

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

Minutes of the remote Ordinary Meeting held at 7.30pm on 14th March, 2022 held on Zoom

Present: Councillors: David Moody-Jones, Abigail Phillips, John Drysdale, Huw Potter, Diana Powell and Kate Hurley

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

Apologies: Cllr David Field & David Jaques.

172 Declarations of interest

There were no declarations of interest.

173 Police Matters

Reports had been received but there no reports in respect of Peterston Super Ely for February, 2022.

174 County Council Matters

C Cllr Morgan raised the following points:

Rural Roads Policy – Following the last Cabinet meeting, it was resolved that the comments of the Environment and Regeneration and Scrutiny Committee and C Cllr Morgan's subsequent comments would all be noted and considered further by the next Administration. It was hoped that this would form part of an authority-wide traffic management and road safety policy that would link with both the 20mph default speed limit and plans for greater active travel opportunities.

C Cllr Morgan also reiterated that there had been some progress towards making the roads safer and that he hoped that the pressure would be maintained from the communities to keep this high on the agenda for the next administration after the May elections.

Chapel/Gwern Y Steeple Road Closure – proposed works would be completed in one day on 17th March and the closure would be set up after 9:00 am to allow school transport access. The contractors are Morriston Water Services and they will be renewing a lead comm pipe. The contractors have been requested to replace corrected signage on the road. It was noted that the signs were placed without formal consent from the Vale Highway Authority.

BT Works and road closure – Further road closure on this same road on 5th April, 2022.

Council Tax – Council tax in the Vale of Glamorgan was set to increase by 2.9% from April under new budget proposals. C Cllr Morgan felt there was no alternative, if current levels of service were to be maintained and the increase was still below inflation and this Council still compared reasonably with other Councils.

May 5th Election – C Cllr Morgan noted that candidate information packs were available on the Vale of Glamorgan Council's website.

Village Market - The market was well attended and the proceeds in excess of £2000 had been raised for the Ukraine Appeal.

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

Cllr Moody-Jones thanked C Cllr Morgan for attending the meeting.

175 Public Session and Matters arising from Public Session

There were no public present.

176 To receive the minutes of the Ordinary Council Meeting held on 14th February, 2022

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 Potter that the minutes be accepted.

177 To consider matters arising from these minutes.

Cllr Moody-Jones reviewed the minutes and it was noted that Peterston Connect would be participating in the Keep Wales Tidy scheme. They would be litter picking along a stretch of the road, which was not currently covered.

The Clerk confirmed that a thank you would be placed in the Parish News for the volunteers who continue to litter pick around the village.

178 To receive the minutes of the Finance Sub-Committee held on 2nd March, 2022.

The minutes of the Finance Sub-Committee had previously been circulated by the Clerk and were accepted as a true and accurate record. It was proposed by Cllr Moody-Jones and Drysdale that the minutes be accepted.

179 To consider matters arising from these minutes.

The Sub-Committee had reviewed the bids received for the cutting contracts and a point was raised by Cllr Drysdale whether the detail should be noted in the minutes. The Clerk would ask One Voice Wales for clarification. The Clerk had communicated with the current contractor who would cease work on 31st March and both new contractors would start on 1st April, 2022. The Clerk was due to meet one of the contractors at the playing field on Tuesday, 15th March, to discuss the works.

The grant to the Village Hall had been agreed and a cheque drawn.

In relation to the resignation of the clerk, the advert had now been placed on social media, in the Parish News, on GVS website and OVW had circulated.

Action: Clerk to contact OVW and ask for clarification regarding the noting of the quotes in the minutes.

180 To receive an update on the MUGA from Cllr Phillips and the progress with the lighting contractor.

Cllr Phillips had visited the MUGA site to meet with South Wales Sports Ground and the lighting contractor. Further to issues being raised in relation to the glare from the lights at the MUGA on nearby resident's houses, options had been discussed in relation to possible solutions.

There would be cost implications to any solution and prior to any further commitment, the Community Council would need to liaise with the MUGA Sub-Committee to discuss the options that had been raised by SWSG. The Clerk would set up the meeting for week commencing the 28th March or 4th April, 2022.

