

Peterston-super-Ely Community Council
Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Ordinary Meeting held at 7.30pm on 14th October 2019 at the Church & Community Hall, Peterston-super-Ely

Present: Councillors: Ian Pearson, Pat Cadwalladr, Hywel Thomas, David Moody-Jones, Kate Hurley, David Field and Abigail Phillips.

Also Present: Tor Trundle (Clerk to the Council), C Cllr Michael Morgan, Katherine Partridge, Rural Housing Enabler, Vale of Glamorgan Council and two members of public.

Apologies: Councillor Diana Powell and PCSO Sion Summers

The Chair welcomed everyone to the meeting.

123 Declarations of interest

There was one declaration of interest in respect of planning applications:
Cllr Moody-Jones regarding **2019/01089/FUL, 7 Main Avenue, Peterston Super Ely.**

124 Police Matters

PCSO Sion Summers had given apologies and in his absence had sent over the crime report for September. There had been three incidents.

1900335161 – Peterston Super Ely – Suspicious incident

1900349394 – Peterston Super Ely – Dangerous driving

1900357365 – Peterston Super Ely – Burglary

Action: Clerk to ask the PCSO for detail in relation to the crime report.

125 County Council Matters

Prior to C Cllr Morgan providing his report, Katherine Partridge, Vale of Glamorgan Council introduced herself. Katherine confirmed she was new to the role of Rural Housing Enabler and would be looking to meet all the Community Council over the next few months. Katherine confirmed her role was designed to address the need of affordable housing within Rural Vale and ensure the appropriate relationships exist with the Community Council prior to prospective developments.

Cllr Cadwalladr asked Katherine about the potential Hafod Housing development and Katherine confirmed there was not any form of communication with Hafod for the surrounding area at the present time.

Cllr Phillips reported to the Community Council that she had spoken to Sara Brock, Hafod and the Housing Association was in the very early stages of discussions in respect of land at Peterston. The pre-application had been submitted by a developer, Edenstone and as it was purely a pre-application, there was nothing legal and nothing to submit in respect of this. Cllr Phillips confirmed that she would attempt to contact Edenstone prior to the drop in session on Thursday to gain as much insight as possible into the potential application.

The Chair thanked Katherine for attending the meeting and at this point Katherine left.

C Cllr Morgan communicated a number of items including:

- A Meeting with Victoria Robinson and Andrew Parker to discuss the possibility of changing the policy for housing for the elderly and retired in the current Local Development Plan. He confirmed that he would be lobbying with Welsh Government to make changes. He stated the need was reinforced by the fact that by 2035, residents in Rural Vale over 75 would have increased by 75%.
- Continuing dialogues with Mike Clogg in the Highways department at the Vale Council, regarding a number of issues including road safety and traffic congestion. Possible solutions discussed were to impose a speed limit around the village of Tredodridge and in respect of congestion around the school, making the road, access only for residents.
- Community Liaison meeting on Monday, 7th October, the National Development Framework (Welsh Government's 20 year plan for Wales) had been discussed and Vale of Glamorgan Council had raised concerns that the County had not received as much attention as other areas. One example raised was that green belt areas had not been defined as they had been in other regions.

Cllr Phillips commented that it was important that there was a good core team of staff in place to create strategic plans at a local level and it was important to develop decent relationships with the neighbouring Counties; to ensure that work was undertaken on a bigger scale with Vale, Bridgend and Cardiff.

- Work was being undertaken in relation to engagement of communities in respect of the planning process. It was recognised that improvements needed to be made and the process would be re-visited.
- M4 – C Cllr Morgan confirmed that Cllr Phillips could update in respect of this matter.
- Recycling email would be forwarded shortly.

Cllr Field mentioned that he was having problems in receiving response from Mike Clogg in respect of 20s Plenty. C Cllr Morgan asked Cllr Field to copy him into emails in order to ensure that the matter was progressed.

