

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

Minutes of the Ordinary Meeting held at 7.30pm on 11th November 2019 at the Church & Community Hall, Peterston-super-Ely

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

Also Present: Tor Trundle (Clerk to the Council), C Cllr Michael Morgan, Rural and one member of public.

Apologies: Councillor David Field, Abigail Phillips, PCSO Sion Summers

The Chair welcomed everyone to the meeting.

147 Declarations of interest

No declarations of interest reported.

148 Police Matters

PCSO Summers was unable to attend the meeting and no crime report had yet been received.

149 County Council Matters

Recycling - C Cllr Morgan confirmed he had sent an email which contains a summary of the recycling changes. This summary had been provided by the Deputy Leader, C Cllr Lis Burnett and provides contact details if issues are being experienced. C Cllr Morgan was keen to point out that the aim of the new recycling scheme was important and that it was being implemented to ensure that items are collected which can be recycled. There will be problems initially but the message that the Council wished to convey was that they are doing their best and asking for residents' patience. It was appreciated that waste had not been collected when expected but it was good to note that residents are reporting that the teams are extremely courteous and this needs to be applauded.

Cllr Thomas mentioned the A-Z guide that the Council had placed on their website had a number of errors and these had been reported to Contact One Vale.

Hafod– no formal planning application had been received by the Council but C Cllr Morgan confirmed that the necessary steps of consultation would be followed and the Community Council would be advised as and when any planning application was submitted.

M4-An update would be posted on the Vale Council website shortly.

Rural Transport-C Cllr Morgan confirmed that he was a champion of better transport services within the Rural Vale.

Cllr Pearson highlighted a letter that he had received from SSAFA regarding VE 75 anniversary which was to be held over the weekend of 8th to 10th May. Cllr Pearson wondered if there was any event that the Community Council could be involved with already being organised or whether C Cllr Morgan wanted to organise anything himself. Consideration would be given to this at the January meeting.

Action: Clerk to agenda discussion surrounding event for VE 75 Anniversary event for January meeting.

150 Public Session and Matters arising from Public Session

One member of the public was present and had two points to discuss:

MUGA floodlights – the lights seem to pointing in the wrong direction which is resulting beams of light into residents' garden and homes which lie in close proximity to the MUGA. It was confirmed that photos had been taken and could be made available to the Community Council if required. It was pointed out that at another site the floodlights were at a different angle, pointing down but the ones at Peterston seem to be pointing upwards. It was suggested that the lights are tested at a different angle. It was felt prudent to raise this as an issue now before it became a heightened problem.

Cllr Thomas confirmed that Dai Lewis had referred this to the Contractor previously but he would ask the Contractor to arrange for the spread of light to be checked for compliance with planning approval.

Trees- some of the trees that had been planted recently had died. The member of public wondered if they have been planted at the wrong time of the year or had been planted incorrectly. In light of new trees being planted shortly, it was felt that these issues needed to be addressed before further planting was undertaken.

Action: Cllr Thomas to talk to Dai Lewis regarding planting and SWSG regarding lighting.

151 To receive the minutes of the Ordinary Council Meeting held on October 14th, 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 Thomas that the minutes be accepted.

152 Matters Arising from these minutes

An email had been received from One Voice Wales giving new information regarding the required information in relation to the bio-diversity and resilience of eco-systems duty which impacted on the resulting Environment plan. It was felt appropriate to defer this item to the January meeting.

153 To receive an update on the MUGA lease

Cllr Thomas had received a response from TaSC in relation to the lease. A few points had been raised and Cllr Thomas confirmed that he would be organising a meeting to finalise with representatives from TaSC and legal advisors to resolve at one sitting. Please see Clerk report for Community Council resolution regarding signing of the lease.

154 To receive an update from Cllr Pearson on the OVW Area Committee meeting- 28.10.19

Cllr Pearson had previously circulated his notes from the meeting with OVW and confirmed that he had already passed his apologies for the meeting in January.

155 To discuss quote for cutting of growth around the river bank and email received regarding statutory requirements of the Japanese Knotweed.

