

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

**Minutes of the remote Ordinary Meeting held at 7.30pm on 8<sup>th</sup> November, 2021 held on Zoom**

**Present:** Councillors: David Moody-Jones, Kate Hurley, John Drysdale, David Field & Huw Potter

**Also Present:** C Cllr Michael Morgan & Tor Trundle (Clerk to the Council)

**Apologies:** Cllr Abigail Phillips, Diana Powell & Dave Jaques

### **115 Declarations of interest**

There were no declarations of interest.

### **116 Police Matters**

A report had been received for October.

There had been three reports:

Two suspicious incidents:

- 1 x Duffryn Crescent, PETERSTON SUPER ELY – suspicious vehicle sighted – left prior to police attendance
- 1 x Ael y Bryn, PETERSTON SUPER ELY – abandoned vehicle – referred to the council.

And one traffic related:

- Ael y Bryn, PETERSTON SUPER ELY – driving with no insurance – area search conducted, driver not found.

A number of reports had been made to the Community Council regarding drivers who were not taking heed of the 20mph zone. The Community Council wondered if the police would attend the village on occasion to enforce the reduced speed limit.

***Action: Clerk to contact PCSO Richard Davies and ask if the police would attend the village on occasion to monitor the trial.***

### **117 County Council Matters**

C Cllr Morgan raised the following points:

**Community Liaison meeting – 4<sup>th</sup> November, 2021** – C Cllr Morgan confirmed that a Special Community Liaison meeting had been held. One aspect of the meeting had been to discuss the installation of brown signs on the A48 to direct users to village pubs. It was felt that village pubs provided an essential service to communities and signposting from main roads seemed a positive step to ensure their survival.

**Local Development Plan report review and delivery agreement consultation** – An email had been previously circulated in relation to the draft review. C Cllr Morgan pointed out that one area covered was an Older People's housing strategy and how this could be delivered by the Council and its stakeholders. Consultation runs from 5<sup>th</sup> November to 17<sup>th</sup> December, 2021. Cllr Drysdale confirmed that the review talked about community flooding

but he felt that there needed to be longer term solutions. C Cllr Morgan confirmed that Alun Cairns had met with Wyndham Park residents to discuss problems with the culvert.

**Pilot of 20mph** – C Cllr Morgan confirmed that he had raised with Emma Reed, Head of Neighbourhood Services and Transport whether the trial could be extended to Wyndham Park way. It was felt that differing speed restrictions could confuse motorists.

**Queen's Platinum Jubilee** – C Cllr Morgan felt that it would be good to mark the jubilee and he was happy to be involved in the planning of the event over the coming months.

**C Cllr Morgan had previously asked if any local residents have any matters to raise, they can contact him by phone on 07771-803639 or email [mjmorgan@valeofglamorgan.gov.uk](mailto:mjmorgan@valeofglamorgan.gov.uk)**

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

There were no members of public present

## **119 To receive the minutes of the Ordinary Council Meeting held on 11<sup>th</sup> October, 2021**

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 Drysdale and Cllr Field that the minutes be accepted.

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

Cllr Moody-Jones reviewed the minutes and it was noted that most items would be covered in the current agenda. The Clerk confirmed that most action points were underway or completed. One point was flagged by the Clerk to contact Public Rights of Way regarding the footpath sign at Mill House.

## **121 To receive an update from Cllr Moody-Jones on the OVW Area Committee held on 11<sup>th</sup> October, 2021**

Cllr Moody- Jones had provided his apologies for the meeting and continued to provide a report from the minutes. The guest speaker from Cynnal Cymru had not been able to attend but the main items covered included the issues surrounding the return to hybrid meetings, due to the cost of the equipment required and the trialing of the Governance and Finance Self-Assessment toolkit. Keep Wales Tidy had also covered litter prevention.

## **122 To receive an update from Cllr Drysdale on the MUGA including update on lighting.**

Cllr Drysdale confirmed that he had attended the MUGA and had managed to set the timer for the lights. It was also noted that Chris Finch, TaSC trustee had tested and the lights had not turned on past the set times. The Clerk confirmed that she had met with Rebecca Haves, TaSC trustee and the maintenance schedule would be finalised and circulated. A MUGA sub-committee would be scheduled once all documents had been agreed. Rebecca Haves had reported that the weeds were starting to impact the courts and one more cut back was required prior to the winter season.

