

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

Minutes of the Ordinary Meeting held at 7.30pm on 10th June 2019 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Ian Pearson, David Moody-Jones, Pat Cadwalladr, Diana Powell, Hywel Thomas, Kate Hurley, David Field and Abigail Phillips.

Also Present: Tor Trundle (Clerk to the Council), County Cllr Michael Morgan and PC Stuart Elson

The Chair welcomed everyone to the meeting.

57 Declarations of interest

There were no declarations of interest.

58 Police Matters

There had been two incidents in the month of May:

- Hit and run where a female cyclist had been knocked off her bike near Gwern –Y- Steepl by a car.
- Domestic incident over child contact between husband and wife. No formal complaint made.

Cllr Field confirmed the problems that he was facing in contacting any representatives in relation to Speed watch. PC Stuart Elson confirmed that he would help and asked Cllr Field to email him over the required details.

Cllr Thomas reported that the positioning of the diversion signs for the road closure were proving an obstruction. PC Stuart Elson confirmed this was a highway matter not police.

Cllr Pearson further reported the abandoned car parked in village that had been mentioned in a meeting earlier in the year. Stuart Elson promised to check the vehicle after he left and whether valid tax and insurance once he obtained the number plate. Unfortunately if it was taxed then there was little that could be done.

59 County Council Matters

C Cllr Morgan confirmed that the Council re-structure had now taken place and he was still on the Environmental and Regeneration Scrutiny Committee. He reported:

- **Road Closure – Entrance to Five Mile Lane**
This would be closed 7pm to 6pm this weekend. Notification had been posted on social media.
- **Sycamore Cross Road**
Mike Clogg from VOGC was looking into the reason for the diversion signs still being in the road after the road had been re-opened.
- **A48 Closure – Junction –Darren Hill**
The A48 would be closed from 17th June at 7pm through to 6am for five nights to enable the installation of a new roundabout.
- **Railway Crossing road closure**
- A number of Community Cllrs had noticed that closure signs had been placed on the road near the railway crossing. C Cllr Morgan was not aware of the closure details in respect of this. He confirmed he would look into this matter.

- **A48/M4 Update**
New Scrutiny Committee date had been released for 25th June, 2019, to which C Cllr Morgan would be attending. He had received confirmation that he would be able to not only speak but also vote. No agenda had yet been received on this and therefore he was unsure if the A48/M4 road issue would be discussed. He would advise Cllr Phillips and the Clerk once he received notification.
- **Hafod Housing Possible Proposal for Affordable Housing in Peterston –**
Cllr Morgan had contacted Hafod Housing to determine any further development but had received no response at the time of meeting.

60 Public Session and Matters arising from Public Session

No members of public present.

61 To receive the minutes of the Annual General Meeting held on 13th May, 2019.

The minutes of the AGM 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 Field that the minutes be accepted.

A set of the minutes were then signed as a true and accurate record by the Chair.

62 Matters Arising from these minutes

There were no matters arising.

63 To receive the minutes of the Ordinary Council Meeting held on 13th May, 2019.

The minutes of the Ordinary Council meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Hurley and Cllr Moody Jones that the minutes be accepted.

64 Matters Arising from these minutes

Cllr Pearson asked if there had been any interest in the vacant allotment. The Clerk confirmed that one email had been received and a response had been sent to confirm details. One phone call had also been received and the lady expressed a true interest and wished to rent the allotment and agreed the terms and conditions as stipulated by the Community Council. Cllr Pearson also asked if the other tenants had been advised regarding the new fee to be imposed in 2020. Clerk confirmed that emails/letters will be sent.

Cllr Thomas referred to Point 45 and wished to add that there were a number of people that should be thanked for the hard work in relation to the MUGA project. He mentioned Cllr Phillips and Jo Howell and all the members of TaSC. It was generally felt by all the Community Council that all the members of the MUGA sub group needed to be praised for the work that had been undertaken for a number of years that had ensured the delivery of the project to completion.

Action: Clerk to send necessary paperwork to tenant regarding vacant plot and send correspondence to current tenants regarding increase in fee to £15.00.

Clerk to send email of thanks to MUGA sub-committee for all the hard work in respect of the project.

65 To receive Cllr Phillip's draft speech on M4 Junction 34 to A48 WelTAG Stage 2 providing the Council's view for the postponed Environment and Regen Scrutiny meeting.

Cllr Phillips would be attending the Environment and Regen Scrutiny on 25th June, 2019 on behalf of the Community Council. Cllr Phillips confirmed that a draft would be circulated to the Council prior to that date for consideration and feedback. It was hoped to strengthen her argument complimenting Mark Drakeford's comments, to point out that all strategic options were not assessed, that there was a need to look at the bigger picture and the Council should go back and look at the totality of all options both the environmental impact as well as economic.

