

**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> September 2019 at the Church & Community Hall, Peterston-super-Ely**

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

**Also Present:** Tor Trundle (Clerk to the Council) and five members of public

**Apologies:** Councillor Hywel Thomas, C Cllr Michael Morgan and PCSO Sion Summers

The Chair welcomed everyone to the meeting.

**99 Declarations of interest**

There were two declarations of interest in respect of planning applications:  
Cllr Pearson regarding **2019/00867/FUL (JK) 25, Pwll Y Min Crescent** and Cllr Phillips regarding **2019/00796/FUL (MS): The Meadows**.

**100 Police Matters**

PC Stuart Elson had sent an email confirming that he would no longer be covering Peterston and that a new PCSO based in Penarth, Sion Summers would be taking over.

No matters had been communicated to the Clerk when apologies had been received from PCSO Sion Summers.

**101 County Council Matters**

C Cllr Morgan had provided apologies due to his attendance at Full Council Meeting on the same day and had confirmed that he would send a report to the Community Council later in the week. At the writing of the minutes this had not been received.

**Action: C Cllr Morgan to forward report for Community Council's attention**

**102 Public Session and Matters arising from Public Session**

Five members of the public were welcomed to the meeting:

**Member of public 1**-A number of items were raised in the following order:

- Proposed planning by Hafod Housing. It was stated that a pre-application number had been issued in relation to this matter and that a number of concerns were raised regarding the proposals.
- Verges in the village were not being cut. Only three cuts had been witnessed as happening currently and not the promised six.
- Rubbish on the road.

**Member of the public 2** – Two items were raised:

- Could the Council confirm when the gate to the playing field would be re-instated?
- Since Doug Blake was unable to empty the playing field bins, the lady's partner had been undertaking this and it was confirmed that they had Doug Blake's key to access the bin.

**Member of public 3**-Nothing to comment but wished to be present to observe the meeting.

**Member of public 4**-Two items were raised:

- Parking was a problem when attending and playing at football matches on the fields. It was enquired if temporary mats could be placed on the ground in the fields to accommodate car parking.
- In relation to the contribution from the Football Club that may be asked for by the Community Council, it was suggested that some cuts would be undertaken by the team instead to reduce costs.

**Member of public 5**-One item raised:

- The Community Council were reminded of the incident that had happened at the end of last term in which a vehicle had almost injured a pedestrian. Enquires had been made with Sustrans regarding the Healthy School Street project to determine if this was something that Peterston Community Council could be involved in and the Head teacher had been contacted to be made aware of this suggestion. The Vale Council had not looked favourably on running this as a project due to budget restraints and therefore it was asked if the Council were happy to discuss and possibly consult residents as to the feasibility of such a project.

Cllr Pearson addressed the members of the public and confirmed that he had noted each item that had been raised. It was felt overall that it would be beneficial to hold an information evening whereby all of these items could be discussed and residents' opinions canvassed. After a discussion it was decided that the evening of October 17<sup>th</sup> between 6:30 and 8:30pm would be best suited at the Village Hall and after Cllr Morgan's attendance was confirmed this would be advertised.

- **Hafod Housing** – The Community Council were unaware that there was a pre-application number and Cllr Phillips confirmed that she would investigate and inform the Council of its detail. The Community Council had been waiting for a meeting to be arranged with Cllr Morgan and Cllr Phillips but this had not yet happened. Again Cllr Phillips confirmed that she would chase a date for this meeting.
- **Verges**- Some of the verges were being cut by contractors for the Community Council but the responsibility for the majority of these lay with the Vale Council.
- **Gates to playing fields**-due to the ongoing discussions regarding the possibility of car parking it was deemed a waste of money to re-instate the gates until all works/potential works were completed.
- **Bins**-Cllr Pearson asked the member of public to thank her partner for emptying the bins and confirmed that Cllr Field had been undertaking this also over the last few months.
- **Car-parking** – this was an item that was a priority due to a number of emails relating to this problem and it was on the agenda that evening. A quote had been received from SWSG and a meeting held with Fields in Trust to discuss the possibility of part of the field becoming a car parking area. It was noted that this in principle had not been denied and Cllr Pearson was confident that FIT would provide consent for a change in use if a formal application was submitted. It was crucial that the Community were in favour and therefore the information evening would be the time to prove if this was what people wanted. Secondly the houses in the immediate area would need to be aware of this becoming a permanent opening as opposed to a temporary one.
- **Contribution to maintenance of playing field** – Cllr Pearson asked that a list of football fixtures be forwarded to the Clerk.
- **Sustrans Project**- Add to the items that need to be discussed at the Information evening.