Action: Clerk to set up MUGA Sub-Committee.

181 To review the Audit Opinion & budget for 2021/2022.

Audit Wales had returned the Community Council's Annual Return together with unqualified Audit opinion. Only one matter arising was made in relation to the fact that the Council had approved its Annual Governance Statement before receiving the Internal Audit Report. The Clerk noted that the date when the Chair signed the Annual Return was in fact a typo and the minute number was actually the June minutes and not May, 2021. The point had been noted and care would be taken to ensure this did not happen in the future. Period ending February, 2022 had been previously circulated to the Community Council. A number of receipts were asked to be amended in relation to funeral, VAT and a new line added in relation to Jubilee event as sponsorship and donation were now expected. As we near year end, expenditure was now easier to predict and request was made to slightly increase the churchyard cutting and Clerk salary lines and reduce clerks' other costs and administration. Following the need to pay a deposit for the jubilee event, an increase in that heading for £607.50 and VAT and village maintenance to be changed in line with anticipated spend.

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

The bank balance at the end of February 2022 was £38,287 and the cash book balance, £31,379. The bank reconciliation for February, 2022 has been forwarded to Cllr Field for review and authorisation electronically. All cheques have been passed to the bank signatories for signing. VAT return had been submitted in the sum of £1095.20.

The Clerk wrote her notice of resignation from the Community Council on 19th February, 2022. It was with regret but her main role was now full time and she was unable to commit to the hours required for this role. Recruitment is underway for a replacement.

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

RECEIPTS

Memorial Fee	£ 150.00
Allotment Grant Reimbursement	£ 1839.04

Payments and Authority for expenditure needed

The following expenditure needs authorising by the Council: -

Kersh Grinnell (Feb 22 Cut)	Cheque 1207	£ 693.33
Clerk Salary and Expenses	Cheque 1208	£ 363.67
HMRC PAYE	Cheque 1209	£ 77.60
Hire of equipment – Jubilee Event	Cheque 1210	£ 729.00
VAT in respect of J Widdas invoice	Cheque 1211	£1105.00
VAT in respect of J Widdas invoice	Cheque 1212	£ 158.00
Grant payment to the village hall	Cheque 1213	£ 547.24
Cardiff Conservation Volunteers	Cheque 1214	£ 150.00

Vale of Glamorgan Council –

- PSB and T & CC meeting – Monday, 8th March – 6-7:30pm. An agreement was made to invite a Community Councillor on a rotational basis.
- Standard Committee 17th March 2022 – note that Cllr may need to apply for dispensation
- Age Friendly Vale and the Vale 50+ strategy forum – survey – 25/2/22 – 31/03/22
- Memorial tree to be donated by VOGC in memory of those lost to COVID – to be delivered to Cllr Moody Jones
- Candidate and Elected Members Handbook 2022 Edition circulated to the Council
- Web link to Independent Candidate Session sign up page circulated to the Council from Democratic Services
- Pre-Election Guidance – May 2022 Elections
- Candidates & Agents pack including Nomination papers – briefing Wednesday 20th April at 5pm and repeated at 7pm
- Helen Blackmore-update given on the SCGF delivery
- Request from Karen Bowen as giving overview to Standards Committee on 17th March 2022 in relation to the observation visits by Independent Observer

MUGA-

- TaSC has confirmed donation to be paid in respect of maintenance work at MUGA.
- SWSG – Lighting at PSE MUGA – meeting 5:15pm Thursday, 17th February, 2022

OVW

- The Big Jubilee Lunch for Councils – 7th March: 12:30pm
- OVW renewal of membership due April 2022
- Independent Remuneration Panel for Wales Annual Report – Feb 2022
- We want to help your community – tree giveaway – collaboration between Woodland Trust and WG to give away trees
- Welcome to your vote Campaign – link provided from OVW – to engage with young people and qualifying foreign citizens in Scotland and Wales

Playing Fields & Playground

- Bids have been submitted and reviewed by the Finance Committee-full details in the minutes of the Sub-Committee.

