

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the Council's Ordinary Meeting held at 7.30pm on the 12th of January 2026

Present: Councillors: CHAIR D Cross, A Phillips, J Drysdale, H Potter, D Meir and D Moody Jones

Also present: Councillor Michael Morgan (from 9pm to 9.10pm), a member of the public and Val Harvey (RFO & Clerk)

| Agenda Item | Discussion points | Action | Person |
|---|--|---------------------------------|--------|
| 25/143 Apologies for Absence | Cllr Armitage and Cllr Firth | | |
| 25/144 | A moment of silence was held to honour the memories of ex-Councillor William Budd and Gwyn Prichard Jones | | |
| 25/145 Declarations of Interest | Cllr Meir is a neighbour of Planning Application 2025/00967/FUL Sherwood, Groesfaen Lane. | | |
| 25/146 In Person Requests | One member of the public was present as an observer from 7.30pm to 8.50pm. | | |
| 25/147 Approve Minutes of the meeting held on 10 th November 2025 and review matters arising | <p>The Chair introduced the Minutes of the meeting held on the 10th November 2025. It was RESOLVED that the Minutes are confirmed as a true and accurate record of the meeting. The Minutes were proposed by Cllr Moody Jones and seconded by Cllr Potter. The Minutes were duly signed by the Chair.</p> <p>The action point spreadsheet was reviewed. The Clerk reported that Unity Bank do not offer debit cards but do offer a Unity Corporate MultiPay Purchasing Card, which costs £50 to set up and a monthly fee of £3. APPROVAL to proceed with application was given.</p> | | |
| 25/148 Review of Correspondence received from Vale of Glamorgan | <p>Correspondence received from the Vale of Glamorgan since the last meeting was NOTED.</p> <p>1. The Clerk reported that a response to the letter they had written to VOG PROW team regarding the closure of the railway crossing had been received, and that they had also</p> | Chase update & Invite residents | Clerk |

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| | <p>received correspondence from two residents raising concerns regarding the closure. It was AGREED that the Clerk will continue to chase updates from VOG, add the item to the next meeting's Agenda and invite the two residents who have written to PSECC to the meeting.</p> <p>2. It was suggested that PSECC work to independently establish the status of the railway crossing footpath.</p> <p>3. On 11.12.25 Cllr Morgan had forwarded a series of posters from Age Cymru for distribution within the community. It was AGREED that the 'general' poster, which relates to older carers generally in the community should be included on the Facebook page and the Parish Magazine</p> | Investigate footpath Arrange for publication | Cllr Potter Cllr Phillips |
| 25/149 Review of Correspondence received Planning Applications | <p>The following planning applications had been received and were NOTED:</p> <ul style="list-style-type: none"> • 2025/00967/FUL Sherwood, Groesfaen Lane • 2025/00976/FUL Gwreiddyn Farm, Logwood Hill • 2024/00541/FUL The Finches, Pwll Y Min Crescent • 2025/01258/FUL Silverdene, Trehedyn Lane • 2025/00590/FUL Kailily Farm, Pont Sarn Lane <p>1. It was AGREED that the Clerk should inform Planning that, assuming the concerns raised are valid, PSECC recognise and sympathise with the concerns raised by a resident regarding the planning application 2025/01258/FUL Silverdene, Trehedyn Lane.</p> <p>2. The Clerk reported that a letter has been written to BT requesting that they note PSECC's interest in the BT Exchange if the site is to be sold at some point in the future and that confirmation that this has been noted is being chased.</p> <p>3. It was reported that the required planning permission has been obtained for the property in PSE that has scaffolding and that no further action is required.</p> <p>4. It was noted that the "PSE Conservation Area Appraisal and Management Plan 2009" that was forwarded to Councillors on the 27.11.25 does not clearly indicate the "suggested conservation area boundary". Updated plan to be distributed.</p> | Write letter Chase Distribute updated map | Clerk Clerk Cllr Phillips |
| 25/150 Review of Correspondence | Correspondence received from One Voice Wales since the last meeting was NOTED. | | |

