distributed to each member of the community, this and the associated printing costs would need to be discussed and approved at the next meeting.

*AP Cllr Field to raise in January meeting*

Soft copies of the report would be uploaded onto the website and advertised via Facebook.

**6. Next Meeting**

It was agreed that the next meeting of this committee would be called during 2018 as needed.

The meeting was closed at 10.25am.

Signed D Field

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Ordinary Meeting held at 7.30pm on 8<sup>th</sup> January 2018 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Ian Pearson (Chair), Pat Cadwalladr, David Field, Diana Powell, Kate Hurley, David Moody-Jones & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council) and CC Michael Morgan

**Apologies:** Cllr A Phillips

The Chairman welcomed everyone to the meeting.

#### **130 Police Matters**

PCSO Rees has sent his apologies and no report had been received. There was a discussion regarding the continuing number of ex-offenders on a probation scheme that had been knocking on doors selling goods. This had been reported to the Police.

#### **131 County Council Matters**

CC Morgan explained that he was in contact with Mike Clogg (VoG Highways) regarding the problems the rural area have with traffic, flooding etc. He will continue to press the Vale on these matters. He felt that advice should be given to villagers to ensure that any driving issues, near misses etc. be logged with the police 101 number.

CC Morgan would be attending the M4:Airport Link meeting on Monday and he would attempt to ensure that this area would be properly represented.

CC Morgan agreed that he would look into the Sycamore Cross Housing Development and ask what state the s106 development is now in and what work is likely to be done regarding the highways.

Cllr Pearson raised the matter of the recent school bus problems, CC Morgan agreed to address this with the Vale.

CC Morgan would also look into what the weight limit restrictions at the top of the logwood relate to.

#### **132 Public Session**

There was one member of the public present. He wished to complain about the level of traffic and the speed of that traffic coming through the village, in particular in the Gwern y Steeple area, where there were no pavements and little lighting. He felt that this was also getting worse.

He also wished to thank the Council for the hard work they have done and continue to do on behalf of the villagers.

#### **133 Matters arising from Public Session**

The Chair confirmed that the Council are actively pursuing the traffic issue. There was also a discussion regarding the lack of lighting between Gwern y Steeple and the village. It was agreed that the Clerk would take up the issue of lighting with the Vale Council.

*AP Clerk to contact Vale Council*

#### **134 Review and approval of previously circulated Community Action Plan (CAP)**

Cllr Field explained the process for developing this plan via the CAP Sub Committee from the questionnaire and workshop results and commended the Clerk for bringing all the results together in the draft plan.

Cllr Field explained that the number one issue identified was traffic and speeding issues and it was likely that this would require extensive campaigning.

A point was raised regarding whether having a CCTV camera was possible so that any near misses could be recorded and added.

Cllr Pearson proposed that this plan be approved, seconded by Cllr Moody-Jones, this was agreed by all.

*AP All to begin identified actions allocated to them on the Community Action Plan*

CAP Sub Committee proposed that a hard copy be provided to every household, as well as a soft copy on the website. This was agreed to be organised by the subcommittee.

### **135 Consideration of possible CRC Grant application for Community Spirit**

Defer this till Feb meeting, post the 31<sup>st</sup> January CRC meeting.

### **136 Discussion and approval of hall sign application**

Declarations of interest were given by Cllr Pearson and Cllr Cadwalladr as members of the hall committee.

Although it was not up to the Community Council to fund a new hall sign application, it was agreed that they would be happy to support such an application.

*AP Clerk to arrange letter of support if required.*

In regards to the letter that the Community Council had received in error about the requirement to remove the sign, the Council agreed that this was an unpleasant letter and would like to complain about its tone specifically quoting the recent reshaping report and how it would like relationships between the Vale and Community Councils to be.

*AP Clerk to send letter to the VoG Council*

### **137 Update on riverbank maintenance plan**

*AP Clerk to chase NRW*

### **138 Review and approval of previously circulated Sports Wales Grant Application.**

**Update on MUGA project from Cllr Phillips.**

The Clerk provided an update on the MUGA in Cllr Phillips' absence and confirmed that a decision from the Welsh Government should be received soon.

The previously circulated Sports Wales Grant application was reviewed and discussed. It was proposed by Cllr Field that the application be approved and submitted, this was seconded by Cllr Hurley and agreed by all.

*AP Clerk to arrange submission of grant.*

### **139 To agree the fee for the playground mound work, including proposed override of the financial regulations (by the Finance Committee)**

Cllr Pearson as chairman of the finance committee explained that due to the specific nature of the work it had only been possible to get two quotes for the work rather than the three required by the Council's financial regulations. It was agreed that in this instance it would be suitable to override the financial regulations as the mound was becoming a safety hazard. The quotes for the resurfacing were discussed and it was proposed by Cllr Moody-Jones that the cheapest quote be accepted and the work go ahead ASAP, this was seconded by Cllr Cadwalladr and agreed by all.

