**Peterston-super-Ely Community Council**

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

**Minutes of the remote Ordinary Meeting held at 7.30pm on 13th April, 2021 held on Zoom**

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

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

**Apologies:** Cllr David Jaques

**1 Declarations of interest**

There were no declarations of interest.

**2 Police Matters**

No incident reports had been received.

***Action: Clerk to contact PCSO Richard Davies and request outstanding reports.***

**3 County Council Matters**

C Cllr Morgan raised the following points:

* **A48/M4 Junction 34 Consultation** – Further to Welsh Government confirming they would not be funding any further studies in relation to the consultation, C Cllr Morgan felt that it would be good practice to keep alert to any possibility of the scheme resurfacing in the future.
* **Highways –** previously cluster groups had worked well in respect of lobbying specific projects and C Cllr Morgan wondered if this could be a possibility moving forward. He felt that this may be beneficial to help develop any particular approaches on items which may be of interest across Community Councils. Cllr Field confirmed that our involvement with a local cluster group had been successful in influencing the Welsh Government’s decision to legislate the introduction of a 20mph default speed limit across Wales. Cllr Field also noted that the meetings at One Voice Wales were also an additional forum for raising current matters for discussion and possible means for changing policy.
* **Police –** C Cllr Morgan noted that reports had not been forthcoming and dialogue between the police and the Community Council had faltered but he felt that it was important to mention police presence was still high within the village after a recent incident.
* **Rural housing** - C Cllr Morgan had previously circulated a paper on retirement housing in the Rural Vale. He asked Community Council if they had any points to raise in respect of this and noted that this topic was on the agenda later in the meeting. Cllr Drysdale wondered if C Cllr Morgan had had sight of the minutes of the meeting, he and Cllr Jaques had attended with Katherine Partridge, Rural Housing Enable at the Vale Council. C Cllr Morgan confirmed he had not and Cllr Drysdale confirmed he would forward.

Cllr Drysdale discussed the fact that the issue of flooding was an area which Community Council wished to approach the Vale Council and where a larger group would possibly have more impact. C Cllr Morgan confirmed that an Environmental meeting had been held and this covered flooding in areas of Sully and Dinas Powys where housing had been badly affected. He noted that the damage to houses was less in the village of Peterston than other rural areas and this may be why Peterston had not been included.

***Action: Cllr Drysdale to forward meeting minutes with the Rural Housing Enabler to C Cllr Morgan.***

**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**

**4 Public Session and Matters arising from Public Session**

There were no members of public present.

Cllr Moody-Jones wished to show the Community Council’s respect to the Royal family and as such, the Community Council held a minute silence to mark the death of Prince Philip. A discussion was also held over the wish to post a note on the website and social media to reiterate this.

***Action: Clerk to post message on the website, which links to the Vale of Glamorgan’s book of condolence, together with note on Facebook.***

**5 To receive the minutes of the Ordinary Council Meeting held on 8th March, 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 Field and Cllr Drysdale that the minutes be accepted.

**6 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.

**7 To receive the minutes of the MUGA Sub-Committee on 16th March, 2021 and an update from Cllr Phillips & Cllr Drysdale on the MUGA management arrangement.**

Minutes for the MUGA Sub-Committee had been previously circulated to the Community

Council for information. Cllr Drysdale and Chris Finch, one of the trustees for TaSC

were continuing to work together to form a mutually acceptable agreement. Cllr Drysdale

felt that both TaSC and the Community Council were close to a final document. In relation

to one point on the minutes in relation to the positioning of CCTV, Cllr Drysdale informed

Community Council that this would be placed in strategic positions shortly.

**8 To review the budget for 2020/21 and year end papers including Fixed Asset Register.**

The Clerk had previously circulated the end of year papers for Community Council’s

consideration. The figures would now inform the Annual Return and all papers passed to

Internal Audit for the yearly review. A discussion was held over the quote received from Jo

Howell in relation to the internal audit of £160. It was agreed that this fee was acceptable

and the Clerk would draft letter of engagement. Following last year’s external audit, Grant

Thornton had requested the previous year’s Fixed Asset Register be re-stated and items

noted as a nominal value where required. The Clerk confirmed that this had been

undertaken and the Fixed Asset Register for year end 31st March 2021 was presented to the

Community Council.

Request for increase in a line of the receipts for new year budget 2021/22 under use of

playing field in respect of the filming fee. This would now increase to £3255.

 ***Action: Clerk to draft letter of audit engagement*. *Clerk to amend budget for 2021/22 with anticipated filming receipt.***

**9 To receive an update from Cllr Jaques in relation to Rural Housing meeting with Katherine Partridge on 19th March, 2021 & consider C Cllr Morgan’s paper on Retirement Housing in Rural Vale.**

Cllr Jaques had provided apologies for the meeting. Cllr Drysdale had attended the meeting

and minutes of this meeting had been previously circulated to the Community Council. In

summary Cllr Drysdale confirmed that the process would involve the Vale Council

undertaking an assessment of the housing needs within the village. Once this data had been

collected, this would then open up for Community discussion. Cllr Phillips asked how this

would be undertaken and Cllr Drysdale confirmed that the Vale Council would take the

lead and produce the survey and collate the results. Cllr Drysdale was anticipating contact

with Katherine Partridge within the next few weeks to move the matter forward.

**10 To discuss the risk assessment for the filming on the playing field.**

The Clerk had previously completed a risk assessment in respect of the filming on the memorial field and this had been circulated to the Community Council. Cllr Moody-Jones confirmed that on Thursday, 8th April, 2021 he had undertaken an inspection to determine that the structure had been placed in the pre-agreed place. Further inspections would be undertaken during the course of filming to address any health and safety risks.

 It was good to note that fees had tentatively been agreed at £3250. The final figure would be provided once the filming had finished and the structure removed.

**11 To receive an update from Cllr Field on the 20mph prospective project.**

Cllr Field confirmed that no response had been received from the Police and Crime

Commissioner. It was however noted that this could be due to the current period of purdah.

The Clerk would send a chase email. An email had been received from a company called

Westcotec who provided speed awareness devices. Cllr Field had been in contact with

Westcotec and had obtained a brochure and quotes.

***Action – Clerk to send chaser email to the Police and Crime Commissioner and contact***

***Westcotec to obtain quotes for various speed awareness signs***.

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

The bank balance at the end of March 2021 was £22,854 and the cash book balance £22,827. The bank reconciliation had been forwarded to Cllr Field for review and authorisation electronically.

All cheques for the preceding month have been passed to the bank signatories for signing.

Renewal reminders have been received for OVW (£128) and ICO (£40).

Please note that under my previous report Cheque number 1133had been noted as payment to Kersh Grinnell but this is in fact now noted correctly below to the Village Hall. Kersh Grinnell’ replacement cheque 1134.

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

VAT reclaim still outstanding and not been received

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

**RECEIPTS**

**Allotment – D Holder £ 30.00**

**Allotment – Tracy Hill £ 15.00**

**Payments and Authority for expenditure needed**

The following expenditure needs authorising by the Council:

**Peterston Church & Community Hall Cheque 1133 £ 100.00**

**Kersh Grinnell – replacement cheque for 1125 Cheque 1134 £ 1386.66**

**Kersh Grinnell – March 2021 Cheque 1135 £ 843.33**

**VOID Cheque 1136 £ VOID**

**Clerk Salary – March 2021 Cheque 1137 £ 348.79**

**HMRC – PAYE – March 2021 Cheque 1138 £ 74.80**

**One Voice Wales Membership Cheque 1139 £ 128.00**

**Information Commissioner Fee Cheque 1140 £ 40.00**

**Vale of Glamorgan Council -**

* For information report – Impact of Coronavirus on our Communities
* Invite to Monitoring Officer meeting with Town and Community Council Clerks – 19.5.21. Suggested inclusion of requirements under Carbon free plan.
* Cllr Jaques & Drysdale volunteered for the Strategic housing meeting, which was subsequently held on Friday, 19th March, 2021. Cllr Jaques feeding back under main agenda.
* Cllr Phillips & Cllr Moody-Jones for the Flood Prevention meeting – still no response from Vale
* Leader confirmed Coronavirus Day of Reflection – 23.03.21
* Confirmation from Ken Skates that no further funding would be made available for WelTAG work on the improvements for J34 to A48
* War Memorial Grant Scheme available
* Email asking for input on the Project Zero Consultation – closing date 12th May 2021

**MUGA-**

* Management Agreement covered under full Council meeting.
* Ongoing emails received regarding insurance and opening of MUGA.
* Request for work to be undertaken by TaSC for the improvement of the electrics at the clubhouse and storage. (only discussion no email forwarded as yet).
* Liaised with Gill Jones and Project Completion Report now submitted to Sports Wales

**OVW**-

* Invoice for membership of One Voice Wales 2021-2022
* Invite to Joint One Voice Wales/SLCC Event 13th May 2021
* Invite to OVW – Area Committee meeting 19th April 2021
* Invitation to complete Digital Connectivity Survey open until 31st March
* Local Government and Election Act 2021 – consultation – Local Authority power to trade

**Filming**

* Ongoing correspondence regarding filming and completion of location release form.
* Social media post and amendment of letter drafted by Location Manager has been used on boards and web

**Local Places for Nature Butterfly garden**

* Jake Castle forwarded copies of photos of the work being undertaken by Cllr Moody-Jones and Huw Moody-Jones

**Climate Action Plan**

* The requirements for the Community Council to provide a Climate Emergency plan

**Churchyard**

* Email discussing purchase of burial plot. Request for a search by member of the public regarding the siting of two graves.
* Clarification whether sustainable coffins are allowed in the churchyard

**Allotment**

* All invoices have now been paid.

**Audit**

* Delay in the new Audit timetable – confirmation from Wales Audit Office
* Jo Howell has confirmed willingness to undertake internal audit – fee proposed £160

**HMRC**

* Registered for end of year webinar – 14th April at 1:45pm

**SLCC**

* SLCC fee is also now due for renewal. £112.00 and the Clerk is asking for authority to renew.

**13 To consider any planning matters**

There were two new applications for the month of April:

**2021/00317/FUL (HW) – The Villa, Trehedyn Lane, Peterston Super Ely –** Proposed extension to first floor including removal of flat roof and new first floor bedroom including new vehicular access from Trehedyn Lane.

**2021/00280/FUL (JK) – 21 Main Avenue, Peterston Super Ely** – Erection of timber framed, cement board clad garden room/office with WC, basin and shower

And four approvals:

**2020/01333/LBC (PDJT) – 6 Pwll Y Min Crescent, Peterston Super Ely –** Repair of intervals. – **Approved on 29th March 2021**

**2020/01024/LBC (PDJT) – 6 Pwll Y Min Crescent, Peterston Super Ely-**Internal and external alterations, including extension of flat roof to create utility area, and creation of car parking spaces: - **Approved on 29th March 2021**

**2020/00732/FUL (JK) – Y Berllan, Peterston Super Ely –**Variation of condition 2 (Approved drawings) of planning approval 2019/01242/FUL: proposed extension to side and rear and extension of roof space – 10/03/21

**2017/01288/FUL – Kailily Farm, Pont Sarn Lane, Peterston Super Ely –** Retention of entrance to field (no change of use needed) – 10.03.21

**14** **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. A message had been received from a resident in response to the call out for views on the current Community Action plan. All points had been noted. Cllr Field confirmed that a number of verbal points had also been raised which were mainly surrounding village maintenance items. A discussion was also held over two further emails from one resident in relation to the budget and the increase in precept together with points raised in relation to the operation of the MUGA. Further email for discussion had been received from the Vale Council promoting available grants in respect of war memorial refurbishments. Cllr Moody-Jones confirmed that the lych gate at the churchyard did need repair in places and therefore the Clerk would determine if able to submit a grant application. Cllr Drysdale requested further information in relation to an email from Harry Hovey at Carne & Co and the Clerk confirmed this had been a request from Carne to allow a TaSC representative to receive information regarding Community Council cover and to ensure there were no duplication in policy cover.

***Action: Clerk to respond to emails requiring Community Council’s direction propmptly. Clerk to investigate possible grant funding in respect of the village war memorial.***

**15** **To consider any reports of Councillors**

Three reports had been forwarded to the Clerk. Two from Cllr Moody Jones in relation to a plant trough requiring attention and one in respect of a stolen grit bin near Ael Y Bryn. Cllr Potter had requested larger bin bags for the emptying of the playground bin for the resident who undertook the removal of the rubbish currently. During the meeting Cllr Potter also mentioned the positioning of a flashing school warning sign, which was currently obstructing the pavement. The sign meant that pedestrians needed to move into the road on occasions to pass safely.

***Action: Clerk to contact the Vale Council to determine if this sign could be placed somewhere which did not impact on the use of the pavement.***

**16 To consider any Health & Safety matters, to include playground maintenance/checking & village flooding.**

The Clerk had contacted Jerry Widdas to provide quotes in relation to the repairs required at the playground**.** A response was still awaited at the time of the meeting.

There being no further business the meeting closed at 9:13pm. The next ordinary meeting will be held remotely on Zoom on Monday, May, 10th,2021 at 7.30pm.

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

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