A quote had been received from Craig Williams for £300. Craig had requested that Peterston Connect be aware of the work that would be undertaken and ensure that if any growth needed to be left alone then this would be conveyed by marking in a certain way.

Cllr Powell confirmed that she would liaise with Peterston Connect accordingly. The quote was agreed by Cllr Powell and seconded by Cllr Thomas.

An email had been received from the Vale Council detailing the statutory requirement in dealing with Japanese Knotweed. The interpretation of this email highlighted that the Community Council was unable to enforce the removal, but if a landowner was not taking steps to prevent the spread of Japanese Knotweed and it then spreads, then proceedings could be taken at that juncture. There were two areas under discussion:

Right bank-Lynette Williams' land – Brinsons, as agents, will be approached to seek cooperation in preventing growth and potential spread.

Left bank-land ownership had not been established. Rob Higgins had treated this in previous years but it was confirmed that if treatment was not ongoing and constant then it would not have any impact. Rob Higgins has recommended herbicide treatment in the Autumn and Spring.

Further to a discussion it was agreed that no work would be undertaken until Brinsons' returned and at that point a decision would be made. It was hoped that costs could be shared for its removal.

156 To discuss the requirements of the Environment Wales Act, 2016 and Council's duty.

Further to the email received earlier today, the plan that was circulated by Cllr Moody-Jones had been slightly super ceded. It is important to ensure that what is written is correct and it had also been noted that further reporting was required. Clerk will review the requirements and draft a brief report for review by Cllr Moody-Jones. The plan would be revised accordingly and the report will include specific items such as the sympathetic cuttings and work with CCV.

Action: Clerk to determine report requirements and review plan accordingly in light of new direction and report back at January meeting.

157 To discuss the Re-shaping Services: Town and Community Council Engagement in Operating Local Services and Assets

A Community Liaison meeting had been held on 8th October, 2019 at the Civic Offices. An email had been received from Vale Council following up from that meeting which provided information relating to the T & CC Charter and Local Authority work undertaken back in June. Currently a number of services were being borne through the community charge but essentially if these assets and services were transferred then this will just mean an increase in relation to the precept.

158 To discuss follow up from information evening on Thursday, 17th October, 2019

It was generally felt that the information evening had been a great success and a number of emails had been received as well as a number of attendees on the actual evening. The Clerk had pre-circulated a spreadsheet which categorised the items that had been brought up over the course of the evening and in relation to the emails.

After a discussion, it was decided that a Community Action Plan meeting would be arranged and the points would be addressed at that point. Any issues in relation to specific topics that could be dealt with immediately would be actioned by the Clerk.

Cllr Powell confirmed that Citizen UK had been in touch with the school to finish the project and the Deputy Head had confirmed that when this work was restarted the school would like to work closely with the Community Council in relation to the issue of speed and traffic.

In relation to car-parking problems around the village, it was decided that a survey would be undertaken to determine the support or non support of residents in relation to the same and in particular to the use of an area of the playing fields to accommodate this.

Cllr Pearson had received a number of comments from residents that praised Cllr Phillips for her knowledge and involvement at the meeting.

Action: Clerk to organise a CAP meeting for early next year. Clerk to email all residents who had attended the information evening (if email provided) and to all emails and confirm that the comments had been noted and that an update would be received after the work undertaken by the CAP group.

159 To consider plans for the Village Christmas tree

The date of the event had been previously been decided for 1st December, 2019. Cllr Pearson confirmed that Father Christmas was going to attend and the Christmas tree would be sourced by the village hall. The Community Council agreed that Cllr Pearson would source the mince pies, mulled wine and children's sweets and that this cost would be borne by the Community Council. Attendees would be asked to leave a voluntary donation and all monies received on the night would be donated to Ty Hafan.

A budget of £250 had already been agreed for the event. The clerk was asked to liaise with Tonia and ensure the whole hall was booked from 6:30pm. Cllr Cadwalladr confirmed that she still had a number of juice pots that could be used for the children to drink.

Lindsey Grey had agreed to play the organ in the hall or outside if weather permitted. Carols would be sung and hand bells played.