**Action: Information evening to be arranged and advertised for Thursday, 17<sup>th</sup> October, 2019-6:30-8:30pm to discuss multiple points including Car Parking, Hafod Housing, Speedwatch, Verge Cutting and Sustrans project etc. Cllr Phillips to email detail of Pre-application regarding Hafod Housing and chase meeting with Cllr Morgan and Hafod. List of football matches fixtures to be forwarded to the Clerk.**

**103 To receive the minutes of the Ordinary Council Meeting held on 8<sup>th</sup> July, 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 Cadwalladr that the minutes be accepted.

**104 Matters Arising from these minutes**

No matters arising.

**105 To receive an update on the MUGA lease, WG visit & launch**

The lease was currently with TASc for review and no issues had been raised so far. The Vale Council had provided consent for the sub- leasing of the MUGA and Irene Thornton had confirmed that formal consent was expected within the next week. The official launch had been set for Saturday, 19<sup>th</sup> October, 2019 at 2:00pm and a plaque was to be provided by Welsh Government at the time of the site asset verification visit on Wednesday, 11<sup>th</sup> September, 2019.

**106 To discuss the quote received from SWSG regarding potential car park & meeting with Rhodri Morgan (FIT)**

A quote had been received from SWG for £30,346.74. Cllr Pearson had investigated the potential for funding from Welsh Government with a short term loan, which the Council could repay from an increased precept over three years. Interest rates were very low in respect of this type of funding. A fence would need to be placed around the car-park which would mirror that already surrounding the playground. A meeting had been arranged with Rhodri Morgan from Fields in Trust which Cllr Pearson and Cllr Thomas had attended on Wednesday, 4<sup>th</sup> September. FIT had not envisaged any problem with the change of use but had recommended that the Vale Council was approached to ensure proper consents were received.

Weed-killer had been used around the edge of the playing fields. It was felt that the type of weed-killer need to be explored and that it needed to be incorporated in to the Environmental Plan that was needed from the Council. Cllr Pearson asked Cllr Moody-Jones to lead on the Environmental Plan and research this and formulate a plan

**Action: Cllr Moody-Jones to lead on the Environmental Plan and put forward a proposal.**

**107 To review the current terms and conditions of use of the playing fields and need for formal agreement with Football Club.**

The current arrangement between the Community Council and the Football Club is very casual. The Community Council need to be notified of fixtures to ensure that there is no overlap of events. A list of fixtures has been requested from James Mortimer as a starting point for discussion. Once this list is received then an annual contribution can be determined and a donation requested. The resulting letter of acknowledgment can outline the conditions of use

**108 To discuss the cutting of the growth around the river bank and issues with Japanese knotweed**

The Community Council agreed that the time for cutting was now and the Clerk was asked to source a quote from Craig Williams who had previously undertaken the work. Cllr Field mentioned the otter activity on the river but it was noted that the cutting would not be low enough to impact on the otter's habitat.

Cllr Moody Jones confirmed that NRW had agreed to train his son, Hugh to inject the Japanese Knotweed and that this would be undertaken on the patches that were nearing Step-a-Side. Clerk to contact the owner of Step-a-Side to contact Hugh in relation to the payment of the same. The tackling of the large clumps of Japanese Knotweed was not seen as a feasible task for the Community Council to undertake.

**109 To review the minutes of the Churchyard Sub-Committee on 22<sup>nd</sup> August, 2019 and adopt any changes.**

The minutes of the Churchyard meeting had previously been circulated and the amendments were highlighted within this document and accepted by Council.

A quote had now been received from Russell Bailey for £100 for the update of the Churchyard plan and this was agreed as being good value.

