**Peterston-super-Ely Community Council**

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

**Minutes of the remote Ordinary Meeting held at 7.30pm on 14th September, 2020 held on Zoom**

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

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

**Apologies :** PCSO Richard Davies; Cllr Diana Powell experienced technical problems joining the meeting and was present from point 56.

**51 Declarations of interest**

Councillor David Moody-Jones, Councillor Diana Powell & Councillor John Drysdale declared an interest in relation to point 61 of the minutes and the grant application that had been submitted by Peterston Connect.

**52 Police Matters**

An email had been received from the new PCSO Richard Davies confirming that he now covered Peterston Super Ely along with PC Helen Abdullah. The figures were given for August:

* + Ffordd Yr Eglwys – theft and damage to sports equipment – no subjects identified
	+ Ffordd Yr Eglwys – theft of motorcycle – no subjects identified.

 Considering there was a new PCSO’s, the Clerk will send a list of the dates for all upcoming meeting.

***Action: Clerk to send email of list of Community Council meetings to new PCSO***

**53 County Council Matters**

C Cllr Morgan confirmed that he had attended Council meeting earlier that evening and the following items were reported:

* A new Mayor had been elected for the Vale of Glamorgan – Jane Norman.
* An email had been received from Emma Reed, Head of Neighbourhood Services and Transport regarding the M4-J34 link to the A48 and that an update meeting was to be held on Thursday, 17th September, 2020 before the consultation started on 30th September, 2020.
* An email had been received from C Cllr Peter King, following communications from Cllr Field regarding the possibility of Peterston Super Ely being put forward for the 20mph pilot scheme.

***Action: C Cllr Morgan to re-forward the email from C Cllr King***

 Cllr Jaques asked exactly what the trial may involve. Cllr Field confirmed that there would be a variety of measures used to reduce the speed from 30mph to 20mph. This could be changing the signs to reflect this and then after monitoring of traffic, if this is not successful then the community could be determine what else may be undertaken.

 The Vale had purchased a camera car and there may be scope for this to be used during the pilot.

 Cllr Jaques confirmed that following staggered drop offs at the school, this seemed to have alleviated some of the issues regarding parking.

 Cllr Potter asked what the timescales would be in respect of the trial and Cllr Field confirmed that this was yet to be decided but the pilot was a pre-cursor to the introduction of the national speed limit being reduced from 30mph to 20mph by March 2023.

 C Cllr Morgan wished to welcome the three new Community Councillors and was happy to see a full Council yet again. He also noted that comprehensive reports were not being received from the Police Representatives and it was noted that this may be due to the recent email from the Police Commissioner confirming re-structures.

C Cllr Morgan 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

**54 Public Session and Matters arising from Public Session**

There were no members of public present.

**55 To receive the minutes of the Ordinary Council Meeting held on 13th July, 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 Hurley that the minutes be accepted.

**56 To consider matters arising from these minutes.**

Cllr Phillips commenced the review of the minutes due to Cllr Moody-Jones losing WIFI connection. A discussion was held regarding the public session and that in the future it would be prudent to ensure that a statement is made at the beginning of the session confirming that minutes would be taken to record any discussions and that no member of the public would be named but their comments would be noted.

 Cllr Drysdale asked if there was a time limit for each speaker at the public session. Cllr Phillips confirmed that each member of the public was given a set time of five minutes to speak. The Community Council either addressed the point at that time or if that was not achievable, it was confirmed that the matter would be addressed and that the Community Council would return with a response at a later date.

 Cllr Moody-Jones rejoined the meeting as did Cllr Powell who had also experienced network problems. A question was raised regarding obtaining further information in relation to the Plas-Dwr development. Cllr Jaques questioned what the Council were wishing to learn and he confirmed that he should be able to obtain an update for the following month’s meeting.

 Cllr Moody-Jones confirmed that Peterston Connect would be hosting a Keep Wales Tidy event on September 22nd and the Clerk agreed to publicise.

