



Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Council Meeting held at 7.30pm on the 14th of April 2025.

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

Also present: Clerk, Val Harvey

Agenda Item	Discussion points	Action	Person/ dates
25/001 Apologies for Absence	None		
25/002 Declarations of Interest	Cllr Moody Jones declared he is Chairman of Peterson Connect.		
25/003 Members of the public invited to speak	No members of the public were present.		
25/004 Vale of Glamorgan Councilor Report	<p>The Chair welcomed Cllr Michael Morgan. He reported that:</p> <ol style="list-style-type: none">1. The white lines at the top of Logwood have been completed.2. Signs are to be erected at the start of the next financial year.3. Concern was raised by PSECC over the flooding risk posed by the debris left by contractors performing pollarding work in the riverside area. Cllr Morgan agreed to ask Council to chase contractors regarding clearance of the but felt that it was unlikely that the contractors would return and suggested establishing a community project to clear the area. Since the land concerned is not registered and the owner is unknown, concern was raised about potential trespass and insurance issues. A discussion about whether PSECC should apply for ownership took place but there were concerns about ongoing maintenance costs so it was agreed this would not be pursued at this time.	Cllr Morgan to send Cllr Firth contract details of all VOG Councillors	

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25/005 To approve Minutes of the meeting held on 10th March 2025 and review matters arising	The minutes for February 2025 meeting and March 2025 Meeting were agreed and will be sent to the Chair for electronic signature.	Send Minutes and update website	Clerk (April)
25/006 Correspondence received from Vale of Glamorgan	Correspondence received from the Vale of Glamorgan since the last meeting was noted.		
25/007 Correspondence received Planning Applications	<p>No objections were raised to the following applications:</p> <ul style="list-style-type: none"> • 2023/00697/FUL - Pwll Y Min Farm, Main Avenue • 2024/01034/FUL - Milverton Lane <p>Planning App 2024/01171/FUL The Croft Ffordd Yr Eglwys – A response to PSECC Clerk's letter of the 27.01.25 and to Minutes 24/182 and 24/187. The Planning Dept say the correct consultation letter was sent by them to PSECC on the 23.12.2024 so a re-consultation is not necessary. With regard to the PROW, this has been noted by Planning and has been forwarded to the Council's Planning Enforcement Dept and the Countryside Dept for investigation – however this does not prejudice the determination of the planning application.</p>		
25/008 Correspondence received One Voice Wales	<p>Correspondence received from One Voice Wales since the last meeting was noted.</p> <p>It was reported that PSECC Membership of OVW is due to expire on 30.3.25 and will cost £159pa to renew. It was agreed to renew membership.</p> <p>It was agreed that Cllr Moody-Jones would be responsible for the Section 6 report regarding PSECCs Biodiversity and Ecosystems Resilience Duty.</p>	<p>Submit renewal application</p> <p>Send copies of all emails regarding report to Cllr Moody-Jones</p>	<p>Clerk (April)</p> <p>Clerk (April)</p>
25/009 Correspondence received from Members of the Public	No correspondence received.		

