**Peterston-super-Ely Community Council**

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

**Minutes of the Council Meeting held at 7.30pm, on 13th Jan 2014 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors:Jan Parry (Chairman), Pat Cadwalladr, Ian Pearson,

David Jaques, David Moody-Jones, Ray Petre & Michael Morgan.

**Also Present:** Joanna Howell (Clerk to the Council)

PCSO Steven Thomas

**Apologies:** Cllr Bill Budd and Cllr Rhodri Traherne

The chair welcomed everyone to the meeting and hoped they had a good New Year. She wanted to thank everyone for all their hard work during 2013 and also wished to pass on her thanks to Cllr Morgan and his wife for hosting such a good Christmas drinks evening for everyone.

**152 Police Matters**

PCSO Thomas confirmed that there had been one reported crime in the last two months which related to a shed in Gwern y Steeple being broken into and some gardening tools being stolen.

Cllr Parry brought up the accident that had occurred the previous week near The 3 Horseshoes pub, emphasising that it accentuated how dangerous this road could be. She also explained the current position the council were at in working with the VoG on getting some road safety improvements. She asked PCSO Thomas if the council could now go ahead and get involved in the Speedwatch scheme. With PCSO Thomas’ agreement the council will now go ahead and try and get volunteers for the scheme.

***AP*** *– Clerk to advertise scheme in parish magazine, internet and posters.*

Cllr Pearson asked PCSO Thomas whether any blockages on Logwood road had been reported with the new traffic lights. PCSO Thomas explained there was nothing on the system, but these reports would go through to a highways officer who would deal with them and if there was no follow up required they might not necessarily go on the system.

**153 County Council Matters**

The Chair explained that Cllr Traherne had sent his apologies but did want to pass on to the council that he was still working on getting the footpath right of way sorted.

**154 Public Session and matters arising**

There were no members of the public present.

**155 Multi-Purpose Sports Ground**

The clerk explained that members of the working group related to this had been invited to speak at the meeting but had sent their apologies as unfortunately no one was able to attend.

The Chair explained that the council would need to set up a subcommittee to advise on finance, grants etc. for this project. She asked if anyone would volunteer to be on this committee and suggested that the previous Playstation subcommittee would be a good starting point. Cllrs Parry, Pearson and Jaques from the Playstation subcommittee agreed to form this subcommittee. This was agreed by all and it was resolved that this subcommittee was now agreed.

**156 Review and Approve Budget 2014/15**

The clerk referred the council to the previously circulated draft budget. She ran through the budget explained assumptions and year end expected. She asked if any councillors had any comments or corrections. Cllr Jaques asked if all items form the community action plan had been included.

***AP*** *Clerk to check this document and ensure all necessarily budgeted amounts were included*.

Cllr Cadwalladr mentioned the white bridge steps and the work required on them, this was confirmed that it was actually highways land and so the council could not do work on them.

Cllr Jaques asked for a follow up on the new stiles that may be required, an amount for these was agreed and added to the budget.

***AP*** *Clerk to include stiles follow up as an agenda item for next meeting*

Cllr Jaques also felt that there should be additional monies on the agenda for maintenance and safety inspections of the playground equipment. He believed the council needed to have an independent annual inspection of the zip wire. Cllr Pearson added that it was still the idea that the Playstation committee fundraise for the maintenance but that amounts did need to be added to this budget.

Cllr Pearson proposed that the budget with discussed amendments be approved. This was seconded by Cllr Petre and agreed by all. It was resolved to approve the amended budget.  
***AP*** *Clerk to send through amended budget to council*

**157 Agree Precept**

The Chair asked the councillors if they believed that the precept should stay the same as the prior year at £10,000. Cllr Petre queried whether it should be increased by a small amount so that going forward we don’t get any large increases because the precept was left the same for years. This was discussed and it was felt that the precept should stay the same despite inflationary increases as the majority of projects have been completed and do have appropriate reserve to carry forward. Obviously for the future the level of reserve would have to be kept an eye on.

