

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

Minutes of the Ordinary Meeting held at 7.30pm on 13th January 2020 at the Church & Community Hall, Peterston-super-Ely

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

Also Present: Tor Trundle (Clerk to the Council), C Cllr Michael Morgan.

Apologies: Councillor Ian Pearson & PCSO Sion Summers

The Chair welcomed everyone to the meeting.

164 Declarations of interest

No declarations of interest reported.

165 Police Matters

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

166 County Council Matters

C Cllr Morgan covered a number of matters including:

Pot Holes: There is a direct reporting link on the Vale Council home page which residents can use to notify highways.

Hafod & M4: Nothing had progressed in relation to both these items and there was nothing to report.

VE 75 Anniversary: Following the previous minutes a suggestion had been raised that C Cllr Morgan could take the lead on this. C Cllr Morgan confirmed he was happy to be involved but it was not something that he would be able to take sole responsibility for. He also had received feedback that members of the public did not see this anniversary necessarily as a party but more of a remembrance event.

Road closures: Cllr Moody-Jones had noted a road closure at Gwern -Y -Steepl recently but this closure had not been mentioned to C Cllr Morgan and other Cllrs confirmed that the road was in fact still passable if you attempted to drive through on that occasion.

PCSO attendance: C Cllr Morgan raised the fact that the new PCSO had yet to attend a Community Council meeting at Peterston and Pendoylan and would be raising this accordingly.

167 Public Session and Matters arising from Public Session

No members of the public were present on this occasion.

168 To receive the minutes of the Ordinary Council Meeting held on November, 11th, 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 Thomas and Cllr Hurley that the minutes be accepted.

169 To consider matters arising from these minutes.

MUGA lighting -Cllr Thomas confirmed that the installation of the MUGA lighting complied with planning requirements. It was recognised that there was a particular problem with the light reflecting into Station House. Some of the Councillors felt that the lights seem to be pointing at a different angle on other MUGA structures but Cllr Thomas had contacted NOTTS and they confirmed the lighting was not adjustable and conformed. A discussion had been held around the different type of lighting – LED or halogen and it was possible that the brightness could be as a result of using LED what with glare being the issue. Cllr Thomas stated that the matter was ongoing and would be addressed.

Trees – large number of trees had been planted to allow for failures.

CAP Meeting – This had been arranged for the afternoon of Thursday, 16th January, 2020.

Speed problem – radar is currently sited in Pendoylan. Vale Council had confirmed that there was no budget to move the same.

Action: Clerk to arrange meeting with Mike Clogg to discuss highways and movement of speed monitoring devise at the Alps. Cllr Field and Cllr Thomas to attend.

170 To consider and approve quarterly budget review and draft budget and precept for Financial Year 2020/21

Both the quarterly budget review and the draft budget had been previously circulated. Following a review of the current and profiled end of year position, it was agreed to set the precept the same as the previous year at £21,000. It was noted that over the coming financial year, the Community Council would review the reserves and determine if any money should be ear-marked for specific projects. The financial papers and the precept were accepted by Cllr Cadwalladr and Cllr Field and unanimously agreed by all Community Councillors.

Action: Clerk to notify VOGC regarding the agreed precept of £21,000.

171 To receive an update on the MUGA lease

Discussions had been held regarding finalising the lease. At the meeting, Cllr Thomas requested that Cllr Phillips meet with the original parties to review the original documentation over items such as insurance. He was confident that once this meeting had taken place the lease would be finalised.

Action: Cllr Thomas to forward all relevant emails to Cllr Phillips prior to a meeting being scheduled. Cllr Phillips to then arrange meeting with relevant parties.

