

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the Council Meeting held at 7:30pm on the 13 November 2023.

Present: Councillors: CHAIR A Phillips
D Cross, J Drysdale, S Firth, D Meir,
D Moody-Jones and H Potter.

Also Present: Two members of the public, Councillor M Morgan,
Vale of Glamorgan Council and C Craven, Clerk.

166. No apologies received.

167. No declarations were received.

168. One member of the public addressed the Council. It was reported a dog owner was seen exercising their dog in the MUGA. He commended the great service being provided by the new publicans at The Three Horseshoes. Members and Councillor Morgan agreed that its reopening was an asset to the community. The member of the public also enquired on the campaign to address anti-social driving behaviour through the village. Councillor Firth reminded all present that the next Cuppa with a Coppa was the 24 November.

19.55 The member of the public of the left the meeting

169. Two applications for the vacant seat had been received. The Council thanked both applicants. Members discussed both and agreed as active members of the community both were worthy applicants.

It was **AGREED** that Susan Armitage be co-opted to the Council to address the gender imbalance. All seats on the Council were now occupied.

The Chair welcomed the newly co-opted Councillor Armitage to the meeting.

170. The Chair welcomed Councillor M Morgan to the meeting. Councillor Morgan reported he had been in touch with the police regarding the enforcement of the 20mph speed limit through the village. He was pleased the police had a presence at the last Village Market and hoped this would continue. Councillor Morgan will report the concern over the flashing speeding sign, current located in Pendoylan, not being moved to the Peterston Super Ely. The intention was to share the sign between the two villages. Councillor Morgan reported the Preferred Strategy for the Revised Development Plan had been published by the Vale of Glamorgan Council. He will continue to campaign for affordable small scale housing development in the ward.

20:15 Councillor Morgan left the meeting.

171. Correspondence from the Vale of Glamorgan listed below were noted.

- a) PSB-TCC exchange meeting notes - 10th October 2023
- b) Monitoring Officer meeting with Town and Community Councils
- c) Planning committee meeting 26 October

172. No comments were made for the planning application

- a) Planning Application No: 2023/01009/FUL (GW)

Location: Milverton

Proposal: Variation of and removal of a condition: Conditions 3, 4 and 7 amendment, 6 and 8 removed from 2022/01319/FUL - Erection of stables for personal use of occupiers of Milverton and as an ancillary equine dentist use with associated works.

The variation was discussed as it was a significant change but deemed a matter for Vale of Glamorgan Officers.

- b) Planning Application No: 2023/01014/FUL (WG)
 Location: Doggie Day Camp, Pont Sarn Lane
 Proposal : Proposes a change of use from the current equestrian use to a proposed sui generis use (Dog day care) of a further section, in addition to the site area of application 2021/01030/FUL to support the ongoing function of the business.
- c) Planning Application No: 2023/00887/CAC (GW)
 Location: The Croft, Ffordd yr Eglwys
 Proposal: Re-roofing with hip to gable loft conversion and rear dormer. Renovation of bungalow including demolition of lobby and alterations to fenestration.

173. It was **AGREED** that the minutes of the meeting held on the 9 October 2023 were confirmed as correct and duly signed by the Chair.

174. Interest for the vacancy in the office of Councillor had been received by the Chair. A short resume has been requested for Members to consider at its next meeting

175. It was **AGREED** that the following payment be approved;

74	Total Pensions Remittance for October	99.61
75	Summary of Clerks Salary and Expenses for October	421.48
76	Edenvale October invoice	375.00
77	Orbits IT October Invoice	32.66
78	Cllr J Drysdale. Remuneration of Office Consumables	52.00
79	4Seasons October Invoice	534.00
80	C Craven. Reimbursement – printer from Argos	29.99
81	Cllr S Firth. Remuneration of Office Consumables	52.00
82	Cllr A Phillips. Remuneration of Office Consumables	52.00
83	Cllr. H Potter Remuneration of Office Consumables	52.00
84	Cllr . d Muir Remuneration of Office Consumables	52.00
Due	ID mobile November Invoice – <i>Direct Debit</i>	5.00
	Eco communities Litter bin bags (1500 bags (vat 20% £14.67) = £73.33) – currently out of stock	88.00

176. It was **AGREED** that a financial contribution of up to £125 is made towards the cost of an open community festive event in December organised by The Three Horseshoes.

177. It was **AGREED** that a schedule of delegated powers during the month of December be granted as shown in *Appendix 1*.

178. It was **AGREED** that the Bank Reconciliations to the 31 October 2023 presented be accepted and approved. *Appendix 2*.

179. It was **AGREED** that the Budget be approved as shown with the following changes

- the Clerks salary calculations be increased in line with the recent announcement from the NJC for Local Government Services for the 2023-24 rates of pay.
- the Community Grant Fund is transferred to Ear Marked Reserves.
- the Community Projects and Asset improvement and maintenance Ear Marked Reserves are combined under Community Benefit
- the Christmas Tree budget remains at £250.