Keeping the precept at £10,000 was proposed by Cllr Cadwalladr and seconded by Cllr Moody-Jones and agreed by all. Therefore it was resolved to keep the precept at £10,000

***AP*** *Clerk to notify VoG of this agreed precept and to put in parish magazine article.*

**158 To review and approve new financial regulations**

Cllr Pearson explained that it was necessary for every council to have financial regulations. These ones had been drafted using the model regulations from OVW and adapted for the size of this council. As these had been previously circulated it was not felt necessary to review them in detail during the meeting.

Cllr Petre proposed that acceptance of the financial regulations. This was seconded by Cllr Morgan and it was resolved to accept these regulations.

The clerk explained that as OVW issued new model regulations she would review them and suggest amendments to these regulations as required.

The clerk also asked the council to consider the need for a new qualified internal auditor for example the one used by Pentrych CC, it was agreed to add this to the next meeting’s agenda.

**159 Ownership of Playing Fields – Update post VOG response**

Cllr Morgan explained the previously circulated response from the VoG on this issue. He stated that to be clear the VoG were not actually saying no to the council’s proposal but that they would issue a report for the cabinet to consider.

Cllr Morgan ran through his draft reply to this letter. Cllr Pearson wondered if the letter should mention the scheme for a proposed MUGAR on the land, this was agreed by Cllr Morgan. Cllr Jaques suggested added that there was no intention of the land not remaining a public open space and also asking which cabinet meeting it will be raised in so that someone from the council can attend. The councillors agreed the draft reply was very good and should be sent.

***AP*** *Cllr Morgan to make suggested changes to the reply and pass on to the clerk to send. Cllr Traherne to also be sent a copy.*

**160 Village Fireworks display**

Cllr Morgan explained he had spoken to a resident of the village Peter Davies who had lots of experience of displays and that he was happy to co-ordinate. He confirmed that the council would not pay for the display or organise but were instigating as owners of the land. ***AP*** *Fireworks to be put on next agenda for an update from Cllr Morgan*

**161 Charges for use of playing fields**

The Chair explained there are currently no charges for the people using the field. Any introduced charges would mostly affect the football club. She asked if there were any views on this.

Cllr Petre felt it was important to have a small contribution as part of the responsibility of use. Cllr Jaques did not believe the football club would have any problem in making a small contribution.

Cllr Pearson proposed sending a letter to the club saying that there would be no charge as the council was aware that the club were a new and small club but if they found themselves in a position to contribute towards the cutting of the grass then that would be appreciated. Cllr Parry wished to add that it was a joy to see the use of the fields in this way. This was agreed by all.

***AP*** *Clerk to draft and send letter to the football club committee*

**162 New grit bins**

Cllr Jaques explained that the VoG had looked at the locations he had suggested and were checking these were appropriate, but he had not heard back from them yet. The VoG have stated that the village have a lot of grit bins compared to other similar villages and so the VoG were unlikely to pay for them so the community council would have to pay for them. However Cllr Jaques felt the council should get VoG approved ones and then these would be filled by the VoG for a small fee.

***AP*** *Cllr Jaques to update once he had heard back from VoG*

**163 Consideration of Road Safety report**

The Chair confirmed that a meeting had been held with Mrs Lloyd the primary school head teacher and that Mrs Lloyd had agreed to start the draft village travel plan. There was another meeting scheduled for March 10th.

Cllr Jaques talked through his previously circulated traffic safety plan. He believed that there were some immediate things the council could request from the VoG and that the community council could pay for them e.g. road markings and improved signage. The Chair confirmed that with the recent accident they would have more leverage with the VoG for these. She confirmed that the village was already on the list for the automated speed indicators.

Cllr Pearson suggested that signs be bought indicating the school, Church and playground. Cllr Parry wondered where these could be put though and Cllr Jaques confirmed that permission for these would be required from the VoG.

