

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the Council's Ordinary Meeting held at 7.30pm on the 14th of July 2025.

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

Also present: Councillor Michael Morgan (from 8.30pm to 8.45pm)
Val Harvey (Clerk & RFO)

Agenda Item	Discussion points	Action	Person/ dates
25/068 Apologies for Absence	Cllr David Cross and Cllr Susan Armitage		
25/069 Declarations of Interest	<ul style="list-style-type: none"> Planning Application 2025/00564/FUL for Cenepyn House – Cllr Phillips is a neighbour Planning Application 2025/00563/FUL for Oakway Farm Stud - Cllr Armitage is a neighbour Grant Application for Children's Tea Party from PSE Church & Community Hall Centenary Working Group – Cllr Potter's partner is Secretary of the Village Hall Management Committee. 		
25/070 In Person Requests	No members of the public were present.		
25/071 Vale of Glamorgan Councilor Report	<p>Cllr Michael Morgan was attending a VOG Council Meeting, so arrived at the PSECC Council meeting at 8.30pm.</p> <ol style="list-style-type: none"> Cllr Morgan gave an update about the Boundary Commission Report. The main effect for PSE is it the PSE Community Council will be combined with St Georges and St Brides at the next election, in May 2027. Cllr Morgan had on the 2.7.25 shared an email he had sent to the Highways Dept requesting an urgent review signage and weight/size limits in the lanes surrounding PSE. A joint meeting has been requested with the Highways Dept and representatives from the three Community Councils. 		

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	<p>3. Cllr Morgan gave an update on his concern that Planning Application 2025/00577/FUL for Silverdene in Trehedyn Lane will result in the loss of a single storey dwelling of modest size that is suitable for retired people. He noted that in PSE and throughout the rural Vale area there is a shortage of suitable retirement housing. As many similar properties have been lost as housing stock as they have been developed into larger family homes, he believes that the suitable retirement housing that remains should be retained until a suitable policy for renewal is agreed.</p> <p>4. Cllr Morgan will send a report from Live Well Scrutiny Committee on social care for older people in the community to the Clerk for distribution to Councillors.</p> <p>Cllr Morgan left meeting at 8.45pm.</p>		
25/072 Approve Minutes of the meeting held on 9th June 2025 and review matters arising	<p>It was AGREED that the minutes of the full council meeting held on the 9th of June 2025 were confirmed as correct. They will be sent to the Chair for signature on return from holiday.</p> <p>The Action Point spreadsheet was reviewed and updated (see attached).</p>	Update website	Clerk (July)
25/073 Review of Correspondence received from Vale of Glamorgan	<p>Correspondence received from the Vale of Glamorgan since the last meeting was noted.</p> <p>a) Further to the email of the 7.7.25, any comments on the VOG Council Draft Annual Self-Assessment Report should be sent to the Clerk before 15.8.25</p> <p>b) The rota for attending the Community Liaison Committee meetings was agreed:</p> <ul style="list-style-type: none"> - 16.10.25 : Cllr Drysdale to attend - 8.1.26 : Cllr Phillips to attend - 16.4.26 : Cllr Firth to attend 	Submit comments to Clerk	All
25/074 Review of Correspondence received Planning Applications	<p>The following planning applications had been received and were NOTED:</p> <p>2025-00596-FUL The Croft 2025-00550-FUL Whitewells Farm 2025-00563-FUL Oakway Farm Stud 2025-00564-FUL Cenepyn House 2025-00552-FUL Land North of Milverton 2025-00577-FUL Silverdene, Trehedyn Lane 2025-00657-FUL White Lodge</p>		



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	It was AGREED that the Clerk should inform Planning that, assuming the concerns raised are valid, PSECC recognise and sympathise with the concerns raised by a resident regarding the planning application for 2025-00577-FUL Silverdene.	Write to Planning & Resident	Clerk
25/075 Review of Correspondence received One Voice Wales	Correspondence received from One Voice Wales since the last meeting was noted. Cllr Drysdale reported that only one grant notification was applicable to PSECC and that an application for a mini orchard grant has been submitted by Peterston Connect.		
25/076 Review of Correspondence received from Members of the Public	Two items of correspondence had been received. a) PSECC was copied in on an email to Andrew Davies of the Senedd from a resident who formally objected to the suggestion of creating additional passing points in the lanes to reduce congestion. It was agreed that PSECC should monitor situation and consider writing to Highways suggesting that road be widened a little in places, rather than creating additional passing places. b) A resident had complained about the constant failing of hinges on the playground gates. Clerk has explained that there have been incidents of vandalism and that struts are due to be replaced.		
25/077 Neighbourhood Police Report	<ul style="list-style-type: none"> The June Crime Report and correspondence received from the Police was noted. It was reported that there has been no further instances of vandalism at the MUGA. 		
25/078 Review of Correspondence received from Other Bodies	Correspondence received from other bodies since the last meeting was noted.		
25/079 Councillor and Clerk's Reports	<p>a) Finance Committee (Cllr Phillips)</p> <p>An update on the Finance Committee meeting held on the 10.7.25 was given. The meeting focused on producing a prioritized list of village projects. Minutes of the meeting will be distributed to all Councillors, along with the TOR for the Committee.</p>	Distribute TOR and Minutes	Cllr Phillips