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| received One Voice Wales | <p>1. It was noted that Cllr Cross will be attending the OVW AGM on 21.1.26 with Cllr Moody Jones acting as substitute representative if required.</p> <p>2. It was agreed that Councillors will contact Clerk to nominate residents who volunteer within the PSE community for consideration as nominees to attend a Buckingham Palace Garden Party in May.</p> | Nominate residents | All |
| 25/151 Review of Correspondence received from Members of the Public | <p>Three items of correspondence for action had been received. Two related to the railway crossing and have been addressed above. The third related to litter in the village, specifically the white 'builder' bags near the 20mph signs. It was NOTED that these had already been reported to VOG who have said they are unable to remove them as they are on private land. The second concerned leaves falling from the trees within the BT Exchange site. It was AGREED that the Clerk will write to resident with update regarding bags and for more information regarding debris from the trees (as it is unclear if this is a VOG or BT issue).</p> | Write to resident | Clerk |
| 25/152 Neighbourhood Police Report | <p>The Crime Reports for November and December were NOTED</p> | | |
| 25/153 Review of Correspondence received from Other Bodies | <p>Correspondence received from other bodies since the last meeting was NOTED.</p> | | |
| 25/154 Vale of Glamorgan Councilor Report | <p>Cllr Morgan jointed meeting at 9pm and gave an update on recent VOG council meetings he's attended. He reported that it has been agreed that a formal consultation will take place for the replacement Local Development Plan and Cllr Morgan asked PSECC to encourage residents to get involved. Cllr Morgan also reported he will produce a written report for future PSECC meetings.</p> <p>Cllr Morgan left meeting at 9.10pm.</p> | | |
| 25/155 Assets & Maintenance Working Group Report | <p>1. An update on the Riverside Clearance Project was given. It was reported that further clearance work is unable to progress until the adverse possession issue is resolved and landowner's permission obtained.</p> | | |

| Agenda Item | Discussion points | Action | Person |
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| | <p>AREA 1 (Village Green):</p> <ul style="list-style-type: none"> a. A quote has been obtained from our existing garden service contractor for the initial clearance and ongoing maintenance of the Village Green area (area 1). It was AGREED that Clerk will update existing maintenance contract to include maintenance of village green area when specifically requested by PSECC at a cost of approximately £200pa. b. The two additional quotes for the Ash tree with Class 4 die-back that are required to comply with governance documents have been obtained and will be forwarded to Clerk. The contractor has been selected and they have confirmed that they will deal with any Tree Preservation Order approval that is required for the work. Dai Lewis sent email to PSECC outlining the procedure to be followed to obtain permission and this is to be forwarded to contractor. <p>AREA 2 (between stone bridge and white bridge):</p> <ul style="list-style-type: none"> c. A quote has been obtained from our existing garden service contractor for clearance and ongoing maintenance of this area but this work is unable to proceed until the adverse possession issue is resolved. The quote estimates that ongoing maintenance of Area 2 will be approximately £350pa due to the presence of Japanese knotweed. d. As agreed in the October Meeting (Minute 25/118), a quote for the replacement of bollards has been obtained and, due to cost, to comply with PSECC Standing Orders two further quotes are being requested. e. Permission for Dai Lewis to cut back the Willow tree at the White Bridge was confirmed. <p>AREA 3 (between river and Wyndham Park Way):</p> <ul style="list-style-type: none"> f. A quote has been obtained from our existing garden service contractor to cut a path to Wyndham Park Way to create a circular route and for ongoing maintenance of this area, but this work is unable to proceed until the landowner's permission is obtained. The quote estimates that ongoing maintenance of Area 3 will be approximately £280pa (based on two visits per year). Meeting with landowner to be chased. | <p>Update existing contract</p> <p>Forward 3 quotes to Clerk & Forward Dai's email to successful bid</p> <p>Submit adverse possession application</p> <p>Obtain 2 further quotes</p> <p>Chase meeting</p> | <p>Clerk</p> <p>Cllr Potter</p> <p>Cllr Cross</p> <p>Cllr Potter</p> <p>Cllr Potter</p> |