172 To receive an update from Cllr Moody-Jones on the Corporate Plan workshop- 26.11.19

Cllr Moody-jones confirmed that he had attended the Vale Council's workshop which covered all aspects of the proposed Corporate Plan. The workshop had been run by a facilitator and any issues raised had been recorded. One point conveyed was that if Community Councils were given additional areas to maintain and manage, that this would only move that expense from Council to Community Council and this would in turn

increase the precept. It was not seen how this could be seen as a saving when effectively it just passed from one body to another.

173 To receive feedback from Cllr Phillips on VOGC meeting 9.1.20-J34 of M4.

Cllr Phillips had been unable to attend the meeting but advised the Community Council that there would be nothing happening in relation to this anytime soon. An email from the Vale Council had indicated some drone surveying but apart from that we would wait to hear from the VOGC regarding further detail and future meetings.

174 To discuss Japanese Knotweed.

Cllr Thomas confirmed that there had been no progress on this since the last meeting. It was felt that it would be Spring before any action would be required. Cllr Thomas would remain in contact with all parties over the next few months and monitor the situation.

Action: Clerk to diarise agenda item for March 2020 meeting.

175 To discuss the findings of the Consultation undertaken in December 2019 and possible next steps.

A spreadsheet had been circulated prior to the meeting. The Clerk had been given additional slips to add to the original document on the night of the meeting. An amended version would be circulated to the Community Council shortly. Any issues that had been raised had been recorded on the spreadsheet and the items would be addressed. In relation to the parking proposal, with all slips accounted for it was noted that 56 parties were in favour of the proposal and 27 were against. All Cllrs were of the opinion that we need to look at all potential scenarios in relation to parking issue within the village and explore all options before any decision was made. It was felt that a working group would be set up which comprised of Cllr Pearson and Cllr Phillips. The Clerk suggested that they talk to Natasha Davies and Helen Blackmore at the Vale Council to look at other similar projects in the Vale such as the recent parking project undertaken by Cowbridge Charter Trust. The Community Council wished to communicate the results of the Consultation and Cllr Moody-Jones confirmed he would pen a note to place in the Parish News and for the Clerk to post on social media and the website.

Action: Clerk to notify Fields in Trust and VOGC regarding the outcome of the Consultation and to arrange a meeting with Helen Blackmore and Natasha Davies. Working Group would be set up to explore all possible parking options and collate evidence in relation to parking issues. Cllr Moody-Jones to draft notice regarding consultation results which would be posted in the Parish News, on social media and on the website.

176 To discuss the speed awareness signs and possible movement of the same.

Cllr Field confirmed that the Vale Council had stated there was no budget to move the sign from its current position. As mentioned previously in the minutes under point 169, a meeting would be arranged with Mike Clogg and Cllr Thomas and Field to discuss this and other highway issues. Cllr Powell mentioned that the children at Peterston Village school had resumed their work in relation to the speed issues in the village and they were writing to C Cllr Morgan and the Cabinet Member for Transport, C Cllr King.

177 To adopt the Terms of Reference for Community Council and sub-groups.

The draft Terms of Reference had previously been circulated. Cllr Phillips and Cllr Cadwalladr agreed the content of the document.

Action: Clerk to finalise and publish on the Village website.

178 To discuss whether the Community Council wish to host a VE 75 Anniversary event.

Discussion was held over holding an event in relation to the VE 75 Anniversary and it was largely felt that a commemoration would be more appropriate. It was noted that an event was being held on the field the week before this date. Cllr Moody-Jones suggested that he approach the Church and determine if they would be willing to hold a remembrance service. It was also key not to forget the other Anniversaries that were happening this year including VJ 75.

Action: Cllr Moody-Jones to approach the church and ascertain if they would be willing to hold a remembrance service for VE75.

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

Currently the bank balance is £17,321 at the end of December and the precept has also now been paid and the cash book balance stands at £24,163.

VAT return is in the process of being submitted.

The bank reconciliation for November and December has been completed and passed to Cllr Field for authorisation.

