



Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Council's Ordinary Meeting held at 8pm on the 19th of May 2025.

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

Also present: Cyswllt Peterston Connect – Nigel Jones
Cllr Michael Morgan
Clerk, Val Harvey

Agenda Item	Discussion points	Action	Person/ dates
25/036 Apologies for Absence	None		
25/037 Declarations of Interest	Cllr Moody Jones declared he is Chairman of Peterson Connect. Cllr Drysdale declared he is a member of Peterston Connect. Cllr Firth and Cllr Moody Jones declared they are neighbours of the planning application for 7 Main Street.		
25/038 Members of the public invited to speak	Nigel Jones, representing Cyswllt Peterston Connect (CPC), was present for part of the meeting so the Agenda was suspended to discuss the group's grant application. See Item 8(b) in Minute Number 25/048 for details of the discussion. Nigel Jones left the meeting at 8pm.		
25/039 Vale of Glamorgan Councilor Report	The Chair welcomed Cllr Michael Morgan. The Councillor thanked the Council for their support of Cyswllt Peterston Connect in their activities to improve the local environment. He reported that: <ol style="list-style-type: none"> 1. A review of old mineral emissions in the area was being conducted and that quarrying activities are planned to continue until 2042. 2. Work to start widening road access to the quarry is due to start. 3. The VOG Scrutiny Committee structure has been updated and now consists of 4 committees, which are "Start Well", "Live Well", "Place" and "Resources". He will send a link about new structure to Councillors. 	Cllr Morgan to send link to VOG Scrutiny Committee Structure. Cllr Morgan to send Cllr Firth contact details of all VOG Councillors.	

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	<p>4. He is interested in promoting retirement planning houses and local transport and is investigating organising a joint 3 village consultation with the public. He would like PSE to be involved in this consultation. Concern was raised about raising public's hopes with initiatives that won't be progressed. The possibility of offering assistance to the Greenlink Transport community initiative, who are appealing for local drivers, was also discussed.</p> <p>5. Cllr Morgan was asked for an update on the Council chasing the contractors regarding clearance of the area beside the river. He again stated that he felt it was unlikely that the contractors would return and suggested establishing a community project to clear the area as, since the land concerned is not registered and the owner is unknown, there is no one to object to the area being cleared and maintained.</p> <p>Cllr Morgan left the meeting at 8.15pm.</p>		
25/040 To approve Minutes of the meeting held on 14th April 2025 and review matters arising	<p>The minutes for April 2025 meeting were agreed and signed by the Chair.</p> <p>It was reported that First Aid courses are free for registered charities. It was agreed that Cllr Drysdale would speak to Peterston Connect, who are a registered charity, about organising a First Aid Course.</p>	<p>Update website</p> <p>Cllr Phillips to send details of free First Aid Course to Cllr Drysdale.</p>	<p>Clerk (May)</p> <p>Cllr Phillips</p>
25/041 Correspondence for Action received from Vale of Glamorgan	Correspondence received from the Vale of Glamorgan since the last meeting was noted.		
25/042 Correspondence for Action received Planning Applications	<p>No objections were raised to the planning application:</p> <ul style="list-style-type: none"> 2025/00366/FUL – 7 Main Avenue 		
25/043 Correspondence for Action received One Voice Wales	<p>Correspondence received from One Voice Wales since the last meeting was noted.</p> <p>Cllr Moody-Jones reported that his application for PSECC to be one of the 10 CCs to be part of a Biodiversity Pilot Group had been unsuccessful.</p>		

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	<p>Club (TASC) Partnership Agreement. Cllr Drysdale has been unsuccessful in scheduling a meeting and is currently trying to agree a date in early June. It was suggested that under the agreement some PSECC Councillors should be Trustees of the TASC. Due to lack of progress, Cllr Armitage suggested that an end date for negotiating an agreement be agreed and that after this time PSECC approach the Charity Commission themselves. It was agreed that a deadline of the end of September 2025 be set for signing the TASC Partnership Agreement.</p> <p>2. There have been 3 incidents of vandalism in the MUGA since the last Council meeting. These have been reported to the Police and the incident numbers are:</p> <ul style="list-style-type: none"> ○ 2500148029 for incident reported on 3.5.25 ○ 2500147115 for incident reported on 8.5.25 ○ 2500155608 for incident reported on 18.5.25 <p>The Police reported that there is no CCTV coverage of the area and no witnesses, so no suspects have been identified for any of the incidents but that they would schedule extra patrols when possible.</p> <p>3. It was reported that, to prevent further vandalism, the MUGA is currently being locked overnight by PSECC Councillors. The padlock to the MUGA has 4 keys so it was agreed that Cllrs Potter and Meir would set up a rota for locking/unlocking the MUGA.</p> <p>4. It was agreed that Cllr Drysdale would investigate installing CCTV in the area. Cllr Armitage to send details of a company that she has personally used. Clerk to contact Gareth Scott for VOG CCTV contact.</p> <p>c) Annual Report including re-adoption of Policies (Cllr Phillips) It was agreed that Cllr Phillips will distribute the update report, including the updated PSECC Biodiversity Policy 2025, that has been produced by Cllr Moody Jones.</p> <p>d) Signage and Clearance of Himalyan Balsam on Village Green (Cllr Firth)</p> <p>1. It was agreed that existing signs would be replaced with sturdier metal signs and bolts as required.</p> <p>2. It was agreed that "Children only please" signs were to be placed on playground equipment and a signs budget of £300 was AGREED. As discounts are often offered for multiple signs, it was suggested that, depending upon cost, a spare stock of signs be investigated so that damaged signs can be promptly replaced.</p>	<p>Item for October Meeting</p> <p>Send CCTV company details to Cllr Drysdale.</p> <p>Clerk to contact Gareth Scott for VOG CCTV contact.</p> <p>Distribute reports</p> <p>Budget of £300 for signs to be noted</p>	<p>Cllr Armitage</p> <p>Clerk</p> <p>Cllr Phillips</p> <p>Clerk</p>