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| | <p>2. It was AGREED that an article thanking the volunteers for their work in clearing the riverbank be written for the Parish Magazine.</p> <p>3. Repair MUGA Fence – It was agreed to obtain quote from existing supplier and, if under £500, permission was given for work to proceed.</p> <p>4. It was reported that supplies of batteries and pads for the Village Hall defibrillator are being discontinued. Given the age of the existing defibrillator, it was AGREED to purchase a new defibrillator of the same make as the new MUGA defibrillator and a budget of £1500 was agreed. The Clerk is to write to the school to ensure that they are aware that supplies are being discontinued.</p> | <p>Write article</p> <p>Obtain quote</p> <p>Purchase defibrillator</p> <p>Write to school</p> | <p>Cllr Phillips</p> <p>Cllr Drysdale</p> <p>Cllr Drysdale</p> <p>Clerk</p> |
| <p>25/156 MUGA Working Group Report</p> | <p>1. An update on the TaSC Partnership was given. Cllr Potter is in the process of being registered as a Trustee and once appointed a TaSC Trustee meeting will be organized to agree on the future structure of the group.</p> <p>2. It was reported that a metal shed for the MUGA has been purchased but that a professional erector for the shed cannot be located so work will be completed by volunteers.</p> <p>3. An email regarding the need for additional drainage to cure MUGA flooding had been distributed on the 17.11.25. Permission to obtain a quote from original supplier (to make resolution of any future drainage problems easier to resolve) was CONFIRMED.</p> <p>4. An email regarding repair of MUGA floodlighting had been distributed on the 3.1.26. A resident has now offered to see if they can repair the lights and, if not, APPROVAL was given to obtain a quote for repair.</p> | <p>Obtain quote</p> <p>Obtain quote if needed</p> | <p>Cllr Drysdale</p> <p>Cllr Drysdale</p> |
| <p>25/157 Village Environment Working Group Report</p> | <p>1. A meeting to progress organisation of a village tennis tournament is being arranged.</p> <p>2. Cllr Firth was not present at the meeting but her email correspondence regarding pot holes and road signage were reviewed.</p> <p>3. The Clerk confirmed that BT has been contacted regarding the condition of the BT Exchange site and that repairs are in the process of being completed.</p> | <p>Organise Meeting</p> | <p>Cllr Cross</p> |