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25/010 Neighbourhood Police Report	<p>Correspondence received from the Police was noted.</p> <p>A query was raised about the February crime figures at the last meeting regarding incident 01/02 in Clawddcoch and the fact that no suspects were identified for the incident of anti-social behaviour. The Police have responded to the query raised by the Clerk saying that this was because the victim had stated that they only wanted the matter logged. The Police confirmed that the vehicle involved is linked to the incident so there is a record of it, but that the owner has not been traced as the reporting person did not want to pursue a complaint.</p> <p>The Police were invited to the PSECC Meeting but were unable to attend.</p>																								
25/011 Correspondence received from Other Bodies	<p>Correspondence received from other bodies since the last meeting was noted.</p> <ul style="list-style-type: none">• Cllr Drysdale to review Democratic Engagement Grant and Strong Communities Grant to check if they are applicable to PSECC.• Cllr Phillips to review the two surveys received this month (regarding planning and travel).	Send copies of all emails regarding grants and surveys to relevant Councillors	Clerk (April)																						
25/012 Revised procedure for dealing with correspondence	<p>It was agreed that the Clerk will forward emails as they arrive to the Councillor responsible, as well as saving the correspondence on One Drive so that everybody has access to everything, should they so wish to.</p> <table><tr><th>Theme</th><th>Contact Name</th></tr><tr><td>Grants</td><td>John Drysdale</td></tr><tr><td>Consultations</td><td>Abi Phillips</td></tr><tr><td>Road Closures</td><td>Need Volunteer</td></tr><tr><td>Policing</td><td>Shan Firth</td></tr><tr><td>Environmental Issues</td><td>David Moody-Jones</td></tr><tr><td>River Management</td><td>Huw Potter</td></tr><tr><td>Seminars / Webinars / Training</td><td>All Councillors</td></tr><tr><td>Planning</td><td>All Councillors</td></tr><tr><td>Misc (requiring action)</td><td>Chair</td></tr><tr><td>Complaints / issues raised</td><td>Clerk</td></tr></table>	Theme	Contact Name	Grants	John Drysdale	Consultations	Abi Phillips	Road Closures	Need Volunteer	Policing	Shan Firth	Environmental Issues	David Moody-Jones	River Management	Huw Potter	Seminars / Webinars / Training	All Councillors	Planning	All Councillors	Misc (requiring action)	Chair	Complaints / issues raised	Clerk		Clerk (April)
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25/013 Councillor Reports	<p>a) Update on Highways Issues (Cllr Firth)</p> <ol style="list-style-type: none"> 1. Work on fencing on the raised pavement has been completed. 2. PSECC has previously raised concerns about the inadequacy of the “low clearance” signs near the railway bridge (by Station Terrace) and reported that a sign was missing. It has been agreed that the missing sign will be replaced and issues regarding other signage are being monitored. In addition, chevrons have been put in place which should improve the situation. The stone wall at the end of Station Terrace / Main Road was damaged and is awaiting repair by Highways / Network Rail (as it is believed NWR van hit it when putting up the chevrons). 3. Concerns over flood risk posed by the pollarding of trees near Village Green raised with Cllr Morgan earlier in this meeting as it is felt that debris is likely to cause flooding in heavy rain. Emails have been sent by PSECC on 10.3.25 and 31.3.25 and it was also reported to Natural Resources Wales (NRW) who stated that the riverbank was not their responsibility. 4. NRW has now removed the tree that had fallen across the river downstream from the white bridge, but wouldn’t remove the logs, branches and twigs. 5. Potholes - It was reported that the potholes in Logwood and through GYS have been repaired as well as the deep potholes on Station Terrace. There are still some outstanding in Wyndham Park Way but these are due to be repaired in the next 7-10 days and some holes marked with a dot are being monitored as they are not yet deep enough. The junction of Wyndham Park Way and the Main Road requires a large area of re-tarmacing. We have been advised that this is high on the agenda but there are budget restrictions. Kyle Snooks will be visiting shortly to assess. 6. We have requested a resurface of Ffordd Yr Eglwys / Church Lane, on the junction by the “phone box”. VOG are monitoring it, but it is not deemed sufficient for repair yet. One patch has been completed by the Jubilee Boy Scouts Camp and the others in that area will be done shortly. VOG has confirmed they will repair potholes with a large patch near the railway bridge by Glanafon Lodge (Sportsman’s side of the bridge) but other holes are not currently deemed to be bad enough for repair yet. It was noted that Network Rail need to give permission to do anything on or with the bridge. 		

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	<p>7. It was reported that Mike Clogg from the VOG has replied to our numerous emails to state that there is no budget for the installation of “flashing signs” / VAS in PSE. The cost is prohibitive and would have to be borne by PSECC, so it was agreed to not pursue this.</p> <p>8. It was reported that the painted lines at the dangerous Junction (top of Logwood/Pendoylan Hill) have been completed but the new sign is still outstanding. No date for sign as there is currently no budget to cover cost. Cllr Firth to follow up.</p> <p>9. The white lines past Sportsman’s to the stone bridge and the yellow lines opposite the 3 Horseshoes (Ael Y Bryn) are now completed.</p> <p>10. Greenlinks Community Transport Service - Cllr Firth has had a meeting with the organiser, Emma, who is promoting the use of a transport service for the residents of Peterston and surrounding areas. Further details of the service can be found in the latest Parish magazine. Posters have been put on the village notice boards and leaflets have also been left by the front door of the Village Hall. An appeal has been put out for local volunteer drivers to help with the service.</p> <p>11. The VOG are now on a 13-week cycle to clear the aggregate which builds up on the road junctions especially on Trehedyn Lane and Station Terrace junctions.</p> <p>12. We have been Informed that the Council are in touch with the landowners regarding cutting back of the grass and weeds on the corner of Wyndham Park Way and the main road and the junction of Station Road and the Main Road.</p> <p>b) Update on Maintenance Issues (Cllr Phillips)</p> <p>1. The church wall, from stile to lych gate, and the hinges have been repaired. The work to re-point the wall at ground level is still outstanding but is scheduled to be done once contractor is available.</p> <p>2. The churchyard shed has been re-roofed.</p> <p>3. The work to repair the Churchyard Noticeboard sign is outstanding but is scheduled to be done. It has been confirmed that the Church is happy to change the sign that is inset in noticeboard (ensuring that it is the same physical size).</p> <p>4. Cllr Phillips has met with one contractor and is scheduled to meet with James Mortimer to discuss the path from</p>		