Action: Clerk to contact Tonia Morgan to book hall; liaise with Ty Hafan for any marketing materials. Cllr Pearson to purchase refreshments and Cllr Cadwalladr to organise heating of refreshments on the evening. Father Christmas to turn on the Christmas lights. Cllr Thomas to check if he still has the plunger used last year and pass to village hall staff. Cllr Pearson to draft invite and Clerk to place on social media and website.

160 To consider the Clerk's report including matters of a financial nature.

Currently the bank balance is £71,524.35 and the cash book balance is £19,567. The Welsh government claim has now been passed for payment for £22,955.42. VAT claim for the last quarter's VAT will be submitted shortly. The bank reconciliation for October 2019 has been completed and provided to Cllr Field.

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

RECEIPTS

St Peter's Church	£ 150.00
Welsh Government claim	£22955.42
Re-imburement from Village Hall for Wall repairs	£ 40.00
Churchyard & burial fees – Coles Funeral Director	£ 1550.00
Smart Memorial Fee	£ 150.00

Payments and Authority for expenditure needed

The following expenditure needs authorising by the Council: -

Simon Harris (repairs for church wall) Cheque	1022	£ 400.00
Simon Harris (grave-digging service) Cheque	1023	£ 400.00

St Peter's Church	Cheque	1024	£ 7.00
Clerk Salary&Expenses-October 2019	Cheque	1025	£ 492.95
PAYE for Clerk Salary	Cheque	1026	£ 98.80
Darren Meir (October 2019)	Cheque	1027	£ VOID
Royal British Legion	Cheque	1028	£ 263.00
Vale of Glamorgan Council	Cheque	1029	£50000.00
Russell Bailey (Churchyard plan)	Cheque	1030	£ 140.00
Darren Meir (October 2019)	Cheque	1031	£ 90.00
Darren Meir -balance of Sept invoice	Cheque	1032	£ 60.00

Points to note relating to expenditure -Last month the Clerk used the July figures when writing the cheques for her salary and the PAYE. Therefore, the cheques issued this month have added the underpayments (£26.86 – Salary and £2.40 –PAYE to ensure the figures are now correct. Audit trial will be left in the file.

It seems that the invoice for Darren Meir's cutting for September should have been for £240 not £180 – therefore an extra payment has been made under cheque 1032, Cheque 1027 to Darren has been marked void as this was the wrong PAYE details and re-issued under 1031.

MUGA -The final progress report was still outstanding at the time of writing the report. The Clerk has written to Gill Jones and Vanessa Adams to ask current position and informed Sports Wales of the delay. Vanessa has confirmed that the LTA registration was almost completed. The MUGA launch was extremely successful and well attended. Cllr Thomas has chased TaSC regarding the lease. Cllr Thomas requested that the Community Council give authority to sign the lease if this was finalised before the January meeting and that it could be agreed by email – Chair and Vice-chair to sign lease on acceptance by Community Council.

Churchyard- Over the last month there had been one further burial and correspondence in relation to a cremation tablet. The Clerk had been speaking to the funeral directors and families in relation to the same. Jo Howell had confirmed that there was a procedure to recoup the fees in relation to one of the burials in which we did not charge as the deceased was under 18. The Clerk had written to Karen Bowen and she had referred this query to another VOGC member of staff who had yet to come back. Simon had been undertaking the work in relation to churchyard and village hall wall. A complaint had been received from a resident in relation to the recent burial. His daughter's grave was next to the recent burial and he was upset regarding the green sheet and mud that was left the following day. Cllr Pearson confirmed that he had taken photos and the grave had been returned to its original state. Russ Bailey had updated. The Community Council noted that the fee had increased to £140 for the extra work. The £150 had now been received in respect of the donation from the filming and photographs in the churchyard. Cllr Pearson had asked Cllr Moody-Jones to lay the Community Council wreath at the Sunday Service this year and Cllr Moody Jones has accepted. Cllr Pearson pointed out that the hedge in the churchyard needs to be cut.

Action: Clerk to contact Kersh Grinnell and ask him to cut the hedge in the churchyard.