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***Action: Cllr Jaques to provide update regarding the Plas Development at the October meeting. Clerk to advertise the Keep Wales Tidy event on Facebook and Website.***

**57** **To receive the minutes of the Extra-Ordinary Meeting held on August, 10th, 2020**

The minutes of the Extra-Ordinary had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. Proposed by Cllr Moody-Jones and Cllr David Field to accept the minutes.

**58 To consider matters arising from these minutes and to formally welcome the three new Councillors**

Cllr Moody-Jones reviewed the minutes and welcomed the three new Community Councillors to the meeting.

**59 To receive an update on the findings of the MUGA Sub-committee in relation to meetings held on 10th August, 2020 and 3rd September, 2020**

The minutes of the two Sub-Committee meetings held on 10th August and 3rd September, 2020 had previously been circulated to the Community Council. Cllr Phillips provided a background to the current arrangement between the Community Council and TaSC and that it was envisaged moving away from the proposed lease. A summary of the progress to date as a result of the two meetings was given. Cllr Phillips confirmed that it seemed most likely that a partnership approach would most likely be adopted similar to a Service Level Agreement and the detail of this was on the agenda of the next Sub-Committee meeting, Following a detailed review of the roles and responsibility, this would be brought back to the Council for full ratification.

 Cllr Drysdale pointed out that one function which he would like to see on the list was the further development of the MUGA and the possibility of bringing in more sport. He confirmed that the principle of a partnership approach was a positive step and it should be a legalised document, though not necessarily a Service Legal Agreement.

 Cllr Jaques was also concerned that the agreement needed to convey the level of legality. Cllr Phillips confirmed that the roles and responsibilities document would be finalised that reflects what the Community Council would need to cover. This would then be worked into the language of a contract and be a legal document.

 Cllr Drysdale suggested that a management arrangement could be constructed in line with other organisation’s existing agreements. Cllr Jaques confirmed that a similar, agreement had been in place previously for the playing fields. Cllr Jaques offered to locate this agreement.

***Action: Cllr Jaques to source the agreement that previously existed in relation to the playing fields. Cllr Phillips to forward detailed copy of the roles and responsibility document together with associated financial implications to Council for comment once finalised.***

**60 To receive a report from Cllr Phillips on the M4 Junction A48 Link – 3rd August, 2020**

 A report had previously been circulated from Cllr Phillips, that confirmed further funding had now been granted by Welsh Government to proceed with the WelTAG study. It had been identified that the project was unable to move to WelTAG stage 3 until a series of environmental studies had been undertaken and a new option had been included which looked at the options of improvements to the existing road.

 The consultation on what they are calling ‘WelTAG Stage 2 +’ is expected imminently. Emma Reed (VoG) made a commitment to keep the Councils updated on the process and their communications/consultation strategy, which was very widely criticised last time around. Emma Reed had explained that it would be a 12-week consultation. An update meeting had also now been scheduled with her and C Cllr Morgan for 17th September. Cllr Field and Cllr Phillips’s would be attending. A further report was to also be submitted to Cabinet on 5th October, 2020 had been circulated in relation to the WelTAG stage 2.

**Points to note:**

* The Community Council put in strong objections to the former proposals, including an objection to the strategic rationale for the road. Climate emergency and Covid-19 impacts would suggest these arguments are even more relevant at this point in time.
* The Community Council attended the last Transport Scrutiny Committee and reiterated these concerns. This had been welcomed at the Committee, although concerns about what road was needed were not taken forward by the full Cabinet.
* The proposals for a Parkway Station at J34 were now being taken forward separately and progressing, although we had seen no strategic rationale for this and no option appraisal comparing it to other potential locations within the sub region, which is worrying.

 Cllr Drysdale asked if the strategic rationale was the responsibility of Welsh Government. Cllr Phillips confirmed this was the case and the Vale Council was the implementer. Cllr Drysdale felt that it would be beneficial to approach Jane Hutt AM, Cllr Phillips confirmed that Jane Hutt had already met with the Economic Development Minister and it had been raised at that level. It was mooted that it may be good to also raise at City Region level.