***AP*** *Cllr Jaques to contact then VoG regarding getting permission for some of his suggestions and cost breakdowns.*

***AP*** *Clerk to enquire with the VoG on when and how the bus stop would be repaired*

**164 Road Salt Bins**

Cllr Jaques indicated that he had researched the price and that a 200 litre bin and salt was £155 +VAT. There were likely to be three locations where a new bin would be useful. Cllr Pearson confirmed that if on a highway then permission would be needed from the VoG.

**AP** – Cllr Jaques to contact VoG for permission and also to confirm if they can source the bins cheaper.

**165 To receive the minutes of the Council Meeting held on November 10th 2013**

The minutes were reviewed, agreed and signed by the Chairman.

**166 Matters Arising from these minutes**

Paragraph 132.3

***AP*** *– Clerk to chase PCSO for posters advertising his details*

Paragraph 134.1

***AP****- Cllr Cadwalladr to chase Mr Higgins on sending through paperwork in order to get approval on Knotweed treatment*

Paragraph 140.2

Chair asked Cllr Jaques to raise the steps opposite the Sportsman’s as part of his discussion of proposed road safety suggestions.

***AP*** *– Cllr Jaques to include in discussion with VoG*

Paragraph 147.2

***AP*** *– Clerk to put together checklist for informal inspection of playground*

Paragraph 148.6

The Chair enquired whether the council could have a bench for the WW1 memorial. Cllr Morgan believed the planting of a tree would be more permanent. Cllr Jaques enquired whether we could dedicate the playground new tree.

Cllr Morgan enquired on whether the PCC had any plans for a memorial/celebration yet, and if so whether the council could co-ordinate with them.

***AP*** *Cllr Parry to raise at next PCC meeting*

***AP*** *Clerk to add WW1 Memorial to next agenda*

The Chair stated that she would like to invite representatives from local secondary schools to have their say with what the council might be able to help them with. Cllr Moody-Jones thought we could say that one of the public sessions is specifically for this age group. Cllr Morgan though they could maybe form a junior community council. The clerk suggested you could run a separate workshop for them in the hall instead of one of the informal meetings.

AP Cllr Parry and clerk to investigate further and to be added to next agenda

**167 Clerk’s Report**

The clerk’s report was reviewed.

Phone box and water pump

***AP*** *– Cllr Pearson to send contract re phone box purchase to Cllr Morgan to check*

Regarding the water pump the chair proposed that some heave plant troughs be purchased and some easily maintained plants be chosen. This was agreed by all.   
***AP*** *– Cllr Parry to speak to some of the community re help with this*

Painting of Bus Stop

Due to recent accident this is no longer relevant.

Glamorgan County Flag

***AP*** *- Cllr Parry to check with church whether this could be flown.*

Authority for expenditure

Noticeboards -Cllr Pearson proposed putting a noticeboard near the school and also in Gwern y Steeple. He explained that permission from the VoG was needed but had not previously been a problem getting. The council could buy ones the same as that in Wyndham Park and they would cost £245 each, there would also be some costs for concrete etc. The purchase was agreed by all.

Cllr Morgan suggested getting sponsorship for the boards, and stated that Vale Solicitors LLP would be happy to sponsor the full cost of one board and he would attempt to find someone to sponsor the other one.

***AP*** *– Cllr Pearson to take photos of the proposed site and clerk to contact VoG for permission****AP*** *– Clerk to send letter to Mr & Mrs Hoopers regarding the Gwern y Steeple site as it is in front of their house*

Clearance of laurel bush and large amounts of rubbish – it was agreed that this work be done by Craig Williams and the costs were authorised by all.

Health and Safety Risk assessment costs – Cllr Pearson explained the work that had been completed re the risk assessment documentation by a H & S professional. All agreed to pay these costs.

