**Peterston-super-Ely Community Council**

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

**Minutes of the remote Ordinary Meeting held at 7.30pm on 8th March, 2021 held on Zoom**

**Present:** Councillors: David Moody-Jones, David Field, Kate Hurley, Abigail Phillips, Diana Powell, John Drysdale, Huw Potter & David Jaques (present from Point xx)

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

**142 Declarations of interest**

There were no declarations of interest.

**143 Police Matters**

An email had been sent to PCSO Richard Davies confirming the Community Council wished to raise an objection to the wording of his previous report. No report had been received at the time of the meeting for February 2021. Cllr Field had received a number of complaints in relation to the possible breach of COVID guidelines at the playground with reports that users were coming from out of the area. Further complaints had also been received in relation to the use of foul language. The Community Council confirmed although it was not their jurisdiction to police the use of the playground, that it would be good practice to pass on the complaints to the police who may be able to monitor usage.

***Action: Clerk to pass on the complaints to PCSO Richard Davies.***

**144 County Council Matters**

C Cllr Morgan raised the following points:

* **Council Tax –** C Cllr Morgan confirmed that full Council would be held on 10th March and the financial year’s Council tax for 2021/22 would be discussed. He confirmed that this would be set to ensure services were not only met but to provide the Council with an element of reserves.
* **A48/M4 Junction 34 Consultation** – A meeting with C Cllr Morgan, Jonathan Bird and Emma Reed was held on 23rd February to preview the report. This would be available and in the public domain on 16th March and placed before cabinet on 22nd March, 2021. C Cllr Morgan confirmed that there had been a tremendous amount of objection to the consultation particularly from the local area.
* **Senedd Elections** - The period of purdah would be followed prior to the elections in which members would need to follow certain protocol.
* **Rural housing** - C Cllr Morgan had circulated a paper on retirement housing in the Rural Vale. It was suggested that this could be discussed at a future meeting.

***Action: Clerk to place Rural Housing paper on the agenda for the following month.***

**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**

**145 Public Session and Matters arising from Public Session**

There were no members of public present.

**146 To receive the minutes of the Ordinary Council Meeting held on 8th February, 2021**

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 Powell that the minutes be accepted.

**147 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.

**148 To receive an update from Cllr Phillips on the MUGA management arrangement.**

Cllr Phillips confirmed that this was now complete and would be circulated to full Council by email. The Maintenance Schedule forwarded from SWSG would be discussed at the next Sub-Committee to ensure suitable timetable was agreed, together with clear allocation of responsibility and financial implications. Cllr Jaques noted that due to recent flooding and lack of use, there was a buildup of debris on the surface, Discussion was held over the signing of the document and it was decided to gain advice from Lyn Finch. Sub-Committee would be called shortly to discuss outstanding matters from the previous meeting in November.

***Action: To determine number of signatories required for the Management Agreement. To re-visit outstanding queries from last Sub-Committee meeting on 24th November, 2020 including use of CCTV cameras. To organize Sub-Committee meeting.***

**149 To receive an update from Cllr Phillips on the Community Liaison meeting on 26th January, 2021**

Cllr Phillips had requested notes from the Vale Council but these had not been forthcoming.

**150 To consider the Community Action plan review and next steps.**

Cllr Field had previously circulated the updated Community Action Plan to the Community Council and requested feedback on whether it was the correct time to consult with residents and if so then how could we do so safely. Following a discussion, it was agreed that a brief consultation sheet would be circulated via the website, Facebook and the Parish News to determine if priorities remained the same or whether residents felt that there was a requirement for any amendments.

 The holding of a village event in the future once COVID restrictions had been relaxed was raised. Cllr Jaques confirmed that the Village Hall had been discussing the same topic and that Jan Parry was taking the lead. It was hoped that in the near future a group could be established to organise an event and that a representative would be nominated from the Community Council.