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	<p>3. It was reported that Cllr Phillips is obtaining a quote for Rob Rees to replace the two missing bollards at the side of the road near the Sportsman's Rest.</p> <p>4. It was noted that NRW are holding a "Himalayan Balsam Bashing" event at PSE on the 29.5.25.</p> <p>5. Cllr Firth had received an email from a resident offering to organize a group to clear the Village Green and riverside area. It was NOTED that, since the owner of the land on one side of the riverside cannot be located, as a Council we have no authority to perform or authorise any clearance work in that area. It was agreed that Cllr Potter will contact the resident with an update.</p> <p>6. It was noted that Nigel Jones had mentioned (as part of Minute 25/048) that CPC would also investigate conducting some Balsam Bashing and the Clerk agreed to contact him separately regarding completion of risk assessments for the activity.</p> <p>e) Clearance of Allotments (Cllr Drysdale)</p> <p>1. It was reported that vacant plots are becoming overgrown and unmanageable. It was agreed that Cllr Drysdale will obtain a quote for placing the overgrown vacant allotment plots into "cold storage" until a new lessee is found.</p> <p>2. It was suggested that the vacant allotments be offered free of charge to local community groups/projects. Cllr Cross to contact school to see if they are interested and Cllr Phillips to place a post in local Facebook pages.</p>	<p>Contact resident with update</p> <p>Contact regarding Balsam Bashing Risk Assessment</p> <p>Obtain quotes</p> <p>Approach school about plot</p> <p>Post of FB about plots</p>	<p>Cllr Potter</p> <p>Clerk</p> <p>Cllr Drysdale</p> <p>Cllr Cross</p> <p>Cllr Phillips</p>
25/048 Finance	<p>(a) Nigel Jones, representing Cyswllt Peterston Connect (CPC), was present for part of the meeting (see Minute 25/038 above).</p> <p>It was confirmed that a grant for £40 to cover the cost of updating the Lanlay Community Orchard Noticeboard had been approved at the Council Meeting on the 14.4.25. The grant request for £90 to improve fencing around the Orchard is on hold as the Group believe they may be able to obtain the funds from another source.</p> <p>The Clerk confirmed they had contacted Zurich Insurance to check that the PSECC policy covers the activities of Peterston Connect and had been informed that PSECC "have Public Liability cover with us, which will cover volunteers for activities such as litter picking" so long as these activities are risk assessed. Peterston Connect had subsequently sent through specific policy wording, so the</p>	<p>Set up mechanism for recording activities/risk assessments</p> <p>Confirm cover of PSECC insurance and cost of extending it to cover volunteers / working groups</p>	<p>Clerk</p> <p>Clerk</p>