*AP Clerk to arrange work*

**140 To review and approve budget for FY18/19 (circulated in meeting pack) and agree precept for FY 18/19**

The Clerk as Responsible Financial Officer ran through the budget line by line.

There was a short discussion over the costings of the memorial field sign, it was proposed by Cllr Moody-Jones that the purchase of the memorial field dedication sign go ahead, this was seconded by Cllr Powell.

*AP Cllr Thomas to arrange for sign to be manufactured and installed*

An increase in the FY 2017/18 Budget was proposed by Cllr Pearson in relation to the Clerk's required NI payments. This was seconded by Cllr Moody-Jones.

An increase in the FY 2017/18 Budget was proposed by Cllr Pearson in relation to the payment of the Community Action Planning workshop facilitator, this was seconded by Cllr Moody-Jones.

There was a discussion regarding the quotes received for providing shelter at the white bridge, the Council referred back to the outcomes of the Community Action planning survey and workshop and it was agreed that this had not been considered a priority and so would not form part of FY 18/19 budget, however would be considered for the FY 19/20 budget.

The proposed increase in precept was discussed and a history of the precept was reviewed. The level of reserves indicated in the budget was also discussed and agreed as although less than normal seemed reasonable in comparison to the actual expenditure that would have to be spent.

It was proposed by Cllr Pearson that the draft budget be agreed as well as a precept of £16,000, this was seconded by Cllr Field and agreed by all.

It was RESOLVED to approve the draft budget and a precept of £16,000.

*AP Clerk to inform VoG Council of precept amount*

*AP Clerk to upload budget to village website.*

**141 Consideration of involvement of young people in Council business**

Given the time difficulties it was agreed to defer this to the February agenda.

*AP Clerk to agenda*

**142 Discussion and agreement on Internal Audit engagement letter and procedures – draft previously circulated**

The internal audit governance statement agreed by the Finance Committee was discussed. The experience, qualifications and independence of the proposed Internal Auditor Mr A Davies were confirmed. The draft engagement letter was reviewed. It was proposed by Cllr Cadwalladr that the IA governance statement and engagement letter were approved as well as the appointment of Mr A Davies as Internal Auditor for the 2017/18 Audit. This was seconded by Cllr Thomas and agreed by all.

It was RESOLVED to appoint Mr A Davies as internal auditor for the 2017/18 Audit as well as to approve the internal audit governance statement.

*AP Clerk to arrange appointment of Mr Davies and signing of the engagement letter.*

**143 Update from Clerk on ROWIP Consultation meeting – notes previously circulated**

The Clerk referred to her notes on this matter. There was a discussion on whether the Valeways organisation would be able to provide some work on footpaths and bridleways.

**144 Update from Clerk and Cllr Pearson on Planning Training**

Cllr Pearson updated the Council on the planning training and there was a discussion regarding s106 monies.

It was confirmed that the Changes to planning in Wales meeting would be attended by Cllr Phillips.

#### **145 Consideration of the VoG Draft Budget and any Consultation response**

A discussion was held on the VoG Budget and it was agreed that the Council had no consultation response to make.

#### **146 To receive the minutes of the full Council Meeting held on 13<sup>th</sup> November 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 Thomas and seconded by Cllr Powell that the minutes be accepted. A set of minutes was then signed as a true and accurate record by the Chairman.

#### **147 Matters Arising from these minutes**

10.4 Replacement Bin – A place for a new bin was suggested.

*AP Clerk to contact Vale.*

Letter from M Clogg re reported highways issues – A discussion was held regarding a response to this letter. *AP Clerk to respond to this letter*

124.1-Cllr Moody- Jones confirmed that Defibrillator training would be organised for February market

125- *AP Clerk to chase Peter Coughlin (VoG Council) re playing fields entrance*

125- Christmas Tree – The Chairperson provided his thanks to David Phillips and Cllr Thomas for their help on the Christmas Tree

#### **148 Clerk's Report**

The Clerk ran through her report. The following was discussed and agreed.

*Use of Church Grounds* -The Council agreed to the request from a couple with a wedding reception in the hall to use the Churchyard for photographs in exchange for a small donation to Council funds.

*Growing Community Spirit Event* – The Clerk and Chairperson confirmed they would be attending the event on 31<sup>st</sup> January.

*Playground Trees*- It was felt that these were not a budgetary priority at the moment.