 Cllr Phillips re-iterated that the Community Council have a responsibility to represent the views of the residents that they represent and that any response should be a balanced response.

***Action: Councillors to familiarise themselves with the information on the Vales Council’s website in preparation for the consultation. Cllr Phillips to forward link to the consultation page to all Councillors***

**61 To consider the grant applications received from Chris Powell – Peterston Connect**

Declaration of interests were received from Cllrs David Moody-Jones, Diana Powell and John Drysdale and these had been noted. An application had been received from Chris Powell on behalf of Peterston Connect for the creation of a wildlife pond in Lanlay Community Orchard field. The detail had already been circulated to the Community Council for review prior to the meeting. It was noted that the project was borne from discussions with Lucy Prisk – Keep Wales Tidy judge during the inspection of the area prior to the group being awarded the 2019 Community Flag award. One point had been raised after circulation from Cllr Field in respect of the sustainability of the project and Chris Powell had confirmed prior to the meeting that Peterston Connect would be responsible for maintenance in the long term. Cllr Potter asked if safety issues had been addressed in respect of the introduction of a pond and if the necessary protocol had been looked at in relation to protecting visitors. Cllr Powell confirmed that these points had been taken into account in discussions with National Trust and Green Flag. It was wholly agreed that the grant should be awarded in the sum of £467.00, Cllr Field nominated and Cllr Phillips seconded the motion. It was felt that in communicating the success of the application that the Clerk ensure a condition is mentioned that the group are aware of the safety implications of installing a pond and that any risk be mitigated.

***Action: Clerk to contact Peterston Connect and confirm grant award of £467.00 for the creation of a wildlife pond at Lanlay Community Orchard field. A condition will be inserted ensuring that necessary safety precautions have been addressed.***

**62 To consider the guidance issued on holding meetings on a physical basis**

One Voice Wales had issued guidance to Councils on holding meetings on a physical basis. The guidance note was intended to guide Councils as to the steps they need to take before making an informed decision about moving away from holding meetings remotely. After a short discussion, it was agreed that holding meetings remotely was working quite well currently and that this item could be re-visited when the Village Hall re-opened.

**63 To review the budget 2020/21**

Budgetperiod ending August, 2020 had been circulated prior to the meeting. The Clerk had highlighted required budget changes. Due to the recent communications with a number of memorial masons the yearly income for churchyard memorial inscription fees was requested to be increased by £400.00 to £800.00. General maintenance of the village increased from £2200 to £2500 to cover expected costs in relation to the new notice boards in addition to the usual verge cuts.

Cllr Moody- Jones mentioned the possibility of review of the verge cuts. The Clerk confirmed that once the Sub-Committees had been reviewed at the AGM next month, the Sub-Committees would be tasked to review associated risk assessments, ongoing contracts and other relevant items.

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

 The bank balance was £17,565.08 at the end of July 2020 and £23,817.55 at the end of August 2020.The bank reconciliation has been forwarded to Cllr Field for review and authorisation electronically for July and once the statements have been received, will also be forwarded for August, 2020.

 All cheques for July and August have been posted to the bank signatories for signing due to the fact that the meeting will not be held in the foreseeable future.

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

 **RECEIPTS**

 **Mr. Porter Memorial fee £ 200.00**

 **Mrs. Brain Memorial fee £ 150.00**

 **Precept £ 7,000.00**

 **Payments and Authority for expenditure needed**

 The following expenditure needs authorising by the Council: -

 **Darren Meir-Playing field cut (July 20) Cheque 1092 £ 180.00**

 **Clerk Salary plus expenses (July 20) Cheque 1093 £ 327.53**

 **HMRC PAYE (July 20) Cheque 1094 £ 71.80**

 **Rob Wilcox (Builtform) – Notice Boards Cheque 1095 £ 525.00**

 **Jerry Widdas – Playground Repairs Cheque 1096 £ 193.00**

 **Kersh Grinnell – Cut (July & August 20) Cheque 1097 £ 1,686.66**

 **Clerk Salary plus expenses (August 20) Cheque 1098 £ 288.13**

 **HMRC PAYE (August 20) Cheque 1099 £ 65.40**

 **Vale of Glamorgan Council -**As there was no call for an election by close of play – 2nd July, 2020, the Community Council were able to co-opt. A vacancy notice was issued and displayed on the website and notice board from Tuesday, 14th July, 2020 with a request for applications by close of play, Tuesday, 4th August, 2020. Four applications were received and an Extra-Ordinary meeting was held on Monday, 10th August, 2020 where a vote was held in respect of the applications.