The minutes were accepted as a true and accurate record and proposed by Cllr Cadwalladr and seconded by Cllr Moody-Jones.

**Action – Clerk to amend changes on the Churchyard Regulations and Fee documents and post on the website. Any current discussions with funeral directors would be honoured at the old fees. Clerk to contact Russell Bailey to update plan.**

**110 To receive an update from Cllr Thomas regarding the Bridgend/Vale/Cardiff OVV meeting on 22.7.19**

Cllr Thomas had forwarded a report summarising the content prior to the meeting.

Cllr Pearson confirmed that he would be able to attend the next one on 28<sup>th</sup> October, 2019 but that he was unable to attend the following one on 13<sup>th</sup> January 2019 and he hoped that Cllr Thomas would be able to attend on his behalf.

**111 To receive an update from Cllr Moody-Jones on the Community Liaison meeting – 2.7.19**

Cllr Moody-Jones had nothing to report from this meeting.

**112 Discussion regarding grant applications to the Community Council**

Two emails had been received in relation to a possible grant in relation to the bowls club. The correspondence had been forwarded to TASC to deal with and possibly apply on their behalf.

The grant application process was advertised on the village website but the application form was only available on request. This ensured that all grants were assessed for eligibility before full applications were completed.

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

Cllr Phillips confirmed that nothing had been heard regarding the proposed road. Scrutiny's decision was being reported to the Full Council and it was envisaged that information would be released after this.

An email had been received from Robert Davidson regarding a new Metro line and Cllr Phillips confirmed that she would look at this on behalf of the Community Council. It implied possible road diversions and Cllr Phillips would review and send email around to Council. It was noted that Cllr Mike Morgan should also be made aware of this considering the cross boundary implications.

An email had been received from OVW in relation to the National Development Framework for Wales and Cllr Phillips confirmed that she would be willing to review and draft a response for the Council.

A general discussion was held regarding the high specification of the new stretch of road around Sycamore Cross. It was felt that a considerable amount of money had been spent on an extremely small section. The Community Council felt that this was a waste of money as a whole. A letter needed to be sent confirming the Council's opinion.

**Action – Clerk to text C Cllr Morgan prior to meeting with Mike Clogg early next day to advise a letter would be drafted in respect of the section of road. Clerk to draft letter and send around for consideration by Community Council before sending to VOGC. Cllr Phillips to review the information received regarding the Metro Line and draft response regarding National Development Framework.**

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

Cllr Thomas had forwarded an update and had generally implied that this seemed to have lost momentum at the current time.

**115 To receive an update report from Cllr Field-road safety campaign including piloting 20mph for Peterston and Procurement of AutomaticSpeed Watch device**

Cllr Field had previously circulated a report updating the Community Council and as a result of this stated that there were two questions that needed answering- Do we wait for Welsh Government to roll out 20mph or do we seek to trial 20mph and keep campaigning? Due to delays anticipated before Welsh Government implement a default 20mph speed limit in Wales, as Task and Finish group recommendations on implementation are not due until June 2020, the Council agreed to continue to seek a trial and continue campaigning.

Cllr Field had sent a letter to Assistant Chief Constable Jill Gilmore relating to procurement of an AutomaticSpeedWatch device seeking approval for use in Peterston.

Positively PC Stuart Elson had now forwarded Cllr Field the results to the recent Speedwatch figures.

After a general discussion it was agreed that Speedwatch and the possibility of a trial would be one of the matters to be discussed at the evening on 17<sup>th</sup> October, 2019.

**116 To discuss the possibility of a project in conjunction with Sustrans/School in relation to “ Healthy School Streets”**

The project would need the closure of certain roads between specific times and as such as the Community Council had previously pointed out this needed to be addressed and opinion of residents determined before any action was undertaken.

**Action: Sustrans project to be one of the points raised at evening on 17<sup>th</sup> October, 2019**

**117 To consider plans for the Village Christmas tree**

A discussion was held over the positioning of the Christmas tree and where it would be best placed within the village. No decision was made but Cllr Pearson asked the Community Councillors to think about this and address it next month .It was noted that Pendoylan had a rather good tree last year and the Clerk was asked to find out where they had purchased it.