Current balance as at 04/01/2018 of CB= 12,760

The bank reconciliation for November has been completed and sent to Cllr Field for review. Cllr Field approved and signed this bank reconciliation.

#### **Payments/Receipts since last meeting (incl cheques raised but not yet signed)**

##### **RECEIPTS**

30-Nov	Funeral Fee and Memorial Fee - Kathryn Barrett	650.00	
31-Dec	precept		4526.00

##### **PAYMENTS (incl VAT)**

21-Nov	Refund to J Howell- WIX Payment	840	111.75
21-Nov	Rob Wilcox - Removal of stone steps	841	200.00
22-Nov	J Shapland - Flowers	842	46.75

	Refund to J Howell- items for Christmas Lights Switch On/ Community		
27-Nov	Action Planning	843	63.89
27-Nov	Glamorgan Christmas Trees Ltd	844	70.00
27-Nov	Vale of Glamorgan - Playground work	845	392.22
30-Nov	Huw Moody-Jones - Clearance work around signs	846	92.00
01-Dec	Novactus Ltd- CAP Workshop facilitation	847	300.00
01-Dec	Clerks Nov Salary - Jo Howell	848	489.79
15-Dec	Nov Church Grass Cutting	849	588.33
31-Dec	Clerks Dec Salary	850	209.60
04-Jan	Dec Church Grass cutting	851	588.33
04-Jan	Cardiff Conservation Volunteers - clearance of bridleway	852	150.00
04-Jan	RTC Surfaces - Playground Mound	853	4513.20

All the payments were approved and a cheque signed by two signatories.

#### 149 Planning Matters

The following planning matter was discussed: -

2017/01288/FUL (SZ)Kailily Farm, Pont Sarn Lane -New entrance into field, no change of use needed

The Council did not wish to comment on this application.

#### 150 Correspondence

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

#### 151 Councillors Reports

Cllr Moody-Jones – Had reported that the street Light by the hall was not working.

*AP Clerk to chase VoG Council, as she had reported this previously also.*

Cllr Field will be attending the M4: Airport access meeting on Monday and will report back at the Feb meeting.

Cllr Pearson had provided an update on Wyndham Park broadband, he is querying what is being done and where previously allocated funds have been spent.

#### 152 Health & Safety Matters

There was a complaint regarding the state of the pathway leading from the white bridge into Wyndham Park.

*AP Clerk to report to VoG Council.*

There being no further business the meeting closed at 9.10pm. The next meeting will be held on Monday 11<sup>th</sup> February 2018

Chair \_\_\_\_\_  
Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Ordinary Meeting held at 7.30pm on 12<sup>th</sup> February 2018 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Ian Pearson (Chair), Pat Cadwalladr, David Field, Diana Powell, Kate Hurley, Abigail Phillips & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council), PCSO Rees and CC Michael Morgan

**Apologies:** David Moody-Jones (Family commitments)

The Chairman welcomed everyone to the meeting.

#### **153 Police Matters**

PCSO Rees reported a suspicious incident had occurred with a vehicle moving around the area with torches. Police did attend and moved on the vehicle and this was recorded as antisocial behaviour. PCSO Rees wanted to emphasise the importance of making sure all outbuildings/cars were locked.

He was also dealing with the antisocial behaviour of dogs on Trehedyn Lane.

PCSO Rees and PC Goulding are working with Gosafe in terms of getting evidence of speeding.

PCSO Rees confirmed that Speed Watch would be possible but will need volunteers for this.

*AP Clerk to start campaign in order to get volunteers*

PCSO Rees confirmed a letter had been sent to the school parents regarding dangerous parking. PCSO Rees was asked to provide details to the Clerk of the Vale Council Parking Officer.

*AP Clerk to attempt to get the Vale Council Parking Officer to attend the school.*

PCSO Rees will also be working monthly with pupils doing a parking patrol.

There had also been a number of thefts of horse rugs in the wider vale area. *AP Clerk to advertise*

The Chairman thanked PCSO Rees for his time.

#### **154 County Council Matters**

CC Morgan reported that the Vale of Glamorgan Council has developed its self-assessment report which is currently being scrutinised.

CC Morgan has been promoting this Council's Community Action Plan to Pendoylan and Welsh St Donat's Community Councils and encouraged all of the Councils to work together in some of these matters e.g. road safety

The Council discussed with CC Morgan the recent correspondence regarding the Community Action Plan. CC Morgan agreed that he should provide the plan and information to the Vale Council to ask for their views, in terms of a response the Clerk would send a holding response. The information from OVW was also felt to be constructive. It was also agreed that a meeting would be requested with the correspondent and any other residents who wished to talk through the plan. It was decided to consider who was the best people to meet at a later date.

