**Peterston-super-Ely Community Council**

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

**Minutes of the Ordinary Meeting held at 7.30pm on 8th January 2018 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Ian Pearson (Chair), Pat Cadwalladr, David Field, Diana Powell, Kate Hurley, David Moody-Jones & Hywel Thomas.

**Also Present:** Joanna Howell (Clerk to the Council) and CC Michael Morgan

**Apologies:**  Cllr A Phillips

The Chairman welcomed everyone to the meeting.

1. **Police Matters**

PCSO Rees has sent his apologies and no report had been received. There was a discussion regarding the continuing number of ex-offenders on a probation scheme that had been knocking on doors selling goods. This had been reported to the Police.

1. **County Council Matters**

CC Morgan explained that he was in contact with Mike Clogg (VoG Highways) regarding the problems the rural area have with traffic, flooding etc. He will continue to press the Vale on these matters. He felt that advice should be given to villagers to ensure that any driving issues, near misses etc. be logged with the police 101 number.

CC Morgan would be attending the M4:Airport Link meeting on Monday and he would attempt to ensure that this area would be properly represented.

CC Morgan agreed that he would look into the Sycamore Cross Housing Development and ask what state the s106 development is now in and what work is likely to be done regarding the highways.

Cllr Pearson raised the matter of the recent school bus problems, CC Morgan agreed to address this with the Vale.

CC Morgan would also look into what the weight limit restrictions at the top of the logwood relate to.

1. **Public Session**

There was one member of the public present. He wished to complain about the level of traffic and the speed of that traffic coming through the village, in particular in the Gwern y Steeple area, where there were no pavements and little lighting. He felt that this was also getting worse.

He also wished to thank the Council for the hard work they have done and continue to do on behalf of the villagers.

1. **Matters arising from Public Session**

The Chair confirmed that the Council are actively pursuing the traffic issue. There was also a discussion regarding the lack of lighting between Gwern y Steeple and the village. It was agreed that the Clerk would take up the issue of lighting with the Vale Council.

*AP Clerk to contact Vale Council*

1. **Review and approval of previously circulated Community Action Plan (CAP)**

Cllr Field explained the process for developing this plan via the CAP Sub Committee from the questionnaire and workshop results and commended the Clerk for bringing all the results together in the draft plan.

Cllr Field explained that the number one issue identified was traffic and speeding issues and it was likely that this would require extensive campaigning.

A point was raised regarding whether having a CCTV camera was possible so that any near misses could be recorded and added.

Cllr Pearson proposed that this plan be approved, seconded by Cllr Moody-Jones, this was agreed by all.

*AP All to begin identified actions allocated to them on the Community Action Plan*

CAP Sub Committee proposed that a hard copy be provided to every household, as well as a soft copy on the website. This was agreed to be organised by the subcommittee.

1. **Consideration of possible CRC Grant application for Community Spirit**

Defer this till Feb meeting, post the 31st January CRC meeting.

1. **Discussion and approval of hall sign application**

Declarations of interest were given by Cllr Pearson and Cllr Cadwalladr as members of the hall committee.

Although it was not up to the Community Council to fund a new hall sign application, it was agreed that they would be happy to support such an application.

*AP Clerk to arrange letter of support if required.*

In regards to the letter that the Community Council had received in error about the requirement to remove the sign, the Council agreed that this was an unpleasant letter and would like to complain about its tone specifically quoting the recent reshaping report and how it would like relationships between the Vale and Community Councils to be.

*AP Clerk to send letter to the VoG Council*

1. **Update on riverbank maintenance plan**

*AP Clerk to chase NRW*

1. **Review and approval of previously circulated Sports Wales Grant Application. Update on MUGA project from Cllr Phillips.**

The Clerk provided an update on the MUGA in Cllr Phillips’ absence and confirmed that a decision from the Welsh Government should be received soon.