**Action: Position of Christmas tree to be thought about over the coming month by all Councillors and Clerk to ask the Clerk of Pendoylan where they had purchased tree last year.**

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

Currently the bank balance is £41,018.63 and the cash book balance is £40,738 (as at 30<sup>th</sup> August, 2019). The Welsh Government claim was finally submitted on 2<sup>nd</sup> September for £22,955.42.

The Clerk had been in contact with HMRC and will be submitting a further VAT claim for £175- previous claim was withdraw for £85 (under £100 threshold) and consolidated claim will be submitted shortly.

The bank reconciliations for July and August 2019 have been provided to Cllr Field for review and approved.

**Payments/Receipts since last meeting**

**Receipts:**

|                              |           |
|------------------------------|-----------|
| VAT Reclaim                  | £ 283.60  |
| WG Government Claim Number 5 | £12800.00 |
| Burial & Churchyard Fees     | £ 1500.00 |
| Sports Wales Grant           | £ 5000.00 |

**Payments & Authority for expenditure needed**

*The following expenditure needs authorising by the Council*

|                                   |             |          |
|-----------------------------------|-------------|----------|
| Builtform                         | Cheque-1007 | £ 285.00 |
| Hywel Thomas-Lock/Playground      | Cheque-1008 | £ 9.97   |
| Kersh Grinnell(July 2019)         | Cheque-1009 | £ 843.33 |
| Clerk's salary & expenses         | Cheque-1010 | £ 359.49 |
| HMRC-PAYE                         | Cheque-1011 | £ 81.00  |
| Darren Meir (July 2019)           | Cheque-1012 | £ 180.00 |
| Darren Meir (August 2019)         | Cheque-1013 | £ 240.00 |
| Clerk Salary (August 2019)        | Cheque-1014 | £ 306.35 |
| HMRC-PAYE                         | Cheque-1015 | £ 70.20  |
| Builtform                         |             | VOID     |
| Re-issued to R Wilcox (Builtform) | Cheque-1016 | £ 285.00 |
| Kersh Grinnell (August 2019)      | Cheque-1017 | £ 843.33 |

**MUGA-** The completion of the final progress report has been granted an extension by Sports Wales to allow TASC to submit due to problems they are experiencing with gaining their LTA registration.

**Churchyard** – Simon from Grave-Digging Services has provided a quote for £360 for the work required at the churchyard. The Community Council agreed that this was good value considering the work required. A discussion was held regarding a request from Father Martyn that a donation for photographs in the churchyard be split between the Church and the Community Council. The Council agreed that this was acceptable.

**Action: Clerk to contact Simon to undertake work. Clerk to contact Father Martyn regarding agreement of splitting the donation.**

**Playing Fields-**The Community Council was asked to consider a request from Jo Howells regarding a Ty Hafan fund-raiser on the playing fields on 9<sup>th</sup> May, 2020. The Community Council agreed but asked for a donation. Rhodri Morgan had mentioned at his meeting with

Cllr Pearson and Cllr Thomas that a memorial plaque should be ordered by the Council. Forms had been received and the Clerk requested Council's authority.

**Action: Clerk to contact Jo Howell and confirm consent and request donation.. Clerk to contact FIT and arrange acquisition of memorial plaque.**

**Internal Audit Arrangements at Town and Community Council Webinar** – The Clerk had chased for the recorded link twice but no response had been received,

**Action: Clerk to contact WAO until response received.**

**VOGC** – Email had been received regarding protocols marking the death of Sovereign and others. Cllr Moody-Jones confirmed that he had forwarded this to the church. Cllr Pearson was seeking a meeting with Charlotte Raine – Section 106 Officer at the Vale Council to determine if any money would be available for Peterston and if so for what it could be used. Mike Clogg, Highways Officer had confirmed that horse warning signs would not be installed due to a number of reasons at this current time. The Clerk would attend a Monitoring Officer meeting at the Civic offices on 10<sup>th</sup> October, 2019. It had been noted that applications for dispensation needed to be received by 9<sup>th</sup> September, 2019 and none had been received by the Clerk. An email had been received from VOGC regarding a review of polling districts, places and stations in VOG. Council confirmed that they had no response to give. In view of an email received from Karen Bowen regarding an event in celebration of volunteers to be hosted by the Vale Mayor in Corntown, the Council asked the Clerk to post on facebook and ask for any nominations to attend.

