

# Peterston-super-Ely Community Council

## Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the Council's Ordinary Meeting held at 7.30pm on the 9<sup>th</sup> of June 2025.

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

Also present: Clerk, Val Harvey

Agenda Item	Discussion points	Action	Person/ dates
<b>25/051</b> <b>Apologies for</b> <b>Absence</b>	None		
<b>25/052</b> <b>Declarations</b> <b>of Interest</b>	Cllr Armitage recommended a company, that she personally knows, as a possible candidate for clearing the allotments.		
<b>25/053</b> <b>In Person Requests</b>	No members of the public were present.		
<b>25/054</b> <b>Vale of Glamorgan</b> <b>Councilor Report</b>	Cllr Michael Morgan was not present for the meeting.  The Clerk reported that they had emailed a copy of the meeting Agenda and a reminder about the two outstanding action points, namely: <ul style="list-style-type: none"> <li>• Cllr Morgan to send link to VOG Scrutiny Committee Structure.</li> <li>• Cllr Morgan to send Cllr Firth contact details of all VOG Councillors.</li> </ul>		
<b>25/055</b> <b>Approve Minutes</b> <b>of the meetings</b> <b>held on 19<sup>th</sup> May</b> <b>2025 and review</b> <b>matters arising</b>	It was AGREED that the minutes of the Annual meeting held on the 19th of May 2025 were confirmed as correct and duly signed by the Chair.  It was AGREED that the minutes of the monthly meeting held on the 19th of May 2025 were confirmed as correct and duly signed by the Chair.  The Action Point spreadsheet was reviewed and updated (see attached).	Update website	Clerk (May)

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<b>25/056 Clerk's Report</b>	<p>The Clerk presented their update report.</p> <p>a) The Declaration of Members' Interests for 2024-25 and the current year has been produced and uploaded onto the website to comply with guidance.</p> <p>b) The "Statement of Payments made to Members of Peterston Super Ely Community Council for the financial year April 2024 to March 2025" has been produced. To comply with guidance the document has been submitted to <a href="mailto:remuneration@dbcc.gov.wales">remuneration@dbcc.gov.wales</a> and uploaded onto PSECC Website.</p> <p>c) The Clerk reported that many of the plants in the village planters died but have been replaced by a resident at their own cost. The Clerk had sent a thank you as the resident does not want reimbursing, but it was AGREED the Cllr Cross will buy them a small thank you gift.</p>	<p>Clerk to share statement with Wales Audit Office to ensure compliance.</p> <p>Buy gift</p>	<p>Clerk</p> <p>Cllr Cross</p>
<b>25/057 Review of Correspondence for Action received from Vale of Glamorgan</b>	<p>Correspondence received from the Vale of Glamorgan since the last meeting was noted.</p> <p>a) The MUGA and Playground Operational Inspection report from VOG (Gareth Oakes) for April 2025 was noted and the Clerk confirmed that no immediate action is required. It was AGREED that these visits, at a cost of £55 per visit, should be continued for the year 2025-26.</p> <p>b) A consultation email regarding the Local Development Plan has been received. Cllr Phillips to respond using online portal when available regarding the Barry site.</p>	<p>Inform VOG of requirement to continue inspections</p> <p>Submit comments</p>	<p>Clerk</p> <p>Cllr Phillips</p>
<b>25/058 Review of Correspondence for Action received Planning Applications</b>	<p>No new planning applications had been received.</p> <p>It was noted that planning approval has been granted to planning application 2025/00366/FUL – 7 Main Avenue</p>		
<b>25/059 Review of Correspondence for Action received One Voice Wales</b>	<p>Correspondence received from One Voice Wales since the last meeting was noted.</p> <p>a) Cllr Drysdale reported that no grant notifications received during the period were applicable to PSECC.</p>		