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

RECEIPTS

Burial Fees (Pritchard)	£	
1150.00		
Memorial for Norma Roblin	£	
150.00		
Ty Hafan collection	£	
128.85		
VAT return for quarter 2 and 3	£	
185.00		
Reimbursement of MOU burial from VOGC	£	
1050.00		
Reimbursement of Xmas Event-mulled wine-Cllr Pearson	£	70.00
Precept	£	
7000.00		

Payments and Authority for expenditure needed

The following expenditure needs authorising by the Council: -

Mr J Shapland (planting)	Cheque 1033	£ 114.00
Kersh Grinnell – churchyard 10/19	Cheque 1034	£ 693.33
Kersh Grinnell – churchyard 11/19	Cheque 1035	£ 693.33
Craig Williams – riverbank Cutting	Cheque 1036	£ 360.00
Clerk Salary – November 2019	Cheque 1037	£ 345.60
I Pearson-reimbursement Xmas Event	Cheque 1038	£ 177.21
PAYE Clerk – November 2019	Cheque 1039	£ 74.00
P Cadwalladr-Re-imburement Xmas	Cheque 1040	£ 14.50
Ty Hafan – cheque for donations received	Cheque 1041	£ 128.85
Matthew Elton- ICT -laptop and labour	Cheque 1042	£ 688.95
Clerk Salary – December 2019	Cheque 1043	£ 225.24
PAYE clerk – December 2019	Cheque 1044	£ 51.80
Cardiff Conservation Volunteers	Cheque 1045	£ 150.00
Reimbursement to Hall for Xmas tree	Cheque 1046	£ 70.00

Village Hall hire cost for Xmas event	Cheque 1047	£ 60.00
Wix domain Fee (paid by Clerk)	Cheque 1048	£ 14.07
Wix registration fee (paid by Clerk)	Cheque 1049	£126.00
Lockey Digital Uk (playground lock)	Cheque 1050	£151.98
Dwr Cymru	Cheque 1051	£ 34.64
Kersh Grinnell – churchyard 12/19	Cheque 1052	£693.33

Clerk's new address

The Clerk has now moved and her new address is **10 Manor Park, Llantwit Major, Vale of Glamorgan, CF61 1RS**. The necessary steps have been undertaken to inform VOGC of the change and over the next few days all appropriate parties will be notified. All documents online will also be updated in the next few weeks.

MUGA

The final progress report is 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 is almost completed. The MUGA lease has now been completed and consent was given by all Councillors that this could be signed by Cllr Pearson and Cllr Moody-Jones. This has now been returned to Ricky Needham. Cllr Thomas confirmed that he is in communication with TaSC regarding repayment of the insurance. The Clerk has emailed and confirmed that the Community Council would need payment of the insurance before the grant application could be assessed.

Churchyard

The Clerk has been chasing Simon Harris to ensure that the wall repairs are completed.

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 is underway. The Clerk is in communication with Jeff Rees and an invoice will be sent to recoup the allowable fees.

Boom Cymru have been in contact regarding filming in the Churchyard. The Clerk has emailed all Councillors and asked for consent. An invoice has been issued to Boom Cymru for the filming at the Churchyard for £200. The Clerk has received a location release document which Cllr Moody has signed.

VOGC

Cllr Pearson has asked if there is any update from Mike Clogg in relation to the number of matters raised. As previously discussed, a meeting would be set up between Cllrs and Mike Clogg.

Playing Fields

James Mortimer is to be invoiced for £50 for the use of the fields.

Community Consultation has been undertaken in relation to the potential car-park on an area of the memorial field and a spreadsheet has been compiled showing the results. Detail of this is at point 175 in the minutes.

Field regulations and fees – a previous document had been circulated to all Councillors. After a discussion it was decided that work needs to be undertaken to determine the Community Council's liability in relation to the letting and use of the field. The Community Council need to ensure there is an appropriate contract between themselves and the body using it. An assessment needs to be undertaken to confirm that users have their own insurance.