**Action: Clerk to arrange meeting with Cllr Pearson and Charlotte Raine from VOGC. Clerk to contact VOGC to confirm that the Council had no response to submit regarding review of polling stations. Clerk to advertise event for celebration of volunteers on facebook.**

**OVW**-Latest versions of the Practitioners guide reference documents and revised model financial regulations have been circulated by OVW and the Clerk will review and send out to the Community Council before next month's meeting. Requests had been received asking for engagement on proposals for improving care for frail, older people in the Vale. Clerk asked the Community Council to submit prior to the 1<sup>st</sup> November, 2019. OVW Conference and AGM scheduled for 5<sup>th</sup> October, 2019 but Cllr Pearson confirmed that he was unable to attend. In light of no other Councillor being able to attend the Clerk will forward Council's apologies. A new application (free of charge) had been sent which enabled the mapping of hedgerows. Cllr Moody Jones expressed an interest and the Clerk will forward.

**Action: Clerk to review and circulate guide reference documents and financial regulations. Clerk to email OVW and confirm inability to attend OVW AGM. Clerk to forward email regarding hedgerow application to Cllr Moody-Jones.**

**Peterston Connect-** In celebration of the great news of the award of the Green Flag to Lanlay Orchard, Chris Powell had invited the Community Council and the Clerk in her capacity to the celebration on Tuesday, 10<sup>th</sup> September, 2019. The Clerk had been asked to post on the Village website and facebook.

**Fixed Asset Register-** The Clerk had previously circulated the fixed asset register and requested that this be considered prior to the meeting. Council confirmed that they were satisfied with the amendments and the addition of the MUGA.

**Action: Clerk to post Fixed Asset register on village website.**

**ICT**-Matthew Elton is sourcing a new laptop for the Clerk.

**119 To consider any planning matters**

There were three new applications –

**2019/00867/FUL (JK): 25, Pwll Y Min Crescent, Peterston Super Ely:** Proposed rear extension and dormer extension

**2019/00839/FUL (MS): Land on north side of Cnepyn Lane, Peterston Super Ely –** Proposed stable block on concrete base.

**2019/00796/FUL (MS): The Meadows, Peterston Super Ely:** Demolition of the existing dwellings and associated out buildings. Replacement dwelling with new ancillary buildings and open air swimming pool.

Two decisions-

**2019/00618/FUL (MS) Pontsarn Farm, Pontsarn Lane, Peterston Super Ely –** proposed conversion was refused on 1<sup>st</sup> August 2019 and an appeal received with start date of 29<sup>th</sup> August 2019.

**2018/00681/FUL (RL) Pasture Land, Peterston Super Ely –** creation of private facilities for keeping and riding horses was approved on 5<sup>th</sup> July, 2019.

**120 To consider any correspondence.**

These were reviewed and acknowledged. Cllr Pearson asked the Clerk to remove the emails relating to the hymn sheet from Jan Parry.

**121 To consider any reports of Councillors**

Three reports had been made by Councillors to Vale Council – two fly-tipping incidents and one requesting an update regarding the Re-shaping Services –Working Together event.

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

Cllr Thomas had sourced a quote regarding the replacement items for the zip wire which had been excessive at £1678 (NET) from Kompan. On recommendation from Wyndham Hughes at VOGC a second company had been approached and a quote received for £338 (Urban Recreation). Council was asked for approval of this amount and this was granted. The lock that Cllr Thomas bought recently appears to have disappeared – it was discussed that the gate was now open. Cllr Pearson will inform Cllr Thomas on his return.

Cllr Cadwalladr requested that C1V be contacted regarding the brambles on the white bridge.

There being no further business the meeting closed at 10:00pm. The next ordinary meeting will be held on Monday, 14<sup>th</sup> October, 2019 at 7.30pm in the Church and Community Hall.

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