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	<p>the MUGA to the blue gate. Final quote outstanding; need to identifier third supplier.</p> <p>5. It was agreed to set budget of approximately £500 to purchase a hardwood oak memorial bench with plaque for Steve Davies. Need to locate supplier who will invoice PSECC and agree wording for plaque.</p> <p>6. It was reported that the bollards at the side of the road near the Sportsman's Rest still need replacing / repairing. One was the large PROW bollard by the white bridge. This should be repaired by the PROW officer at the Vale. Cllr Potter agreed to share the contact with the Clerk so that she could arrange. The smaller bollards along the road also need repairing. This would form part of the maintenance plan that will be agreed with the Finance Committee. It was agreed that a mini project be set up to consider PSECC adopting this area of land as owner is unknown and the land is not legally adopted.</p> <p>7. It was agreed that the village planting should be undertaken again this year. It is believed that the 'plant thief' that stole the plants last year is now incarcerated. John Shapland is retiring and so an alternative supplier needs to be found. Cllr Firth agreed she would be happy to purchase the plants and reclaim the money. Cllr Drysdale to confirm what is in the budget for planting. Cllr Firth Agreed to contact Mags Hughes Hughes Lewis to see if she is happy to look after them again this year. Cllr Firth explained that she usually provided the compost but would be unable this year due to injury. Cllr Phillips would sort this out with the Clerk.</p> <p>8. Cllr Phillips noted that she had seen a couple of very good planters on Facebook Marketplace for £15 and if she should get these to replace the broken ones by the bench at Ayl-yBryn. This was agreed. Cllr Drysdale said his wife would plant them. It was suggested that someone ask Monica if the three horseshoes would be able to water these planters. Cllr Meir agreed to ask her.</p>	<p>Contact Gareth Scott for list of approved Council Suppliers</p> <p>Contact Family for Inscription</p> <p>Contact VOG about bollards</p> <p>Locate "Adverse Possession" Papers</p> <p>Contact Mags Hughes Lewis about planting opposite the Sports mans Rest.</p> <p>Confirm plant budget</p> <p>Cllr Phillips to source planters.</p> <p>Cllr Meir to ask if 3 horseshoes could water.</p>	<p>Clerk (April)</p> <p>Cllr Firth (April)</p> <p>Cllr Potter/ Clerk (April)</p> <p>Cllr Drysdale (April)</p> <p>Cllr Firth (April)</p> <p>Cllr Drysdale (April)</p>