*AP Clerk to report to the Vale Council re school children sheltering under bridge and health and safety implications.*



### **155 Public Session**

There were no members of the public present.

### **156 Matters arising from Public Session**

There were no members of the public present.

### **157 Consideration of possible Creative Rural Community Grant application for Community Spirit**

There was a discussion around the recent CRC Grant workshop. The grant was explained and the details provided. It was agreed that the question on the questionnaire around this grant clearly showed that people felt an annual social event that included the elderly/less able as well, was a suitable application project. The Clerk explained there had been number of volunteers already to set up an annual social event and Cllr Pearson agreed to meet with them in order to set up a working party.

The next deadline for the grant was the start of April.

*AP Clerk to pass on details to Cllr Pearson*

### **158 Update on riverbank maintenance plan**

*AP Clerk to continue to chase NRW for a decision on the maintenance plan*

### **159 Discussion on possible Public Rights of Way quarterly meetings**

The Clerk explained that the PROW officer from the Vale Council had agreed that he was willing to meet with a group of local Community Councils in order to ensure that all PROW issues could be dealt with. After a short discussion it was agreed that Cllrs Field and Powell would attend these meetings. It was also suggested that the Vale Ramblers Association Footpath Officers may wish to attend. *AP Clerk to coordinate with parties to arrange a meeting*

### **160 Update from MUGA Sub Committee**

Cllr Phillips confirmed that as of today notification had been received that the Welsh Government Grant Application had been successful. The terms of the grant application had been circulated. It was proposed by Cllr Hurley that the Chairman sign acceptance of the grant, this was seconded by Cllr Powell and agreed by all.

*AP Clerk to arrange a MUGA Sub Committee*

### **161 Consideration of communication regarding Community Action Plan**

It was reported that the circulation of the CAP had begun and would be completed in the next few days. The Chairman thanked those who had helped with the distribution. The Council agreed that it was important to stress to villagers that investigations needed to occur on all possible projects before any actual decisions or determinations made by this.

### **162 Consideration of next steps regarding CAP – See separate report**

Update on road safety project – the separate report was referred to in order to explain what project steps had been started. It was confirmed that if a formal campaign for 20mph was required then this would have to be set up by villagers and not by this Council. This Council would be working closely with the Vale Council and the Police in order to attempt to get reduction in speeding.

The Clerk stated that the highways department have agreed to have a site visit in the village to discuss the road safety issues. It was determined who should attend and when it should be held. It was agreed that Cllrs Field and Thomas would attend the meeting and report back at the next Council meeting.

Pendoylan and Welsh St Donats Community Councils had been approached and had provided representative Councillors to work with this Council on the road safety project.

*AP Clerk to comply a detailed list of matters to be discussed at the meeting*

*AP Clerk to arrange a meeting*

*AP Clerk to pass on details to Cllr Field of other Community Councils who would wish to get involved*

#### **163 Consideration of involvement of young people in Council business**

Cllr Pearson referred to a previous event that had been held where year 6 pupils had lunch with Councillors in order to discuss Council matters. It was felt it might be better to get young people involved on specific projects e.g. road safety, MUGA etc.

Recommendations were referred to from OVW in regard to setting up a young council.

*AP Clerk to speak to OVW re for some actual examples*

*AP Clerk to ask for volunteers around setting up a media campaign for the road safety messages*

#### **164 To receive the minutes of the full Council Meeting held on 9<sup>th</sup> January 2018**

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 Powell and seconded by Cllr Cadwalladr that the minutes be accepted. A set of minutes was then signed as a true and accurate record by the Chairman.

#### **165 Matters Arising from these minutes**

131.5 Road Weight limit – *AP Clerk to add to list for highways meeting*

144.2 Planning Act – The Law Commission is updating the planning act in Wales. Cllr Philips provided an update on this and it was agreed that a response from this Council would not be possible, due to the technical expertise required. It was agreed that instead it would be possible to feed into a OVW consultation.

147.3 Defibrillator Training – The Council wished to provide thanks to Cllr Moody-Jones for his defibrillator training in the recent Saturday market.

152 – Pathway at the white bridge – Cllr Pearson confirmed that the work to the White Bridge path had been completed.

#### **166 Clerk's Report**

The Clerk ran through her report. The following was discussed and agreed.

Kerb dropping – The Clerk referred to the previously circulated quote from the highways authority for this work. Although higher than budgeted it was confirmed that the budget could be transferred to fund this work, the transfer would occur from the current surplus in the s137 grant and non-gardening Churchyard work. The Council felt that it was vital that emergency vehicles could gain access to the playing fields at all times. It was proposed by Cllr Thomas that approval should be given for the work to go ahead, this was seconded by Cllr Powell and agreed by all.

*AP Clerk to confirm work with Vale Council*

Tree in Churchyard – Cllr Hurley proposed that the donation of the tree, position of planting and agreement for planting should be approved, this was seconded by Cllr Powell and agreed by all.

*AP Cllr Pearson to arrange acceptance of tree donation*

Work on Overhanging Bushes and Trees by Network Rail – The Council were pleased that this work was finally being done.

*AP Clerk to inform new residents adjacent to site*

#### *Finance*

Current balance as at 06/02/2018 of CB= 12,918

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

Payments/Receipts since last meeting (incl cheques raised but not yet signed)

**RECEIPTS**

16-Jan	D Holder- Allotment Fees	20.00
16-Jan	I Pratt - allotment fees	10.00
23-Jan	D Jaques - Allotment fees	10.00
29-Jan	VAT Reclaim	840.72
31-Jan	Driscoll - allotment fees	10.00
06-Feb	Holland - Allotment fees	10.00
07-Feb	Allotment fees – Probert	10.00

Payments and Authority for expenditure needed

The following expenditure needs authorising by the Council: -

16-Jan	Vale Council - Local Government electoral recharge	854	74.91
VOID		855	
31-Jan	Clerks Jan salary	856	229.59
31-Jan	Refund to Jo Howell re defib pads	857	237.60
31-Jan	HMRC NI Payment	858	150.80
06-Feb	Jan Church Grass Cutting	859	693.33
06-Feb	Refund to Jo Howell re share of SLCC	860	32.00
12-Feb	OVW Subscription 2018/19-	861	£112
12-Feb	Churchyard works – tree stump and rubbish removal, ground levelling	862	£585.72

All the payments were approved and a cheque signed by two signatories.

**167 Planning Matters**

The following planning matter was discussed: -

Notification of a Premises Licence Application – Coedarhydyglyn (Welshfest).

The details of the application conditions were discussed.

The Council did not wish to comment on this application.

*AP Clerk to chase up the enforcement ENF/2017/0217/CCC*

**168 Correspondence**

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

**169 Councillors Reports**

The previously reported Councillors Reports were reviewed.

In terms of the M4:Airport Consultation Committee, it was proposed by Cllr Pearson that Cllr Field be this Council's representative on the committee in relation to this project, this was seconded by Cllr Powell and agreed by all.

Cllr Field explained that the committee's report will be confidential until it has gone to Vale Council Cabinet, he has already stressed that he would struggle to vote on such a report without being able to discuss this with the Community Council.

*AP Clerk to inform Vale Council re representative*

The state of the footpath running through Rectory Field was discussed and it was confirmed that this would be a key issue to discuss at the first PROW quarterly meeting.

Cllr Pearson confirmed he is continuing to communicate with BT Openreach and Alun Cairns around broadband in the Wyndham Park.

**170 Health & Safety Matters**

It was agreed that the matting in the playground needed to be jet washed, this needs to be done in the summer.

There being no further business the meeting closed at 9.30pm. The next meeting will be held on Monday 12th March 2018.

Chair \_\_\_\_\_  
Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the MUGA Sub Committee Meeting held at 8pm on Tuesday 27th February at Peterston super Ely Church & Community Hall**

**Present:** Cllr H Thomas, Cllr K Hurley, Mr D Lewis, Mrs G Jones, Cllr D Field and Mr R Bailey

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies** Mrs G Jones and Mrs V Adams

#### **1. Review and approval of minutes of subcommittee meeting held on 8<sup>th</sup> November 2017**

The minutes were reviewed and Cllr K Hurley proposed their acceptance, this was seconded by Mr D Lewis and agreed by all.

There was a discussion regarding the draft lease. The sub committee agreed that Cllr Thomas would arrange for this to be drafted and reviewed by the Community Council.

#### **2. Update on the Welsh Government Grant and Sports Wales Grant including review of Welsh Government Grant requirements**

The Clerk confirmed that the Welsh Government Grant had been approved and accepted by the Community Council.

Mr Bailey confirmed that after discussions with Sports Wales, a decision on this grant is expected within the next week. Sports Wales have asked for more information about the status of the Tennis Club and how it is expected that this will be built back up. Mrs V Adams had the required information and had previously confirmed she would deal with this information request.

The requirements of the Welsh Government Grant had been previously circulated for review. There were no items of concern over these requirements.

#### **3. Update on TaSC Set up**

Mr Lewis confirmed that in order to more accurately reflect the nature of what the Peterston super Ely Tennis and Sports Club will be doing, the group will be formally established as the Peterston super Ely Tennis and Sports Committee (TaSC).

