

## **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> March 2020 at the Church & Community Hall, Peterston-super-Ely**

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

**Also Present:** Tor Trundle (Clerk to the Council).

**Apologies :** Councillors : Diana Powell, C Cllr Michael Morgan & PCSO Angela Stone/PC Stuart Elson

The Chair welcomed everyone to the meeting.

#### **200 Declarations of interest**

No declarations of interest reported.

#### **201 Police Matters**

PCSO Angela Stone spoke to the Clerk on the morning of the meeting and confirmed that PC Stuart Elson would be attending future meetings but he was on annual leave this week. Crime reports had been received for February in which four burglaries had been reported of stables and/or outbuildings. An email had been sent confirming the future meetings to PCSO Stone and PC Elson.

#### **202 County Council Matters**

C Cllr Morgan had provided apologies for the meeting and a report had been circulated prior to the meeting. The report covered a number of items including:

**Council Tax** – the authority is proposing an increase of 4.9% which is below the projected Welsh average. There were a number of areas included in the budget proposals - schools, road resurfacing, neighbourhood services and transport, school transport and climate change projects.

The Community Council hoped that Peterston Super Ely would benefit from a portion of the money proposed for road resurfacing.

**Police Matters** – an email had been sent to Inspector Rice raising concerns regarding increased burglaries locally. The Clerk has now forwarded this to the Community Council for information.

**Wyndham Park Trees** – Following recent storms, one of the older trees at the junction to Wyndham Park had fallen and crushed a car. Fortunately, there were no injuries. C Cllr Morgan had arranged a meeting to discuss the question of maintenance and responsibility for trees on Main Avenue with Council Officers and Representatives of the Wyndham Park Residents on 26<sup>th</sup> February, 2020. Dialogue is to continue between the parties to monitor the condition of the trees and future works.

**Peterston School** -parking and access have been identified as constant problem and a visit was arranged on 25<sup>th</sup> February with Vale Council staff, the Deputy Leader and Cabinet Members. C Cllr Morgan confirmed that the youngsters briefed the visitors about the

danger spots and problems that are caused by inconsiderate parking by parents. He mentioned that it is sad that local pupils do not feel safe walking or cycling to school because of the speed of vehicles through the village and the lack of a safe crossing point. It was noted that the Vale Councillors and officers would now consider ideas and solutions and the groups will continue to meet over the coming months. C Cllr Morgan felt that we should be proud of the youngsters on the School Council,

**Community Action Plan** – C Cllr Morgan requested an amendment to the plan in relation to point 4 – increasing the affordable housing in the village. This is not C Cllr Morgan’s strategy. He did however confirm that he is a champion of promoting a planning category for Retirement Housing in the Rural Vale to be given the same or greater priority as Affordable Housing.

**Action: Clerk to amend the Community Action Plan as requested by C Cllr Morgan.**

A discussion was held around the points noted in the report and the Community Council were satisfied that there were appropriate measures in place to monitor trees around Main Avenue. It was also felt that the School should be commended on the work surrounding parking and speeding and the Community Council would look forward to the resulting information. C Cllr Morgan had requested Community Council’s views on the draft report from the Boundary Commission. Cllr Phillips was unsure of the consequences of the changes and would email for clarification. In view of the Covid-19 outbreak, it was also questioned what arrangements would be put in place for future meetings if there was a period of self-isolation. Could meetings be held remotely and could any guidance be provided by the Vale Council?

**Action: Cllr Phillips to email C Cllr Morgan for clarification on the boundary changes and the implications. Clerk to message the Vale’s Monitoring Officer and ask for advice on future meetings and the ability to hold remotely.**

## **203 Public Session and Matters arising from Public Session**

No members of public were present on this occasion.

## **204 To receive the minutes of the Ordinary Council Meeting held on 10<sup>th</sup> February, 2020**

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 Field and Cllr Hurley that the minutes be accepted.

## **205 To consider matters arising from these minutes.**

Cllr Phillips confirmed that a meeting was to be held with TaSC on 10<sup>th</sup> March, 2020 and that it was hoped that the signing of the lease would be finalised at that meeting. Additionally, talks had been held with some of the trustees who had expressed an interest in being involved in the car parking solution for the village. Cllr Pearson felt it would be prudent to wait until after the meeting and at that point issue a notice or call for action for residents to be a part of this working group. It was also felt that it would be good to determine if the local pubs and the school wished to be involved as they could also potentially be part of the solution.

Cllr Pearson confirmed that the flower container was indeed missing and needed to be replaced.