**Action: Clerk to request quote for removal of weeds.**

## **123 To review Community Council Equality Policy**

The Clerk had previously circulated the draft Equality Policy. Cllr Drysdale asked the Clerk if the reference to the policies could be cross referenced against the existing policies to

ensure the terminology was correct. The Community Council were happy to adopt dependent on the Clerk checking this point. Cllr Field proposed and Cllr Potter seconded.

**Action:** *Clerk to cross reference the policies named in the Equality policy with Community Council's adopted policies prior to placing on the website.*

**124 To report back on the request for volunteers for a working group to organise an event for the Queen's Platinum Jubilee.**

The Clerk had posted a request for volunteers on social media for the working group. Two residents had emailed and a representative nominated from TaSC. Cllr Hurley volunteered to represent the Community Council. The Clerk would contact the Village Hall to confirm and to ask for a volunteer from their board. A meeting would follow shortly.

**Action:** *Clerk to contact the Village Hall and confirm set up of working group.*

**124 To review the Model Informal Resolution Protocol and determine appropriate action.**

An email had been previously been circulated in relation to an amendment of the model information resolution protocol. The amendment made to the protocol was that repetitive low level and frivolous complaints should now be considered for informal resolution. The Community Council adopted the change and the protocol would be used in addition to the Community Council's Concern and Complaint policy.

**125 To review the results of the Request for Quotation for the work at the Allotment site.**

The Clerk had called all the contractors who request for quotations had been sent. A number had confirmed that they would not be submitting quotes and at the time of the meeting only one had been received at a high value in excess of the allocated budget. Cllr Drysdale wondered if the Vale Council would allow further time to deliver the proposed project and contractors would then be able to bid. Cllr Drysdale also confirmed that he would investigate other methods to supply water to the allotment that may utilise the grant if a Welsh Water supply was not viable.

**Action:** *Clerk to contact the Vale Council and ask if there is any scope to extend the delivery of the work. Cllr Drysdale to investigate other viable options.*

**126 To confirm acceptance of the funding for the Bio-diversity grant from the Vale Council and confirmation on possible application for Play Capital Funding.**

The Vale Council had confirmed that the grant application for the Bio-diversity grant had been successful. The grant was not a cash grant and the Vale of Glamorgan officer would purchase the items on behalf of the Community Council. Items that had been requested had been seeds in relation to wildings of areas, fruit trees, some small mammal habitat houses, bee barns and bird nest boxes. The Community Council confirmed acceptance and the Clerk confirmed that Cardiff Conservation Volunteers had been approached to help with the work. Karen Davies from the Vale Council had confirmed that play capital funding was available and grant applications would need to be submitted by 23<sup>rd</sup> November, 2021. The Community Council discussed several options and felt that a bid should be submitted in respect of signage, lighting along the MUGA path, accessible seating and ensuring that the entrance from the road is more accessible. A play assessment document had been created and would be circulated around the community. It was hoped that this could be used to inform future bids.

**Action:** *Clerk to complete bid and submit within the timescales to the Vale Council*

**127 To review the quarterly budget for 2021/22**

The Clerk had circulated the budget prior to the meeting. Two receipts were requested to be increased in relation to funeral fees and burial maintenance fees. Cllr Field proposed the increases and Cllr Moody-Jones seconded.

**Action: Clerk to amend the 2021/22 budget with the increases agreed.**

## **128 To consider the Clerk's report including matters of a financial nature**

The bank and cash balance at the end of October 2021 was £29,991.10 and. The bank reconciliations for October has been forwarded to Cllr Field for review and authorisation electronically. All cheques have been passed to the bank signatories for signing.

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

#### **RECEIPTS**

<b>Burial/Churchyard fees – Pidgeon/Mullin</b>	<b>£ 750.00</b>
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### **Payments and Authority for expenditure needed**

The following expenditure needs authorising by the Council: -

<b>Royal British Legion Poppy Appeal</b>	<b>Cheque 1177</b>	<b>£ 25.00</b>
<b>VOID</b>	<b>Cheque 1178</b>	<b>£ VOID</b>
<b>Medecins Sans Frontiers UK</b>	<b>Cheque 1179</b>	<b>£ 25.00</b>
<b>Darren Meir playing field cut Oct 21</b>	<b>Cheque 1180</b>	<b>£ 204.00</b>
<b>Kersh Grinnell churchyard/playground/verge Oct 21</b>	<b>Cheque 1181</b>	<b>£ 843.33</b>
<b>Dwr Cymru Cyf – MUGA clubhouse</b>	<b>Cheque 1182</b>	<b>£ 18.35</b>
<b>Clerk Pay – Oct 21</b>	<b>Cheque 1183</b>	<b>£ 346.25</b>
<b>PAYE HMRC – Oct 21</b>	<b>Cheque 1184</b>	<b>£ 78.40</b>