There was a discussion regarding how the Tennis Club, and indeed the other sports club and TaSC would operate separately of each other. It was made clear that TaSC would be managing the MUGA facility and not operating sports clubs.

Mr D Lewis provided an update on the proposed structure of TaSC, it was confirmed that TaSC would be a Charitable Incorporated Organisation (CIO) Structure. The only members of the CIO would be the trustees (likely to be three), rather than the TaSC having the public as members. Mr D Lewis was happy that the application could be completed within a week, and then once submitted would take approx..40 days to process.

A group of officers would then work under the trustees in the key roles e.g. treasurer, booking secretary etc.

The key points that needed to be agreed for the TaSC were provided by Mr Lewis and the model constitution provided by the Charity Commission was circulated.

It was agreed that Mr Lewis would produce the draft TaSC Constitution and supply for review. Cllr Thomas suggested that the TaSC provide an example to the Community Council of how this structure worked in a similar entity. Mr Lewis agreed that he was happy to do this.

It was suggested that a number of those who have worked on the project set up so far would be the trustees.

Mr Lewis also suggested that there should be a stakeholder event before building occurs and it was agreed that this should be organised.

*AP Clerk to agenda stakeholder event for the next meeting*

#### **4. Discussion on Procurement procedures**

Cllr Phillips reported that she had updated Notts Sports regarding the Welsh Government Grant. It was agreed that a TaSC meeting was required in order to agree the very final specification especially in terms of the number and height of floodlights and the line of the footpath.

In terms of the layout of the footpath it was agreed that the path should be the most direct route possible.

Cllr Thomas also wished the water supply to be considered as part of the final tender.

The Community Council will need to register with Sell to Wales and if the Sports Wales grant was obtained then the expression of interest would need to be uploaded.

The role of Notts Sports in the tender process was discussed. Notts Sports are expected to take the lead role in preparing the tender documents, selecting competent tenderers from the submitted expressions of interest and analysing submitted tenders.

*AP Clerk to register with Sell to Wales and clarify what is needed for the expression of interest.*

#### **5. Discussion on cashflow requirements of project**

The first claim for the grant must be made by 12<sup>th</sup> August under the grant conditions. The terms for the claiming the grant were discussed. A payment and reclaim schedule had been supplied to the Welsh Government as part of the grant application. It was agreed that it was important to ensure that the selected contractor will need to be signed up to the payment schedule.

The importance of getting the tennis club monies into the Community Council accounts was agreed.

*AP Clerk to approach Mr D Chapman in regards to transferring the monies to the Community Council.*

It was discussed that there may be volunteers available looking to help on the project. It was felt that they volunteer time could be used in refreshing the clubhouse and landscaping at a later date.

#### **6. Update re data protection regulations**

The Clerk had previously supplied the subcommittee members with information on the new GDPR. It was agreed that the TaSC would need to ensure that they were applying with the new legislation.

#### **7. Agreement on next steps**

These had been agreed as part of the meeting.

Next meeting was agreed at 8pm on Wednesday 28<sup>th</sup> March, due to the hall being fully booked it was agreed to request use of the Chapel Hall.

The meeting was closed at 9.15 pm

Chair \_\_\_\_\_

Date \_\_\_\_\_

# **Peterston-super-Ely Community Council**

## ***Cyngor Cymuned a Llanbedr-y-Fro***

### **Minutes of the Ordinary Meeting held at 7.30pm on 12<sup>th</sup> March 2018 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Ian Pearson (Chair), Pat Cadwalladr, David Moody-Jones, David Field, Diana Powell, Kate Hurley, Abigail Phillips & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council), PCSO Rees and CC Michael Morgan

**Apologies:** None

The Chairman welcomed everyone to the meeting.

#### **171 Police Matters**

PCSO Rees had spoken to the Go Safe department (responsible for traffic speed cameras) who have explained that they do not enforce the 20mph speed limits on a regular basis, although the Police can. However, Go Safe cameras can always enforce 30mph as a national limit, it is therefore worth considering whether 20mph is the best target for the village. It was discussed that actually the enforcement was not really the issue but actually the fact that people are more likely to go slower in a 20mph limit area than a 30mph limit. He will follow up with them on getting speed lines and camera vans in the area.

PCSO Rees will follow up getting people registered for Speedwatch.

There have been two crimes reported since the last meeting, these were connected and were thefts from outbuilding/car. There has been some footage which is being investigated.

There appear to have been a lot of phone call frauds at the moment especially from pretend HMRC employees, there have also been rogue traders and someone pretending to be the police knocking on doors.

A reminder that it is important not to provide any personal details over the phone or to people who call unsolicited to the door. A reminder for everything to be reported to 101.

