**Peterston-super-Ely Community Council**

***Cyngor Cymuned a Llanbedr-y-Fro***

**Minutes of the remote Ordinary Meeting held at 7.30pm on 11th January, 2021 held on Zoom**

**Present:** Councillors: David Moody-Jones, David Field, Kate Hurley, Abigail Phillips, Diana Powell, John Drysdale, Huw Potter & David Jaques

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

**Apologies:** C Cllr Michael Morgan

**107 Declarations of interest**

There were no declarations of interest.

**108 Police Matters**

An email had been received from PCSO Richard Davies confirming the figures for November and December 2020:

* No reports in November for Peterston Super Ely.
* Two anti-social behavior incidents in relation to COVID breaches in Kingsland Lane and Groesfaen Road.
* One theft of number plates at Pwll Y Min Crescent,

**109 County Council Matters**

C Cllr Morgan had provided his apologies for the meeting.

**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**

**110 Public Session and Matters arising from Public Session**

There were no members of public present.

**111 To receive the minutes of the Ordinary Council Meeting held on 9th November, 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. Proposed by Cllr Phillips and Cllr Field that the minutes be accepted.

**112 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.

**113 To consider and approve quarterly budget review and draft budget and precept for Financial Year 2020/21.**

The clerk had previously circulated the quarterly budget review for December 2020. There were five lines of expenditure that required amendment. An increase in subscriptions from £250 to £350 and Audit from £375 to £582.25. Three lines of expenditure required a decrease as expected costs had either been absorbed in other lines of expenditure or costs had reduced due to COVID restrictions. Churchyard and playground gardening services reduced from £9575 to £8400, Hire of hall decreased from £200 to £0 and Christmas event reduced from £250 to £70. Amendments were proposed from Cllr Moody-Jones and seconded by Cllr Field.

The draft budget for 2021/22 had also been circulated prior to the meeting. Following a review of the current and profiled end of year position, it was agreed to set the precept at £23,000. A number of factors were discussed in relation to the setting of the precept including the External audit opinion that the reserves figure held by the Community Council were currently too low and would require increasing over the coming years. Discussions were also held over the requirement to determine a set plan to look at spending money on specific projects around the village including the street furniture around the village and the possible implementation of the 20MPH speed pilot. The financial papers and the proposed precept were accepted by Cllr Moody-Jones and Cllr Drysdale and unanimously agreed by all Community Councillors.

Cllr Drysdale asked for clarification on the entry on the budget regarding receipt of grant. Cllr Moody-Jones confirmed this was in relation to the wind turbine grant whereby St Brides Super Ely pay a contribution to our Community Council each year in the sum of £1250.

***Action: Clerk to report agreed precept to Vale Council by 31st January, 2021***

**114 To review External Audit’s opinion and resulting action plan.**

Anemail had been received from Grant Thornton, Wales Audit Office’s External Auditors on 14th December, 2020, attaching the completed Annual Return together with Audit Report for 2019/20. It was noted that no paper copies had been received this year due to the current pandemic. Grant Thornton confirmed a qualified audit opinion and highlighted a number of items which needed attention including: Low general reserves, adhering to financial regulations in relation to budget reviews, ensuring zero value assets were not included on the Fixed Asset Register, allocation of staff costs and the use of Community loans. The Clerk had summarised these points and formulated an action plan which had been circulated to Council.

**115 To receive the minutes of the MUGA Sub-Committee on 24th November 2020, together with update on the MUGA management arrangement by Cllr Phillips.**

The minutes of the MUGA Sub-Committee for 24th November, 2020 had been previously circulated to the Community Council. Cllr Phillips confirmed that the draft Management Agreement was in the final stages of review and once all the Sub-Committee members had provided comments, the agreement would be circulated to the Community Council for final approval before it was given to TaSC for signing. It was pleasing to note that the relationship between the Council and the Sub-Committee was finally in a good place and the Community Council were satisfied that a new partnership approach was the right way forward.

 Cllr Field asked about the annual maintenance and whether this would be required now that the MUGA had been closed for a number of months. This point had been raised previously and a response had not been received from SWSG.

 ***Action: Clerk to contact Rob Jones at SWSG and Cllr Phillips to approach Dai Lewis to request all MUGA documentation.***

**116 To receive an update from Cllr Moody-Jones on the Corporate Plan workshop on 26.11.19**

 Cllr Moody-Jones confirmed that he had attended the Corporate Plan workshop virtually on 26th November but had little to report as the content had no relevance to the Community Council or the village of Peterston Super Ely.

**117 To receive feedback from Cllr Drysdale on the Junction 34 Transport Study consultation.**

The Community Council wanted to thank Cllr Drysdale, Field and Phillips for the work undertaken in relation to the Junction 34 Transport Study. Cllr Moody Jones confirmed it was an extremely impressive document and the group had worked hard to complete and send out within the timeframe. Cllr Drysdale confirmed that the final submission had been collated and sent to the Vale Council by 23rd December. The final submission had been based upon the Community Council’s comments in the original stage 2 bid, together with updated comments from the recent consultation. Cllr Field had collated over 70 responses received from residents, which had informed the response. He confirmed that the vast majority, over 90% of respondents agreed with the Community Council’s concerns. All individual responses had been forwarded to the Vale Council for their information. Cllr Field requested that the consultation results be placed on the website and a “thank you” placed on Facebook.

