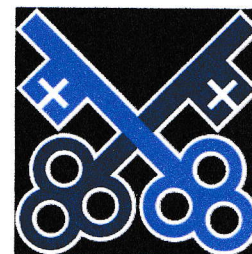


# Peterston-super-Ely Community Council Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the multi-location Council Meeting held at 7:30pm  
on the 13 June 2023.

Present: Councillors: Abigail Phillips CHAIR,  
John Drysdale, Darren Meir,  
David Moody-Jones, and Huw Potter.

Also Present: Catherine Craven, Clerk.

68. Apologies from Councillor D Cross and S Firth were noted.
69. No declaration of Interest was made.
70. No person the public and press were present.
71. It was **AGREED** that the minutes of the May Annual Meeting were confirmed as correct and duly signed by the Chair.
72. It was **AGREED** that the minutes of the May Ordinary Meeting were confirmed as correct and duly signed by the Chair.
73. No applications for the vacancy in the office of Councillor had been received.  
It was **AGREED** that the vacancy be advertised again in the Parish Magazine and on the village Facebook
74. Correspondence from the Vale of Glamorgan listed below were noted;
  - a) "Future Proofing" Social Prescribing in Cardiff and the Vale of Glamorgan – towards a common language
  - b) Vale Public Services Board Well-being Plan 2023-28
  - c) Planning Committee - 25th May 2023.
75. No comments were made for the planning application;
  - a) Planning Application No. 2023/00482/FUL (SDB)  
Location: Castleby House, Peterston Super Ely  
Proposal: New single storey contemporary rear extension;
  - b) Planning Application No. 2022/01319/FUL (GW)  
Location: Land North East of Milverton, Peterston Super Ely  
Proposal: Erection of stables for personal use of occupiers of Milverton and as an ancillary equine dentist use with associated work.
76. It was **AGREED** that permission be granted for the Vale of Glamorgan Regional Adoption Collaborative Family Fun Day to host a Fun Day on the memorial Field on the 29 July subject to a Risk Assessment and copy of the Public Liability Insurance Certificate forwarded to the Clerk.  
The Chair and Vice Chair were delegated powers to check those documents listed above were in good order.
77. It was **AGREED** that the following payment be approved;

Recipient	2023	£
4Seasons May Invoice	May	420.00
Total Pensions Remittance	May	111.22
Summary of Clerks Salary and Expenses	May	531.17
Welsh Water	MUGA Oct 23 to April 24	21.16
Cllr A Phillips	Event reimbursement	496.50
BHIB Insurance	May	1,390.37
ID mobile	May	5.00
Edenvale	May	250.00

10 July 2023

78. It was **AGREED** that the Bank Reconciliation to the 30 May 2023 presented be accepted and approved. *Appendix 1*
79. It was **AGREED** that the Internal Auditor's Report Action Table presented be accepted and approved. *Appendix 2*
80. PCSO Davies was not in attendance but had provided a report on crime report which was noted by Council.  
Councillor D Moody-Jones was nominated to attend the Cuppa with a Coppa and raise the issues of reporting road user incidents.
81. Correspondence from One Voice Wales listed below was noted: -
- a) Climate Change Bulletin May 2023;
  - b) OVW Digital Project Manager Vacancy;
  - c) Innovative Practice Conference;
  - d) ITEC and Chwarae Teg Training Courses;
  - e) June 2023 training dates;
  - f) Quarterly newsletter May 2023 – Ombudsman;
  - g) Welsh Government Information - Smart Device awareness;
  - h) Community Ownership Fund;
  - i) News Bulletin;
  - j) 20mph Communications and Engagement Toolkit;
  - k) Meeting Community Needs in Wales.
82. Correspondence listed below was noted: -
- a) GVS Health Social Care & Wellbeing ebulletin 2.6.2023;
  - b) GVS Health Social Care & Wellbeing ebulletin 18.5.2023;
  - c) GVS Health Social Care & Wellbeing ebulletin 26.5.2023;
  - d) ICO - Renewal confirmation ICO\_00013325103;
  - e) Save The Date - 2nd July 2023 - Mayor of Barry's Civic Service;
  - f) Sport Wales Energy Saving Grant;
  - g) GVS Health Social Care & Wellbeing ebulletin 9.6.2023;
  - h) Glamorgan Voluntary Services Grant Scheme;
  - i) Community Ownership Fund;
  - j) Latest news from Planning Aid Wales.
83. It was **AGREED** that the Model Standing Orders as presented in Appendix 3 be adopted.
84. No information on the progress of the TaSC grant application had been forthcoming.  
Council noted the light contractors advised that tilting the floodlights would impact the quality of light and that hoods could not be fitted to these particular types of lights.  
It was **AGREED** that new bulbs to be fitted.
85. The Chair will re-circulate the training needs analysis and urges Members to complete.
86. The Chair urged Members to undertake their Code of Conduct training as a matter of urgency.
87. Councillors D Moody-Jones and D Muir had completed their inspection and a draft report has been circulated.  
It was **AGREED** that a quote from the gravedigger be obtained.
88. It was **AGREED** that a quote from the Vale of Glamorgan Playground Inspectors be obtained to address the matters arising in the Play Area Report (May 2023)
89. It was **AGREED** that the quote from Asghar Ghanbarzadeh for labour costs of £200 per day, and materials, to complete the first wave work scheduled from the Risk Assessment circulated be accepted.
90. It was **AGREED** that the poster circulated for the Community Engagement Event be approved and displayed. The time of the event is to be extended to include a 4:00pm slot in addition to the agreed 7:00pm. The method of delivery was discussed and will be further developed and planned over the coming months.
91. It was **AGREED** that Councillors J Drysdale and D Cross review the Grant Criteria and application procedure

92. It was **AGREED** that the Insurance Policy met the needs of the Council and approved a three-year arrangement with BHIB.
93. Councillor Potter met with representatives from National Resources Wales and the South East Wales River Trust. Discussions included making the area at the bridge more of a community amenity. Investigation as to what permissions is needed for any work to be carried out was underway. Community engagement would be sought and a management plan drafted.

Meeting ended 9:40pm



10 July 2023

Date: 02/06/2023

## Peterston-Super-Ely Community Council Current Year

Page 1

Time: 11:09

## Bank Reconciliation up to 01/06/2023 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/05/2023	#R7 TaSC		21.16	21.16		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/05/2023	#receipt 6		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/05/2023	006(#4)		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/05/2023	BACS	7.92			7.92	<input type="checkbox"/>	HMRC
15/05/2023	BACS	250.00		250.00		R <input checked="" type="checkbox"/>	Edenvale
15/05/2023	BACS	150.00		150.00		R <input checked="" type="checkbox"/>	Russell Bailey
15/05/2023	BACS	376.80		376.80		R <input checked="" type="checkbox"/>	4Seasons
15/05/2023	BACS	421.85		421.85		R <input checked="" type="checkbox"/>	Clerk Salary
15/05/2023	BACS	24.55		24.55		R <input checked="" type="checkbox"/>	Vale of Glamorgan Council
15/05/2023	BACS	81.69		81.69		R <input checked="" type="checkbox"/>	Vale of Glamorgan Council
15/05/2023	BACS	156.00		156.00		R <input checked="" type="checkbox"/>	Darren Meir
15/05/2023	BACS	156.00		156.00		R <input checked="" type="checkbox"/>	Mrs Shan Firth
15/05/2023	BACS	68.12		68.12		R <input checked="" type="checkbox"/>	Clerks Expences
15/05/2023	BACS 16	112.00		112.00		R <input checked="" type="checkbox"/>	SLCC
15/05/2023	BACS 17	50.55		50.55		R <input checked="" type="checkbox"/>	J Drysdale
15/05/2023	BACS 18	40.00		40.00		R <input checked="" type="checkbox"/>	ID Mobile
15/05/2023	BACS 19	180.00		180.00		R <input checked="" type="checkbox"/>	J Howell
15/05/2023	BACS 20	18.50		18.50		R <input checked="" type="checkbox"/>	C Craven Reclaim
15/05/2023	BACS 23	144.00		144.00		R <input checked="" type="checkbox"/>	TEEC Ltd
15/05/2023	BACS 24	144.00		144.00		R <input checked="" type="checkbox"/>	TEEC Ltd
15/05/2023	BACS 22	96.00		96.00		R <input checked="" type="checkbox"/>	4Seasons
15/05/2023	BACS #P26	180.34		180.34		R <input checked="" type="checkbox"/>	Shan Firth
15/05/2023	BACS #P25	156.00		156.00		R <input checked="" type="checkbox"/>	Abigale Phillips
23/05/2023	#Receipt 5		650.00	650.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/05/2023	DD.#P21	5.00		5.00		R <input checked="" type="checkbox"/>	ID Mobile
		<u>2,819.32</u>	<u>971.16</u>				

10 July 2023

Date: 02/06/2023

Peterston-Super-Ely Community Council Current Year

Page 1

Time: 11:08

Bank Reconciliation Statement as at 01/06/2023  
for Cashbook 1 - Current Bank A/c

User: CATH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	31/03/2023		46,359.82
			<u>46,359.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
15/05/2023 BACS HMRC		7.92	
			<u>7.92</u>
			46,351.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			46,351.90
		Balance per Cash Book is :-	46,351.90
		Difference is :-	0.00



10 July 2023

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Miss Catherine Craven  
11 Lilac Drive  
Llantwit Fardre  
Pontypridd  
CF38 2PH

**Date:** 31/05/2023

**Account Name:** Peterston Super Ely Community Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20463261

Your arranged overdraft limit is £0.00

## Contact Us

Call us: **0345 140 1000**

Email us: **us@unity.co.uk**

Visit us: **unity.co.uk**

## Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email [fraud@unity.co.uk](mailto:fraud@unity.co.uk).



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/04/2023		Balance brought forward	£0.00	£0.00	£48,200.06
02/05/2023	Credit	GREENWILLOW	£0.00	£150.00	£48,350.06
03/05/2023	Credit	Peterston Super EI	£0.00	£21.16	£48,371.22
16/05/2023	Credit	Credit 000006	£0.00	£150.00	£48,521.22

Page number 1 of 3

Statement number 014

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Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

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10 July 2023

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
18/05/2023	Faster Payment Debit	B/P to: C T Craven	£18.50	£0.00	£48,502.72
18/05/2023	Faster Payment Debit	B/P to: Russell Bailey	£150.00	£0.00	£48,352.72
18/05/2023	Faster Payment Debit	B/P to: Mrs Shan Firth	£180.34	£0.00	£48,172.38
18/05/2023	Faster Payment Debit	B/P to: C T Craven	£489.97	£0.00	£47,682.41
18/05/2023	Faster Payment Debit	B/P to: TEEC Limited	£144.00	£0.00	£47,538.41
18/05/2023	Faster Payment Debit	B/P to: CC pension fund	£106.24	£0.00	£47,432.17
18/05/2023	Faster Payment Debit	B/P to: Edenvale	£250.00	£0.00	£47,182.17
18/05/2023	Faster Payment Debit	B/P to: 4 Seasons Tree and	£376.80	£0.00	£46,805.37
18/05/2023	Faster Payment Debit	B/P to: MRS SHAN FIRTH	£156.00	£0.00	£46,649.37
18/05/2023	Faster Payment Debit	B/P to: J D Drysdale	£50.55	£0.00	£46,598.82
18/05/2023	Faster Payment Debit	B/P to: Abigale Phillips	£156.00	£0.00	£46,442.82
18/05/2023	Faster Payment Debit	B/P to: 4 Seasons Tree and	£96.00	£0.00	£46,346.82
18/05/2023	Faster Payment Debit	B/P to: TEEC Limited	£144.00	£0.00	£46,202.82
18/05/2023	Faster Payment Debit	B/P to: ICO	£40.00	£0.00	£46,162.82
18/05/2023	Faster Payment Debit	B/P to: Joanna Howell	£180.00	£0.00	£45,982.82
18/05/2023	Transfer	B/P to: SLCC ENTERPRISES L	£112.00	£0.00	£45,870.82
18/05/2023	Faster Payment Debit	B/P to: MR Darren Meir	£156.00	£0.00	£45,714.82
23/05/2023	Credit	JENKINS NL	£0.00	£650.00	£46,364.82
24/05/2023	Direct Debit	Direct Debit (ID MOBILE LIMITED)	£5.00	£0.00	£46,359.82