126 Public Session and Matters arising from Public Session

Two members of the public were welcomed to the meeting:

Member of public 1 – Plans were passed to the Council in respect of a planning application that had been submitted. The member of public raised general concerns regarding the same. It was suggested that the proposed building did not adhere to the conservation plan and that the height was a big concern. It was asked whether Council could have an opinion.

Member of the public 2 – Two items were raised:

- The increasing danger and hazard in respect of cyclist riding down the Logwood Road through Gwern Y Steeple at what could only be described as reckless speeds with no consideration to other road users, including pedestrians and cars. The member of public mentioned near misses that had already occurred and was concerned that there could be a serious accident. Additionally some of the cyclist had been abusive on a number of occasions. The stretch of road seems to be on STRAVA as a time trial route which was encouraging cyclists to travel as fast as they could. The member of public asked the Community Council if it would be possible for them to approach STRAVA and request that this route be removed as a time trial.
- The cost of removal of bulky waste items by the Vale of Glamorgan and the fact that certain items were deemed not acceptable for removal. The excessive cost and

refusal of the Council to take these items could only lend itself to the possibility of increased fly-tipping and inappropriate disposal of items.

Cllr Pearson addressed the members of the public and confirmed that he had noted each item that had been raised.

In respect of the planning application this would be discussed later in the meeting but Cllr Thomas pointed out that no statement had been provided in respect of Heritage Impact as part of the planning application.

In respect of point number two, the Clerk would contact STRAVA and inform them of the incidents that had been reported and request that the road be taken off the trial route. It was also suggested that the PCSO should be made aware of the abuse by the cyclist and that it was important that the member of public tries to record these incidents in the future.

Cllr Pearson asked C Cllr Morgan to raise the issue regarding bulky waste disposal at the Vale Council.

Action: Clerk to contact the planning department and comment on the fact that the planning application did not have a Heritage Impact Statement. Clerk to contact STRAVA and inform the PCSO of the reported incidents. C Cllr Morgan to raise the issue of bulky waste items.

127 To receive the minutes of the Ordinary Council Meeting held on 9th September, 2019.

The minutes of the Ordinary Council meeting had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Field and Cllr Moody-Jones that the minutes be accepted.

128 Matters Arising from these minutes

No matters arising.

129 To receive an update on the MUGA lease and update on launch

The lease was currently with TaSC for review. The Vale Council had provided consent for the sub- letting of the MUGA and Irene Thornton had sent the clerk formal consent. Cllr Pearson requested that Cllr Thomas approach TaSC and ask that the lease be signed prior to the launch that weekend if at all possible.

The official launch had been set for Saturday, 19th October, 2019 at 2:00pm and the plaque had now been received from Welsh Government. Cllr Pearson passed the plaque to Cllr Thomas.

Action: Cllr Thomas to chase TaSC for the signing of the lease.

130 To review the current terms and conditions of use of the playing fields considering response following public session.

A discussion was held and the Community Council asked the clerk to contact James Mortimer and request that the club stop using the field while it was water logged. It was suggested that a donation be paid each time they play around £25 or if this was felt excessive then they should propose a figure. A message had been received from Darren Meir confirming that he had been unable to cut the playing fields recently due to the bad weather.

Action: Clerk to contact James Mortimer in line with Council's request.

131 To discuss the cutting of the growth around the river bank and issues with Japanese knotweed

The Clerk had requested a quote from Craig Williams but this had not yet been received. Cllr Thomas had asked the clerk to contact Debbie Marles, Monitoring Officer at the Vale Council to determine the legal requirement of the land owners in relation to Japanese Knot Weed and whether the Council itself had any statutory obligation to control or eradicate Japanese Knot Weed or enforce the same on private land. Does NRW have any responsibility for this issue? At the time of writing no response had been received.

Action: Clerk to chase Craig Williams for the requested quote and chase Debbie Marles.

132 To discuss the requirements of the Environment Wales Act, 2016 and Council's duty.

Cllr Moody-Jones was working on the policy and it would be finished shortly. It was further confirmed that two wild hedgehogs were to be re-homed within the area as part of the Bio-diversity plan.