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	<p>b) MUGA Partnership Agreement & Vandalism (Cllr Drysdale)</p> <ol style="list-style-type: none"> 1. A letter was sent by the Clerk to the TASC trustees on the 11.6.25. No response has been received, but Cllr Potter reported that he had received notification that one of the Trustees has resigned from the 30.6.25. Cllr Drysdale is going to contact the remaining Trustees to see if a meeting can be arranged. 2. There have been no further instances of vandalism, but the MUGA is still being locked overnight by PSECC Councillors. 3. Costings for a defibrillator and a vandal-proof cabinet were discussed. It was unanimously agreed that a budget of £1800 be set aside to purchase suitable equipment during the summer break. The cost of the defibrillator includes some training, but details about course costings to be requested and alternative suppliers such as the St John's Ambulance are to be investigated. 4. Costings for a storage container for the MUGA were discussed. Concerns had been raised at the Finance Committee Meeting about the proposed size of unit and ease of opening the container doors and these will be investigated further. It was AGREED that a budget of £4000 be set aside to purchase a suitable container during the summer break. 	<p>Arrange a TASC Partnership Meeting</p> <p>Purchase Defibrillator and identify training supplier / costs</p> <p>Check concerns over container</p>	<p>Cllr Drysdale</p> <p>Cllr Drysdale</p> <p>Cllr Drysdale</p>
	<p>c) Assets & Maintenance Working Group Report (Cllr Potter)</p> <p>An update on the Riverside Clearance Project was given. The discussion focused on a report that had been distributed by Cllr Potter on the 16.6.25 in which the riverbank area was divided into three areas. It was agreed to further split Area 1 into two - 1a, which is immediately adjacent to the Village Green, and 1b, which is further along the riverbank and is prone to flooding. Clearance work is not allowed to commence before September because of nesting but it was agreed to investigate if clearance of Area 1a could be started sooner.</p> <p>Peterston Connect and Cardiff Conservation Volunteers to be approached to see if they can assist with the clearance / maintenance work. Efforts to arrange a meeting with the owner of Area 3 will be progressed during the summer break.</p> <p>As the Clearance Project is part of the Community Action</p>	<p>Investigate starting clearance work on Area 1a</p> <p>Arrange a meeting with owner of Area 3</p>	<p>Cllr Potter</p> <p>Cllr Drysdale</p>