180. The Clerk will circulate the amended 2024-25 Budget and publish on the website. *Appendix 3*

181. It was **AGREED** that the precept levied for the 2024-25 financial year be set at £23,500.

182. Correspondence from One Voice Wales listed below was noted: -

- Bridgend, Cardiff and the Vale Area Committee - Interim October meeting information
- Keep Wales Tidy - Webinars for LPfN
- Advice and advocacy bodies list on our website!
- Celebrate 'Community Transport Week' within the sector
- Information from Utility Aid
- National Charity Tender Offering
- Revised Link - A video all about our National Charity Tender
- New Masters Qualification

- i) October 2023 Training Dates
 - j) November & December 2023 Training Dates
 - k) Reminder - Joint Event - One Voice Wales/SLCC
 - l) Review Of Democratic Health in The Community and Town Council Sector
 - m) Road Safety Strategy Consultation
 - n) Smart Towns Wales Programme
 - o) Public Appointments
 - p) Statistics University Student Placements
183. Correspondence from other bodies listed below was noted:
- a) Funding available for youth project or activity
 - b) School Traffic Management
 - c) Fairtrade in the Vale of Glamorgan
 - d) Fire service
 - e) GVS Fuel Poverty Fund
 - f) GVS Health Social Care & Wellbeing ebulletins
 - g) Vision Foundation - National Resilience Fund
 - h) Volunteering Wales Grants scheme
 - i) Town Councils - Councillor Allowances - Homeworking arrangements and consumables
 - j) Latest training from Planning Aid Wales
 - k) Openreach Full Fibre Plans for Peterston-Super-Ely
 - l) Penarth Town Mayor Halloween Event + Quiz night
 - m) Third Sector Small Grants Scheme - Community Action
 - n) WG awareness-engagement-and-representation-community-and-town-councils-call-evidence
 - o) Your Voice Matters to Us
- 21:01pm Councillor D Cross left the meeting
184. The Playground Inspection Report was noted. It was **AGREED** that repairs as shown in the report would be delegated to the Chair and Clerk up to the value of £500.
185. Plans for a festive community event at the Three Horseshoes were underway together with the Village Market. It was **AGREED** that each receive a donation of £125 towards costs.
186. It was noted that Councillor A Phillips was working to complete the Training Plan.
187. The Chair urged those Members who had not yet attended a Code of Conduct course to so as a matter of urgency. Councillor H Potter has booked a place and Councillor S Armitage will check to see if she is available to join that same session.
188. Three quotes were sought for the asset maintenance work. Two were provided. Having considered both it was **AGREED** that a contract for the work be awarded to The Veteran Building Company.
189. A complaint had been received about the muddy area in front of the gate in the Play Area.
It was **AGREED** that delegated powers be given to Councillors J Drysdale and D Muir to purchase gravel up to the value of £250. It is estimated a ton would be required. Both councillors have offered to carry out the work.
190. The Clerk asked for bank account details to be forwarded for payment of office consumables. It was noted that no budget was set aside for this financial year. Payment would be from General Reserves. A budget has been agreed to the 2024-25 financial year.
191. Councillor D Muir was in communication with the grave owner whose headstone needs attention, The matter is in hand.
192. Councillor J Drysdale reported back from the MUGA Working Group meeting. Notes will be circulated shortly.

The Maintenance schedule was close to be signed off, target is the New Year. TaSG breaks even on its receipts. As a result, it was not able to make a financial contribution towards the costs of the replacement bulbs.

A complaint about the lighting had been received about a dark band down the width of the MUGA. It was likely that the lights would need adjusting.

It was **AGREED** that the lighting company be contacted to quote.

193. A draft Consultation Report had been circulated. Councillor J Drysdale will coordinate response from Members to inform the Action Plan.

Meeting ended 21:48pm

Signed:

CHAIR

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Date: 20/01/2024

abigail phillips

2023-24 Banking arrangements for December 2023

During December the Council has no scheduled meetings.

Arrangements to make payments during this period need to be agreed by Council.

Below is a list of expected payments.

Council may wish to agree delegated powers to the nominated signatories, Cllrs A Phillips, D Moddy Jones, J Drysdale and H Potter to authorise the payments listed below.

Expected	£
Clerk's salary and expenses	436.24
Associated costs of Salary; Tax, NI and Pension Contributions	99.61
ID Mobile December	5.00
Orbits IT monthly services for November	32.66
Edenvale Memorial Field maintenance contract November 2022 cuts	0.00
4Seasons Churchyard and play area maintenance contract November '23	350.00
April, July and October Play Area Inspection VoG due Also, any associated costs for repairs	135.00
VoG Damaged matting repair from July inspection	Due
Annual independent play area inspections (July)	75.00
Audit fees expected (Guidance is between £160-£190. However, invoice received in August 22 was higher. No explanation offered by Audit Wales	301.00
Hall hire – none to date £20p/h (months; A M J J S O N) x14hrs = £280 + community event	Due

