

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the Council's Ordinary Meeting held at 7.30pm on the 11th May 2026

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

Also present: Cllr Michael Morgan (from 7.30pm to 7.45pm).
Clerk/RFOs : Val Harvey and Victoria Andrew

Agenda Item	Discussion points	Action	Person
26/014 Apologies for Absence	None		
26/015 Declarations of Interest	None		
26/016 In Person Requests	None		
26/017 Vale of Glamorgan Councilor Report	<ul style="list-style-type: none"> • Cllr Morgan reported that a planning application has been submitted for a site opposite Pendoylan Primary School. He will send details of the application to the Clerk for distribution to Councillors. • It was reported that no one has responded to the advert for a lollipop person and it was agreed that the vacancy will be re-advertised locally in Parish Magazine and on Facebook. <p>Cllr Morgan left the meeting at 7.45pm.</p>	Advertise lollipop vacancy	Cllr Firth Cllr Phillips
26/018 Approve Minutes of the meeting held on 13th April and review matters arising	<p>The Chair introduced the Minutes of the meeting held on the 13th April 2026. It was RESOLVED that the Minutes are confirmed as a true and accurate record of the meeting. The Minutes were duly signed by the Chair.</p> <p>The action point spreadsheet was reviewed.</p>	Publish Minutes	Clerk
26/019 Review of Correspondence received from Vale of Glamorgan	Correspondence received from the Vale of Glamorgan since the last meeting was NOTED.		

Agenda Item	Discussion points	Action	Person
26/020 Review of Correspondence received Planning Applications	<p>The following planning applications had been received and were NOTED:</p> <ul style="list-style-type: none"> • 2026/00301/FUL. Sycamore House, Trehedyn Lane • 2026/00305/FUL. Brook House, Main Road. 		
26/021 Review of Correspondence received One Voice Wales	<p>Correspondence received from One Voice Wales since the last meeting was NOTED.</p> <p>A request for PSECC to adopt OVWs “Civility & Respect Pledge” was approved and the pledge was duly signed by the Chair on behalf of the Council.</p>	Submit Pledge to OVW	Clerk
26/022 Review of Correspondence received from Members of the Public	<p>Correspondence received from residents since the last meeting was NOTED.</p> <p>The Clerk reported that a request to update the Flower Show information on the website had been completed.</p>		
26/023 Review of Correspondence received from Other Bodies	<p>Correspondence received from other bodies since the last meeting was NOTED.</p> <p>It was agreed that the Clerk should proceed with organising a meeting requested by Network Rail regarding the closure of the railway crossing and that the following people will be invited to attend:</p> <ul style="list-style-type: none"> • Cllr Morgan • Highways representative (Mike Clogg) • VOG PROW representatives (Sandra Thomas & David Hunt) • Residents who have previously contacted PSECC • A general notice will also be circulated on Facebook once a meeting date has been confirmed. 	Organise meeting	Clerk
26/014 Neighbourhood Police Report	<ul style="list-style-type: none"> • The Clerk reported that they have still not received a response to their letter regarding the withdrawal of the monthly Police report from Chief Inspector Edward May, who is the senior officer for Neighbourhood policing in Cardiff, or Sally Hillman, of the police Disclosure Department. Clerk to chase update. • Cllr Firth reported that a meeting for police representatives to give guidance to residents about how to avoid becoming victims of scammers has been arranged for the 2nd July. A poster advertising the event was reviewed and agreed. 	Chase Police response	Clerk

Agenda Item	Discussion points	Action	Person
<p>26/014 Village, Assets & Maintenance Working Group Report</p>	<p>Riverbank update: Cllr Potter reported that work on the riverside project is progressing but no response has been received from the landowner of area 3.</p> <p>A request from residents to install BBQs in the riverbank area was discussed but concerns were raised over fire hazard to nearby residential properties if trees catch fire.</p> <p>A request from residents to create a second entrance into the area was considered. As this would involve considerable cost and removing part of a fence owned by VOG, it was decided to review this request one the submission for adverse possession of the area has been approved.</p> <p>A meeting to discuss the application for adverse possession has been arranged for 19.5.26. Cllr Potter and Cllr Cross to attend.</p> <p>Basil Waktins Award: A poll for nominations for the Basil Watkins Award had been created. Nominations were discussed and the recipient of the Award was agreed. The Award will be presented at the Village Flower Show.</p> <p>Playground Inspection Report: The Playground Inspection Report for April 2026 was reviewed and the Clerk reported that a quote for the recommended repairs has been requested.</p> <p>Tennis Tournament: A tournament date of the 5.9.26, to avoid clashes with other local events, was agreed. Meeting being arranged to finalise event details.</p> <p>Cllr Drysdale to contact local tennis coach to see if they would be interested in hosting children’s fun activities at the tournament.</p> <p>Village Planters: Cllr Phillips reported that the new planters have been bracketed in situ to prevent theft but that a volunteer to plant the planters in Ael Y Bryn is still required. It was agreed that the advert should be renewed but that, if no volunteer comes forward, Cllr Phillips and the Clerk will organise the planting.</p>	<p>Chase landowner</p> <p>Submit Adverse possession application</p> <p>Chase quote</p> <p>Organise meeting</p> <p>Contact coach</p> <p>Place advert</p>	<p>Cllr Potter</p> <p>Cllr Cross</p> <p>Clerk</p> <p>Cllr Cross</p> <p>Cllr Drysdale</p> <p>Cllr Firth</p>