Playing Fields -James Mortimer has agreed to pay £50. I have forwarded the thread of email for Community Council to read. Community Council confirmed that it was appropriate for the Clerk to invoice for this sum and to relay to James Mortimer that it was to be noted that it was only Council approved contractors who would only be able to cut the playing fields

Action: Clerk to issue invoice to football club in the sum of £50.00

Dave Knevett had been corresponding regarding the possibility of the car parking on the MUGA and C Cllr Morgan had been approached to determine his view. Dave Knevett and Rhodri Edwards had now requested that the CC gain an idea of public opinion – possibly by

undertaking a survey. Thread of emails has been forwarded for Community Council to see current position.

Rhodri Edwards had confirmed that he is unable to issue a plaque in the same colour and font as the current sign.

Action: Clerk to order as FIT have suggested with the wording “Peterston Super Ely Memorial Playing Field”

IT

Clerk has responded to Matt and he is in the process of sourcing a laptop for the clerk.

PCSO

New PCSO dealing with PSE area confirmed that he was unable to send any further details due to GDPR requirements.

Grants and donations -Small top-up donation had been suggested of £20.00 to be added to the figure that was left from the Memorial fund earlier in the year of £243.00. Clerk had now issued a cheque to the Royal British Legion in the sum of £263.00.

Grant application had now been received from TaSC. After a discussion it was felt that the grant application would be reviewed at the January meeting and in the meantime, it would be appreciated if the insurance premium could be settled.

Action: Clerk to contact TaSC with Community Council’s response

Information evening

The information evening was well attended and the Clerk had circulated the responses received. The item has been added to the agenda for discussion.

Terms of Reference

The finalisation of the Terms of Reference would be delayed until the January meeting to ensure correctness.

Action: Clerk to circulate on completion

General emails to bring to Council attention

Email from Steve Shaw – regarding a request for a Council motion in respect of a national energy campaign. Please let me know if you wish this to be undertaken? Council confirmed this was not something that they wished to be involved with.

Email from VOGC- 26th November – Consultation event – Draft Corporate Plan 2020-25-Civic Offices –

Action: Cllr Moody Jones would check to see if he can attend.

Deb Jeffreys-Planning a Community Led Renewable Energy project- St Mary’s Hotel, Bridgend – 20th November. Cllr Thomas had forwarded to TaSC to ascertain if they would be interested.

Resident’s email regarding opposition to the car parking proposal. This would be discussed at the CAP group and be part of the larger survey that would be undertaken shortly.

The Clerk had now received a response to the high specification road letter and had scanned and sent copy for Community Council’s information.

The clerk had been corresponding with the clerk at Pendoylan to organise a further PROW meeting. Pendoylan had agreed to host the meeting and Judith Roberts would take minutes.

Action: Clerk to organise meeting and set the agenda and date.

The chair and vice-chair have mooted that the clerk's hours should be increased due to current activity. One item to note is that Cllr Thomas has offered to take the notice board key and place agenda and minutes on the board moving forward. This will help with cutting down on travel and non-productive time for the Clerk and is most appreciated. It was decided to review in a few more months but retain at present level. The clerk would like to request leave from December 30th 2019 to 7th January, 2020.

160 To consider any planning matters

There were no new applications but two open applications had been approved:

- **2019/01005/ADV (MA): Culverhouse Cross Access Roads Tesco and Marks & Spencer, Culverhouse Cross:** Proposal: Display of a double sided illuminated paper advertising panel, fully integrated into a bus shelter.
- **2019/01007/FUL (MA): Backways, Ffordd Yr Eglwys, Peterston Super Ely:** Proposed garage.

161 To consider any correspondence.

These were reviewed and acknowledged. It was recognised that there was a considerable amount of correspondence received over the last month.

162 To consider any reports of Councillors

Eight reports had been made by Councillors to Vale Council in relation to a number of items including a number of highway's issues and recycling problems.

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

Cllr Thomas confirmed that he was chasing the outstanding work that Jerry Widass had been asked to undertake at the playground.

There being no further business the meeting closed at 9:10pm. The next ordinary meeting will be held on Monday, 13th, January, 2019 at 7.30pm in the Church and Community Hall.

Chair _____
Date _____