In regards to thefts in the Vale of horse rugs and equipment there have been warrants issued. Please could residents keep reporting suspicious vehicles especially any at farm gates. Reminder for everyone to ensure that all cars/outbuildings are securely locked.

The Chairman thanked PCSO Rees for his time.

#### **172 County Council Matters**

CC Morgan reported that there had been a full meeting of the Vale Council at the start of March and he wished to report on a number of matters from that meeting. Cllr Morgan is attempting to get clear information on how the new recycling programme is going to work with the limit of 2 black bags per household. The Vale Council have promised to provide clear information on this in advance of the scheme starting.

The Barry incinerator is a major concern of the residents of Barry. It was unanimously voted at the Vale Council meeting that there should be a full environmental impact report on the effects, he believes this will affect all of the Vale residents.

CC Morgan had raised a formal question at the Vale Council meeting in regard to the M4: Airport Link road. CC Morgan has sent the Clerk the formal question and full reply, which she will forward on. In summary the answer stated that the Council are taking into account the issues regarding traffic on local roads and are committed to the consultation process.

CC Morgan reported that a 3.9% increase in Council Tax was agreed, he believes that this figure has been achieved with careful consideration.

Although there have been articles in the press regarding proposed mergers between County Councils, at the moment nothing formal had been tabled or discussed, although this matter has clearly not gone away. CC Morgan would definitely oppose such a merger.

Cllr Pearson summarised a letter he had received regarding Fairwater Health Centre and the issues they were facing with the new housing developments and already long appointment waiting times.

*AP Cllr Pearson to pass on details to CC Morgan*

*AP Clerk to write letter of support for the practice to Health Board*

Cllr Pearson also reported on the road safety campaign at St Fagan's where they are trying to reduce the limit to 20mph.

*AP Cllr Pearson to circulate copy of the information on the campaign*

### **173 Public Session**

There were no members of the public present.

### **174 Matters arising from Public Session**

There were no members of the public present.

### **175 Update from MUGA Sub Committee Feb 2018 meeting- mins previously circulated**

The Clerk provided a summary of the minutes and reported that the Council were now registered with Sell2 Wales.

### **176 Update from meeting with M Clogg re highways issues**

Unfortunately, M Clogg was not able to attend the meeting at late notice and so the Clerk is in the process of rearranging this meeting. The Clerk reported that she had sent a number of photographs to Mr Clogg with the water currently flooding down the Logwood.

Cllr Field reported that a resident of Gwern y Steeple had also provided some very useful photos to show the problems with signage etc. on Gwern y Steeple.

It was suggested that the Clerk add to the highways list the accumulated earth at the railway bridge which is limiting the width of the road.

### **177 Consideration of Outline Regional Transport Strategy- previously circulated**

This was discussed and it was agreed that at this point the Council did not wish to make any comments.

### **178 Consideration of updated Churchyard fees- previously circulated**

The Chair referred everyone to the fee document that reflecting the removal of costs for the burial of children. There were a number of questions which the Clerk responded to in regards to how the 2017 fees had been calculated. It was proposed by Cllr Powell that the updated fees be approved, this was seconded by Cllr Cadwalladr and agreed by all.

*AP Clerk to update website/Church*

### **179 Consideration of IRP Annual Report – Decision needed on expenses payments – see Clerks Report**

Clerk summarised the key points from the document and a discussion took place regarding the proposed payment of Councillors for consumables.

Cllr Pearson proposed that as per the IRP recommendations a payment of £150 be provided to Councillors for consumables, however if individual Councillors wished to forgo the payment then they should provide this in writing to the Clerk. The proposal was seconded by Cllr Moody-Jones, there were 7 votes in favour and 1 abstention.



Cllr Pearson proposed that this Council do not adopt the payment of £500 to selected Councillors to reflect extra duties, this was seconded by Cllr Moody-Jones and agreed by all.

It was RESOLVED that a payment of £150 be provided to each Councillor for the FY 18/19 unless they wrote to the Clerk asking to forgo the payment.

It was RESOLVED that the £500 payment for selected Councillors would NOT be approved.

**180 Consideration of the draft privacy policies – previously circulated**

The draft policy was discussed and it was proposed by Cllr Field to approve the document, this was seconded by Cllr Moody-Jones and agreed by all.

*AP Clerk to add to the website*

**181 Consideration of the draft freedom of information model disclosure document- previously circulated**

It was proposed by Cllr Hurley to approve the document, this was seconded by Cllr Cadwalladr and agreed by all.

*AP Clerk to add to the website*

**182 Consideration of the draft Concerns and Complaints policy – previously circulated**

It was proposed by Cllr Moody-Jones to approve the document, this was seconded by Cllr Cadwalladr and agreed by all.