The previously circulated Sports Wales Grant application was reviewed and discussed. It was proposed by Cllr Field that the application be approved and submitted, this was seconded by Cllr Hurley and agreed by all.

*AP Clerk to arrange submission of grant.*

1. **To agree the fee for the playground mound work, including proposed over ride of the financial regulations (by the Finance Committee)**

Cllr Pearson as chairman of the finance committee explained that due to the specific nature of the work it had only been possible to get two quotes for the work rather than the three required by the Council’s financial regulations. It was agreed that in this instance it would be suitable to override the financial regulations as the mound was becoming a safety hazard. The quotes for the resurfacing were discussed and it was proposed by Cllr Moody-Jones that the cheapest quote be accepted and the work go ahead ASAP, this was seconded by Cllr Cadwalladr and agreed by all.

*AP Clerk to arrange work*

1. **To review and approve budget for FY18/19 (circulated in meeting pack) and agree precept for FY 18/19**

The Clerk as Responsible Financial Officer ran through the budget line by line.

There was a short discussion over the costings of the memorial field sign, it was proposed by Cllr Moody-Jones that the purchase of the memorial field dedication sign go ahead, this was seconded by Cllr Powell.
*AP Cllr Thomas to arrange for sign to be manufactured and installed*

An increase in the FY 2017/18 Budget was proposed by Cllr Pearson in relation to the Clerk’s required NI payments. This was seconded by Cllr Moody-Jones.

An increase in the FY 2017/18 Budget was proposed by Cllr Pearson in relation to the payment of the Community Action Planning workshop facilitator, this was seconded by Cllr Moody-Jones.

There was a discussion regarding the quotes received for providing shelter at the white bridge, the Council referred back to the outcomes of the Community Action planning survey and workshop and it was agreed that this had not been considered a priority and so would not form part of FY 18/19 budget, however would be considered for the FY 19/20 budget.

The proposed increase in precept was discussed and a history of the precept was reviewed.

The level of reserves indicated in the budget was also discussed and agreed as although less than normal seemed reasonable in comparison to the actual expenditure that would have to be spent.

It was proposed by Cllr Pearson that the draft budget be agreed as well as a precept of £16,000, this was seconded by Cllr Field and agreed by all.

It was RESOLVED to approve the draft budget and a precept of £16,000.

*AP Clerk to inform VoG Council of precept amount*

*AP Clerk to upload budget to village website.*

1. **Consideration of involvement of young people in Council business**

Given the time difficulties it was agreed to defer this to the February agenda.

*AP Clerk to agenda*

1. **Discussion and agreement on Internal Audit engagement letter and procedures – draft previously circulated**

The internal audit governance statement agreed by the Finance Committee was discussed. The experience, qualifications and independence of the proposed Internal Auditor Mr A Davies were confirmed. The draft engagement letter was reviewed. It was proposed by Cllr Cadwalladr that the IA governance statement and engagement letter were approved as well as the appointment of Mr A Davies as Internal Auditor for the 2017/18 Audit. This was seconded by Cllr Thomas and agreed by all.

It was RESOLVED to appoint Mr A Davies as internal auditor for the 2017/18 Audit as well as to approve the internal audit governance statement.

*AP Clerk to arrange appointment of Mr Davies and signing of the engagement letter.*

1. **Update from Clerk on ROWIP Consultation meeting – notes previously circulated**

The Clerk referred to her notes on this matter. There was a discussion on whether the Valeways organisation would be able to provide some work on footpaths and bridleways.

1. **Update from Clerk and Cllr Pearson on Planning Training**

Cllr Pearson updated the Council on the planning training and there was a discussion regarding s106 monies.

It was a confirmed that the Changes to planning in Wales meeting would be attended by Cllr Phillips.

1. **Consideration of the VoG Draft Budget and any Consultation response**

A discussion was held on the VoG Budget and it was agreed that the Council had no consultation response to make.