Allotments

- Allotment invoices sent.
- **Allotment Grant** - following work prior to the submission of the VAT return, Clerk noticed that the VAT on one of the invoices had been logged incorrectly. The Vale Council paid us £1839.04 and we actually only spent £1838.46, a difference of 58p. I have asked the Vale if they need us to send the 58p back.

Churchyard

- Churchyard query regarding headstone
- Burial paperwork and communication from Dignity Funeral Directors
- **Lych Gate** – One of the gates is coming apart and will need adding to the repairs. Clerk will contact contractor.

External Audit

- Audit opinion received and covered under main agenda.

Other Business

- **Jubilee Event – 5th June, 2022** - Email sent to all Councillors requesting approval to provide the money for the jubilee event while revenue from sponsorships is obtained. Separate report was provided regarding the work underway for the event, following a further working group meeting on March 10th 2022. The Clerk wanted to note that the Community Council has ownership of the event and therefore all the required risk assessments and licences should be undertaken and applied for by them. A payment has been made to secure the children's play equipment for the day.
- **Village Planting** – John Shapland has asked if we wish him to do the planters this year. All Community Councillors were in agreement that this was agreeable and Cllr Moody-Jones confirmed he would speak to Mr Shapland.
- **Election** – Cllr Drysdale has sent around documentation in relation to the upcoming election. As mentioned, it would be beneficial to note if anyone is standing or not standing. The Clerk will also place a note on Facebook and the website regarding the candidate packs.
- **Fruit Tree** – One further tree is to be provided by the Vale Council to accompany the five already planted. The Jubilee group are hoping we can obtain 7, one for each year the queen is on the throne.
- **Hedge at playground** – Successfully planted with the Cardiff Conservation Volunteers on Sunday, 5th March, 2022.
- South Wales Police – Community Conversations in the Vale of Glamorgan – 1st March at 5:30pm – Cllr Field attended
- Fareshare Cymru – request to promote volunteering opportunities
- Correspondence from resident regarding lights and motorbike on the MUGA courts. Clerk has reported to TaSC.

183 To consider any planning matters

There were two new open applications:

2021/01172/LBC (PDJT) - 6, Pwll Y Min Crescent, Peterston Super Ely
Replacement of timber windows with UPVC

2022/00247/FUL (TSE) Location : 3, Pwll Y Min Crescent, Peterston Super Ely
-Rear single storey extension. External insulation and render to match to the existing rear elevations and parts of the front elevation where they are set back from the main elevation of the terrace. Air source heat pump in the front garden located behind an existing timber screen. **8.3.22**

And two approvals:

2021/01697/FUL (TSE) - : 21, Pwll Y Min Crescent, Peterston Super Ely - :
Removal of existing failing conservatory and replacement with single storey flat roof extension. Raising roof on rear wing of house and addition of flat roof dormer to provide more useable space in upper storey – 4.1.22 **Approved 10th February, 2022**

2021/01490/FUL (TSE) - Caehir House, Peterston Super Ely - Alterations and enlargement of existing conservatory including covered walkway and balcony to the rear – 24.12.21- **Approved 17.2.22**

184 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.

185 To consider any reports of Councillors

Six reports had been circulated prior to the meeting, all from Cllr Moody-Jones. Following the strong winds, the playground fence had fallen over in one section and a tree at the White Bridge and Trehedyn Lane. A rotten post had also been reported on the raised footpath at the White Bridge, together with loose coping stones on the wall at the churchyard. A further report had been received in relation to issues for wheelchair and buggy access to raised footpath by the footbridge.

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

The contractor installing the bench on the field would be providing a quote for laying a sub base prior to installation. The clerk would also request quotes for the fence following the wind damage.

Action: Clerk to contact contractor and request quote for repairs to fence.

There being no further business the meeting closed at 9:20pm. The next ordinary meeting will be held on Monday, April, 11th, 2022 at 7.30pm, remotely.

Chair _____
Date _____