***Action: Clerk to draft brief consultation sheet, agree with Community Council and publish.***

**151 To review the Budget for 2020/2021.**

The Clerk had previously circulated the budget review for period ending February, 2021. A number of receipts and payments had been identified that required amendment to ensure that the budget headings were appropriate in line with expected spend. The Clerk had highlighted all items to the Community Council. It was agreed unanimously that these headings would be accepted and the budget would be amended.

**152 To discuss the possible use of the playing fields by Casualty for filming.**

The Community Council had been approached by the Location Manager for Casualty regarding the possible use of a section of the playing field for filming. The relevant correspondence had been forwarded to Council for consideration and Cllr Moody-Jones and the Clerk had met representatives on the field on Tuesday, 2nd March to discuss logistics. It had been confirmed that the structure that was required to be erected would not impact upon the path to the MUGA and the Clerk had provided confirmation on the location of the utilities and suggested nothing was placed within 1m of the path. It was agreed in principle that the filming would be allowed but that certain health and safety aspects including sight of Company’s public liability insurance together with necessary risk assessments would be needed prior to full approval. It had been noted in the correspondence that the Location Manager had confirmed that COVID guidelines would be adhered to at all times. Cllr Moody Jones would meet the representative on Tuesday 9th March to discuss the use of the churchyard and to ensure that filming was sensitive to the existing graves. The Location Manager had requested that Council suggest a fee for payment for the filming. Cllr Drysdale suggested he ask a contact in the industry to provide a benchmark for the Community Council to return and request.

***Action: Clerk to continue to liaise with Casualty. Cllr Moody Jones to meet with Location Manager at Churchyard. Cllr Drysdale to investigate the usual payment associated with this type of filming.***

**153 To receive update from Cllr field on the 20mph prospective project.**

Cllr Field had previously circulated a report on the work he had undertaken prior to the meeting and a letter had now been sent by post and email to the Police Commissioner to request approval for the use of a particular speed deterrent. At the time of writing no response had yet been received. Cllr Field confirmed that Welsh Government were proceeding as planned with 8 trials around Wales for 20mph scheme and that this would be rolled out in April 2023.

**154 To review the documentation from the churchyard in relation to the drainage works.**

Documentation had been previously circulated regarding the Church’s request to dig a trench across the churchyard. It was confirmed that the work was required to stop damp issues in the tower. Consent was required from the Community Council and all confirmed that they were happy to allow the works to be undertaken. It was noted that no financial contribution had been requested.

***Action: Clerk to write to the Church and confirm that the Community Council consent to the works.***

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

 The bank balance at the end of February 2021 was £22,278 and the cash book balance £23.864.76. The bank reconciliation for February had been forwarded to Cllr Field for review.

 All cheques for the preceding month have been passed to the bank signatories for signing. Cheque 1126 for the Clerk’s salary was cancelled due to a mistake on the cheque that rendered it rejected by the bank. Kersh Grinnell, Priory Landscapes confirmed that he has not received his cheque from last month, He changed addresses and it seems to have gone astray. I will place a stop on that cheque 1125 and reissue a new one for the invoice for this month and last. The bank statement has been checked and the cheque has not been cashed.

 The VAT return has been actioned and we are expecting a receipt for £210.00.

 The bank mandate has been received by Cllr Moody-Jones first who will pass to Ian Pearson and Cllr Phillips.

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

 **RECEIPTS**

 **Allotment – Mr Pratt £ 30.00**

 **Allotment – Ms Probert £ 30.00**

 **Allotment – Mrs Miles £ 30.00**

 **St Georges Wind Turbine £1250.00**

 **Allotment – Mr Driscoll £ 15.00**

 **Allotment – Tracey Elliot £ 15.00**

 **Payments and Authority for expenditure needed**

 The following expenditure needs authorising by the Council: -

 **Clerk Salary (rewritten -error on 1126 Cheque 1128 £ 334.67**

 **TEEC fees (website) Cheque 1129 £ 144.00**

 **One Voice Wales training Cheque 1130 £ 30.00**

 **Clerk Salary – February 21 Cheque 1131 £ 397.22**

 **HMRC – PAYE – January 2021 Cheque 1132 £ 87.60**

 **Kersh Grinnell (Jan cut) Cheque 1133 £ 1386.66**

 **Vale of Glamorgan Council -**

* Active Travel Consultation – link to draft network map and webinar recording
* Cllr Jaques & Drysdale volunteered for the Strategic housing meeting.
* Cllr Phillips & Cllr Moody-Jones for the Flood Prevention meeting
* Forwarded map that Cllr Jaques annotated for changes to accessible gates
* Playground inspection received and to be covered under main agenda.