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| | <p>4. The Clerk reported that the St Johns Ambulance First Aid booklets had been purchased. Some of the leaflets were taken by Councillors for distribution within the Village.</p> <p>5. The Clerk reported that VOG PROW had been contacted regarding the possible infringement of public rights of way within PSE.</p> | Distribute leaflets | All | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25/158 Clerk's Report | The Clerk's report was NOTED. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25/159 Merger of CC WG | <p>1. It was AGREED that a working group of the Chair, Vice Chair be created.</p> <p>2. Clerk to organize a meeting with the Chair, Vice Chair and Clerk of St Georges & St Brides Community Council.</p> <p>3. Clerk to distribute email invitation to webinars about merger of CCs to Chair and Vice Chair</p> | Set up WG Arrange meeting Distribute email | Clerk Clerk Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25/160 Finance | <p>1. The November and December 2025 Payment Schedule was AGREED and signed by the Chair and Vice Chair.</p> <p>No meeting was held December 2025, so delegated powers had been given to the Chair and Vice Chair to approve any November payments.</p> <table border="1"> <thead> <tr> <th>Budget</th> <th>Payment Detail</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>Village Environment</td> <td>INV17317 - Litter Bags</td> <td>£82.80</td> </tr> <tr> <td>Community Benefits Fund</td> <td>3xPk10 First Aid Booklets</td> <td>£47.34</td> </tr> <tr> <td>IT Support</td> <td>INV-6602. MS Licence & Backup</td> <td>£32.66</td> </tr> <tr> <td>Office Costs</td> <td>Mobile Phone Nov 2025</td> <td>£5.00</td> </tr> <tr> <td>Office Costs</td> <td>Bank Service Charge Nov 2025</td> <td>£6.00</td> </tr> <tr> <td>MUGA</td> <td>MUGA Mobile Nov 2025</td> <td>£6.00</td> </tr> <tr> <td>MUGA Expenditure</td> <td>Reimbursement of MUGA Expenditure</td> <td>£90.48</td> </tr> <tr> <td>Salary/Exp</td> <td>Clerk Salary November 2025</td> <td>£893.67</td> </tr> <tr> <td>Pension</td> <td>Clerk Pension November 2025</td> <td>£225.85</td> </tr> <tr> <td>IT New Equipment</td> <td>INV-7076. Clerk's laptop</td> <td>£577.20</td> </tr> <tr> <td>Playground Maintenance</td> <td>INV-560. Inspection Report Repairs</td> <td>£270.00</td> </tr> <tr> <td>Community Benefits Fund</td> <td>Defib Signs</td> <td>£14.65</td> </tr> <tr> <td>Community Benefits Fund</td> <td>Install power to defib cabinet</td> <td>£120.00</td> </tr> <tr> <td></td> <td>NOVEMBER TOTAL</td> <td>£2,371.65</td> </tr> </tbody> </table> | Budget | Payment Detail | Gross | Village Environment | INV17317 - Litter Bags | £82.80 | Community Benefits Fund | 3xPk10 First Aid Booklets | £47.34 | IT Support | INV-6602. MS Licence & Backup | £32.66 | Office Costs | Mobile Phone Nov 2025 | £5.00 | Office Costs | Bank Service Charge Nov 2025 | £6.00 | MUGA | MUGA Mobile Nov 2025 | £6.00 | MUGA Expenditure | Reimbursement of MUGA Expenditure | £90.48 | Salary/Exp | Clerk Salary November 2025 | £893.67 | Pension | Clerk Pension November 2025 | £225.85 | IT New Equipment | INV-7076. Clerk's laptop | £577.20 | Playground Maintenance | INV-560. Inspection Report Repairs | £270.00 | Community Benefits Fund | Defib Signs | £14.65 | Community Benefits Fund | Install power to defib cabinet | £120.00 | | NOVEMBER TOTAL | £2,371.65 | |
| Budget | Payment Detail | Gross | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Village Environment | INV17317 - Litter Bags | £82.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Benefits Fund | 3xPk10 First Aid Booklets | £47.34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IT Support | INV-6602. MS Licence & Backup | £32.66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Office Costs | Mobile Phone Nov 2025 | £5.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Office Costs | Bank Service Charge Nov 2025 | £6.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MUGA | MUGA Mobile Nov 2025 | £6.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MUGA Expenditure | Reimbursement of MUGA Expenditure | £90.48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary/Exp | Clerk Salary November 2025 | £893.67 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pension | Clerk Pension November 2025 | £225.85 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IT New Equipment | INV-7076. Clerk's laptop | £577.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Playground Maintenance | INV-560. Inspection Report Repairs | £270.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Benefits Fund | Defib Signs | £14.65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Benefits Fund | Install power to defib cabinet | £120.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | NOVEMBER TOTAL | £2,371.65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Agenda Item | Discussion points | | | Action | Person |
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| | Budget | Payment Detail | Gross | | |
| | IT Support | INV-6950. MS Licence & Backup | £32.66 | | |
| | Office Costs | INV-64706441. Dec 2025 | £5.00 | | |
| | Office Costs | Stat 051. Service Charge Dec 2025 | £6.00 | | |
| | MUGA | MUGA Mobile Dec 25 | £6.00 | | |
| | Salary/Exp | Clerk Salary Dec 2025 | £439.58 | | |
| | Pension | Clerk Pension Dec 2025 | £139.02 | | |
| | Churchyard Maintenance | INV-3216 Churchyard Grass Cut | £390.00 | | |
| | Playground Maintenance | INV-3216 Playground Grass Cut | £48.00 | | |
| | MUGA | MUGA Storage Shed | £469.98 | | |
| | DECEMBER TOTAL | | £1,536.24 | | |
| | 2. The Bank Reconciliations for November and December 2025 were AGREED. Confirmed as correct and duly signed by the Chair and Vice Chair. | | | | |
| | 3. The Quarterly Budget Review reports for the quarter ending the 31.12.25 were REVIEWED and it was AGREED that: | | | Update budget | Clerk |
| | <ul style="list-style-type: none"> • The excess expenditure of £1500 for Clerk's Salary (Code 4000) be funded from General Reserves (code 310). • The excess expenditure of £175 for the Clerk's Pension (Code 4010) be funded from General Reserves (code 310). • The excess expenditure of £170 for Hire of Hall (code 4220) be funded from General Reserves (code 310). • Any MUGA expenditure (Code 4330) deficit due to the purchase of MUGA storage boxes, MUGA storage shed or additional MUGA drainage will be funded from the Community Benefit Fund (code 4500) not the General Reserves. • Any expense Village Expenditure (code 4350) deficit due to the purchase of benches and repair / replacement of bollards will be funded from the Community Benefit Fund (code 4500) as they are both of benefit to the general community. • The excess expenditure of £150 for village christmas trees (code 4400) is to be funded from the Community Benefit Fund (code 4500) as they are of benefit to the general community. • The budget of £2000 for the purchase of benches and planters that was agreed at the Finance Committee Meeting on 27.11.25 (FC Minute 25/036) was APPROVED. • The budget for the purchase of a MUGA storage shed was increased from £4000 to £6000. | | | | |