 ***Action: Clerk to update the website with the consultation results and place “thank you” on Facebook, to all responders****.*

**118 To receive an update from Cllr Field on the submission of 20mph pilot for Peterston Super Ely.**

In response to Welsh Government requesting Local Authorities to participate in Piloting 20 mph in urban/rural areas, known as the Eight Settlements Scheme, Vale of Glamorgan have included Peterston- super-Ely in their submission.

 Bids were called for with extremely tight deadlines in December and response submitted to Emma Reed, Head of Neighbourhood Service and Transport. The response outlined why Peterston Super Ely should be included, highlighting the historic work that has been undertaken in relation to Speedwatch, it’s continued campaign to be included in such a pilot, and other pertinent information such as consultation documents. It is good to note that if there is success for the Vale, we should be part of the scheme.  It is also understood decisions are to be made on 15th January 2021.

 Cllr Potter asked if this was a trial for the whole of Wales. Cllr Field confirmed that this pilot was a trial prior to the introduction of a nationwide speed limit of 20mph, which would be implemented sometime in the future in all areas except where 30mph would be deemed reasonable.

**119 To consider the proposal by Cllr Drysdale in relation to the current website.**

Cllr Drysdale and Cllr Jaques had previously met to discuss the Government Website Content Accessibility guidelines (WCAG 2.1) and to assess the current website to determine whether these requirements were being satisfied and also to review the website’s overall functionality. An email had been circulated by Cllr Drysdale which outlined the review, together with possible suggestions and Community Council were asked to return to the Clerk with their views.

 A discussion was held over the possibility of a stand-alone Council website but the majority of the Community Council felt that it was important that the website was a portal to the whole of the village and that it should include all areas.

 Cllr Potter asked about the Welsh Language requirements and whether the website needed to be bi-lingual. The Clerk referred Cllr Potter to the Community Council’s Welsh Language policy on the current website. The Clerk would check with the Vale Council to ask for confirmation on whether the new website should be bi-lingual.

 Discussions had been held with Paula Pridham and it was confirmed that the Village Hall were happy to be a part of the new website.

 ***Action: All Community Council to review website documents in Cllr Drysdale’s email and return with views to Clerk. Clerk to contact Vale Council to determine Welsh Language requirements for new website.***

**120 To receive information from Cllr Jaques on scheme called Self Build Wales.**

An email had been received from the Vale Council in relation to the Welsh Government scheme. Cllr Jaques provided an overview, confirming that Self Build Wales had been established by Welsh Government to help remove the barriers and uncertainty that prevent people in Wales from building their own homes**.** In doing so, it was hoped that underdeveloped or underused land would be transformed into suitable plots for new self- build and custom-build homes. He confirmed that over £40 million had been released over the whole of Wales with the intention of encouraging residents to build their own homes on identified land, where Local Authorities had already had planning permission in place. The scheme worked in conjunction with Development Bank of Wales and loans provided upfront would only be repayable upon completion. Users of the scheme would have to provide 25% deposit on the cost of the plot.

 It was agreed that this was a worthwhile scheme, however it was noted that there were no plots currently available within the Vale of Glamorgan and many surrounding areas and Cllr Jaques confirmed that there was a big problem in identifying suitable plots on land across Wales.

**121 To consider the Clerk’s report including matters of a financial nature.**

The Clerk has now all the items required to access the bank online. The bank balance as at the end of December was £25,206 and the cash book balance £26,302.02. The bank reconciliations have been forwarded to Cllr Field for review and authorisation electronically for November & December.

 All cheques for December & January have been passed to the bank signatories for signing. The bank mandate to change bank signatories has been posted to relevant parties.

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

 **RECEIPTS**

 **Supplementary Memorial fee (Brain) £ 50.00**

 **Purchase of Churchyard plot £ 800.00**

 **Memorial Plaque £ 100.00**

 **Third payment of precept £ 7000.00**

 **Payments and Authority for expenditure needed**

 The following expenditure needs authorising by the Council: -

 **Vale Council (playground inspection) Cheque 1114 £ 69.00**

 **Clerk Salary plus expenses (Nov 20) Cheque 1115 £ 519.06**

 **HMRC PAYE (Nov 20) Cheque 1116 £ 93.00**

 **Jerry Widdas (playground repairs Cheque 1117 £ 225.00**

 **Clerk Salary plus expenses (Dec 20) Cheque 1118 £ 388.15**

 **HMRC PAYE (Dec 20) Cheque 1119 £ 55.40**

 **John Drysdale (Gravel for field) Cheque 1120 £ 10.00**

 **Peterston Hall (Tree) Cheque 1121 £ 70.00**

 **Churchyard cutting (Nov & Dec) Cheque 1122 £ 1386.66**

 **Trustmark Design & Print Cheque 1123 £ 85.20**

**Wales Audit Office (External Audit) Cheque 1124 £ 457.25**

 **Vale of Glamorgan Council -**

* Submission of 20MPH request to Emma Reed to be included in pilot.
* Response sent regarding J34 Transport study consultation.
* Delivery Plan and budget - request for input.
* Active Travel Network Map -consultation phase 1.
* Electoral register received.
* Grant submission for playground and playing fields. (confirmation received not successful)

 **External Audit –**

* Annual return has now been returned and has been covered under the main body of the meeting.
* All points will be actioned by the Clerk and notice of conclusion of audit posted on noticeboard and website.
* Audit Wales have confirmed 3-year cycle – basic/full/basic

 **Community Liaison Committee**

* Invitation to Cllr Phillips for 26th January, 2021

 **MUGA-**

* Management Agreement covered under full Council meeting.