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	<p>Clerk has contacted Zurich again with this updated policy wording to ensure the cover provided by the PSECC policy is the same. It was NOTED that just public liability, not accident cover, was required and that a mechanism for recording planned activities and logging the associated risk assessment would be required.</p> <p>(b) The Scout Group has submitted a grant application for £1000 to create a Reflection Area/Quiet Zone/Prayer Area for anyone using the campsite to help establish a peaceful, welcoming environment for all visitors regardless of their backgrounds or beliefs.</p> <p>A grant of £1000 was approved. The Clerk was asked to confirm that the area will have disabled access and to enquire if the group would be interested in participating in village projects, such as taking on an allotment or helping clear empty allotments.</p> <p>(c) The Payment Schedule for April 2025 was AGREED</p> <table><tr><th>Budget</th><th>Payment Detail</th><th>Gross</th></tr><tr><td>Salary/Exp</td><td>Clerk Salary - April 2025</td><td>£ 49.74</td></tr><tr><td>Pension</td><td>Clerk Pension JT & VMH - April 2025</td><td>£ 125.69</td></tr><tr><td>Tax HMRC</td><td>Clerk Tax - April 2025</td><td>£ 13.20</td></tr><tr><td>MUGA</td><td>MUGA Bookings Mobile Phone (May)</td><td>£ 6.00</td></tr><tr><td>Salary/Exp</td><td>Clerk Salary - April 2025</td><td>£ 626.50</td></tr><tr><td>Subscription</td><td>Annual Membership 2025-26</td><td>£ 159.00</td></tr><tr><td>Office Costs</td><td>April 2025</td><td>£ 5.00</td></tr><tr><td>IT Support</td><td>INV-4714. MS Licence & Backup</td><td>£ 32.66</td></tr><tr><td>Office Costs</td><td>Statement No 043. Service Charge April 2025</td><td>£ 6.00</td></tr><tr><td>Office Costs</td><td>ICO-00019854556. Data Protection Fee</td><td>£ 52.00</td></tr><tr><td>Office Costs</td><td>Inv-ARINV/012447. Audit Fees 2023/24</td><td>£ 213.00</td></tr><tr><td>Office Costs</td><td>Inv-ARINV/013086. Audit Fees 2022/23</td><td>£ 1,170.00</td></tr><tr><td>Churchyard Maintenance</td><td>INV-2549. Grass Cutting & Maintenance of Churchyard</td><td>£ 570.00</td></tr><tr><td>Playground Maintenance</td><td>INV-2473. Grass Cutting of Memorial Playground</td><td>£ 96.00</td></tr><tr><td>Training</td><td>INV- BK221265-1. New Clerk Webinar 13.5.25</td><td>£ 24.00</td></tr><tr><td>Mem Field Maintenance</td><td>INV-1169. Grass Cut Community Field x2</td><td>£ 250.00</td></tr></table>	Budget	Payment Detail	Gross	Salary/Exp	Clerk Salary - April 2025	£ 49.74	Pension	Clerk Pension JT & VMH - April 2025	£ 125.69	Tax HMRC	Clerk Tax - April 2025	£ 13.20	MUGA	MUGA Bookings Mobile Phone (May)	£ 6.00	Salary/Exp	Clerk Salary - April 2025	£ 626.50	Subscription	Annual Membership 2025-26	£ 159.00	Office Costs	April 2025	£ 5.00	IT Support	INV-4714. MS Licence & Backup	£ 32.66	Office Costs	Statement No 043. Service Charge April 2025	£ 6.00	Office Costs	ICO-00019854556. Data Protection Fee	£ 52.00	Office Costs	Inv-ARINV/012447. Audit Fees 2023/24	£ 213.00	Office Costs	Inv-ARINV/013086. Audit Fees 2022/23	£ 1,170.00	Churchyard Maintenance	INV-2549. Grass Cutting & Maintenance of Churchyard	£ 570.00	Playground Maintenance	INV-2473. Grass Cutting of Memorial Playground	£ 96.00	Training	INV- BK221265-1. New Clerk Webinar 13.5.25	£ 24.00	Mem Field Maintenance	INV-1169. Grass Cut Community Field x2	£ 250.00	Confirm disabled access	Clerk
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	Meml Field Maintenance	INV-024182. Memorial Bench	£ 580.80		
	Subscription	SLCC Membership	£ 150.00		
	Grants	Grant for Lanlay Community Orchard Noticeboard	£ 40.00		
	Village Envt	Expenses for plants and compost for Village Planters	£ 61.85		
	Office Costs	Expenses for Ink Cartridges and paper	£ 55.43		
	MUGA	INV-6094044160. MUGA Clubhouse from 4.10.24 to 3.4.25	£ 17.46		
	Insurance	INV-544196798. Policy 1.6.25 to 31.5.26	£ 1,185.40		
	Mem Field Maintenance	Expenses - Top Dog Turf Invoice 33200. Moss Killer	£ 55.50		
	MUGA	Expenses - Cable Ties for Tennis Nets	£ 5.11		
		TOTAL FOR MONTH	£5,550.34		
	<p>(d) It was confirmed that the Bank Reconciliation for March 2025 had been distributed to the Chair and Vice Chair on the 16.4.25. The Reconciliation for March 2025 was signed in the meeting by the Chair and Vice Chair.</p> <p>It was reported that due to issues with the Internal Audit the Bank Reconciliation for April 2025 was unavailable and will be presented to the Chair and Deputy Chair outside the meeting.</p> <p>(e) Approval of Quotes - This was deferred until after the next Finance Working Group meeting, once the priorities have been agreed.</p> <p>(f) End of Year Accounts – The document, titled “Summary Receipts and Payments for y/e 31.3.25” was approved and signed by the Chair.</p> <p>(g) Approve members’ remuneration – The updated document, titled “PSECC Expenses Payments 2025” was approved. Clerk to upload document onto website</p>				
25/049 AOB	Cllr Potter reported that the Village Flower Show has requested a brief for presenting the award. It was agreed that Cllr Moody Jones will email a briefing to Cllr Potter. A discussion took place regarding giving a card explaining why the award is being presented to the individual would be required, but it was agreed to defer this decision until nearer the time.			Inform Church	Clerk (April)
25/050 Date of Next Council Meeting	To note the next meeting will take place on 9 th June 2025 at 7.30pm.				

The meeting closed at 21.30 pm