 The Contact details of the three new Councillors have been received together with an electronic form of acceptance to the Council. Once face to face meetings resume, the Clerk will ask the three Councillors to complete the forms with written signatures.

 The Vale Council has now been advised of the successful candidates. The Clerk has now updated the contact list and has asked the Councillors to confirm they are happy with its content before it is published on the webpage and the notice board. A separate email will be sent to ask whether the new Councillors will be asking for the £150 allowance for this financial year.

 Cllr Field has contacted Mike Clogg and asked for a response in relation to highway issues. An email had now been received from Mike Clogg confirming receipt of Cllr Field’s emails in relation to the highway concerns at PSE. He had confirmed he will “chase” individual teams and return at his earliest opportunity.

 **Parish News –** The Parish News is not publishing an edition this month but the Clerk will write a small notice identifying and welcoming the three new Councillors for a future edition.

 **MUGA-** Two Sub-Committees have been held since our last meeting, 6th August and 3rd September, 2020. It is good to note that TaSC will have new trustees shortly and work is progressing towards a mutually acceptable managing agreement.

 A meeting has been arranged with Carne & Co – Susan Iannuchi for the Clerk and one trustee to meet virtually and determine the level of cover that is appropriate for each body in relation to insurance cover. This is scheduled for Wednesday, 16th September, 2020. The Clerk and Ness Adams will attend.

 Several break-ins have been reported recently to the police by Cllr Field and a meeting has been held with a crime prevention officer.

 The MUGA is still being run in accordance with the current Welsh Government guidance and will not be open unless accessed through the current booking system.

 A quote has been received for the treatment of the weeds by Rob Higgins at Taylor Total Weed Control for £170 plus VAT. A discussion was held regarding the quote. Cllr Drysdale noted that this was a sizeable area and that depending on the type of herbicide being used that it may be necessary to close the playing field. If the spraying was extended to cover the weeds in the playground then this would be a further consideration. It was also questioned whether the herbicide being used was glyphosate. The Clerk would gain further clarification on this before referring back to the Council

 Lynn Finch has been organising the receipt of risk assessments from each block booking user of the MUGA and forwarding to the Clerk when received. The Clerk will retain.

 A document has been drafted to cover the roles and responsibilities of the Community Council and TaSC in order to ensure that each body are satisfied with what is required moving forward.

 It was good to note that TaSC did receive the £10,000 NNDR grant.

 **External Audit –** Grant Thornton had confirmed receipt of the Annual Return but also that the period of notice for the audit had now changed and will be September. Cllr Field has re- posted the notice on the Council’s board and on the website. A number of queries were sent to the Clerk in relation to some items and a response has been sent.

 **AGM & Sub-Committees –** The AGM will be held next month and a list of the Sub- Committee and groups will be sent out to Councillors which confirm the vacancies. If anyone would like to move from any of the current Sub-Committees then please let me know. This will all be discussed at the AGM. After the AGM, we will need to hold meetings to discuss a number of items including risk assessments, ongoing contracts and any other required business.

 **Pilot of 20mph project -**Cllr Field had been communicating with Cllr Peter King in respect of trialing 20mph project. Cllr Field has provided an update.

 **Fields in Trust –** Confirmation had been received that the cheque has now been cashed and our membership renewed.

 **Playground & Playing Field-** The playground re-opened in July and Cllr Field and I organised signs to place on the entrances to promote the COVID guidance whilst being used. A rotten bench was broken up and dismantled and placed in the corner and has now been removed. A complaint had been received regarding the length of the football field. The contractor had confirmed that he had had problems cutting the grass during the wet weather but had messaged to say this had now been undertaken. He had also mentioned that from the new mowing season he proposed an increase in the price after no increases for a number of years from £75 to £85 a cut. Council will review the contract prior to that point.