 **OVW**-

* List of training sessions – JD to do 14th January.
* Countryside Code review – additional opportunity to comment.
* Save a Life Cymru. Post information on Facebook
* Bridgend/Cardiff/Vale Area Committee – 25.1.21
* Discretionary Expenditure limit
* Social Care & Frontline worker day 5th July 2021
* Delay of by-elections from February to between March 1st and 6th May 2021

 **Playground-**

* Jerry Widdas has completed the repairs to the TRIM Trail.
* Vale Council have completed playground inspection.

 **Village Hall –**

* Liaising with Tonia Morgan regarding Christmas tree.
* Authority required to pay for the tree -£70.00.
* Assistance requested regarding email to support grant submission for boiler.
* Cllr Moody-Jones wondered if it would be allowable to provide a donation to the Village Hall as no money had been spent this year on Village Hall hire. Clerk to determine if this was acceptable under the regulations.

 **Churchyard –**

* Ongoing communication regarding memorials.

  **Donation requests** –

* Wales Air Ambulance Charity Emergency Appeal;
* Glamorgan YFC – County Organiser
* Community Council acknowledged requests but were not something they wished to donate to at present.

Request from Ian Pearson for help/information regarding a community water problem at Wyndham Park. A small discussion was held but the Community Council were unsure of what help could be offered. However, it was decided to include the issue of flooding as a continual Health and Safety matter on the agenda.

The Clerk suggested that it may be good practice to hold all sub-committees and working groups over the next few months. This will enable the Council to include a review of the Community Action Plan, all financial tenders and to look at assets that required attention. The PROW officer had been contacted and a date would be scheduled for the bi-annual PROW meeting shortly.

A meeting is in the process of being arranged with Gwyn Teague in relation to a separate request from Cllr Jaques to enable the discussion of a project in relation to stiles and making them more accessible.

Keep Wales Tidy are delivering the grant items to Cllr Field’s address. They have forwarded guidance on installation so will liaise with all parties. Keep Wales have also offered to come and help with said installation.

**122 To consider any planning matters**

There were four new planning applications this month;

 **2020/01554/FUL (JK) – 22 Main Avenue, Peterston Super Ely –** Demolition of existing rear single storey extension and replacement with a two storey extension. – 5.1.20

 **2020/01382/FUL (HW) -Land on North side of Cnepyn Lane, Peterston Super Ely -** Proposed barn/storage unit for agricultural use in conjunction with stable block as approved 2019/00839/FUL **11.12.20**

 **2020/01333/LBC (PDJT) – 6 Pwll Y Min Crescent, Peterston Super Ely –** Repair of intervals. – 23.11.20

 **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

 One approval: **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 – **Approved 14.12.20**

The Clerk has contacted the Vale Council to determine why the Council are receiving planning notification which are outside their area. Confirmation has been received that this is being looked into.

**123** **To consider any correspondence.**

A list of all correspondence received by the Clerk had been circulated previously to the Community Council. Any items that the Clerk felt needed Councillors’ attention had been forwarded. Cllr Drysdale had asked previously if there was a legal requirement for the logging of all correspondence. Although not required, the Clerk found it a useful tool to inform her reports and as not all correspondence was sent to the Council, this would enable Councillors to review the list and highlight any that they may wish to receive.

**124** **To consider any reports of Councillors**

 Four reports had been made since our last meeting: Three fly-tipping incidents and one debris report.

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

Cllr Phillips felt that it would be appropriate to include flooding as a matter to be reviewed in this section of the meeting. All Councillors felt that the issue of flooding was becoming a major problem and was happening more frequently than in previous years. A worrying factor was that certain areas of the village would become impassable at certain times and this would be even more of a concern if emergency vehicles could not access when required. It was agreed that an email should be drafted to the Vale Council that registers concerns and to determine if any action can be undertaken to alleviate or eradicate these problems in the future. Any correspondence should copy in C Cllr Morgan.

 Cllr Drysdale wondered if there is any capability of having an interactive function on the new website on which residents can log potential flooding.

 Due to scheduling of the Playground sub-committee in the next month, playground maintenance would be discussed in detail at that meeting.

 ***Action: Clerk to contact the Vale Council regarding concerns over flooding. Clerk to copy in C Cllr Morgan.***

There being no further business the meeting closed at 9:25pm. The next ordinary meeting will be held remotely on Zoom on Monday, February, 8h,2021 at 7.30pm.

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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