Agenda Item	Discussion points	Action	Person																																																																																							
26/018 Finance	1. The following payment schedule for April 2026 was AGREED and signed by the Chair and Vice Chair.																																																																																									
	<table border="1"> <thead> <tr> <th data-bbox="376 383 531 416">Budget</th> <th data-bbox="531 383 1026 416">Payment Detail</th> <th data-bbox="1026 383 1158 416">Gross</th> </tr> </thead> <tbody> <tr> <td>Office Costs</td> <td>INV75797602 - April 26</td> <td>£5.00</td> </tr> <tr> <td>Office Costs</td> <td>Bank Service Charge April 2026</td> <td>£7.00</td> </tr> <tr> <td>MUGA</td> <td>MUGA Mobile Order Id:703235073 - April 26</td> <td>£6.00</td> </tr> <tr> <td>MUGA</td> <td>Reimbursement - MUGA Glue Stick</td> <td>£4.99</td> </tr> <tr> <td>Pension</td> <td>Clerk Pension - April 26</td> <td>£207.76</td> </tr> <tr> <td>Salary</td> <td>Clerk Salary - April 26</td> <td>£971.66</td> </tr> <tr> <td>IT Licences</td> <td>Reimbursement - Acrobat Adobe Pro Licence</td> <td>£19.97</td> </tr> <tr> <td>Hall Hire</td> <td>Hire of Hall for Clerk Interviews</td> <td>£50.00</td> </tr> <tr> <td>MUGA Exp</td> <td>INV7021457923 - Period 18.10.25 to 7.4.26</td> <td>£20.45</td> </tr> <tr> <td>Office Costs</td> <td>Reimbursement - Printer Cartridge</td> <td>£18.24</td> </tr> <tr> <td>CB Fund</td> <td>Hire of Hall for Police Scammers Talk</td> <td>£50.00</td> </tr> <tr> <td>Salary</td> <td>Employers' PAYE April 2026</td> <td>£191.34</td> </tr> <tr> <td>IT Licences</td> <td>IT Support & Licences Inv-8207. April 26</td> <td>£32.66</td> </tr> <tr> <td>Subscription</td> <td>Membership Fee Inv-MEM259085-1</td> <td>£215.00</td> </tr> <tr> <td>Training</td> <td>New Clerk Course #1 - Inv-BK225941-1</td> <td>£36.00</td> </tr> <tr> <td>Training</td> <td>New Clerk Course #2 - Inv-BK225942-1</td> <td>£36.00</td> </tr> <tr> <td>Training</td> <td>New Clerk Course #3 - Inv-BK225943-1</td> <td>£36.00</td> </tr> <tr> <td>Training</td> <td>New Clerk Course #4 - Inv-BK225944-1</td> <td>£36.00</td> </tr> <tr> <td>Insurance</td> <td>Insurance Inv-555361763</td> <td>£1,935.04</td> </tr> <tr> <td>Office Costs</td> <td>Data Protection Fee 2026-27</td> <td>£47.00</td> </tr> <tr> <td>Audit</td> <td>Internal Audit 2025-26. INV-0002</td> <td>£320.00</td> </tr> <tr> <td>Mem Field</td> <td>INV-1798. Grass Cut Community Field x2</td> <td>£300.00</td> </tr> <tr> <td>Churchyard</td> <td>INV-3499 Churchyard Grass Cut & Maintenance</td> <td>£444.00</td> </tr> <tr> <td>Playground</td> <td>INV-3499 Memorial Playground Grass Cut</td> <td>£96.00</td> </tr> <tr> <td>Training</td> <td>ILCA Course - Inv-QL209275-1</td> <td>£168.00</td> </tr> <tr> <td>MUGA</td> <td>MUGA Drainage Works</td> <td>£4,390.00</td> </tr> <tr> <td>Village Env't</td> <td>Village Planters - INV020526</td> <td>£150.00</td> </tr> <tr> <td></td> <td>TOTAL FOR MONTH</td> <td>£9,794.11</td> </tr> </tbody> </table>	Budget	Payment Detail	Gross	Office Costs	INV75797602 - April 26	£5.00	Office Costs	Bank Service Charge April 2026	£7.00	MUGA	MUGA Mobile Order Id:703235073 - April 26	£6.00	MUGA	Reimbursement - MUGA Glue Stick	£4.99	Pension	Clerk Pension - April 26	£207.76	Salary	Clerk Salary - April 26	£971.66	IT Licences	Reimbursement - Acrobat Adobe Pro Licence	£19.97	Hall Hire	Hire of Hall for Clerk Interviews	£50.00	MUGA Exp	INV7021457923 - Period 18.10.25 to 7.4.26	£20.45	Office Costs	Reimbursement - Printer Cartridge	£18.24	CB Fund	Hire of Hall for Police Scammers Talk	£50.00	Salary	Employers' PAYE April 2026	£191.34	IT Licences	IT Support & Licences Inv-8207. April 26	£32.66	Subscription	Membership Fee Inv-MEM259085-1	£215.00	Training	New Clerk Course #1 - Inv-BK225941-1	£36.00	Training	New Clerk Course #2 - Inv-BK225942-1	£36.00	Training	New Clerk Course #3 - Inv-BK225943-1	£36.00	Training	New Clerk Course #4 - Inv-BK225944-1	£36.00	Insurance	Insurance Inv-555361763	£1,935.04	Office Costs	Data Protection Fee 2026-27	£47.00	Audit	Internal Audit 2025-26. INV-0002	£320.00	Mem Field	INV-1798. Grass Cut Community Field x2	£300.00	Churchyard	INV-3499 Churchyard Grass Cut & Maintenance	£444.00	Playground	INV-3499 Memorial Playground Grass Cut	£96.00	Training	ILCA Course - Inv-QL209275-1	£168.00	MUGA	MUGA Drainage Works	£4,390.00	Village Env't	Village Planters - INV020526	£150.00		TOTAL FOR MONTH	£9,794.11		
Budget	Payment Detail	Gross																																																																																								
Office Costs	INV75797602 - April 26	£5.00																																																																																								
Office Costs	Bank Service Charge April 2026	£7.00																																																																																								
MUGA	MUGA Mobile Order Id:703235073 - April 26	£6.00																																																																																								