 **Local Democracy and Boundary Commission-**notice placed on the website confirming the consultation period.

 **Churchyard -**The Clerk continues to receive correspondence and calls in relation to a number of memorials that are being placed in St Peter’s churchyard, An email has been received from a resident to request whether it would be possible to have a plaque placed on the bench already in the churchyard or whether this is scope to purchase another and place a plaque on this. Following a discussion, it was determined that two options were acceptable:

* A new bench is purchased by the resident for placing near the cremation area and a plaque attached (all costs borne by resident)
* A plaque is placed on the existing bench and purchased by resident and a few of £100 paid to the Community Council

 **Keep Britain Tidy-Great British Spring Clean –** An email received regarding the postponed Great British Spring Clean which will now be undertaken in September by Peterston Connect.

 **Patch of land by the bus stop at Gwern Y Steeple –** An email has been received from a resident regarding the fact that her husband was no longer able to cut the land. After establishing if this is an area of land that the Vale should cut it may be appropriate to obtain quotes for the continuation of the cuts. Kersh Grinnell has provided a quote for £30 every two weeks. The Clerk will determine if it is actually ours to cut. Further to this, an update had now been received that residents will take charge of this area, for which the Community Council are extremely grateful.

 The Clerk is liaising with the new Finance Trustee at the Village Hall to resolve certain elements of finance. Time will need to be taken to help the new Trustee take over the Hall PAYE (which is currently undertaken by myself) and move to the separation of this.

***Action: Clerk to contact contractor and gain clarification on the herbicide to use and whether further work is needed at the playground. Clerk to contact resident regarding memorial plaque request and outline two proposed options.***

**65 To consider any planning matters**

Four new applications had been received over the month of July and August:

 **2020/00845/FUL (JK) – Llanwensan Fach, Peterston Super Ely -**Proposed store, office and recreation room. Remove existing storage building and construct new single storey building, 6.8.20

 **2020/00770/FUL (JK) – 22 Main Avenue, Peterston Super Ely –** Demolition of existing rear single storey extension and replacement with a 1 and 2 storey extension and external alterations. – 23.7.20

 **2020/00762/FUL (HW) – Lanlay, Wyndham Park Way, Peterston Super Ely –** proposed 20m x 40m Ménage – 22.7.20

 **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 – 14.7.20

**66 To consider any correspondence.**

A list of all correspondence received by the Clerk had been circulated previously to the Community Council. A few items had been highlighted including two requests for completion of surveys covering community engagement in relation to regeneration and infrastructure projects.

**67 To consider any reports of Councillors**

 Seven reports had been made over the month of July and August. One in relation to a fallen tree across the river to National Resource Wales, reported twice by Cllr Moody- Jones. Cllr Field had reported an issue regarding a public right of way to Gwyn Teague at Vale Council, a fly-tipping incident, two break ins at the MUGA, COVID breaches at the playground and ongoing highway concerns to the Vale,

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

The annual play inspection sent from Wyndham Hughes from the Vale Council had previously been circulated to the Community Council. A few items had been highlighted for monitoring but one item was identified by Community Councillors as needing attention. On the Trim Trail a new beam had been installed on the Burma Bridge but this was not fitting correctly. It was also noted that the connecting post was also rotting.

 Cllr Field mentioned that some users of the playground had not been adhering to the COVID guidance on the signs and a discussion was held regarding the placing of larger, A3 signs on entry points and possibly in other areas. A further sign was felt needed on the gate at the MUGA to re-iterate the guidance and that booking was required for use.

***Action: Clerk to contact contractor and ask to revisit the item that had just been fixed. Clerk to produce larger signs for the playground.***

There being no further business the meeting closed at 9:35pm. The next ordinary meeting, together with the AGM will be held remotely on Zoom on Monday,12th October, 2020 at 7.00pm.

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

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