

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the Council's Ordinary Meeting held at 7.30pm on the 8th of September 2025.

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

Also present: Councillor Michael Morgan (from 7.30pm to 7.50pm)
Val Harvey (Clerk & RFO)

Agenda Item	Discussion points	Action	Person/ dates
25/084 Apologies for Absence	Cllr Darren Meir		
25/085 Declarations of Interest	Cllr Armitage recommended an IT company that she personally uses.		
25/086 In Person Requests	No members of the public were present.		
25/087 Vale of Glamorgan Councilor Report	<p>1. A discussion took place regarding a petition about speeding that is being organised by a resident of PSE. It was reported that the resident had said it would be difficult to meet the deadline of the 29.9.25 required for petition to be delivered to next VOG Council meeting so it was AGREED that PSECC would offer the resident assistance in obtaining signatures for the petition.</p> <ul style="list-style-type: none"> • Cllr Firth to contact resident offering assistance and requesting that copies of petition be dropped with Cllr Potter. • Cllr Potter to leave copies of petition in Village Market, Village Shop and Village Hall • Cllr Cross to leave copy of petition in Three Horseshoes Inn • Cllr Armitage to contact school about leaving a copy of the petition at school • Cllr Phillips to organise facebook post to promote petition if resident feels that would be helpful. 	Contact resident to offer PSECC assistance.	Cllr Firth

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	<p>2. Cllr Morgan referred to an email he had shared with the PSECC Councillors on 2.9.25 regarding traffic management in the lanes around PSE. Due to a variety of factors, including budget constraints, there has been no significant progress made regarding a joint meeting between the Highways Dept and representatives from the three Community Councils about reviewing signage and weight/size limits in the lanes surrounding PSE. Cllr Morgan therefore proposed raising a formal motion at the next VOG Council Meeting on the 1.12.25 and will distribute the Motion to the three Community Councils beforehand to agree wording. He will also give advance notice to the Highways Dept that the Motion is being raised. It was agreed that, in the meantime, a joint meeting with Pendoylan CC be proposed.</p> <p>Cllr Morgan left meeting at 7.50pm.</p>	Contact Pendoylan CC Clerk.	Cllr Armitage
25/088 Approve Minutes of the meeting held on 14th July 2025 and review matters arising	<p>The Chair introduced the Minutes of the meeting held on the 14th July 2025. It was RESOLVED that the Minutes are confirmed as a true and accurate record of the meeting. The Minutes were proposed by Cllr Moody-Jones and seconded by Cllr Potter. The Minutes were duly signed by the Vice Chair.</p> <p>Due to time constraints the Action Point spreadsheet was not reviewed. Clerk to distribute and Councillors to update outside meeting.</p>	<p>Update website</p> <p>Update Action Point spreadsheet</p>	<p>Clerk</p> <p>All</p>
25/089 Review of Correspondence received from Vale of Glamorgan	Correspondence received from the Vale of Glamorgan since the last meeting was NOTED.		
25/090 Review of Correspondence received Planning Applications	<p>The following planning applications had been received and were NOTED:</p> <ul style="list-style-type: none"> • 2025/00552/FUL Land North of Milverton • 2025/00799/FUL 35 Le Sor Hill • 2025/00657/FUL White Lodge • 2025/00564/FUL Cenepyn House • 2025/007/32/FUL Lanlay Meadows <p>It was NOTED that PSECC were not informed of Planning Application 2025/007/32/FUL, which relates to the creation of a wildlife pond in Lanlay Meadows. Cllr Moody-Jones has contacted Planning to inform them of the error.</p> <p>The Clerk NOTED that on 21.7.25 the Planning Dept acknowledged receipt of PSECC letter regarding the planning</p>		

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	application for 2025-00577-FUL Silverdene. The resident had also written thanking PSECC for their support.		
25/091 Review of Correspondence received One Voice Wales	Correspondence received from One Voice Wales since the last meeting was NOTED. It was agreed that Cllr Drysdale would contact OVW for more information regarding hosting a Repair Café Wales Event.	Contact OVW	Cllr Drysdale
25/092 Review of Correspondence received from Members of the Public	One item of correspondence for action had been received. A resident had complained about the lack of sunshade in the playground. It was agreed that some of the trees growing in the hedge around the playground would be left to grow to increase shade and that some seedlings would be planted in hedge, where parts have died.	Check if Peterston Connect can assist with hedge Update resident	Cllr Moody- Jones Clerk
25/093 Neighbourhood Police Report	The Crime Reports for July and August were NOTED		
25/094 Review of Correspondence received from Other Bodies	Correspondence received from other bodies since the last meeting was NOTED.		
25/095 Clerk's Report	The Clerk's report was NOTED and the following points were AGREED: 1. Orbits IT Support – It was noted that from the 31.12.25, monthly support costs will increase from £32.66 to £123.00. It was agreed that an alternative supplier or more cost effective solution be identified. 2. To comply with PSECC Standing Orders, it was agreed to remove Cllr Moody-Jones from the list of people able to authorise bank payments. This means Cllr Phillips, Cllr Drysdale and Cllr Potter will remain as the 3 people able to authorise bank payments.	Send Clerk IT contact details Update bank signatories	Cllr Armitage Clerk
25/096 Finance Committee Report	1. As agreed in June Minute 25/066, the replacement Gavin & Stacey bench has been ordered and will be installed in the next couple of weeks. 2. It was reported that the bench at Ael-y-Bryn is being repaired so no replacement is required.		