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	<p>c) Update on MUGA (Cllr Drysdale)</p> <p>1. It was reported that the “extreme clean” of the MUGA didn’t occur due to machine problems but that a “deep clean” was completed and appears to have improved drainage.</p> <p>2. The Tennis & Social Club (TASC) Partnership Agreement has been sent to TASC and a response has been requested by the end of April. il. Cllr Drysdale agreed to set up a meeting for May.</p>		Cllr Drysdale (April)																																																			
25/014 PSECC Working Groups and Annual Report	<p>Roles for producing the Annual Report were agreed.</p> <p>It was agreed that the following Working Groups be set up:</p> <ul style="list-style-type: none">• Finance• Churchyard• Assets and Maintenance• MUGA <p>Clerk to email Working Groups 10 days before each PSECC meeting to request Agenda items.</p>	<p>Draft report to be issued to relevant Councillors</p> <p>Request Agenda Items</p>	<p>Chair (April)</p> <p>Clerk (Ongoing)</p>																																																			
25/015 Finance	<p>(a) The Payment Schedule for March 2025 was AGREED</p> <table><tr><th>Budget</th><th>Payment Detail</th><th>Gross</th></tr><tr><td>MUGA</td><td>MUGA Bookings Mobile Phone (Dec - March)</td><td>£ 24.00</td></tr><tr><td>Assets/Maint</td><td>Feb Claim : Items for MUGA & Noticeboard</td><td>£ 73.79</td></tr><tr><td>Assets/Maint</td><td>Dec Claim : Clubhouse Keys & Tokens</td><td>£ 74.99</td></tr><tr><td>Pension</td><td>Clerk Pension - March 2025</td><td>£ 25.32</td></tr><tr><td>Tax HMRC</td><td>Clerk Tax - March 2025</td><td>£ 20.20</td></tr><tr><td>Salary/Exp</td><td>Clerk Salary - March 2025</td><td>£ 83.05</td></tr><tr><td>Pension</td><td>Clerk Pension - March 2025</td><td>£ 133.44</td></tr><tr><td>Salary/Exp</td><td>Clerk Salary - March 2025</td><td>£ 564.84</td></tr><tr><td>Office Costs</td><td>Feb-25</td><td>£ 5.00</td></tr><tr><td>IT Support</td><td>MS Licence & Backup - Inv 4073</td><td>£ 32.66</td></tr><tr><td>Office Costs</td><td>Service Charge - Feb 2025</td><td>£ 6.00</td></tr><tr><td>MUGA</td><td>MUGA Bookings Mobile Phone (April 2025)</td><td>£ 6.00</td></tr><tr><td>IT Support</td><td>MS Licence & Backup - Inv 4407</td><td>£ 32.66</td></tr><tr><td>Office Costs</td><td>Service Charge - Statement No 042. March 2025</td><td>£ 6.00</td></tr><tr><td>M/Field Maint</td><td>Grass Cutting of Community Field</td><td>£ 250.00</td></tr><tr><td>Cyard Maint</td><td>Grass Cutting of Churchyard</td><td>£ 252.00</td></tr></table>	Budget	Payment Detail	Gross	MUGA	MUGA Bookings Mobile Phone (Dec - March)	£ 24.00	Assets/Maint	Feb Claim : Items for MUGA & Noticeboard	£ 73.79	Assets/Maint	Dec Claim : Clubhouse Keys & Tokens	£ 74.99	Pension	Clerk Pension - March 2025	£ 25.32	Tax HMRC	Clerk Tax - March 2025	£ 20.20	Salary/Exp	Clerk Salary - March 2025	£ 83.05	Pension	Clerk Pension - March 2025	£ 133.44	Salary/Exp	Clerk Salary - March 2025	£ 564.84	Office Costs	Feb-25	£ 5.00	IT Support	MS Licence & Backup - Inv 4073	£ 32.66	Office Costs	Service Charge - Feb 2025	£ 6.00	MUGA	MUGA Bookings Mobile Phone (April 2025)	£ 6.00	IT Support	MS Licence & Backup - Inv 4407	£ 32.66	Office Costs	Service Charge - Statement No 042. March 2025	£ 6.00	M/Field Maint	Grass Cutting of Community Field	£ 250.00	Cyard Maint	Grass Cutting of Churchyard	£ 252.00		
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	P/Ground Maint	Grass Cutting of Memorial Playground	£ 96.00		
	Churchyard Maintenance	Invoice 40425 : Pointing Churchyard Wall & Shed Re-roof	£ 1,342.75		
	IT Support & Licences	Support & Maintenance Licence	£ 243.60		
		Data Protection Fee	£ 52.00		
		TOTAL PAYMENTS	£3,272.30		
	a) The Bank Reconciliation for March 2025 was unavailable and will be presented to the Chair and Deputy Chair outside the meeting.				
b) Cyswllt Peterston Connect (CPC) has requested a grant of £300. This consists of £170 to pay for public liability insurance for their activities, £90 to improve fencing around Lanlay Community Orchard, and £40 to update and better present information on Lanlay Community Orchard noticeboard. It was agreed to pay £140 for the timber and leaflets. Insurance situation to be investigated to see if liability can be covered by extending PSECC insurance rather than setting up a new policy or if OVW have providers.			Confirm what PSECC insurance covers and cost of extending it to cover volunteers / working groups	Clerk (April)	
25/016 Update on prior actions	(a) The list of actions from previous meetings is now available on spreadsheet for members to check and action.			All members to advise on updates for these actions	All (Ongoing)
25/017 AOB	1. It was agreed to give the Church permission to use the Memorial Playing Field free of charge for their Dawn Service on the 20.4.25. Need to obtain proof of public liability insurance and risk assessment.			Inform Church	Clerk (April)
2. It was reported that John Chapman has retired and is no longer able to source the plants for the PSECC planters. Cllr Firth to check with Mr & Mrs Lewis if they are happy to continue organising, watering and maintaining the planters alongside road. Cllr Meir to check with The Three HorseShoes Inn if they would be willing to water and maintain the planters opposite their pub.			Cllr Firth/Cllr Meir		

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25/018 Dates of Next Council Meeting	<p>To note the next meeting will take place on 19th May 2025 at 7.30pm</p> <p>The dates of the meetings for the rest of the year are now: 9th June 14th July 8th September 20th October 9th November</p>		

The meeting closed at 21.10 pm