Action: Clerk to seek guidance of sub-letting on the field (this may extend to the fees received in relation to the Churchyard)

IT

Clerk has now received the laptop from Matt Elton and is grateful for all the help and assistance and the new laptop is making life a whole lot easier. An email had been sent by Cllr Pearson to confirm the purchase of new office software and anti-virus package. The costs of the process have been listed in the payments above.

Grants and donations

Ty Hafan have sent a thank you certificate for the donations that were collected at the Xmas event. Cllr Cadwalladr will post on the Village Hall noticeboard.

Xmas Event

A spreadsheet has been completed detailing the costs of the event. Consent is requested to pay for the Xmas tree of £70.00. As the Community Council can see from the calculations this means that the budget of £250 is only exceeded by less than £2. It was agreed by all Community Councillors to reimburse the village hall for the payment of the tree.

PROW meeting

Ongoing communication with the Clerk at Pendoylan to determine a convenient time

CAP meeting

Meeting to be held on Thursday, 16th January with Clerk and sub-group. Time to be arranged post meeting.

Playground

Gate on playground – the quote was agreed by Cllr Pearson for this as the amount was under £250 – details are on the payment section above.

General matters to bring to Council attention

Jo Howell had sent an email confirming the response from PTA regarding the proposed changes in relation to the changes in the amalgamation of Y Bont Faen and Cowbridge Comprehensive. Cllr Pearson had asked Cllr Powell to look at this response and Cllr Powell confirmed the response should be the same from the Community Council.

A request for donations has been received from Eisteddfod and Valeways for walking festival. The Clerk asked the Community Council to confirm if they wish to provide any funds for either of these events. It was agreed that they did not feel it was appropriate to provide any donation.

A discussion needs to be had regarding the hall back pathway and bad state of the kissing gate and blind spot for walkers after the construction of the village hall extension. Cllr Pearson has requested to find out who owns the land to the north of the hall. (pathway). An email has now been received from C Cllr Morgan confirming this.

The Clerk reminded the Community Councillors that there was free funding event to be held at Paget Rooms, Victoria Road, Penarth on 29.1.19. Later sessions would also be held at Llantwit, Cowbridge and Barry. These dates were to be confirmed.

180 To consider any planning matters

Three new planning applications since the last meeting.

- **2019/01421/RES (HW): Reinshaw Plc, Miskin Business Park, Miskin:** Application for the approval of reserved matters (appearance, scale, layout, access and landscaping) for the first phase of development relating to Zones A, W, Y and Z providing 33,909 sqm of employment floorspace (use Class B1, B2 and B8) and associated works pursuant to outline permission 2014/00228/EAO (24/12/19)

- **2019/01253/FUL (JK): Cwrt Newydd, Welsh St Donats:** Proposal alterations and extensions to existing dwelling including upgrading of existing site entrance (20/11/19)
- **2019/01242/FUL (JK): Y Berllan, Peterston Super Ely:** Proposed extension to side and rear extension of roof space. (19/11/19)

Two approved applications -**2019/01089/FUL (JK): 7 Main Avenue, Peterston Super Ely:** Approved 2.12.19 and **2019/00796/FUL (MS): The Meadows, Peterston Super Ely:** Approved 21.11.19

181 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.

182 To consider any reports of Councillors

A number of reports had been made to Vale Council in relation to a number of items including three pot hole reports, two in relation to mud and earth on roads around Peterston's roads and the state on the Brinson For Sale sign. An email had been sent to Mike Clogg regarding re-surfacing Chapel Lane and he had confirmed that a team would be sent to inspect but it had not been on the work schedule prior to the flooding. Notice had been sent to the Vale Council in relation to the poor state of repair of two empty houses on the Wydham Estate and confirmation had been received that these had been raised as complaints and would be investigated.

183 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, 10th, February, 2020 at 7.30pm in the Church and Community Hall.

Chair _____
Date _____