66 To review budget 2019/20

The Clerk had circulated the budget prior to the meeting. It was agreed that this would be reviewed on a quarterly basis. The actual figures were compared and an estimate provided to the end of the financial year.

Cllr Pearson confirmed that the Churchyard Committee would need to meet to review the Churchyard fees. The Clerk confirmed that no invoices had yet been received for the flowers/troughs. The insurance had been renewed with Zurich and an element of re-build costs had been included for the MUGA which would be charged to TaSC. Cllr Pearson confirmed that the PAYE element of the Clerk's salary should be included in that line and not be classed as an expense. The Community Council discussed grant/gift budget line which had been zero at the beginning of the year. It was felt that considering the completion of MUGA that an amount should be included and that applications should be encouraged from the Community.

Action: Clerk to contact Tonia and determine if any invoices are outstanding for village planting. Clerk to raise invoice for insurance and send to TaSC. Clerk to amend accounts to reflect Clerk's salary as gross not net. Clerk to add £500 to the grant/gift budget line with a view to this being reviewed on a regular basis. Clerk to ascertain the maximum amount that is allowed to be given out by the Council and report back.

67 To review the amendments to the Fixed Asset Register

The Clerk had previously circulated the Fixed Asset Register. A number of items were discussed and amendments were agreed. A discussion was held over the merits of including the playground furniture on the Asset Register and whether it should be insured. It was agreed that the playground should be included on the asset register but it would be debated next year whether it was appropriate to include in the insurance schedule.

The amendments were proposed by Cllr Hurley and seconded by Cllr Powell.

.Action: Clerk to update and post updated register on the website.

68 To consider updates for Community Action Plan previously circulated by Cllr Field

Cllr Field had previously circulated the amended CAP. The Community Council thanked the sub-committee for the work that had been undertaken on the review and it was agreed to be adopted and that a quarterly review would occur moving forward.

Car parking was discussed – Cllr Pearson mentioned that it would be possible to take a loan over three years and that he would investigate this further. It was agreed that FIT would not allow a car park unless it was in respect of the use of the playing fields. Cllr Pearson confirmed that he had researched the type of parking and that he felt that matting similar to that at National Trust properties would suit the purpose. It was agreed that the matter be looked into and quotes obtained. Cllr Thomas suggested that SWSG should be approached after the good work that they had undertaken on the MUGA. The size of the area needed to be quantified.

Action: Cllr Pearson to review previous report and pass details of size to Cllr Thomas who in turn will approach SWSG for a quote.

69 To receive an update on the MUGA project

The Community Council were happy to note that the MUGA was already being well used by the Community. The budget had been reviewed and it was noted that the completed cost had been £174078, with a slightly higher figure coming in on income.

It was agreed that the surplus money would be ring fenced until next year to cover any ancillary costs and if there was still a surplus this would be handed over to TaSC at an appropriate time.

It had been raised if there was the possibility of showering facilities being made available in the Club-house. It was agreed that the current electric supply was not sufficient to enable this option.

The idea for a formal launch was suggested and Cllr Phillips confirmed that she would liaise with TaSC to determine dates.

Action: Cllr Phillips to liaise with TaSC and provide the Community Council with prospective dates for a formal launch.

70 To review the external report on the audit of the Playground equipment

Cllr Thomas confirmed that he had reviewed the audit report and that the items that had been flagged were all low-medium risk. He had requested quotes on the broken seal on one of the items and had contacted the company who had previously fixed the seat on the cableway. A further suggestion was made that the mound problem could be rectified by SWSG by using left over materials from the MUGA.

Action: Cllr Thomas to continue to pursue responses from the companies contacted and contact SWSG regarding mound.

71 To review the current terms and conditions of use of the playing fields.

The Community Council discussed the current arrangements with the Football club over the playing fields. None were at present in place. The Community Council incur a charge in order to maintain the field for football and have to insure. It was felt that it would be worth researching the costs that were associated with similar hire elsewhere and tasked the Clerk to investigate other Community Council's fee structure. It was further mentioned that there needed to be some sort of formal agreement in place with the Football Club and by having this then the Football club could ensure that their fixture list would be upheld.

Action: Clerk to check other areas fee rates for similar usage and report to Community Council. Agenda need for formal agreement with Football Club.

72 To receive and consider an update report on M4:A48 Road – Cllr Phillips

This item had been covered at point 65.

73 To receive and consider an update report on TCC's Charter – Cllr Thomas

Cllr Thomas reported that nothing significant had actually happened in respect of the TCC Charter since the last meeting.