Action: Plan to be circulated on completion.

133 To review the Revised Model Financial Regulations and adopt changes.

The clerk had previously circulated the updated Financial Regulations with the changes highlighted. It was agreed that the Community Council would adopt all changes and new regulations would be published on the website.

Action: Clerk to adopt changes and publish on the Council's web-page.

134 To receive an update from Cllr Moody-Jones on the Community Liaison meeting – 8.10.19

Cllr Moody-Jones had been unable to attend the meeting. The Clerk had forwarded the agenda from this meeting to the Community Council. It had been confirmed that the Town & Community Charter had now been finalised and would be submitted to Cabinet. The Vale Council hoped this would be ready for disseminating within the new few months. A report had also been completed on the Re-Shaping Services consultation which had been circulated to all Community Council. Interesting points covered the reduction in verge cutting and the possible soft capital asset transfer of assets and services.

135 To receive and consider an update report on M4:A48 Road – Cllr Phillips including feedback from meeting on 26.9.19 at Alps, VOGC.

Cllr Phillips confirmed that there had been positive news regarding this project and that it would not at this point be progressing to WelTAG Stage 3. In response to the Public Consultation and representations made by PSE CC and others at the Scrutiny Committee, the Vale Council were having to consider a raft of new environmental studies and information which was lacking, and these would be finalised over the coming months. There was also agreement that another option should be developed – a do-minimum option - which would look at the options and implications for upgrading the current road, compared to the two existing by-pass options. In addition, the current study had also now changed by decoupling the road and railway station proposals, and these would now be taken forward as two separate projects. A revised Stage 2 report is due to be produced for a further round of consultation next year, around January / February.

Action: Cllr Phillips to circulate notes from meeting.

136 To receive and consider an update report on TCC's Charter – Cllr Thomas

This was previously covered under item 134.

137 To receive an update report from Cllr Field-road safety campaign including piloting 20mph for Peterston and Procurement of Automatic Speed Watch device

Cllr Field had previously circulated his report. In relation to traffic calming, it was confirmed that the response received from the Highways department had been that the Council did not have the budget to support such a trial and when asked for the opportunity to discuss, this had been refused. After meeting South Wales Police Traffic Management, Cllr Field confirmed that once confirmation from Go-Safe was received, the Speedwatch campaign could re-start. Cllr Field had also submitted 20mph pilot request to Welsh Assembly Deputy Minister Economics and Transport, for 20 mph Task and Finish Group consideration.

138 Quarterly review Budget 2019/2020

The Clerk had previously circulated the Budget outlining the actual position at the end of Quarter 2. It was noted that there were increased receipts in relation to churchyard fees. Some items of expenditure were re-profiled including Clerk's salary; expenses and playing field maintenance to ensure these were more in line with anticipated year end spend. It was good to note that the bottom line had still increased from Quarter 1.

139 Quarterly review of Community Action Plan.

It was decided that it would be sensible to review the Community Action Plan after the information evening on Thursday and place on the agenda for next month's meeting. Two items were raised in relation to forwarding a car parking plan to the property opposite the playing field gates and the hedge line at that location and on Station Road.

Action: Clerk to agenda Review of Community Action Plan for November meeting. Cllr Thomas to forward plan and Clerk to contact Vale Council regarding Station Road footpath.

140 To consider plans for the Village Christmas tree

Further to email discussions, the Community Council had decided that it would be appropriate to have the Christmas tree at the Village Hall. At the meeting after a discussion it was agreed that a festive event be held on the night of Sunday, 1st December at 6:30pm. Council to pay for hire of village hall and Christmas tree. Refreshments to be available, details to be determined. Clerk to amend the budget and increase to £250.

Action: Clerk to amend budget line for Christmas Event to £250.00

141 To discuss Information evening/drop in session on Thursday, 17th October, 2019.

The format of the evening was discussed. The Community Council would place information on the notice boards in relation to the topics to be discussed. Clerk to produce attendance sheets. A community consultation box had been borrowed from Creative Rural Communities to use on the night.

142 To consider the Clerk's report including matters of a financial nature.

Currently the bank balance is £47,277.75 and the cash book balance is £70,180.

The Welsh Government claim is still outstanding for £22,955.42 and a VAT claim will be submitted shortly.

The bank reconciliations for September 2019 has been provided to Cllr Field for review and approved.

Payments/Receipts since last meeting

Receipts:

Precept	£7,000.00
Cremation fee & Maintenance Fee	£ 800.00

Payments & Authority for expenditure needed

The following expenditure needs authorising by the Council

Kersh Grinnell (September 2019)	£ 843.33
Clerk Salary & Expenses-September 2019	£ 359.49
PAYE for Clerk Salary	£ 81.00
Darren Meir (September 2019)	£ 180.00

MUGA: The final progress report was still outstanding at the time of writing. Clerk has written to Gill Jones and Vanessa Adams to ask current position and informed Sports Wales of the delay. The asset verification visit for 10:00 on Wednesday, 11th September was undertaken by Joanne Rees and Cllr Pearson, the Clerk and Cllr Phillips were present. A number of further documents were requested and forwarded to WG following the visit. Confirmation has been received by Joanne Rees that the report is complete and plaque has been sent to the Community Council. Invites to the MUGA launch have been sent: C Cllr Michael Morgan, C Cllr Lis Burnett, Lesley Griffiths (AM), Jo Howells, Jan Parry, Vale Press office, Lawrence Conway & Sarah Powell at Sports Wales. Dave Knevett at VOGC has agreed to consent to the sub-letting of the MUGA by the CC to TASC and Irene Thornton is drawing up the necessary paperwork. Cllr Thomas has chased TaSC regarding the lease. Clerk has advertised the launch on Face book and the website as requested by TaSC and arranged for a PA system for the event. Authority is asked to travel to Barry to collect and return the item from the Events team at VOGC.

Churchyard: Since the last meeting, there have been two burials and one cremation. The Clerk has been corresponding with the funeral directors and families in relation to the same. Jo Howells has confirmed that there is a procedure to recoup the fees in relation to one of the burials in which we did not charge as the deceased was under 18. The Clerk will look in to this shortly. Simon has been instructed to undertake the work around the churchyard but has not been able to do the work yet due to the bad weather. A number of emails have been sent and received regarding the splitting of donations in respect of BBC filming of Casualty. Council discussed the latest exchange of emails between Cllr Pearson and Father Martyn and the Clerk was instructed to draft a response accordingly. Consent has been given for Mr Smart's memorial. Russ Bailey has updated the plan and the Clerk is checking this content and will forward to the Churchyard committee before publishing. Father Martyn has emailed to confirm that the GDPR burial register and updated plan can be forwarded to him and two other recipients when completed.

Playing Fields: Cllr Thomas has forwarded the plan for the car parking proposal to the Clerk and the Clerk had forwarded to Dave Knevett.

Internal Audit Arrangements at Town and Community Councils Webinar: Has now been received and forwarded to Cllr Pearson and Jo Howell.

External Audit: Grace Hawkins from Grant Thornton returned the audit opinion and the Clerk has circulated to the Council. It is noted that Terms of Reference are required for each sub-group and the Clerk will draft and circulate prior to the October meeting. Grant Thornton have confirmed that we do not need to re-state the fixed assets with the MUGA figure as this was not completed at the end of the financial year. The Audit notice is displayed on the notice board and the survey has been completed and returned to Grant Thornton.

VOGC: Email sent to Debbie Marles on behalf of Cllr Thomas to determine if there is any statutory regulation which is required of the Vale Council to control or eradicate Japanese Knot weed on public land or to enforce on private land. A response is still outstanding. Cllr Thomas has chased Mike Clogg for a response on outstanding highways issues. Clerk attended the Monitoring Officer meeting – 10.10.19 at the Civic Office and separate notes were forwarded to Council. Email from Rebecca Light - change to the years of ordinary elections (Wales) order 2019 – this was determined to apply to Town and Community Councils as well as Local Authority.