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	<p>3. A budget of £200 for (fixed) planters and plants in Ael-y-Bryn was agreed.</p> <p>4. It was agreed to ask on the Ael-y-Bryn residents whatsapp group for volunteers to care for planters.</p>	Contact residents	Cllr Drysdale
25/097 MUGA Working Group Report	<p>1. No response has been received to the letter sent by the Clerk to the TASC trustees on the 11.6.25, or to Cllr Drysdale and Cllr Potter's attempts to arrange a meeting with the remaining Trustees. It was therefore AGREED to proceed as set out in the letter of the 11.6.25; namely to set up a sub-committee, comprising of community councillors, representatives of the community, user groups and other interested stakeholders to oversee the planning, management and development of the MUGA.</p> <p>2. There have been no further instances of vandalism. The overnight locking of the MUGA was suspended during the summer and will be monitored.</p> <p>3. As agreed in July Minute 25/079, the MUGA defibrillator and cabinet have been ordered. A quote for installation of the equipment is still outstanding but it was confirmed that the supplier is supplying two training courses as part of the purchase.</p> <p>4. A discussion took place regarding purchase of a storage container for the MUGA. Due to concerns over ease of opening, it was AGREED that a metal shed, rather than storage container be purchased. It was reported that the shed will require planning permission and location to be agreed as separate exercise.</p>	<p>Write letter informing TASC Trustees of our proposed next steps</p> <p>Obtain quote for defibrillator installation</p> <p>Agree location</p> <p>Obtain Planning Permission</p>	<p>Cllr Drysdale/ Clerk</p> <p>Cllr Drysdale</p> <p>Cllr Drysdale</p> <p>Cllr Phillips</p>
25/098 Assets & Maintenance Working Group Report	<p>An update on the Riverside Clearance Project was given.</p> <p>1. Clearance work by community volunteers is partially complete in Area 1a, which is immediately adjacent to the Village Green. Identification of how best to clear debris from the area, which is prone to flooding is still outstanding, and bramble is still to be cleared from area after September (due to nesting).</p> <p>2. It was reported that an application for adverse possession is being considered for area 2, the bollards section. NRW has indicated they will give permission for clearance work once ownership has been established.</p>		

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	<p>3. As agreed in July Minute 25/080, a quote for the replacement of bollards has been obtained.</p> <p>4. It was AGREED that a tree surgeon should be hired to check the safety of the tree overhanging the road near the bollards. PSECC don't own this land but feel a duty of care to ensure residents' safety.</p> <p>5. Cllr Firth has contacted the landowner of Area 3. Documentation regarding clearance proposals to be forwarded to landowner.</p> <p>6. PSECC were asked to consider purchasing a defibrillator for the Wyndham Park area, which has 120 properties, as there are now 3 defibrillators on one side of the river but none on the other. It was NOTED that the existing defibrillators are sited in community hub locations, where exercise is regularly being performed and, given that there are 3 in the village, the purchase of another by the PSECC cannot be justified, but this is perhaps something the WP residents association may wish to pursue on behalf of their residents.</p>	<p>Forward quote to Clerk</p> <p>Obtain Quote</p> <p>Forward documentation</p>	<p>Cllr Potter</p> <p>Cllr Potter</p> <p>Cllr Potter</p>
25/099 Churchyard Working Group Report	Nothing to report		
25/100 Village Environment Working Group Report	<p>1. Cllr Drysdale reported that the allotment clearance work has been completed.</p> <p>2. A discussion took place regarding the increase in dog waste that has been noticed in the playing field. It was agreed that a note be placed on facebook reminding residents of the need to clear up and that dog waste bags are provided on the site. It was also agreed that the Clerk should purchase additional supplies of waste bags.</p> <p>3. It was agreed to purchase an additional bin for the MUGA Clubhouse so that waste can be split between 'general' and 'recyclable' waste. A budget of £50 was AGREED.</p> <p>4. As previously mentioned in Minute 25/092 above, it was agreed that some of the trees growing in the hedge around the playground would be left to grow to increase shade and that some seedlings would be planted in hedge, where parts have died. It was also agreed that the rest of the hedge will</p>	<p>Order supply of bags</p> <p>Purchase bin</p> <p>Inform maintenance contractor</p>	<p>Clerk</p> <p>Cllr Drysdale</p> <p>Clerk</p>

