

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



Minutes of the remote Council Meeting held at
19:30pm on 3 October, 2022

Present: Councillors: David Moody-Jones CHAIR
John Drysdale, David Cross, Darren Meir, Abigail Phillips

Also Present: Catherine Craven, Clerk and Councillor Michael Morgan, Vale of Glamorgan.

99. Apologies received from Councillors H Potter and D Powell were noted.
100. No declarations of interest were made.
101. The Chair asked Members to take a moment of reflection to make the death of the LATE HER MAJESTY QUEEN ELIZABETH II.
102. There were no members of the press or public in attendance.
103. Councillor M Morgan reported he continued to push the Rural Road Policy with the Vale of Glamorgan to address the problems of speeding through the village. He encouraged everybody to call any incidents through to 111 to ensure a history of incidents were being recorded. Councillor Morgan urged local residents to support local businesses and to use the facilities in the village or face losing them. An evening event arranged by the Glamorgan Bird Group has been arranged for the 1st November. The Chair thanked Councillor Morgan for his contribution.
19:34 Councillor Morgan left the meeting.
Correspondence from the Council listed below was noted;
- a) National Survey for Wales
 - b) Project Zero Update Report
 - c) Consultation on the Draft Integrated Sustainability Appraisal (ISA) Scoping Report for the new The Replacement Local Development Plan (RLDP).
104. There was no representative in attendance. PCSO Davies had however provided the most recent crime statistics for the information of members.
105. It was **AGREED** that the minutes of the July Meeting were confirm as a correct record and duly signed by the Chair.
106. Finance
- i. It was **AGREED** that the following Receipts and Payments be approved.

2022 Receipts		
03-Aug	Burial Fee, purchase and maintenance	1550.00
08-Aug	Refund SLCC overpayment	167.00

12-Aug	Burial Fee, internment and maintenance	650.00
13-Aug	Precept	7667.00
20-Sept	Memorial Stone	200.00
	Total	10234

2022 Payments made		
12-Aug	VoG Playground repairs	471.11
12-Aug	HMRC	13.80
12-Aug	4seasons - June	492.00
12-Aug	Incoming Clerk CC - July 22	487.02
12-Aug	Edenvale - July	250.00
12-Sep	Audit Wales for 2021-22	301.00
12-Sep	Incoming Clerk CC - Aug 22	380.25
12-Sep	Edenvale - August	125.00
12-Sep	4seasons - August	516.00
12-Sep	VoG Election recharges	7.47
23-Sep	ID Mobile	5.00
30-Sep	Bank Service Charge	10.17
	Total	3058.82
Payments due		
3-Oct	The Vale Handyman	220.00
3-Oct	Edenvale - Sept	250.00
3-Oct	4Seasons - Sept	396.00
	Total due	866.00

It was noted due that the Clerk's pay will be made in October. An issue has arisen with the PAYE return submission and the Clerk has submitted an appeal. Following a telephone conversation with HMRC the Clerk submitted the August payment in September and as a result the September salary when submitted as an addition, therefore September and October payments calculated and submitted at the end of October.

- ii. The Budget Report was noted.
- iii. It was **AGREED** that the Bank Reconciliation to the 30 September 2022 presented be approved.

- 107.** No comments were made for the planning application:
 Application Number: 2021/01171/FUL
 Location: 6, Pwll Y Min Crescent, Peterston Super Ely
 Proposal: Replacement of timber windows with UPVC
 Application Number: 2022/00813/FUL (SZ)
 Location: Jubilee Fields Campsite, Jubilee Scout Campsite, St. Brides
 Proposal: Erection of 3no. ancillary buildings, new access and exit to site, amended car park and associated hard and soft landscaping at the Jubilee Scout Campsite
 Planning Application No. 2022/00982/FUL (GW)
 Location : The Mill, Peterston Super Ely
 Proposal : Alter existing front light wells to allow light to basement to be glazed over. Rear elevation to have 1 new additional window to first floor and existing lower ground floor windows, one to be enlarged another to form door

opening

Application No. 2021/00317/FUL

Location : The Villa, Trehedyn Lane, Peterston Super Ely

Proposal : Proposed extension to first floor including removal of flat roof and new first floor bedroom.

108. Correspondence tabled from One Voice Wales was noted.
- a) Innovative Practice Conference – Wednesday 14 September 2022 was postponed
 - b) Extending the Well-being of Future Generations Act's well-being duty consultation Additional public bodies subject to the well-being duty (Part 2) of the Well-being of Future Generations (Wales) Act 2015 | GOV.WALES
 - c) A Fairer Council Tax Consultation A Fairer Council Tax | GOV.WALES
 - d) Audit Wales Consultation on Fee Scales 2023-24
<https://www.audit.wales/about-us/consultations>
 - e) Its for them
 - f) Cardiff and Vale UHB - CEO Connects
 - g) RCP language and accessibility requirements
<https://forms.office.com/r/2tPb9p9Sb6>
 - h) Request for Candidate Venues/Sites for National Contemporary Art Gallery
 - i) Ystadau Cymru - Awards and Conference 2022
 - j) News bulletin
 - k) Welsh Government Ministerial Advisory Forum on Ageing (MAFA)
 - l) SE Wales Regional Engagement Team Weekly Bulletin – email was forwarded on to Members
 - m) St David Awards – The national awards of Wales
 - n) Woodland Creation Grant Schemes
 - o) 'It's for Them' campaign update
 - p) Training Dates
 - q) Biodiversity Conference 27 October
 - r) Area Committee Meeting 10 October
109. It was **AGREED** that a Finance Committee be set up with the Terms of Reference as presented. Councillors D Moody-Jones, D Cross and J Drysdale were elected Members of the Finance Committee.
110. It was **AGREED** that Councillor A Phillips be added to the approved signatories for banking arrangements. This increased the total from four to five; current signatories are Councillors D Moody-Jones, D Phillips, H Potter and J Drysdale.
111. It was **AGREED** that a Risk Assessment Committee be set up with the Terms of Reference as presented. Councillors D Moody-Jones, A Phillips and D Cross were elected Members of the Committee. A budget of £500 was delegated to the Risk Assessment Committee for any associated costs arising from the recent Playground Inspection Reports.
112. It was noted that the preparation of the 2022-23 Annual Report could be delegated to a Task and Finish Group and would be a useful document to promote the work of the Council. The Clerk was requested to circulate