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Statement number 014

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10 July 2023.

## Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

## Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

## What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

## Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

### Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

**To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.**



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## 2022-23 Internal audit report

## Action Table MAY 2023

	Description	Identified	Action	Whom	Completed
	New Clerk	Training needs	Identified in the Council's Training Plan	All	Ongoing
	Small councils	Lack of segregation of duties	Finances reported to full council	All	Ongoing
1	<b>Appropriate books of account have been properly kept throughout the year</b>	No actions required			
2	<b>Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for</b>	Financial Regulations Control in regulation 4.2	Required virements to the budget should be approved before any overspend	All	Ongoing
		Financial Regulations need to be updated for the new online banking controls	Updated Financial Regulations approved and adopted	All	May Annual Meeting
		The Council should attempt to ensure they are providing approval of as many payments as possible either by anticipating payments or delaying payment to comply with	List of regular payments for 2023-24 approved at Annual Meeting	All	Ongoing
		Financial regulation 2.2 which said: <i>... a member appointed to verify bank reconciliation and sign the reconciliations and the original bank statements as</i>	2.2 was removed. Full council will scrutinise all financial documents, including the bank reconciliations and	All	Ongoing

		<i>evidence of verification.</i>	statements. Verification will be minuted.		
		Financial Regulations 3.5 .... Limit of expenditure specified was breached during periods when meetings did not take place.	Amount has been increased ...a duly delegated committee of the council for items over £500 an/or ....the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500 Council to monitor and approve any payment under this threshold.	All	Ongoing
3	<b>The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</b>	This test was passed			
4	<b>The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate</b>	The Council to manage their reserves at an appropriate level and to ensure that reserves do not build up to too high a level	Council to monitor	All	On-going
5	<b>Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT are appropriately accounted for</b>	The Council have passed this test			

6	<b>Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.</b>	The Council does not use Petty Cash so this test does not apply.			
7	<b>Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.</b>	Suggested that the monthly timesheet are electronically signed by the Chair and/or Vice Chair to evidence approval.	As evidence for approval of monthly timesheet the Chair will electronically sign. The Vice-Chair will be copied in and approve when the Chair is unavailable.	Chair Vice-Chair	Ongoing
		Noted no budget for the Councillors allowances in the 2023/24 budget. Per the remuneration guidance, Councils should include the allowances in their precept (and therefore in their budgets), then if Councillors should decline going forward there will simply be a budget saving. I also encourage the Councillors to take up their allowances, particularly when there are vacancies on a Council, as it may encourage membership from those who otherwise would be financially disadvantaged	Budget to be considered for the next financial year. Three Councillors have taken the remuneration for 2023-24	All	2024-25 Budget review
8	<b>Asset and investment registers were complete, accurate and properly maintained.</b>	I am satisfied that this test was passed			

9	<b>Periodic and year-end bank account reconciliations were properly carried out</b>	I am satisfied that bank account reconciliations were properly carried out
10	<b>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed with the cashbook, were supported by an adequate audit trails from underlying records, and where appropriate, debtors and creditors were properly recorded.</b>	I am satisfied that this test has been met
11	<b>Trust funds</b>	Not applicable