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	<p>Plan, it was agreed that residents should be updated on progress via Parish Magazine and Facebook.</p> <p>d) Churchyard Working Group Report (Cllr Moody Jones) A complaint about a low hanging yew trees was received. The offending branches had been trimmed by Cllr Moody Jones.</p> <p>a) Village Environment Working Group Report (Cllr Firth) 1. Cllr Firth reported that Treharne Estate has cut back some of the grass/weeds blocking the view on the junction of the main road and Wyndham Park Way. VOG Council has been contacted about the potholes by the chapel and Wyndham Park Way, and the road by the railway bridge. Hedge cutting, to make road signs more visible, especially by Chapel Lane was also requested.</p> <p>2. Cllr Armitage was absent from meeting but had notified Clerk that although an update on works to address the highway flooding problems caused by the logwood water feature had been requested, none had been received.</p> <p>3. Cllr Drysdale reported that the work to clear the vacant allotments is underway. It was agreed that the rent charged for some of the smaller plots should be adjusted to reflect their size and that plots rented during a financial year should be charged a reduced proportionate rent.</p> <p>b) Clerk’s Report was noted.</p>	<p>Inform residents of project</p> <p>Update Allotment plan and introduce new charges</p>	<p>Cllr Potter / Cllr Phillips</p> <p>Cllr Drysdale/ Clerk</p>												
25/080 Finance	<p>a) The Payment Schedule for June 2025 was AGREED and signed by the Vice Chair. Chair approved list via email on 7.7.25</p> <p>It was NOTED that the invoice for the repair of the MUGA path was within the budget of £250, set at the last Council meeting, but the invoice of £354.97 included work to repair the playing field gate hinges to allow them to close automatically.</p> <table><tr><th>Budget</th><th>Payment Detail</th><th>Gross</th></tr><tr><td>Mem Field Maintenance</td><td>INV-1301. Grass Cut Community Field x2</td><td>£250.00</td></tr><tr><td>IT Support</td><td>INV-5324. MS Licence & Backup</td><td>£32.66</td></tr><tr><td>Churchyard Maintenance</td><td>INV-2752 Churchyard Grass Cut & Maintenance</td><td>£558.00</td></tr></table>	Budget	Payment Detail	Gross	Mem Field Maintenance	INV-1301. Grass Cut Community Field x2	£250.00	IT Support	INV-5324. MS Licence & Backup	£32.66	Churchyard Maintenance	INV-2752 Churchyard Grass Cut & Maintenance	£558.00		
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	Playground Maintenance	INV-2752. Memorial Playground Grass Cut	£96.00		
	Office Costs	INV-48702003. June 2025	£5.00		
	Office Costs	Statement No 045. Service Charge June 2025	£6.00		
	Fences & Signs	INV2871-5049. Playground signs	£151.20		
	Office Costs	Mouse for Laptop	£11.55		
	MUGA	MUGA Bookings Mobile Phone (June)	£6.00		
	Pension	Clerk Pension VMH - June 2025	£164.45		
	Salary/Exp	Clerk Salary VMH - June 2025	£683.48		
	Playground Maintenance	Muga Path repair and gate hinge	£354.97		
	Grant Application	PSE Centenary Children's Party	£500.00		
		TOTAL FOR MONTH	£2,819.31		
	<p>b) A payment of £75 to cover the cost of an annual independent inspection of the playground equipment was AGREED. This is in addition to the quarterly inspection visits by VOG that are charged of £55 per visit.</p> <p>c) An email requesting approval to proceed with the clearance of vacant allotments immediately (to prevent further overgrowth) was distributed on 25.6.25. The majority of Councillors had already given their approval to proceed by email but permission to proceed was CONFIRMED at a cost of £950.</p> <p>d) The Quarterly Budget Review reports were REVIEWED AND AGREED. Items NOTED included expenditure on Audit fees (code 4185) which was greater than budgeted as it includes costs for the 2022-23 and 2023-24 audits. It was agreed that a virement of £1200 from Contingency to Audit be made. It was NOTED that MUGA expenditure (code 4330) needs to be closely monitored as 70% of the budget has already been spent but this is expected to be offset by income received from the MUGA. It was NOTED that other expenditure followed normal patterns and are within expected range.</p> <p>e) The Bank Reconciliations for June was AGREED. Confirmed as correct and duly signed by the Vice Chair. Chair to sign on return from holiday.</p> <p>f) No meeting is scheduled for August, so it was agreed that, in addition to the normal contractual payments, including grass cutting, salary and mobiles, the following budgets were AGREED:</p> <ul style="list-style-type: none"> - A budget of £250 was AGREED for training of the Clerk - A budget of £1800 was AGREED for the purchase of a 				



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	<p>defibrillator for the MUGA</p> <ul style="list-style-type: none"> - A budget of £1000 was AGREED for repairs/replacement of the bollards - A budget of £4000 was AGREED for the MUGA storage container. <p>Delegated powers were given to the Chair and Vice Chair to approve any other August payments.</p> <p>g) The Clerk reported that the Statutory Annual Return for the Year Ended 31.3.25 was submitted to Audit Wales on the 13.6.25.</p> <p>h) A "Notice of Appointment of the date for the exercise of electors rights 2024-25" was posted on the Village Noticeboard and the website on the 16.6.25. Residents have between the 1.7.25 and the 28.7.25 to inspect the records and accounts at the Clerk's residence.</p>		
25/081 Review and Confirm Governance Documents	<p>a) Standing Orders – Review carried forward to the next Full Council Meeting on the 8.9.25</p> <p>b) Financial and Business Risk Assessment – The updated document was approved</p>	<p>Include as Agenda Item</p> <p>Upload on website</p>	<p>Clerk</p> <p>Clerk</p>
25/082 AOB	A grant application for £500 to fund a Children's Tea Party to celebrate the centenary of PSE Church and Community Hall was submitted by the Church & Community Hall Centenary Working Group. This was APPROVED.	Inform grant applicant	Clerk
25/083 Date of Next Council Meeting	To note the next meeting will take place on the 8 th September 2025 at 7.30pm in the Village Hall.		

The meeting closed at 21.20 pm