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	<p>be cut slightly lower, to allow parents to see over more easily.</p> <p>5. The Clerk reported that it had been recommended that PSECC consider replacing the chain-link fence around the playground with sturdier material. It was suggested that the new fence should also be slightly higher. Clerk to arrange meeting between contractor and Cllr Drysdale, Cllr Moody-Jones.</p> <p>6. It was reported that the following courses have been arranged and invitations sent out to residents who expressed an interest in attending:</p> <ul style="list-style-type: none">• First Aid Courses on 6.10.25 at 2:30pm• First Aid Course on 14.10.25 at 7pm• Defibrillator Courses on 9.10.25 at 2pm• Defibrillator Course on 16.1.0.25 at 6.30pm <p>It was AGREED to donate £150 to St John’s Ambulance for hosting the first aid courses.</p> <p>It was AGREED to use water jugs rather than disposable bottles for refreshments for courses.</p>	<p>Arrange meeting</p> <p>Pay donation to St Johns</p>	<p>Clerk</p> <p>Clerk</p>																																																			
25/101 Finance	<p>1. The June 2025 Payment Schedule was updated to include an additional payment of £44.91 to HMRC. The revised schedule was AGREED and signed by the Chair and Vice Chair.</p> <p>2. The Payment Schedule for July was AGREED and signed by the Chair and Vice Chair.</p> <table><tr><th>Budget</th><th>Payment Detail</th><th>Gross</th></tr><tr><td>IT Support</td><td>INV-5637. MS Licence & Backup</td><td>£32.66</td></tr><tr><td>Churchyard Maintenance</td><td>INV-2852 Churchyard Grass Cut & Maintenance</td><td>£408.00</td></tr><tr><td>Playground Maintenance</td><td>INV-2852. Memorial Playground Grass Cut</td><td>£144.00</td></tr><tr><td>Office Costs</td><td>INV-51288261. July 2025</td><td>£5.00</td></tr><tr><td>Office Costs</td><td>Statement No 046. Service Charge July 2025</td><td>£6.00</td></tr><tr><td>Office Costs</td><td>Printer Cartridge</td><td>£36.53</td></tr><tr><td>MUGA</td><td>MUGA Mobile (Order Id 650305510- July)</td><td>£6.00</td></tr><tr><td>Pension</td><td>Clerk Pension VMH - July 2025</td><td>£165.51</td></tr><tr><td>Salary/Exp</td><td>Clerk Salary VMH - July 2025</td><td>£692.14</td></tr><tr><td>Training</td><td>Inv-BK221984-1. Agendas & Minutes Course</td><td>£72.00</td></tr><tr><td>Training</td><td>Inv-BK222540-1. New Clerk Series 3 Course</td><td>£24.00</td></tr><tr><td>Training</td><td>Inv-BK222541-1. New Clerk Series 4 Course</td><td>£24.00</td></tr><tr><td>MUGA Expenditure</td><td>Inv-CH3040 - Defibrillator & Cabinet</td><td>£1,457.00</td></tr><tr><td>MUGA Expenditure</td><td>Vermont Sports - tennis net straps</td><td>£35.67</td></tr><tr><td>MUGA Expenditure</td><td>Screwfix - various MUGA and notice boards</td><td>£48.34</td></tr><tr><td>Village Environment</td><td>Screwfix - hinges for notice boards</td><td>£13.59</td></tr></table>	Budget	Payment Detail	Gross	IT Support	INV-5637. MS Licence & Backup	£32.66	Churchyard Maintenance	INV-2852 Churchyard Grass Cut & Maintenance	£408.00	Playground Maintenance	INV-2852. Memorial Playground Grass Cut	£144.00	Office Costs	INV-51288261. July 2025	£5.00	Office Costs	Statement No 046. Service Charge July 2025	£6.00	Office Costs	Printer Cartridge	£36.53	MUGA	MUGA Mobile (Order Id 650305510- July)	£6.00	Pension	Clerk Pension VMH - July 2025	£165.51	Salary/Exp	Clerk Salary VMH - July 2025	£692.14	Training	Inv-BK221984-1. Agendas & Minutes Course	£72.00	Training	Inv-BK222540-1. New Clerk Series 3 Course	£24.00	Training	Inv-BK222541-1. New Clerk Series 4 Course	£24.00	MUGA Expenditure	Inv-CH3040 - Defibrillator & Cabinet	£1,457.00	MUGA Expenditure	Vermont Sports - tennis net straps	£35.67	MUGA Expenditure	Screwfix - various MUGA and notice boards	£48.34	Village Environment	Screwfix - hinges for notice boards	£13.59		
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	Playground Maintenance	Steel Ropes - fittings for playground gates	£67.98																																											
	Playground Maintenance	Screwfix - Gate Hinges	£56.15																																											
	Village Environment	Simply Plastics - Notice Boards	£45.53																																											
	Allotment Expenditure	VOG : Removal of Wasps Nest	£80.00																																											
	MUGA Expenditure	Cable Ties for Tennis Nets	£5.11																																											
	Training	Clerk Training Course - Inv-33102	£103.20																																											
	Mem Field Maintenance	INV-1365. Grass Cut Community Field x2	£250.00																																											
		TOTAL FOR MONTH	£3,778.41																																											
	3. The Payment Schedule for August 2025 was AGREED and signed by the Chair and Vice Chair.																																													
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4. The Bank Reconciliations for July and August 2025 were AGREED. Confirmed as correct and duly signed by the Chair and Vice Chair.																																														
5. It was AGREED that The Clerk’s salary, defined as “Salary Point 20 within the LC2 range as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks”, be increased in line with the “Local Government Pay Award 2025/26” which was distributed by OVW on the 24.7.25. New pay rate is £16.90 per hour.																																														
6. The Clerk reported that an email, enquiring about a grant, had been received from Croes Y Parc Chapel but that, despite chasing, no formal application has been received.																																														