Time: 15:01

Bank Reconciliation up to 02/11/2023 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/10/2023	BACS#65	630.00		630.00		R <input type="checkbox"/>	4Seasons
09/10/2023	BACS#66	213.74		213.74		R <input type="checkbox"/>	d3signs
09/10/2023	BACS#67	32.66		32.66		R <input type="checkbox"/>	Orbits IT
09/10/2023	BACS#68	373.25		373.25		R <input type="checkbox"/>	J Drysdale
09/10/2023	BACS#69	129.13		129.13		R <input type="checkbox"/>	Shan Firth
09/10/2023	BACS#70	106.24		106.24		R <input type="checkbox"/>	Cardiff City Council PENSION
09/10/2023	BACS#71	462.61		462.61		R <input type="checkbox"/>	Clerk Salary
09/10/2023	BACS	342.00		342.00		R <input type="checkbox"/>	Defib store
09/10/2023	#R17		1,472.10	1,472.10		R <input type="checkbox"/>	Receipt(s) Banked
25/10/2023	DD#73	5.00		5.00		R <input type="checkbox"/>	ID Mobile
		<u>2,294.63</u>	<u>1,472.10</u>				

Bank Reconciliation Statement as at 02/11/2023
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	30/06/2023		43,119.01
			<hr/> 43,119.01
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			43,119.01
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			43,119.01
		Balance per Cash Book is :-	43,119.01
		Difference is :-	0.00

Your Account Statement



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

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

Date: 31/10/2023

Account Name: Peterston Super Ely Community Council

Swift Code (BIC): NWBKGB2L

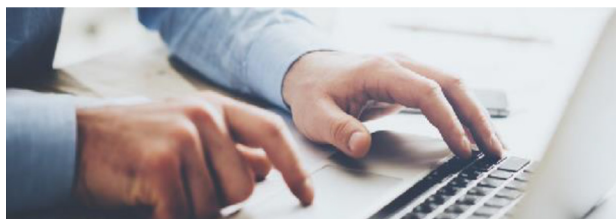
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20463261

Your arranged overdraft limit is £0.00

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

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Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/09/2023		Balance brought forward	£0.00	£0.00	£43,941.54
09/10/2023	Credit	HMRC VTR	£0.00	£1,472.10	£45,413.64
11/10/2023	Faster Payment Debit	B/P to: Defibstore	£342.00	£0.00	£45,071.64
11/10/2023	Faster Payment Debit	B/P to: CC pension fund	£106.24	£0.00	£44,965.40

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Statement number 021

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
11/10/2023	Faster Payment Debit	B/P to: J D Drysdale	£373.25	£0.00	£44,592.15
11/10/2023	Faster Payment Debit	B/P to: d3signs	£213.74	£0.00	£44,378.41
11/10/2023	Faster Payment Debit	B/P to: 4 Seasons Tree and	£630.00	£0.00	£43,748.41
11/10/2023	Faster Payment Debit	B/P to: C T Craven	£462.61	£0.00	£43,285.80
11/10/2023	Faster Payment Debit	B/P to: MRS SHAN FIRTH	£129.13	£0.00	£43,156.67
11/10/2023	Faster Payment Debit	B/P to: Orbits	£32.66	£0.00	£43,124.01
25/10/2023	Direct Debit	Direct Debit (ID MOBILE LIMITED)	£5.00	£0.00	£43,119.01

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Agreed Budget	2024-25
RECEIPTS	
Precept receipts	23,500
Grants	1,500
MUGA receipts	-
Churchyard Memorial Inscription Fees	750
Funeral Fees	1,100
Churchyard Maintenance Fee	2,000
Plot purchase fees	800
Playing fields	-
Allotments income	210
TOTAL RECEIPTS	29,860
PAYMENTS	
ADMINISTRATION	
Staff	
Clerks salary	5,750
Pension	1,200
Clerks expenses	480
Office costs	
Supplies	350
IT - support and software licences	750
IT new equipment	500
Insurance	1,500
Audit	360
COUNCIL COSTS	
Cllr Allowance	2,000
Training	350
Subscriptions	450
Hire of hall	300
Election costs	200
ASSETS & MAINTENANCE	
Churchyard inc. memorial gate	6,000
Playground inc. benches etc	3,000
Memorial Playing Field inc. benches, fencing etc	4,000
MUGA	100
Allotments	100
Village Environment	2,500
EVENTS & ACTIVITIES	
Xmas tree	250
Contingency budget	500
Community Grant	-
Total expenditure	30,640
EMR: Community Grant Fund	2,000
EMR: Community Benefit	15,000
EMR: Asset Improvement and Maintenance	-
EMR TOTAL	17,000

Bank opening balance 2023-24	£40,467
Expected surplus 2023-24	£1,942
Expected closing balance	£42,409

Payments	£30,640
Receipts	£29,860
Shortfall	-£780

Expected opening balance 2024-25	£42,409
Shortfall to be taken from General Reserves	£780
Total	£41,629
EMR total	£17,000
Expected General Reserves	£24,629