Tree for playground – Cllr Parry asked if the council would allow her and Cllr Pearson to agree on the type of tree and then if the final financial outlay be approved by email.

***AP*** *– Cllrs Parry and Pearson to discuss and put forward amount*

Annual fee for website hosting – after a short discussion it was agreed that as this was now a village website rather than a hall one, the council should pay the full hosting fee rather than just half.

***AP*** *– Clerk to refund monies to Mrs Paula Pridham*

CASH Grant

***AP*** *– Clerk to forward on full information re the CASH grants*

***AP*** *– All Councillors to bring potential projects for this grant to the informal meeting in February*

**168 Planning Matters**

There were no additional comments on planning applications.

**169 Correspondence**

These were reviewed and acknowledged.

**170 Councillors Reports**

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| **Date** | **Cllr** | **Report** | **Action Taken** |
| 31/12/13 | Pearson | To The VOG Council -The concrete grit bin situated 307720 177832 (junction of Groes faen Rd and Allt Lais) appears not to have been maintained. This junction can be quite dangerous and while there is a bin at the top of the hill this does not assist the junction. Can you please either change the bin or at least have it filled ready for use? | *This bin has been cleared and filled* |
| 17/11/13 | Pearson | Whilst walking today I noticed a large tree branch partly broken, probably from the latest storms.  It is situated in Station Road Peterston-super-Ely just before the low railway bridge.  If we have further winds it is likely to fall and obstruct the roadway.  Ref 307961 176266 | *VoG have attended and dealt with problem* |
| 11/01/14 | Pearson | Query to the VoG on when the Christmas Trees would be collected as it was meant to be last Friday and trees were not collected | *Awaiting response* |
| 13/01/14 | Jaques | Safety Issues Throughout the village | *To be discussed at the Jan Meeting* |

**171 Health & Safety matters**

Cllr Pearson discussed the previously circulated Health & Safety Policy. This was agreed by all. It was resolved to adopt this Health & Safety Policy.

**172 Allotments**

The Chair asked Cllr Pearson for an update on the proposed new allotments. The clerk confirmed a letter had been sent to the landowners indicated the council would like a further meeting.

Cllr Pearson proposed asking for a piece of the land for 10 allotments for a total annual rental of £250, with each allotment being rented to the public for £25 a year. This charge being in line with the allotments belonging to the VoG. Cllr Jaques suggested before the next meeting a subcommittee go along and look at the measurements, fencing requirements, spacing etc.

Cllrs Moody –Jones, Pearson and Jaques volunteered to form this subcommittee. This was agreed by all and so it was resolved to set up an official allotment subcommittee.

Cllr Parry suggested we work with a timeframe of getting the allotments set up for spring.

***AP*** *Cllr Pearson to arrange meeting with land owner once all details calculated*

***AP*** *Cllr Jaques to send Cardiff City Council guidance on allotments to rest of sub committee*

***AP*** *Allotment subcommittee to investigate all the details and meet with land owner.*

The clerk enquired on what she should do regarding the existing allotments as the invoices for this year were due. After a short discussion it was agreed that the current rental would stay the same but the allotment lessees should be informed that this would be reviewed in line with the new allotments next year.  
***AP*** *Clerk to send out letters and invoices*

**173 Tender for grounds maintenance – private session**

Cllr Moody- Jones declared and interest in this and so was excused from the meeting.

The Clerk explained that they had received five tenders and ran through a summary of how these compared. Annual amounts were calculated and after much discussion about costs and standards of the applicants it was proposed by Cllr Petre and seconded by Cllr Cadwalladr that Countrywide Gardening is awarded the tender.

***AP****- Clerk to contact all of the unsuccessful applicants by telephone with thanks from the council and an explanation on why they were not successful****AP*** *– Clerk to contact Countrywide Gardening with the news and complete next steps in order to agree the contract*

There being no further business the meeting closed at 10.50pm.

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

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