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| | <p>4. The updated budget for 2026-27, which includes a small increase to the precept of £800 to cover increased annual costs, was presented by the Clerk and APPROVED.</p> <p>5. The Clerk's corrected salary of £17.18 per hour was NOTED and APPROVED.</p> <p>6. Approval to proceed with the apple tree topping in the churchyard at a cost of £150 was CONFIRMED.</p> <p>7. The quote from our existing supplier for the initial clearance (£850) and ongoing maintenance (£200 per cut) of Area 1 (the Village Green) was APPROVED.</p> <p>8. A grant application from Croes y Parc Chapel was deferred until the next meeting to give the Clerk the opportunity to investigate if the relevant sections of the Levelling Up and Regeneration Act 2023 have been adopted in Wales as Community Councils have historically been prohibited under the Local Government Act 1894 from covering the maintenance of religious buildings but the new Act would allow PSECC to assist if there was evidence that the chapel was used by the wider community.</p> <p>9. An email asking for funding for Urdd Gobaith Cymru was REJECTED as there was no formal grant application or proof that it significantly benefits the PSE community.</p> <p>10. The appointment of Kerry Leigh Grabham, who is the current Internal Auditor for St Georges & St Brides-Super-Ely Community Council, as PSECC Internal Auditor was CONFIRMED.</p> <p>11. The Clerk reported that notification that the audit for 2024-25 has been completed was received from Audit Wales on the 1.12.25 and that the required Audit Completion Notice and accompanying documentation have been displayed on the village noticeboard and on the website.</p> <p>The report from Audit Wales regarding the Audit of 2024-25 Annual Return was REVIEWED and the following actions were agreed:</p> <ul style="list-style-type: none"> • Clerk to redistribute the Training template • Councillors to update and send their individual Training Plans to the Clerk. • Clerk to investigate information that PSECC is required by section 55 of the Democracy and Boundary Commission Cymru Act 2013, the Local Government | <p>Inform VOG</p> <p>Inform Contractor</p> <p>Inform applicant & add as Agenda Item</p> <p>Distribute Training Plan template</p> <p>Submit Plan to Clerk</p> | <p>Clerk</p> <p>Clerk & Cllr Potter</p> <p>Clerk</p> <p>Clerk</p> |

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| | and Elections (Wales) Act 2021 and the Local Government Act 2000 to publish electronically - but given that PSECC is to be merged any expenditure on updating website is to be kept to a minimum. | Update website | Clerk |
| 25/161 Items for Next Meeting | Include an update on the closure of the railway crossing in next meeting and invite interested members of the public to attend. Review the grant application from Croes y Parc Chapel at the next meeting. | Update Agenda | Clerk |
| 25/162 Date of Next Council Meeting | To note the next meeting will take place on the 9 th February 2026 at 7.30pm in the Village Hall. | | |

The meeting closed at 21.30 pm

DRAFT