 **MUGA-**

* Management Agreement covered under full Council meeting.

 **OVW**-

* New draft guidance on code of conduct – comments by 21st March 2021
* Bursary form confirmed and one training course allowed and zero payment required.
* Confirmation from OVW that there is power for Community Council to provide a donation to the Village Hall
* Independent Renumeration Panel for Wales – review of the renumeration framework for Community and Town Council – response required by 1st March 2021.
* Electoral Reform Newsletter
* Litter and fly tipping prevention plan for Wales consultation closes on 22.4.21

 **WCAG Deadline**

* Village Hall have confirmed wish to join new webpage and Cllr Jaques will be the lead.
* Invoices have been cancelled and new one issued for hosting.
* Headshots are requested for the website for Councillors and Clerk.

 **Playground-**

* Complaint has been received regarding the playground and if this should be open. Confirmation has been sent to confirm we are adhering to guidance. Signs have been printed by the Clerk and forwarded to Cllr Drysdale.

 **Churchyard**

* Email discussing memorial for one of the recent burials.
* Emails received and agenda item to discuss the request by the Church to gain consent for drainage works.
* Communicating with a member of the public in relation to his father’s recent death and determination of the location of the burial plot.

 **Allotment**

* All invoices have been sent and payment received from all but one allotment holder.

 **Filming**

 Filming request by Casualty on playing field. Information has been circulated and is on the agenda for discussion. Cllr Moody Jones and Clerk met representatives on 3rd March and a discussion was held on location of Tipi. Fees need to be agreed. Consultation with Casualty is ongoing in respect of the hire of the field. I have received confirmation from our insurers that our process for hire is acceptable. We should ask for copy of public liability and undertake a risk assessment.

 **SLCC**

* Note that at present legislation only exists to hold remote meeting until May 2021.

 ***2*0’s Plenty**

* Letter sent to the Police Commissioner requesting approval to use Speedwatch device in Peterston.

 **General**

* Cllr Drysdale has confirmed that the planter opposite the Three Horseshoes is the property of the Council and will need repairing.
* Rural Housing report circulated by C Cllr Morgan.

**156 To consider any planning matters**

There were no new planning applications this month and no approvals.

**157** **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 Councilors’ attention had been forwarded.

**158** **To consider any reports of Councillors**

 One report had been forwarded to the Clerk from Cllr Drysdale in relation to a part of the Millenium footpath which required attention.

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

The report on the playground inspection had been previously circulated. A few items had been identified as requiring attention and Council confirmed that it would be appropriate to obtain quotes for repairs. The Clerk had posted the new signs to Cllr Drysdale. As Cllr Drysdale had attempted to place the signs on the gates it proved quite difficult as the playground was extremely busy and the children did not seem to be taking much notice of the one- way system. Council agreed that guidance had been followed by placing the signs but it would be almost impossible to enforce.

***Action: Clerk to obtain quotes for the repairs in the playground.***

 Cllr Field mentioned that there were numerous items still at his property that would need moving to the field in relation to the Keep Wales Tidy project. Cllr Moody Jones confirmed that he would move as soon as he was able as he was waiting for another party to help.

 Cllr Drysdale provided an overview of the new website which was in production phase and the whole of Council were impressed with the layout and the way that it was developing.

There being no further business the meeting closed at 9:30pm. The next ordinary meeting will be held remotely on Zoom on Monday, April, 12th,2021 at 7.30pm.

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

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