### **Vale of Glamorgan Council –**

- SCGF – request for CC to provide Equality Report. Clerk to draft and Community Council to ratify.
- Vale Biodiversity Grant – confirmation of success of grant application
- Karen Davies sent guidance and application form for Play Capital Funding – submission required by 23<sup>rd</sup> November, 2021
- Papers sent for Special Community Liaison meeting at VOGC on 4<sup>th</sup> November 2021. Apologies given
- Community Flooding guidance provided in relation to flooding and preparing community flood plan

### **MUGA-**

- TaSC late on submission for Charity Commission and Annual Return
- Cllr Drysdale has attended the MUGA and programmed the timer. Chris Finch has tested and the timer is now working.
- Clerk and Rebecca Haves have met and discussed the maintenance schedule. Once updated, Clerk will circulate and a Sub-Committee will be held.
- Clerk awaiting donation from TaSC.

### **OVW**

- Confirmation of process for The Queen's Platinum Jubilee Beacon event 2.6.21
- Amended version of the model Informal Resolution Protocol circulated
- Bridgend/Cardiff/Vale Area Committee – next meeting 24<sup>th</sup> January, 2022

- Request for confirmation of Butterfly Package received and further information
- Pilot of Community and Town Councils Self Evaluation Toolkit – Expression of Interest required by 31<sup>st</sup> October, 2021
- COP Cymru – toolkit for stakeholders
- Request to complete survey in respect of Section 47 Multi location meetings
- Information regarding Welsh Government fund for defibrillators – will forward to Croes Y Parc chapel

### **Playing Fields & Playground**

- Funding letter received from the Vale Council in respect of successful Stronger Community Grant Fund – BACS form and signed funding letter returned to the Vale.

### **Allotments**

- Request for quotation sent out to Vale approved suppliers. Deadline given for 8<sup>th</sup> November for submission.

### **Churchyard**

- Request for memorial information for interment plot
- Request for advice on cremation plot
- Two quotes received from John Hooper for work on the lych gate. Replacement of oak moldings' £456 inclusive of VAT and remedial work to barge boards for £185 plus VAT
- Request for burial plot and placing bench in churchyard. Emails had been attached in respect of placing of bench.

### **Village Maintenance**

- Meeting to be arranged in following months.

### **Other Business**

- External Audit request for bank statements for March and April 2021
- Complaint received of driver overtaking in 20mph zone – photo provided. Link sent to resident to confirm the incident to SW police
- Resident pointed out campaign from Woodland Trust and free trees. Clerk wondered if possibility to link in with the Queen's platinum jubilee event or use these saplings instead of using the money awarded under SCGF. Clerk to submit request to Woodland Trust and then determine if SCGF still required or whether Vale Council would allow the money to be used for further biodiversity work.
- Two residents have volunteered to help with planning a Queens' Jubilee event. One volunteer from TaSC.
- Invitation to evening reception for the inaugural Turner House Open Exhibition – 22.10.21
- Audit email confirming considerable documentation is needed on a website. Clerk has requested further information, especially in relation to the logging of correspondence.

### **129 To consider any planning matters**

There were three new open applications:

**2021/01487/FUL (HUD) – Sherwood, Peterston Super Ely** – Single and two storey extension to the front, side and rear of the existing property, with Juliette balconies to the rear elevation. Internal and external alterations. – **29.10.21**

**2021/01368/FUL (SZ) Y Berllan, Peterston Super Ely** – Proposed conversion and extension of existing stable block to create pool house with retractable glass roof – 12.10.21

**2021/01400/FUL (HW) Pwll Y Min Farm, Main Avenue, Peterston Super Ely:** Construction of 2 two storey detached dwellings (H1 and H2), amendments to consented ref: 2017/00712/FUL – **14.10.21- comment placed on portal regarding age of flooding report and revisions have been made to NRW maps. Also noted suggestion of use of swift bricks .**

And eight approved applications:

**2020/01421/FUL (JK) – Six Acres, Off Gwern Y Gedrych Farm Lane, Peterston Super Ely** – Demolition of existing substandard stable block, proposed stable block (4 stables) and tack room, proposed manege (20 x 40 m) with hardcore access track and fencing. **10.9.21 Approved 2.11.21**

**Amendment/further details: 2021/00577/FUL (HW) - : Glenholme Farm, Pont Sarn Lane, Peterston Super Ely** - Demolition of existing substandard agricultural barn and replacement with new agricultural barn in new position. Demolition and reconstruction of rear collapsed section of garage/workshop and alterations to roof space to create games/hobby room to first floor, raising existing roof ridge height by approximately 1.0m all ancillary to main dwelling. Original application - **1.6.21 Approved – 26<sup>th</sup> October, 2021**

**2021/01006/FUL (HW) – Pontsarn Farm, Pontsarn Lane, Peterston Super Ely** – Demolition of the existing barn structure and erection of a new replacement barn building for storage of agricultural equipment. **28.7.21 – Approved 26<sup>th</sup> October, 2021**

**2021/01351/FUL (HUD) - Martyr Worthy, Peterston Super Ely** Proposal : Demolition of existing conservatory and utility room and replacement with single storey flat roofed extension. **1.10.21 – Approved 27<sup>th</sup> October 2021**

**2021/01160/FUL (JK) – 25 Pwll Y Min Crescent, Peterston Super Ely** – Amendment to **planning application 2019/00867/FUL** – rear dormer roof extension and side roof window – Approved 29<sup>th</sup> October, 2021

**2021/01040/FUL (JK) - 14, Main Avenue, Peterston Super Ely** - Erection of single storey rear extension. Demolition of existing double garage and replacement with 2 storey extension – **3.8.21. Approved 30<sup>th</sup> September, 2021**

**2021/01239/HR (RL) - Dwr Cymru Cyfyngedig, Coslech Sewage Treatment Works, Peterston Road, Groesfaen, Pontyclun** - Where the pipeline or works access route crosses a hedgerow, a 6m section will be coppiced to ground level. The stumps will be protected through the duration of the works. Up to 2m sections will be fully removed to facilitate the installation of the pipeline. Hedgerows which are removed to facilitate works are to be fully reinstated once the works are completed to ensure not net loss of this habitat and to re-join the wildlife corridor. **8.9.21 – Approved 29<sup>th</sup> September 2021**

**2021/01055/FUL (HUD) - Allt Laes Farm, Pont Sarn Lane, Peterston Super Ely** - First floor en suite bathroom extension – 9.9.21

**2020/01300/FUL (WG) – 11 Main Avenue, Peterston Super Ely** – demolition of existing rear PVC conservatory and replacement with new flat roofed conservatory

extension with glazed lanterns – 18.11.20 – apologies missed – approved 11<sup>th</sup> December 2020

**130 To consider any correspondence.**

The clerk had previously circulated the list of correspondence over the month. Any emails which had required Community Council attention had been forwarded accordingly.

**131 To consider any reports of Councillors**

Seven reports had been received. Hedge obstructions had been reported to the Council to deal directly with residents. Cllr Field confirmed 20mph signs had been placed at Gwern Y Steepl. Cllr Moody-Jones had noticed a flight of steps at the river bank. An email had been received confirming reason. Community Council felt they were a health and safety issue and the owner would be asked to remove from that area. Two salt bins had been reported as either missing or damaged and the Clerk was liaising with the Vale Council to replace. An incident of fly-tipping on the road to St Fagans and blocked drains had also been reported to the Vale's contact centre. A resident had reported to Cllr Moody-Jones, storm damage to the shed in the churchyard. A quote had been sought and the repair work would be undertaken shortly.

**132 To consider any Health & Safety matters, to include playground maintenance/checking & village flooding.**

The Clerk had been communicating with Jerry Widdas regarding the playground repairs and he confirmed that the required repairs would be undertaken shortly. Delays had occurred due to shortage of spare parts. Cllr Field noted that Steve Davies had removed foliage in front of 20mph speed signs and the Community Council thanked him for his efforts. One old sign with 30mph had not been removed by the Vale Council and Cllr Field had notified them of its existence.

There being no further business the meeting closed at 9:26pm. The next ordinary meeting will be held on Monday, January, 10th, 2022 at 7.30pm, remotely.

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