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	<p>7. An email requesting approval to proceed immediately with the removal of a hornet nest in the allotments was distributed on 22.7.25. Councillors had already given their approval to proceed by email but permission to proceed at a cost of £80 was CONFIRMED.</p> <p>8. It was reported that the fees for the Churchyard had been reviewed by Cllr Phillips and the Clerk, and a proposal to update them to bring them in line with other local churchyards was presented. It was AGREED that the “Churchyard Maintenance Fee” of £500 per plot be replaced with an Administration Fee of £50 for memorials and £75 for Grants of Exclusive Rights and Interment Fees.</p>	Update website	Clerk
25/102 Review and Confirm Governance Documents	<p>1. The following governance documents were APPROVED:</p> <ul style="list-style-type: none"> • Social Media Policy 2025-26 • Financial Regulations 2025-26 • Financial Reserves and Funds Policy 2025-26 • Grant Criteria and Procedure Policy 2025-26 • Welsh Language Scheme Policy 2025-26 • Churchyard Regulations 2025-26 • Concerns and Complaints Policy 2025-26 • Freedom of Information Request Policy 2025-26 • Standing Orders 2025-26 <p>2. The removal of the “Terms of Reference” document, last updated in November 2019, was APPROVED.</p> <p>3. The removal of the “Scheme of Publication” Policy, as it is a duplicate of the “Freedom of Information Policy”, was APPROVED.</p> <p>4. It was AGREED that draft Minutes be distributed to all Councillors before publication on the website and Village noticeboard.</p> <p>5. It was AGREED to investigate the purchase of a PO Box so that the Clerk’s home address can be removed from general publication.</p> <p>6. It was AGREED that all personal contact details for Councillors, including phone numbers and addresses, should be removed from the website and the Parish magazine.</p>	<p>Update website</p> <p>Remove from Website</p> <p>Remove from Website</p> <p>Investigate PO Box</p> <p>Contact Parish Magazine</p> <p>Update website</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Drysdale</p> <p>Cllr Firth</p> <p>Clerk</p>

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25/103 AOB	1. It was reported that a resident has requested that the MUGA be marked for Pickleball. The resident has offered to fund 50% of the cost if required. It was AGREED that this will be considered by the new MUGA sub-committee, once established and that the resident who volunteered to contribute to the funding of it will be invited to join the sub-committee.	Add to sub-committee TOR	Clerk
	2. A suggestion to host a Tennis tournament in 2026 was c/fwd to the next PSECC Meeting on 20.10.25.	Include in October Agenda	Clerk
25/104 Date of Next Council Meeting	To note the next meeting will take place on the 20 th October 2025 at 7.30pm in the Village Hall.		

The meeting closed at 21.30 pm