

# Peterston-super-Ely Community Council

## Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the Council's Ordinary Meeting held at 7.30pm on the 10<sup>th</sup> of November 2025.

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

Also present: Councillor Michael Morgan (from 7.30pm to 7.55pm)  
Val Harvey (RFO & Clerk)

Agenda Item	Discussion points	Action	Person
<b>25/125 Apologies for Absence</b>	None		
<b>25/126 Declarations of Interest</b>	Cllr Armitage is a neighbour of Planning Application 2025/01018/FU, Oakways Farm.		
<b>25/127 In Person Requests</b>	No members of the public were present.		
<b>25/128 Vale of Glamorgan Councilor Report</b>	<ol style="list-style-type: none"> <li>1. Reported that a textile recycling service, which will collect items from households rather than from drop off points, is being launched in VOG.</li> <li>2. Cllr Morgan will distribute a consultative document from Active Travel Network to PSECC Councillors.</li> <li>3. A joint meeting between Highways Dept and the 3 Community Councils has again been suggested by Cllr Morgan but no date has been set.</li> <li>4. It was agreed that Cllr Morgan would raise PSEs concerns regarding the closure of the railway crossing.</li> <li>5. Reported that following the report by the Boundary Commission the new Community Council will be known as Peterston-super-Ely Community Council or the Welsh equivalent, Cyngor Cymuned a Llanbedr-y-Fro, but will include St Georges and St Brides community councils.</li> </ol> <p>Cllr Morgan left meeting at 7.55pm.</p>	Raise PSECC Concerns	Cllr Morgan
<b>25/129 Approve Minutes of the meeting</b>	The Chair introduced the Minutes of the meeting held on the 20 <sup>th</sup> October 2025. It was RESOLVED that the Minutes are confirmed as a true and accurate record of the meeting. The Minutes were		

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<b>held on 20<sup>th</sup> October 2025 and review matters arising</b>	<p>proposed by Cllr Phillips and seconded by Cllr Cross. The Minutes were duly signed by the Chair.</p> <p>The action point spreadsheet was reviewed.</p>		
<b>25/130 Review of Correspondence received from Vale of Glamorgan</b>	<p>Correspondence received from the Vale of Glamorgan since the last meeting was NOTED.</p> <p>Concerns were raised regarding the lack of consultation and future plans regarding the closure of the railway crossing. It was AGREED that the Clerk will write to Network Rail.</p>	Write letter	Clerk
<b>25/131 Review of Correspondence received Planning Applications</b>	<p>The following planning applications had been received and were NOTED:</p> <ul style="list-style-type: none"> <li>• 2025/01018/FUL Oakways Farm, Station Road</li> <li>• 2021-00899 EAO Renishaw Plc</li> <li>• 2025-01084-FUL 13 Main Avenue</li> </ul> <p>It was AGREED that the Clerk will write to BT about the exchange station requesting that they note PSECCs interest if the area is to be sold at some point in the future.</p> <p>The Clerk reported that on 21.10.25 the Planning Dept acknowledged receipt of PSECC letter regarding their enquiry regarding any planning application to erect scaffolding in a property within PSE. Despite chasing on the 2.11.25 no response has been received so it was agreed Clerk will continue to chase.</p>	<p>Write letter</p> <p>Contact Planning</p>	<p>Clerk</p> <p>Clerk</p>
<b>25/132 Review of Correspondence received One Voice Wales</b>	Correspondence received from One Voice Wales since the last meeting was NOTED.		
<b>25/133 Review of Correspondence received from Members of the Public</b>	One item of correspondence for action had been received. A resident has requested that a crab apple tree in the Churchyard be “topped” as it is blocking out the light to their residence. The Clerk reported that a quote for this work was being obtained and APPROVAL was given for the work to be undertaken.	Obtain quote for approval	Clerk
<b>25/134 Neighbourhood Police Report</b>	The Crime Report for October was NOTED		