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	<p>b) It was AGREED that Cllr Moody Jones would continue to act as the PSECC representative on OWV Area Committee Meetings for the year 2025-26</p> <p>c) The Clerk reported that OVW are offering free training courses to Councillors so requested that everyone review the training courses available and contact Clerk if they wish to take advantage of offer.</p>	<p>Inform OVW</p> <p>Review Courses available</p>	<p>Clerk</p> <p>All</p>
<b>25/060 Review of Correspondence received from Members of the Public</b>	<p>Two items of correspondence had been received.</p> <p>a) Email received regarding hedge cutting from a resident bordering the churchyard. It was agreed to ask 4 Seasons Garden Services to perform the requested work.</p> <p>b) The Clerk reported they had received a grant enquiry from a Swansea based Children's Cancer charity. The Clerk had sent the application form, but advised that priority is given to local causes. The Charity confirmed that it is not local and so would not be pursuing the application, but the Clerk had agreed to check if the Council would consider offering complimentary use of the Playing Field if the charity was looking to hold a local fund-raising event. This was agreed in principle subject to a formal application, with accompanying risk assessment and proof of appropriate insurance, being submitted for approval.</p>	<p>Contact contractor</p> <p>Inform Chairty</p>	<p>Clerk</p> <p>Clerk</p>
<b>25/061 Neighbourhood Police Report</b>	<p>Correspondence received from the Police was noted.</p> <p>The May Crime Report was:</p> <ul style="list-style-type: none"> <li>• 01/05 – Peterston Super Ely (PSE) – theft – theft from motor vehicle – false call with good intent, no theft</li> <li>• 03/05 – PSE – damage – damage to MUGA – no suspects identified</li> <li>• 08/05 – PSE – damage – damage to MUGA – no suspects identified</li> <li>• 16/05 – PSE – damage – damage to park – no suspects identified</li> <li>• 25/05 – St Georges Super Ely – damage – neighbour related dispute, enquiries ongoing</li> <li>• 29/05 – Hensol – drugs – cannabis factory – one person charged</li> </ul>		

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	It was reported that there has been no further instances of vandalism and that the Police are continuing to perform regular patrols when resources available.		
<b>25/062 Review of Correspondence for action received from Other Bodies</b>	<p>Correspondence received from other bodies since the last meeting was noted.</p> <ul style="list-style-type: none"> <li>• Cllr Drysdale had reviewed emails received regarding grants and reported that no grants were applicable to PSECC. A grant application for a defibrillator has been submitted to Calon Hearts.</li> <li>• Cllr Phillips reviewed various surveys received this month</li> </ul>		
<b>25/063 Councillor Reports</b>	<p><b>a) Finance Working Group (Cllr Phillips)</b></p> <ol style="list-style-type: none"> <li>1. An update on the results of the Internal Audit was given and, to formalize the financial processes, it was agreed that a Finance Committee rather than a Working Group be set up. TOR for Committee to be distributed to all Councillors.</li> <li>2. The date of the next meeting was changed from the 17.6.25 to the 10.7.25 so that the Clerk could attend. This will now focus on reviewing the budget process and establishing priorities and will report back at July Council Meeting.</li> </ol> <p><b>b) MUGA Partnership Agreement &amp; Vandalism (Cllr Drysdale)</b></p> <p>It was reported that a meeting was held with TASC on 9.6.25 but unfortunately no significant progress was made towards finalising a partnership agreement. This was because a TASC trustee objected to the proposal that two CC councillors joined the three existing TASC trustees to widen membership and spread the workload. This trustee also wanted TASC to choose which CC council representative would join TASC. The CC discussed these issues and felt a 2:3 ratio was desirable to enable a representative view of the council on TASC. It also did not accept the proposition of TASC trustees 'appointing' CC members, as councillors are themselves volunteers working in the best interest of the community.</p> <p>The council remained frustrated that a working partnership could not be agreed with TASC. It was noted that since TASC handed back responsibility for the MUGA in March 2024, they have not fulfilled their remit of maintaining and promoting the MUGA for the good of the community. The CC therefore discussed alternative models that would deliver this for the</p>	Distribute TOR	Cllr Phillips