1. **To receive the minutes of the full Council Meeting held on 13th November 2017**

The minutes of the meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Thomas and seconded by Cllr Powell that the minutes be accepted. A set of minutes was then signed as a true and accurate record by the Chairman.

1. **Matters Arising from these minutes**

10.4 Replacement Bin – A place for a new bin was suggested.

*AP Clerk to contact Vale.*

Letter from M Clogg re reported highways issues – A discussion was held regarding a response to this letter. *AP Clerk to respond to this letter*

124.1-Cllr Moody- Jones confirmed that Defibrillator training would be organised for February market

125- *AP Clerk to chase Peter Coughlin (VoG Council) re playing fields entrance*

125- Christmas Tree – The Chairperson provided his thanks to David Phillips and Cllr Thomas for their help on the Christmas Tree

1. **Clerk’s Report**

The Clerk ran through her report. The following was discussed and agreed.

 *Use of Church Grounds* -The Council agreed to the request from a couple with a wedding reception in the hall to use the Churchyard for photographs in exchange for a small donation to Council funds.

 *Growing Community Spirit Event* – The Clerk and Chairperson confirmed they would be attending the event on 31st January.

 *Playground Trees-* It was felt that these were not a budgetary priority at the moment.

 Current balance as at 04/01/2018 of CB= 12,760

The bank reconciliation for November has been completed and sent to Cllr Field for review. Cllr Field approved and signed this bank reconciliation.

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

**RECEIPTS**

30-Nov Funeral Fee and Memorial Fee - Kathryn Barrett 650.00

31-Dec precept 4526.00

**PAYMENTS (incl VAT)**

|  |  |  |  |
| --- | --- | --- | --- |
| 21-Nov | Refund to J Howell- WIX Payment  | 840 | 111.75 |
| 21-Nov | Rob Wilcox - Removal of stone steps | 841 | 200.00 |
| 22-Nov | J Shapland - Flowers  | 842 | 46.75 |
| 27-Nov | Refund to J Howell- items for Christmas Lights Switch On/ Community Action Planning  | 843 | 63.89 |
| 27-Nov | Glamorgan Christmas Trees Ltd  | 844 | 70.00 |
| 27-Nov | Vale of Glamorgan - Playground work | 845 | 392.22 |
| 30-Nov | Huw Moody-Jones - Clearance work around signs | 846 | 92.00 |
| 01-Dec | Novactus Ltd- CAP Workshop facilitation | 847 | 300.00 |
| 01-Dec | Clerks Nov Salary - Jo Howell | 848 | 489.79 |
| 15-Dec | Nov Church Grass Cutting | 849 | 588.33 |
| 31-Dec | Clerks Dec Salary  | 850 | 209.60 |
| 04-Jan | Dec Church Grass cutting | 851 | 588.33 |
| 04-Jan | Cardiff Conservation Volunteers - clearance of bridleway | 852 | 150.00 |
| 04-Jan | RTC Surfaces - Playground Mound | 853 | 4513.20 |

All the payments were approved and a cheque signed by two signatories.

1. **Planning Matters**

The following planning matter was discussed: -

2017/01288/FUL (SZ)Kailily Farm, Pont Sarn Lane -New entrance into field, no change of use needed

The Council did not wish to comment on this application.

1. **Correspondence**

These were reviewed and acknowledged. There was no additional correspondence.

1. **Councillors Reports**

Cllr Moody-Jones – Had reported that the street Light by the hall was not working.

*AP Clerk to chase VoG Council, as she had reported this previously also.*

Cllr Field will be attending the M4: Airport access meeting on Monday and will report back at the Feb meeting.

Cllr Pearson had provided an update on Wyndham Park broadband, he is querying what is being done and where previously allocated funds have been spent.

1. **Health & Safety Matters**

There was a complaint regarding the state of the pathway leading from the white bridge into Wyndham Park.

*AP Clerk to report to VoG Council.*

There being no further business the meeting closed at 9.10pm. The next meeting will be held on Monday 11th February 2018

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_