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<b>25/135 Review of Correspondence received from Other Bodies</b>	Correspondence received from other bodies since the last meeting was NOTED.		
<b>25/136 Clerk's Report</b>	The Clerk's report was NOTED.		
<b>25/137 Assets &amp; Maintenance Working Group Report</b>	<p>An update on the Riverside Clearance Project was given.</p> <ol style="list-style-type: none"> <li>1. A meeting with our existing garden services contractor, to discuss clearance and ongoing maintenance of the Village Green, has been arranged by Cllr Potter.</li> <li>2. A quote to hire a chipper to remove debris from the cleared riverbank area is being obtained.</li> <li>3. As agreed in the October Meeting (Minute 25/118), to comply with PSECC Standing Orders, obtaining a further 2 quotes for the Ash tree with Class 4 die-back is being progressed. The contractors have confirmed that they will deal with any Tree Preservation Order approval that is required for the work.</li> <li>4. The application for adverse possession is being progressed by Cllr Cross.</li> <li>5. As agreed in the October Meeting (Minute 25/118), a quote for the replacement of bollards has been obtained and, due to cost, to comply with PSECC Standing Orders two further quotes are being requested.</li> <li>6. As agreed in the October meeting (Minute 25/118), a quote to check the safety of the Oak trees that are overhanging the road near the bollards is in the process of being obtained. It was NOTED that these trees are in a Conservation Area and so relevant approval will be required for any pruning work undertaken.</li> <li>7. It was reported that Cllr Potter is in the process of arranging a meeting with the landowner of Area 3.</li> </ol>	Forward quotes to Clerk	Cllr Potter
<b>25/138 MUGA Working Group Report</b>	<ol style="list-style-type: none"> <li>1. TaSC Partnership <ol style="list-style-type: none"> <li>a. It was reported that TaSC has registered Cllr Drysdale as a trustee and that Cllr Potter is in the process of being registered.</li> </ol> </li> </ol>		

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	<p>b. Copies of the TaSC Annual Return and Accounts for the period from November 2023 to November 2024, which were recently submitted to the Charity Commission, were distributed to PSE Community Councillors prior to the meeting.</p> <p>c. It was AGREED that Cllr Cross should be registered as a TaSC trustee.</p> <p>d. Work to identify other Trustees and a Treasurer is progressing. Once the PSECC Councillors have been registered, a TaSC Trustee meeting will be organized.</p> <p>2. It was reported that the MUGA defibrillator is in location but has not yet been connected. A meeting to obtain a quote for installation of the equipment is scheduled for the 11.11.25.</p> <p>3. It was reported that the metal shed that has been selected is in a 'Black Friday' sale so it was agreed to purchase it immediately and store it in the existing MUGA clubhouse.</p> <p>4. A budget of £250 was AGREED for the purchase of plastic storage boxes and a toilet brush for the MUGA.</p> <p>5. It was AGREED that a quote for connecting electricity to the new MUGA shed be obtained.</p> <p>6. It was reported that some of the contractors who had been approached for quotes for preparing the shed base have queried the specification, so it was agreed that Cllr Meir will check the specification that was distributed to see if suggested alternatives are suitable.</p>	<p>Register as Trustee</p> <p>Obtain quote</p> <p>Obtain quote</p> <p>Send Shed Spec to Cllr Meir</p>	<p>Cllr Cross</p> <p>Cllr Drysdale</p> <p>Cllr Drysdale</p> <p>Cllr Drysdale</p>
<b>25/139 Village Environment Working Group Report</b>	<p>1. An update on potholes was given by Cllr Firth and Councillors were requested to report any new pot holes.</p> <p>2. A resident has complained about the condition of the fence at the rear of the BT Exchange Box and of the building itself. It was AGREED that the Clerk should write to BT.</p> <p>3. It was AGREED to purchase 50 St Johns Ambulance First Aid booklets, for free distribution within the village.</p> <p>4. A discussion took place regarding the Tennis Tournament. It was agreed that Cllr Firth will send details to Cllr Cross so that a meeting can be progressed during her absence.</p> <p>5. It was AGREED that a notification be included in the Parish Magazine and on Facebook, informing residents that PSECC funding for sporting events at the MUGA is available should a</p>	<p>Write letter</p> <p>Purchase leaflets</p> <p>Organise Meeting</p> <p>Write article</p>	<p>Clerk</p> <p>Cllr Drysdale</p> <p>Cllr Cross</p> <p>Cllr Firth</p>