examples of other council's Annual Reports.

113. It was **AGREED** that Councillor A Phillips drafts a Training Plan for approval at the next meeting.
It was noted the Council's report will be published later than the required date, 5 November 2022.
114. It was noted that the Council was not eligible to use the General Power of Competence.
115. It was **AGREED** that Councillor D Moody-Jones prepares a draft Biodiversity Report for approval at the next meeting.
It was noted that the report is due to be published at the end of 2022.
116. It was noted that Councillors who have yet to submit relevant details do so as a matter of urgency to enable the Clerk to make the necessary remuneration payments for this financial year.
117. It was **AGREED** that the Chair, Councillor D Moody-Jones, represent the Council at the Remembrance Sunday Service.
20:35 Councillor D Cross left the meeting.
118. It was noted that StarLeaf Ltd meeting platform had gone into administration. The Clerk was requested to explore other platforms available.
It was **AGREED** that the Clerk make enquires to see the availability of the hall for the November meeting. Councillor A Phillips agreed to supply equipment to ensure the meeting could be conducted hybrid in line with legislation.
119. It was **AGREED** that the Rialtas Software package is purchased at a cost of Total Costs 1st Year for Purchase of Software £427.75 and ongoing costs of £129 per annum.
120. It was noted that, in line with Standing Orders, all Members must complete their Code of Conduct training before the November meeting.
121. It was **AGREED** that Jo Howells be appointed Internal Auditor for 2022-23 at a cost of £180
122. It was **AGREED** that the Clerk deposit the historic documents as listed at Glamorgan Archives.
Brief description of records
(if deposit includes digital records include details of the program and operating system used to create the records if known)
Audit Annual Returns Years Ending 2002-16; War Memorial Fund; Ministry Circulars and Conference Reports; Playing Fields Completed Actions, 1947-1957; PSE Literary and Debating Society, 1957; D C Jones Challenge Cup 1954-57; General Correspondence, 1954-58; Deed of Dedication, 13 July 2017 Nant y Wern Playing Fields; Lease of Memorial Playing Fields, 20 September 2016; Agreement for Sale and Purchase of Telephone Kiosk, 18 November 2014; Lease Agreement of Recreation Ground, 3 December 1984; Copy of Conveyance, 17 July 1952; Grant application and play equipment receipts, 2012-13; Register of Pecuniary Interests and Disclosures, 1983-2014; Allotment book, 1957-2016; Minute Book no 7: 2006-2012;

Community Action Plan Survey 2017; PSE Burial Receipt Books 2012 and 1986-93 and diagram; CD's of various shows and events; minutes of meetings, 2012-2018; accounts and payments, 2018-2019; general correspondence, information evening, notices, 2019-2020; bank account statements and correspondence, 2010-2015; invoices and receipts, 2012-2018. Covering dates 1947-2020

123. It was **AGREED** that arrangements for when the Clerk takes annual leave a message would be posted to inform members of the public that matters would be dealt with upon her return to work.
124. It was **AGREED** that the Policy for Procedures for Conducting Co-options be adopted with two amendments. The first amendment was for the requirement for nominations to be proposed and seconded to be removed and secondly the Council's debate on the co-option may be conducted excluding members of the public and press.
125. The Clerk reported no applications for co-option to fill the one vacancy that exists in the office of Councillor had been received.
It was **AGREED** that the vacancy be readvertised.
126. The Chair reported a successful opening event of the Short Mat Bowls. The Council was thanked for its financial support. Councillor Huw Potter also attended a further event.
127. It was **AGREED** that the annual subscription to Field in Trust is renewed.
128. The TfW Bulletin was noted.
129. Councillor H Potter forwarded a report in his absence to inform Members that he had met on TEAMS with the Vale of Glamorgan PROW Officer and received positive response to work with the village to improve the accessibility of the rights of way. Councillor Potter is expecting a further call on the 10th October following a meeting with the maintenance team at the Council.
130. It was **AGREED** that the Clerk attend the SLCC & OVV Joint Virtual Conference 2022 on the 9 November at a cost of £45 plus VAT
131. It was **AGREED** that a budget of up to £150 is allocated to clear the overgrowth on Plot 1A and the Tenancy Agreement as shown was adopted. It was noted that a new tenant will be taking over Plot 1A once the clearance work is complete.

Meeting was closed at 21.32pm

Signed: Chair 

Date: 15.11.22.

Signed: CHAIR

Date: