Peterston-super-Ely Community Council
Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Council's Ordinary Meeting held at 7.30pm on the 20th of October 2025.

Present: Councillors: CHAIR D Cross, A Phillips, J Drysdale, and D Moody Jones

Also present: Val Harvey (Clerk & RFO)

Agenda Item	Discussion points	Action	Person/ dates
25/105 Apologies for Absence	Cllr D Meir, Cllr H Potter, Cllr S Firth, Cllr S Armitage and Cllr M Morgan		
25/106 Declarations of Interest	Cllr Phillips is a neighbour of Planning Application 2025/00590/FUL Kailily Farm		
25/107 In Person Requests	No members of the public were present.		
25/108 Vale of Glamorgan Councillor Report	Cllr Morgan was unable to attend the meeting but will send a written report to Clerk for distribution to Councillors.	Distribute report	Clerk
25/109 Approve Minutes of the meeting held on 8th September 2025	The Chair introduced the Minutes of the meeting held on the 8th September 2025. It was RESOLVED that the Minutes are confirmed as a true and accurate record of the meeting. The Minutes were proposed by Cllr D Cross and seconded by Cllr D Moody-Jones. The Minutes were duly signed by the Chair.	Update website	Clerk
25/110 Matters Arising Not otherwise on Agenda	The Action Point spreadsheet was reviewed. • 185 – It was reported that the re-laid MUGA path near gate is wearing well. • 25/102 The website and Parish Magazine have been updated to remove Councillors' personal details.		
25/111 Review of Correspondence received from Vale of Glamorgan	Correspondence received from the Vale of Glamorgan since the last meeting was NOTED. • Cllr Drysdale reported that he has forwarded relevant grant details to other bodies within the community.		

Signed (Chair): Date 10/10/2025

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	• Cllr Phillips to post information regarding the consultation about Life in the Vale on Facebook. • An analysis of road closure notifications showed that 50-75% of notifications are either emergency or retrospective in nature. The Clerk was asked to analyse any future emergency notifications to identify if there was a common applicant.	Post consultation on Facebook Analyse road closure notifications	Cllr Phillips Clerk
25/112 Review of Correspondence received Planning Applications	The following planning application was received and NOTED: • 2025/00590/FUL Kailily Farm, Pont Sarn Lane The Clerk was asked to check with the Planning Dept regarding receipt of an application to erect scaffolding in a property within PSE.	Contact Planning	Clerk
25/113 Review of Correspondence received One Voice Wales	Correspondence received from One Voice Wales since the last meeting was NOTED. Cllr Moody-Jones has booked a place on the Section 6 Report online workshop.		
25/114 Review of Correspondence received from Members of the Public	No items for action received.		
25/115 Neighbourhood Police Report	The Crime Report for September was NOTED.		
25/116 Review of Correspondence received from Other Bodies	Correspondence received from other bodies since the last meeting was NOTED.		
25/117 Finance Committee Report	It was reported that the Committee is focusing on implementing the Community Action Plan. 1. The replacement Gavin & Stacey bench has been installed but the old plaque has not been fitted on the new bench. The Church's request for them to purchase a new plaque, with updated wording, for the new bench was APPROVED. It was also agreed that the remnants of the old bench be given to		

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	Peterston Connect for use in the community orchard. 2. A budget of £600 including fixings for a bench for the Village Green was agreed. The benches will have no backs so that people can sit overlooking the river or the Green. 3. A resident has volunteered to water the Ael-y-Bryn planters. 4. Refuse bins, to replace those recently removed by VOG, have been dropped due to cost/problems arranging for the collection of waste. 5. It was reported that the Finance Committee Meeting held on the 20.10.25 had AGREED to the purchase of a wheelbarrow for £65. 6. It was reported that the Clerk has successfully passed the Probation Period.		
25/118 Assets & Maintenance Working Group Report	The update report submitted by Cllr Potter was NOTED and taken as read. The key points are: 1. The application for adverse possession for area 2, the bollards section, and the leasing the Wyndham Park side of the river are being progressed. 2. As AGREED in the September meeting (Minute 25/098) a tree surgeon was asked to check the safety of the tree overhanging the road near the road bollards. The tree has been identified as an Ash tree with dieback. One quote to remove it has been obtained and, to comply with governance, two other quotes are being obtained before progressing with the work. The area is part of the PSE conservation area so permission will also need to be obtained to fell any tree. 3. A copy of the riverside plan has been sent to the landowner of Area 3, on the Wyndham Park side of the river, and a site meeting is being arranged. 4. It was NOTED that there is no regulatory height for road bollards and it was AGREED that no flood markings should be included on the bollards. A budget of £1000 for the replacement/repair of bollards was AGREED in the July meeting (Minute 25/080) but it was noted that, due the cost,		

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	3 quotes must be obtained. 5. It was noted that the litter bin in PSE Memorial Park needs re-fixing and that more litter bags are required and will require replenishing on a 2-to-3-week basis.		
25/119 MUGA Working Group Report	1. No response has been received to the letters sent by the Clerk to the TASC trustees on the 11.6.25 and the 1.10.25, or to Cllr Drysdale and Cllr Potter's repeated attempts to arrange a meeting with the remaining Trustees. It was therefore AGREED to make a formal complaint to TASC, requesting a response by the end of November.	Write formal letter of complaint to TASC Trustees	Cllr Drysdale/ Clerk
	2. It was confirmed that the resident who has volunteered to partly fund the MUGA be marked for Pickleball is willing to be part of any sub-committee that is created to oversee the planning, management and development of the MUGA.		
	3. It was reported that the MUGA defibrillator has been received but that the cabinet is still outstanding. A quote for installation of the equipment is being progressed.	Obtain quote for defibrillator installation	Cllr Drysdale
	4. The specification for the MUGA shed, its location, and the base (concrete rather than paving slabs) was agreed. It was reported that the Planning Dept has confirmed that the shed does not require planning permission. It was agreed that, due to concerns about the space required to store the shed, it will not be ordered until the site preparation work has been completed and that a quote for the supplier to erect the shed will be obtained.	Obtain quotes	Cllr Drysdale
25/120 Village Environment Working Group Report	The update reports submitted by Cllr Firth and Cllr Armitage were NOTED and taken as read. 1. It was reported that the last vacant allotment plot has been leased and there are two people on the waiting list. 2. An additional bin for the MUGA Clubhouse so that waste can be split between 'general' and 'recyclable' waste has been purchased. 3. It was reported that First Aid and Defibrillator Courses have been held. It was AGREED to include a thank you and note of defibrillator locations in the Parish magazine, Facebook, and on the village noticeboard.		
	4. A budget of £150 per village Christmas tree (for display outside The Horseshoes Inn, The Sportsman's Inn, and the	Inform bodies	Clerk

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	Village Hall was AGREED. Clerk to inform the establishments that they have to formally apply for a grant using the PSE application form.		
	5. It was AGREED that a Working Group be established to organise a village Tennis Tournament and various resident names, who may be happy to be involved, were suggested.	Establish Working Group	Cllr Firth
	6. The Clerk had received an email from VOG offering grants for St David's Day 2026 Celebrations. It was agreed to post details of the grant on Facebook and for the Clerk to contact the two village Inns to find out if they would like to host local community events and apply for funding.	Inform bodies	Clerk
25/121 **Clerk's Report**	The Clerk's report was NOTED. 1. An IT Support supplier has offered to provide support on an adhoc basis at an hourly rate of £35 to £55, with the supply of Microsoft Office and anti-virus software being undertaken by the Clerk rather than a third party. It was AGREED to move to the new supplier and, as the current IT support contract expires on the 31.12.25, it was AGREED that Clerk will purchase a replacement laptop (using the £500 budget allocated at the start of the year) and use the remaining support hours with the existing contractor to facilitate the move to the new IT supplier. 2. As recommended in the Internal Auditor report, the Clerk has used £108 of the training budget allocated as part of Minute 25/080 to book an SLCC VAT Course.	Purchase Laptop	Clerk
25/122 **Finance**	1. The Payment Schedule for September was AGREED and signed by the Chair and Vice Chair.		

Budget	Payment Detail	Gross
IT Support	INV-6265. MS Licence & Backup	£32.66
Churchyard Maintenance	INV-3042 Churchyard Grass Cut & Maintenance	£399.60
Playground Maintenance	INV-3042 Memorial Playground Grass Cut	£48.00
Office Costs	INV-56543464. September 2025	£5.00
Office Costs	Statement No 048. Service Charge Sept 2025	£6.00
MUGA	MUGA Mobile Order Id:661836073 - Sept)	£6.00
Mem Field Maintenance	INV-1507. Grass Cut Community Field x2	£300.00
Community Benefits Fund	INV-2216. First Aid & Defib Courses	£100.00
Training	Inv-BK222994-1. VAT Course	£108.00

Signed (Chair):

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Community Benefits Fund	Donation for First Aid Training Courses	£150.00
Pension	Clerk Pension VMH - September 2025	£242.14
Salary/Exp	Clerk Salary VMH - September 2025	£942.85
Office Costs	Printer Cartridge - Amazon 204-2408071-2963541	£18.95
Office Costs	Printer Cartridge - Amazon 204-4282603-4854748	£19.09
	TOTAL FOR MONTH	**£2,378.29**

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	2. It was reported that the HRMC appeal was successful and the penalty notice of £100 for late submissions for the period ending May and July 2025 have been cancelled.		
	3. The Bank Reconciliations for September 2025 was AGREED. Confirmed as correct and duly signed by the Chair and Vice Chair.		
	4. The Quarterly Budget Review reports for the quarter ending 30.9.25 were REVIEWED and it was AGREED: • The Clerk will continue to chase invoice for the hire of Village hall for Council Meetings. • The £950 payment for the clearance of allotments will be funded from General Reserves (code 310). • The £1457 payment for the purchase of a defibrillator for the MUGA will be funded from the Community Benefit Fund (code 4500). • The payments relating to the hosting of the First Aid and Defibrillator training courses (£150 donation to St Johns Ambulance and £100 for hall hire) will be funded from the Community Benefit Fund (code 4500).		
	5. It was reported that the VAT Return for the period 1.4.25 to 30.9.25 was submitted to HMRC on the 15.10.25 and a claim for a refund of £1118.01 has been submitted.		
	6. It was reported that three Internal Auditors have expressed an interest in becoming the new PSECC Internal Auditor. It was agreed to appoint the Auditor for St Georges & St Brides-Super-Ely Community Council at a cost of £250 per annum.	Send Engagement Letter	Clerk
	7. It was reported that an email, enquiring about a grant, had been received from Valeways Walking Festival 2026. As no formal application has been submitted, it was agreed that the Clerk will send application forms to event organizer and that a grant of £100 be approved if a formal application is received.	Send Application Forms	Clerk
	8. A request to obtain a PSECC Debit Card to facilitate payments of certain contracts and purchase of items was AGREED in	Conduct checks	Clerk

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	principle but Clerk is to check with SLCC and Internal Auditor that this complies with PSECCs governance policies.		
25/123 Agenda Items for Next Meeting	None requested.		
25/124 Date of Next Council Meeting	To note the next meeting will take place on the 10th November 2025 at 7.30pm in the Village Hall.		

The meeting closed at 21.25pm

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