OVW: Email regarding survey in relation to the process for management of asset transfers – has the council been involved in any asset transfers.

GVS: GVS – Conference and AGM – 24/10.19-does anyone wish to go?

IT: Matthew Elton has sent two specifications to the Clerk for consideration.

PCSO: New PCSO dealing with PSE area- Penarth PCSO – Sion Summers. Clerk received August's crime details recently and these are listed below:

August 2019

1900305803 – 1980819 – Fraud – PSE – theft of credit card and used spending £10,000

1900298728-130819-Anti social Behaviour- PSE-Damage to vehicle from 2 dogs

1900282712 – 010819 – burglary – PSE- stolen passport/possible burglary

Grants and donations: A discussion was held over the money held in respect of the memorial fund that was collected earlier in the year. £243.00 is sitting in the account. Council confirmed that the money should be sent to Elizabeth Wills, Co-ordinator. No formal application has been received from TaSC but an email was sent over listing a number of items that they wish to apply for from the Community Council:

- Billy goat – lawn mower that sweeps and cleans the MUGA
- Solar lights for the path
- Motion sensor light on the clubhouse

Email received from Shelter Cymru requesting information on how to apply for money from the Community Council. After a discussion the Community Council did not think it was an appropriate use of public money.

Tree Charter Day: Tree Charter day – free trees from Woodland Trust – Peterston Connect to possibly liaise with TaSC for planting at the end of the field.

The Clerk had drafted a letter regarding the high specification road and one amendment was requested and noted.

The passing of the Clerk's nine month probation was discussed and no issues were raised.

143 To consider any planning matters

There were four new applications –

2019/01089/FUL (JK): 7 Main Avenue, Peterston Super Ely: Proposal: New dual pitched roof to existing front bedroom to replace existing failing flat roofed dormer. Demolition of

existing dilapidated flat roofed single storey utility and store room and replacement with a single storey monopitched extension. (8.10/19)

2019/01005/ADV (MA): Culverhouse Cross Access Roads Tesco and Marks & Spencer, Culverhouse Cross: Proposal: Display of a double sided illuminated paper advertising panel, fully integrated into a bus shelter. (26.9.19)

2019/01007/FUL (MA): Backways, Ffordd Yr Eglwys, Peterston Super Ely: Proposed garage. (24.9.19)

2019/00991/LBC (PDJT): 16 Cory Crescent, Peterston Super Ely: Dismantle original leaking chimney (s) and re-build using modern materials and techniques to match existing. Extend existing garage to accommodate second vehicle using materials and finish to match existing house. (17.9.19)

2019/00990/FUL (PDJT): 16 Cory Crescent, Peterston Super Ely: Dismantle original leaking chimney (s) and re-build using modern materials and techniques to match existing. Extend existing garage to accommodate second vehicle using materials and finish to match existing house. (17.9.19)

A discussion was held over the application in respect of the garage at Backways and it was decided that the Clerk contact the planning department and register the point raised that there was no Heritage Impact Statement in relation to the conservation aspect of the application.

144 To consider any correspondence.

These were reviewed and acknowledged. Cllr Pearson asked the Clerk the query in relation to the minutes and the Clerk confirmed that this was a request for them to be uploaded on the website.

145 To consider any reports of Councillors

Four reports had been made by Councillors to Vale Council in relation to a number of items including fly-tipping, surface water on roads, pot holes and flood water damage.

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

Cllr Thomas confirmed that the work that Jerry Wildas had been asked to undertake was due imminently and the further work in relation to the zip wire cradle would be completed in the next few weeks.

There being no further business the meeting closed at 10:00pm. The next ordinary meeting will be held on Monday, 11th November, 2019 at 7.30pm in the Church and Community Hall.

Chair _____
Date _____