74 To receive an update report from Cllr Field re road safety campaign

Cllr Field confirmed that speed watch was still ongoing. Meetings had or were being arranged with Emma Reed, Head of Neighbourhood and Transport at VOGC and with the

new Cabinet Member. Following the public information evening it was decided that the speed signs would be handed out. Cllr Pearson agreed to produce twenty copies to hand over to Cllr Field to distribute out to the village.

Action: Cllr Pearson to produce twenty speed signs and Cllr Field would distribute to the village.

75 Local Democracy and Boundary Commission – review of Clerk’s draft further to last month’s discussion

The Clerk had previously circulated a draft response that confirmed that the Community Council’s opinion that the ward boundary in respect of Peterston Super Ely needs to remain the same. It was unanimously felt that the size of the ward was manageable as it presently stands and it would not prove beneficial to change this.

Action: Clerk to submit response to the Commission

76 To consider the Clerk’s report including matters of a financial nature.

Currently the bank balance is £22,724.08 and the cash book balance is £39,157.00. The Welsh Government claim has been submitted for £12,800. Once received the final claim will be submitted for the invoices for £25,053.52 and £10,888.76. Rural Payment Wales has requested a copy of the banked cheque before payment is made. A VAT claim has been made for the two previously paid invoices. The bank reconciliation has been provided to Cllr Field for review and approved.

Payments/Receipts since last meeting

Receipts

Precept	£	7,000.00
VAT Reclaim – March 2019 payments	£	10,547.48
VAT Reclaim – April 2019 payments	£	3,200.00
Welsh Government claim	£	42,189.96
Donation from Watkins Davies	£	2,500.00
Donation from resident of Peterston	£	100.00
Donation from Walters	£	500.00

Payments & Authority for expenditure needed

The following expenditure needs authorising by the Council

Zurich – Insurance	Cheque-994	£	1,177.32
Clerk’s Salary & Expenses	Cheque-995	£	479.08
PAYE for May 2019	Cheque-996	£	103.00
Fields in Trust Membership	Cheque-997	£	65.00
Payment to Cllr Thomas-Reimbursement for Welsh Water & Gravel			
	Cheque-998	£	2,015.00
Kersh Grinnell	Cheque-999	£	843.33

External Audit – Papers have been completed and submitted on 1st June, 2019. Grant Thornton requested a considerable amount of documents in relation to the MUGA project and final email submitted on Sunday, 2nd June, 2019.

Insurance-This has now been renewed. The premium for the MUGA was £663.90 and the Council’s policy was for £513.42. The Clerk will liaise with TaSC to ensure the MUGA element is recouped.

Churchyard – Simon will visit the Churchyard and review the headstone.

Playing Fields- Annual Membership is due and the Clerk is requesting confirmation that the Council wish to renew.

Donation-A further donation of £100.00 was received in relation to the MUGA and the donor wished to remain anonymous.

Japanese Knot-weed-A resident called and mentioned that there was a problem with Knot-weed growing on the riverbank. Cllr Moody-Jones has confirmed that he will investigate and come back to the Clerk on the matter.

Local Democracy-A review is being undertaken by the Local Democracy and Boundary Commission for Wales of the electoral arrangements for the Vale of Glamorgan. A notice has been displayed on the village notice board and on the website.

77 To consider any planning matters

There had been no new applications for the month of May. An inquiry had been arranged in respect of the appeal in respect of ENF/2016/0123/PC – Land at Tir Y Llwyfenni, Peterston Super Ely on 11th Jun 2019 at the Council offices.

78 To consider any correspondence.

These were reviewed and acknowledged. Cllr Pearson added that he had contacted Jane Hutt AM to reiterate the problems experienced in the RCDF process. He further confirmed that a response had been received requesting further information. Alan Cairns had also expressed an interest in the problem. Cllr Pearson also informed the Council that he had raised it at the latest OVW meeting.

79 To consider any reports of Councillors

Cllr reports were discussed. The main issues seemed to be with the diversion signs that were still on the roads and the possibility that they could cause accidents in their present position.

80 To consider any Health & Safety matters, to include playground maintenance/checking

A request had been received to erect a memorial in the churchyard and the Community Council discussed whether the edges were too jagged. One idea was to lay in flat on the ground and it was agreed that the Clerk would first request the opinion of the East Vale Rectoral benefice through Father Martyn.

Action: Clerk to contact local PCC.

There being no further business the meeting closed at 9.45pm. The next ordinary meeting will be held on Monday, 8th July, 2019 at 7.30pm in the Church and Community Hall.

Chair _____
Date _____