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	<p>community. One suggestion was that the CC continue to run and maintain the MUGA, drawing in wider help from MUGA users and other village volunteers.</p> <ol style="list-style-type: none"> <li>1. It was AGREED that the Clerk would write a letter to all the TASC Trustees outlining the Council's position on these points. Should TASC not accept what the Council believe to be fair terms, then a wider group would be established in September. TASC could choose to join this group and remain involved should they wish to.</li> <li>2. It was also AGREED to seek clarification in this letter about how funds currently held by TASC could be accessed by the Council (or other parties) in maintaining and promoting the MUGA in the future.</li> <li>3. It was reported that, to prevent further vandalism, the MUGA is still being locked overnight by PSECC Councillors.</li> </ol> <p>c) <b>Annual Report including re-adoption of Policies (Cllr Phillips)</b> It was AGREED that the Annual Report and the updated PSECC Biodiversity Policy 2025 were confirmed as correct and duly adopted. Clerk to upload onto website</p>	<p>Clerk to write TASC Partnership Agreement Letter</p> <p>Update website</p>	<p>Clerk/ Cllr Drysedale</p> <p>Clerk</p>																								
<b>25/064 Finance</b>	<p>a) It was AGREED that the Statutory Annual Return for the Year Ended 31.3.25 and the accompanying Information Sheet were confirmed as correct and duly signed by the Chair. Clerk to submit audit information to Audit Wales.</p> <p>The Internal Auditor's report was reviewed and the Clerk's proposal to implement recommendations made in the report to improve the PSECC Audit Process was approved.</p> <p>b) The Payment Schedule for May 2025 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>Grants</td><td>Grant for Relaxation Area</td><td>£1,000.00</td><td></td></tr> <tr> <td>Christmas Tree</td><td>Christmas Tree for Xmas 2023</td><td>£100.00</td><td></td></tr> <tr> <td>Audit</td><td>INV-001. Internal Audit for 2024-25</td><td>£200.00</td><td></td></tr> <tr> <td>Memorial Field Maintenance</td><td>INV-260525. Installing Memorial Bench</td><td>£320.00</td><td></td></tr> <tr> <td>MUGA Expenditure</td><td>INV-2009. MUGA Deep Clean and Drag Brush</td><td>£801.17</td><td></td></tr> </tbody> </table>	Budget	Payment Detail	Gross		Grants	Grant for Relaxation Area	£1,000.00		Christmas Tree	Christmas Tree for Xmas 2023	£100.00		Audit	INV-001. Internal Audit for 2024-25	£200.00		Memorial Field Maintenance	INV-260525. Installing Memorial Bench	£320.00		MUGA Expenditure	INV-2009. MUGA Deep Clean and Drag Brush	£801.17		<p>Submit to Audit Wales</p> <p>Implement Plan</p>	<p>Clerk</p> <p>Clerk</p>
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	Memorial Field Maintenance	INV-1239. Grass Cut Community Field x3 in May	£375.00		
	IT Support	INV-5025. MS Licence & Backup	£32.66		
	Office Costs	Apr-25	£5.00		
	Churchyard Maintenance	INV-2642. Grass Cutting & Maintenance of Churchyard	£579.60		
	Playground Maintenance	INV-2642. Grass Cutting of Memorial Playground	£120.00		
	Office Costs	Statement No 044. Service Charge May 2025	£6.00		
	Pension	Clerks Pensions - April 2025 Correction	£37.77		
	Pension	Clerk Pension VMH - May 2025	£196.15		
	Salary/Exp	Clerk Salary VMH - May 2025	£714.44		
	Tax HMRC	Clerk Tax VMH - May 2025	£63.20		
	Cllrs Allowance	Councillors Allowance 2025-26	£208.00		
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		<b>TOTAL FOR MONTH</b>	<b>£6,214.99</b>		
	<p>c) The Bank Reconciliations for April and May were AGREED. Confirmed as correct and duly signed by the Chair and Vice Chair.</p> <p>The First precept payment of £8000 was received on 29.4.25.</p> <p>The year end VAT return for 2025-25 was submitted and a sum of £760.28 was received on 8.5.25.</p>				
	d) The schedule and process for Quarterly Annual Reviews will be discussed at the Finance Committee Meeting and an update will be given at the Full Council Meeting on the 14.7.25			Include in July Agenda	Clerk
	(a) Approval of Quotes - The proposal for JRM Services to conduct limited MUGA path repairs, on a section of the path near to the gate, was AGREED, and a maximum budget of £250 was set (based on the estimate of £180 (£45 per hour for ½ days work).			Inform JRM Services	Clerk

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<b>25/065 Review and Confirm Governance Documents</b>	<p>a) Standing Orders – carried forward to the next Full Council Meeting on the 14.7.25</p> <p>b) Financial Regulations – The updated document was approved</p> <p>c) Publication Scheme – The document has been checked by Cllr Cross but Clerk to check that it isn't duplicated in other governance documents</p> <p>d) Code of Conduct – The document was approved</p> <p>e) Financial &amp; Business Risk Assessment – Various changes were made to the document so this will be updated and submitted at the next Full Council Meeting on the 14.7.25</p>	<p>Include as Agenda Item</p> <p>Upload on website</p> <p>Review for duplication</p> <p>Upload to website</p> <p>Update and re-distribute document</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<b>25/066 AOB</b>	<p>It was reported that the bench donated by the Gavin &amp; Stacy Production Team is broken. A vote on whether to replace the bench was held (7 votes 'for' and 1 abstention) and a replacement budget of £600 was AGREED.</p> <p>The Clerk requested that all Councillors' check their contact details on the PSECC website and submit a photo for inclusion on the website.</p> <p>It was AGREED that photos would not be included in the Parish Magazine, with the exception of Cllr Cross with an announcement of his new role as Chair.</p>	<p>Inform Church and obtain quote</p> <p>Send photo</p>	<p><b>TBC ?</b></p> <p>All</p>
<b>25/067 Date of Next Council Meeting</b>	To note the next meeting will take place on the 14 <sup>th</sup> July 2025 at 7.30pm in the Village Hall.		

The meeting closed at 21.40 pm