*AP Clerk to add to website*

**183 To receive the minutes of the full Council Meeting held on 12<sup>th</sup> February 2018**

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 Thomas and seconded by Cllr Cadwalladr that the minutes be accepted. A set of minutes was then signed as a true and accurate record by the Chairman.

**184 Matters Arising from these minutes**

Point 153.3 - Speedwatch -The Clerk reported that there had been one volunteer from the Community. The following Councillors also agreed to take part in the scheme: - Cllrs Hurley, Field, Powell, Cadwalladr and Phillips.

*AP Clerk to provide details to PSCO Rees to get everyone registered for the scheme*

**185 Clerk's Report**

Purchase of plants- 2018/19-It was agreed that all plants would be purchased from Mr J Shapland.

Moving of the picnic table- It was discussed that it was unlikely that the picnic table would be able to be moved without breaking, and that it was used on the 'village green'. However, if the family who had original provided it wanted it to be moved then this Council had no objection.

Training- Cllr Pearson suggested that all Councillors review the OVW training schedule in order to determine whether there was any training they felt the need to attend.

*AP Clerk to forward on OVW Training schedule*

Finance-

Current balance as at 07/03/2018 of CB= 6,478

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

*Payments/Receipts since last meeting (incl cheques raised but not yet signed)*

RECEIPTS

27-Feb Moss-Allotment fees	10.00
27-Feb Elliott-Allotment fees	10.00

*Payments and Authority for expenditure needed*

The following expenditure needs authorising by the Council: -

27-Feb True & carpentry - post for field sign	865	780.00
27-Feb Refund to Ian Pearson - Compost and paper for CAP printing	866	35.17
28-Feb Clerks Salary March	867	347.40
07-Mar Printing of questionnaire	868	141.97
07-Mar Feb Church Grass Cutting	869	693.33
07-Mar Allotment hedge and Bramble cutting	870	200.00
12-Mar Hall Hire for ordinary meeting	871	150

The Clerk now referred the Council to the budget sheet that had been adjusted for the updated likely 2017/18-year end carry forward balance.

The following 2017/18 budget changes were approved

- Increase in budget for Churchyard cutting to £8,000- Monies transferred from Field Mowing, Playground Maintenance and Riverbank Work
- Increase in budget for signs /fences to £830 – move from 2018/19 budget as paid during 2017/18
- Increase in Clerks other costs to £300 – move from election costs
- Increase in Miscellaneous costs to £767 - Includes costs for CAP printing/workshop

Given the above changes all of the payments were approved and cheques signed by two signatories.

The following 2018/19 budget changes were approved: -

- Change in expected b/f from 2017/18 to £6,344
- Decrease in subscriptions cost to £300 to reflect 2017/18 final figure
- Decrease in s137 grants cost to £1,000 to reflect required amount in previous years and to ensure appropriate reserves b/f
- Decrease in signage costs to £250 to reflect costs now incurred in 2017/18

*AP Clerk to adjust 2018/19 Budget*

**186 Planning Matters**

The following planning matter was discussed: -

2018/00135/FUL (MBM) Tegfan, Lane - Logwood - Jct A48 to Peterston Super Ely, Peterston Super Ely- New rear extension with a variation in roof form to create a dormer and porch

2018/00193/FUL (MBM) 1, Main Avenue, Peterston Super Ely- Proposed ground floor extension to form a new family room and dining area linked with a new kitchen, plus internal and external remodelling of the dwelling

The Council did not wish to comment on either of these matters.

**187 Correspondence**

These were reviewed and acknowledged.

The email from Mr E Roberts re no parking markings was discussed it was agreed to enquire whether the Vale Council would be able to do these markings given the problems that this was causing to the two residents.

*AP Clerk to contact Vale Council*

**188 Councillors Reports**

The previously reported Councillors Reports were reviewed.

Cllr Pearson confirmed he is continuing to communicate with BT Openreach and Jane Hutt AM around broadband in the Wyndham Park.

Cllr Cadwalladr enquired about a report regarding station yard and whether it was being used as a residence.

*AP Clerk to investigate with neighbours in Station Terrace*

### **189 Health & Safety Matters**

The playground metal gate catch was still needed – *AP Clerk to investigate once again*

Chair at white bridge was in a state of disrepair – *AP Councillors Thomas and Pearson to review*

There being no further business the meeting closed at 9.15pm. The next meeting will be held on Monday 9<sup>th</sup> April 2018. Cllr Hurley provided her apologies as she will be on holidays.

Chair \_\_\_\_\_  
Date \_\_\_\_\_