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	<p>volunteer come forward to organize said events.</p> <p>6. A discussion took place regarding possible infringement of public rights of way within PSE and it was AGREED that the Clerk will write a letter requesting enforcement of public rights of way.</p>	Write letter	Clerk																																																																																
<b>25/140 Finance</b>	<p>1. The October 2025 Payment Schedule was AGREED and signed by the Chair and Vice Chair.</p> <table border="1"> <thead> <tr> <th>Budget</th><th>Payment Detail</th><th>Gross</th><th></th></tr> </thead> <tbody> <tr> <td>IT Support</td><td>INV-6265. MS Licence &amp; Backup</td><td>£32.66</td><td></td></tr> <tr> <td>Churchyard Maintenance</td><td>INV-3145 Churchyard Grass Cut &amp; Maintenance</td><td>£582.00</td><td></td></tr> <tr> <td>Playground Maintenance</td><td>INV-3145 Memorial Playground Grass Cut</td><td>£96.00</td><td></td></tr> <tr> <td>Office Costs</td><td>INV-56294535. Oct 2025</td><td>£5.00</td><td></td></tr> <tr> <td>Office Costs</td><td>Statement No 049. Service Charge Oct 2025</td><td>£6.00</td><td></td></tr> <tr> <td>MUGA</td><td>MUGA Mobile Order Id:668041655 - Oct)</td><td>£6.00</td><td></td></tr> <tr> <td>Mem Field Maintenance</td><td>INV-1576. Grass Cut Community Field x3</td><td>£450.00</td><td></td></tr> <tr> <td>IT Web Service</td><td>INV-5471. Website Hosting</td><td>£187.20</td><td></td></tr> <tr> <td>Pension</td><td>Clerk Pension VMH - August 2025</td><td>£156.87</td><td></td></tr> <tr> <td>Salary/Exp</td><td>Clerk Salary VMH - August 2025</td><td>£478.47</td><td></td></tr> <tr> <td>Hall Hire</td><td>INV-2218. Village Hall Hire for 2025-26</td><td>£520.00</td><td></td></tr> <tr> <td>MUGA Expenditure</td><td>Reimbursement of MUGA Expenditure</td><td>£172.70</td><td></td></tr> <tr> <td>MUGA Expenditure</td><td>INV6005075463 April to Oct 2025</td><td>£23.12</td><td></td></tr> <tr> <td>Comm Grants Fund</td><td>Grant for Walking Festival 2026</td><td>£100.00</td><td></td></tr> <tr> <td>Christmas Tree</td><td>Grant for Church Hall Christmas Tree</td><td>£150.00</td><td></td></tr> <tr> <td>Christmas Tree</td><td>Grant for 3 Horseshoes Christmas Tree</td><td>£150.00</td><td></td></tr> <tr> <td>Christmas Tree</td><td>Grant for Sportsmans Rest Christmas Tree</td><td>£150.00</td><td></td></tr> <tr> <td>Village Environment</td><td>INV17317 - Litter Bags</td><td>£82.80</td><td></td></tr> <tr> <td></td><td><b>TOTAL FOR MONTH</b></td><td><b>£3,348.82</b></td><td></td></tr> </tbody> </table> <p>2. The Bank Reconciliations for October 2025 was AGREED. Confirmed as correct and duly signed by the Chair and Vice Chair.</p> <p>3. The budget for 2026-27 was presented by the Clerk and APPROVED. The Precept for 2026-27 will be agreed at the Finance Committee Meeting which is to be held on the 27<sup>th</sup> November 2025.</p> <p>4. A grant application for £100 from the Valeways Walking Festival 2026 was APPROVED.</p>	Budget	Payment Detail	Gross		IT Support	INV-6265. MS Licence & Backup	£32.66		Churchyard Maintenance	INV-3145 Churchyard Grass Cut & Maintenance	£582.00		Playground Maintenance	INV-3145 Memorial Playground Grass Cut	£96.00		Office Costs	INV-56294535. Oct 2025	£5.00		Office Costs	Statement No 049. Service Charge Oct 2025	£6.00		MUGA	MUGA Mobile Order Id:668041655 - Oct)	£6.00		Mem Field Maintenance	INV-1576. Grass Cut Community Field x3	£450.00		IT Web Service	INV-5471. Website Hosting	£187.20		Pension	Clerk Pension VMH - August 2025	£156.87		Salary/Exp	Clerk Salary VMH - August 2025	£478.47		Hall Hire	INV-2218. Village Hall Hire for 2025-26	£520.00		MUGA Expenditure	Reimbursement of MUGA Expenditure	£172.70		MUGA Expenditure	INV6005075463 April to Oct 2025	£23.12		Comm Grants Fund	Grant for Walking Festival 2026	£100.00		Christmas Tree	Grant for Church Hall Christmas Tree	£150.00		Christmas Tree	Grant for 3 Horseshoes Christmas Tree	£150.00		Christmas Tree	Grant for Sportsmans Rest Christmas Tree	£150.00		Village Environment	INV17317 - Litter Bags	£82.80			<b>TOTAL FOR MONTH</b>	<b>£3,348.82</b>			
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	<p>5. A grant application for £150 for a Christmas Tree for the Village Hall was APPROVED.</p> <p>6. A grant application for £150 for a Christmas Tree for display outside of the Sportsman's Rest Inn was APPROVED.</p> <p>7. Subject to submission of a completed grant application form, a grant of £150 for a Christmas Tree for display outside of the Three Horseshoes Inn was APPROVED.</p> <p>8. A grant application for £50 for a Christmas Message in the Parish Magazine was APPROVED.</p> <p>9. No meeting is scheduled for December 2025, so delegated powers were given to the Chair and Vice Chair to approve any November payments.</p>		
<b>25/141 Items for Next Meeting</b>	None		
<b>25/142 Date of Next Council Meeting</b>	To note the next meeting will take place on the 12 <sup>th</sup> January 2026 at 7.30pm in the Village Hall.		

The meeting closed at 21.15 pm