**Action: Cllr Phillips to confirm next steps required for the Car Parking working group after meeting with TaSC on 10<sup>th</sup> March, 2020. Clerk to source a new flower container to replace the missing one.**

**206 To discuss progress in relation to the consultation on parking and next steps.**

The next steps had been covered in point 205 and would be moved forward after Cllr Phillips' meeting with TaSC on 10<sup>th</sup> March, 2020. The Clerk confirmed that Helen Blackmore at the Vale Council had been approached and a meeting would be arranged once the working group was established. Cllr Field advised Living Streets and RoSPA were promoting Walk to School Week 2020 on 18<sup>th</sup> to 22<sup>nd</sup> May 2020 and would inform school of same. This linked in with C Cllr Morgan's report in which the school children had confirmed that they were not currently walking to school due to the issues over parking and speed of traffic.

**207 To receive an update on the MUGA lease.**

Cllr Phillips had already confirmed that a TaSC meeting would be held on 10<sup>th</sup> March, 2020 and the lease should be signed on that evening.

**208 To receive an update from Cllr Phillips on the Local Housing Strategy meeting held on 14<sup>th</sup> February, 2020**

A meeting had been held on the afternoon of Friday, 14<sup>th</sup> February, 2020 which reviewed the current strategy. Cllr Field and Cllr Phillips attended on behalf of the Community Council. Cllr Field confirmed that a number of areas had been identified as a priority; Low Carbon Housing, Affordable Housing, Sustainable Communities and Specialist Housing. The Council had confirmed that they would be looking at their own building program in the future and post meeting, a draft strategy would be circulated on the items discussed. It was noted that retirement housing was not covered in the session but had been raised by session members.

Cllr Pearson mentioned a previous application under Plas Dwr which included a school and Cllr Phillips confirmed that she would investigate any information with regard to this school development.

**Action: Cllr Phillips to feed back to the Community Council in relation the Plas Dwr school development and the implications to the village.**

**209 To receive an update on the PROW meeting held on February, 18<sup>th</sup> 2020 by Cllr Field**

An email had previously been circulated in respect of the meeting held. A number of issues had been raised including the restricted bye-way at the back of Le Sor Hill, the successful work undertaken by volunteers last year and agreement by the Rights of Way team to provide a signpost on the National Trust land at Lanlay. Full minutes would be available shortly from the Pendoylan Clerk. It was further discussed at the PROW meeting that the Cardiff Conservation Volunteers could be used to clear the track at the back of Le Sor Hill to allow a condition survey to take place which would establish whether the path could be opened up for access and to allow a review of the drainage problem on this site. There had also been fly-tipping of garden waste behind some of the gardens adjacent to the path and it had been suggested at this meeting that letters should be sent asking residents to stop this activity and also seek confirmation that this proposal was acceptable.

Following the PROW meeting, further flooding had occurred and the issue surrounding this area had been brought to the Community Council's attention due to the culvert becoming blocked. Cllr Pearson and Cllr Thomas had met with representatives from the Vale Council and a resident on 9<sup>th</sup> March 2020 prior to the Community Council meeting. It had been highlighted that a camera was positioned on this culvert and therefore Cllr Thomas was tasked with working with Mike Clogg and Clive Moon to determine next steps and to look at what the camera relays and how it triggers Council intervention. It was also agreed that in

respect of the fly-tipping that it would be determined if this land was actually still part of the resident's land or on the restricted bye-way.

A letter of thanks had been drafted to send to a member of the public who had managed to unblock this culvert and avoid flooding of some houses through his actions.

In light of this, it was decided that any work in relation to this area would be placed temporarily on hold until Cllr Thomas had reported back at the next meeting.

**Action: Clerk to email CCV and confirm that we would be in touch in due course and Cllr Thomas to liaise with the Vale Council on above matters.**

**210 To discuss the progress in relation the issues around Japanese Knotweed**

Cllr Thomas confirmed that he would contact Brinsons, land agent for the land owners on the bank on the right-hand side and determine if they are willing to contribute to the removal of the Japanese Knotweed. Rob Higgins would then be approached to provide a quote for its removal. Cllr Thomas further confirmed that he felt it would be appropriate for the contractor to liaise with NRW and notify them of his work and gain authority rather than the Community Council.

**Action: Cllr Thomas to contact Brinsons**

**211 To receive an update from Cllr Phillips in relation to the study around J34 of the M4 to A48 transport corridor.**

Cllr Phillips confirmed that there was nothing further to report at this stage.

**212 To discuss the type of clean up to be supported by the Council for the Great British Spring Clean.**

Peterston Connect are undertaking a Spring Clean on 25<sup>th</sup> March, 2020. The Clerk will forward the promotional items provided by Keep Wales Tidy to Cllr Moody-Jones.

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

Currently the bank balance is £24,753.30 at the end of February and the cash book balance is £23746

The bank reconciliation for February have been completed and reviewed by Cllr Field.

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

**RECEIPTS**

<b>Vale of Glamorgan Council (MOU)</b>	<b>£ 1050.00</b>
<b>Burial of Towyn Radcliffe</b>	<b>£ 750.00</b>
<b>Allotment fees (I Pratt)</b>	<b>£ 30.00</b>
<b>Allotment fees (Belinda Miles)</b>	<b>£ 30.00</b>
<b>Allotment fees (Driscoll)</b>	<b>£ 15.00</b>
<b>HMRC (Qtr 3)</b>	<b>£ 330.00</b>
<b>Allotment fee (Drysdale)</b>	<b>£ 30.00</b>
<b>Allotment fee (Holder)</b>	<b>£ 30.00</b>
<b>Allotment fee (Holland)</b>	<b>£ 15.00</b>
<b>Mr Atkins memorial fee</b>	<b>£ 200.00</b>

**Payments and Authority for expenditure needed**

The following expenditure needs authorising by the Council: -

<b>Urban Leisure Ltd</b>	<b>Cheque 1058</b>	<b>£ 192.00</b>
<b>Clerk Salary</b>	<b>Cheque 1059</b>	<b>£ 308.95</b>
<b>PAYE Clerk Salary</b>	<b>Cheque 1060</b>	<b>£ 70.00</b>
<b>OVW subscription renewal</b>	<b>Cheque 1061</b>	<b>£ 124.00</b>
<b>Kersh Grinnell – February 2020</b>	<b>Cheque 1062</b>	<b>£ 693.33</b>

### **VAT**

Authority is required to repay HMRC for an invoice that was claimed by the previous clerk for a Western Power invoice on the MUGA. The invoice was currently refunded by Western Power. On analysis of VAT the VAT element of a WIX invoice was not re-claimed and therefore the Clerk will write a cheque for the difference. The figure will be confirmed on next month's payments. The Community Council confirmed its repayment.

### **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. Cllr Phillips confirmed this point was on the agenda at the TaSC meeting.

### **Churchyard**

The Clerk has been chasing Simon Harris to ensure that the wall repairs are completed. Phone calls have not been returned. Cllr Pearson asked the clerk to write once again and copy him into the correspondence.

Clerk has passed Cllr Moody-Jones's contact details to Maddie Sims, Film Officer at CRC to liaise regarding filming case study.

Mrs. Atkins had contacted the Clerk by phone to confirm that she is in contact with a stonemason. The clerk has contacted the company involved but as yet nor received any communication.

### **VOGC**

An email had been received from VOGC calling for candidate sites for Gypsy and Traveler sites. The Community Council did not have know of any sites that would be suitable.

An email had been received regarding the VOGC's Local Nature Partnership Launch and Conference – 26.3.20 forwarded to Chris Powell and full Council. Cllr Moody Jones and Chris Powell have now registered.

A letter has been received from Vale of Glamorgan Council asking if we wish to purchase legal services from the Legal team at the Vale. These services include: Local Government/Administrative Law; Litigation; Employment Law and Property and Contract. A list of per hour charges are listed. The Community Council confirmed this was not something that they wish to utilise.

### **Playing Fields**

The memorial field plaque has now been received.

A notice in relation to the results of the car parking consultation will now be drafted by the Clerk (refer to minute 175 of 13<sup>th</sup> January, 2020) and forwarded to the Council to agree and published on the necessary sites.

The Clerk has circulated some forms and policy on the hiring of the open spaces. After a short discussion it was decided that all documents would be merged to form one document that fits the purpose. The Clerk request that the Community Council review the fees. These were adopted

### **Allotments**

All fees have been paid except for one.

### **Internal Audit**

The Community Council confirmed that they are happy to approach Alec Davies and ask if he wishes to quote for the audit for 2019/20.

### **Letter of thanks to Nigel Jones**

A letter of thanks has been drafted for Councillors to sign.

### **Mike Clogg**

After the recent floods, it seems appropriate to set up an urgent meeting with Mike Clogg. Cllr Thomas confirmed that this was organised once Mike Clogg returned from leave.

### **Inconsiderate parking**

Cllr Pearson has mentioned the parking on Wyndham Park Way and whether it may be prudent to ask for lines to be drawn along this verge. As discussed previously, it would seem a good idea for everyone to take pictures of any inconsiderate parking to use as supporting evidence for the car parking solution.

### **Code of Conduct**

The Clerk has contacted OVW to determine best practice and whether Councillors should be attending courses on a regular basis. A response has now been received and forwarded. OVW had stated that the course was not compulsory but would encourage Councillors to attend if possible. All Councillors confirmed they had been on at least one code of conduct course except one. Cllr Moody Jones agreed he would determine if he could attend the OVW course later this month in Cowbridge.

### **Covid-19**

Cllr Pearson has suggested that it would be good to place something on the website. The Clerk will draft a graphic and add a link to the Vale Council's webpage that is providing updates.

### **Xmas date**

Confirmation that the date is Sunday, 6<sup>th</sup> December not 5<sup>th</sup> as previously reported.

### **Possible use of telephone box**

Cllr Pearson has suggested that the telephone box could become a community library.

### **Cllr Pearson and his decision not to stand as Chair in May**

The clerk would like to open up a discussion and if anyone wishes to register an interest in taking over as Chair when Cllr Pearson steps down in May. A discussion was held and Cllr Moody-Jones confirmed he would be happy to step up if required.

### **Hedgerows**

The Clerk contacted a number of parties regarding the overgrown hedgerows under their control but no response has been received from any of the parties. It was agreed that Cllr Powell would be the best party to contact the school regarding the hedges within their control. Cllr Pearson also confirmed that he had been in contact with one of the other parties in question.

### **Noticeboards**

Cllr Thomas had received a quote for the metalwork in relation to the noticeboard for £510. The quote was ratified by Cllr Cadwalladr and seconded by Cllr Moody-Jones.

### **General matters to bring to Council attention**

**Defibrillators** – Cllr Gordon Wilkie – Llantwit Town Council confirmed that the report in the GEM covered defibrillators in Western Vale and he was now working to record all in the Vale and include Peterston. An email has also been received from the NHS asking for the items to be recorded on the circuit. Cllr Moody-Jones has provided the information for the one situated at the Village Hall and the Clerk will contact the school and obtain the relevant information in respect of that defibrillator and upload onto the “circuit”.

**Consultation on Audit Arrangements for Community Council in Wales** -email forwarded regarding the changes to the audit program and request for views – deadline for responses – 19.3.20

**Welsh Government – minimum pricing of alcohol** -email forwarded for information but not deemed necessary for the Community Council.

**Independent Renumeration Panel for Wales draft Supplementary Report** - emails forwarded – any representations to be made by no later than 9<sup>th</sup> April, 2020.

**Local Places for Nature “Starter Packages”** – grants – application deadline – 6.3.20

**Llangollen International Musical Eisteddfod** – request for funding was reviewed by the Community Council but rejected.

## **214 To consider any planning matters**

Four new planning applications since the last meeting:

**2019/01432/FUL (HW) Greenland Farm, A48, Bonvilston:** Construction of new parking area and buildings for a Pick Your Own Enterprise

**2020/00242/FUL (MA) Tesco Extra Culverhouse Cross:** Installation of 1 x Media EV charger with screen, 1 x fast EV charger and 2 x steel flagpoles

**2020/00241/ADV (MA) Tesco Stores Ltd, Culverhouse Cross, Cardiff:** 1 x 42" LCD Media Screen; 2 x 1250mm x 700mm flag pole signs, overall 2400mm in height – 4.3.20

**2020/00069/FUL (MA) Loos house Watery, Welsh St Donats:** Single storey side extension

**215 To consider any correspondence.**

These were reviewed and acknowledged. Any emails requiring attention had been noted in the Clerk report.

**216 To consider any reports of Councillors**

There had been a number of reports made in the course of the month due to the repeated flooding and resulting problems. Many items reported were in relation to pot holes, blocked drains, highways issues after flooding, blocked culvert and overgrown hedgerows. All items were either been dealt with or in the process of being rectified.

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

Cllr Thomas confirmed that he had received the quote for the remaining work on the playground from Jerry Widdas for £193.00 plus VAT. The Community Council confirmed the work was necessary and accepted the quote.

There being no further business the meeting closed at 9:05pm. The next ordinary meeting will be held on Monday, 13<sup>th</sup>, April, 2020 at 7.30pm in the Church and Community Hall.

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