MUGA	Reimbursement - MUGA Glue Stick	£4.99																																																																																								
Pension	Clerk Pension - April 26	£207.76																																																																																								
Salary	Clerk Salary - April 26	£971.66																																																																																								
IT Licences	Reimbursement - Acrobat Adobe Pro Licence	£19.97																																																																																								
Hall Hire	Hire of Hall for Clerk Interviews	£50.00																																																																																								
MUGA Exp	INV7021457923 - Period 18.10.25 to 7.4.26	£20.45																																																																																								
Office Costs	Reimbursement - Printer Cartridge	£18.24																																																																																								
CB Fund	Hire of Hall for Police Scammers Talk	£50.00																																																																																								
Salary	Employers' PAYE April 2026	£191.34																																																																																								
IT Licences	IT Support & Licences Inv-8207. April 26	£32.66																																																																																								
Subscription	Membership Fee Inv-MEM259085-1	£215.00																																																																																								
Training	New Clerk Course #1 - Inv-BK225941-1	£36.00																																																																																								
Training	New Clerk Course #2 - Inv-BK225942-1	£36.00																																																																																								
Training	New Clerk Course #3 - Inv-BK225943-1	£36.00																																																																																								
Training	New Clerk Course #4 - Inv-BK225944-1	£36.00																																																																																								
Insurance	Insurance Inv-555361763	£1,935.04																																																																																								
Office Costs	Data Protection Fee 2026-27	£47.00																																																																																								
Audit	Internal Audit 2025-26. INV-0002	£320.00																																																																																								
Mem Field	INV-1798. Grass Cut Community Field x2	£300.00																																																																																								
Churchyard	INV-3499 Churchyard Grass Cut & Maintenance	£444.00																																																																																								
Playground	INV-3499 Memorial Playground Grass Cut	£96.00																																																																																								
Training	ILCA Course - Inv-QL209275-1	£168.00																																																																																								
MUGA	MUGA Drainage Works	£4,390.00																																																																																								
Village Env't	Village Planters - INV020526	£150.00																																																																																								
	TOTAL FOR MONTH	£9,794.11																																																																																								
	2. The Bank Reconciliation for April 2026 was carried forward to the next Council meeting (as it cannot be produced until the previous year's accounts have been agreed and the books closed).																																																																																									
	3. The annual increase to the Clerk's salary, as specified in the employment contract, was noted and approved. It was confirmed that the Clerk is to be paid pay rate SCP22 from 1.4.26. Until the OVW Local Government Services Pay Agreement for 2026-27 is issued the Clerk will be paid the																																																																																									

Agenda Item	Discussion points	Action	Person
	<p>pay rate SCP22 plus 1 point (a rate of £17.85).</p> <p>4. Permission for the new Clerk, Victoria Andrew, to apply for a Unity Trust Bank Corporate Purchasing Business Card, was agreed and the application form was signed by the three Councillor signatories.</p> <p>5. The Quotes spreadsheet was reviewed and the following was AGREED:</p> <ul style="list-style-type: none"> • Quote 4 : Replacing road bollards - It was agreed that the budget be increased from the previously approved amount of £2115 to £2700 to cover the cost of placing additional bollards around the corner to prevent illegal parking. Cllr Meir offered to remove existing bollards if this helps the contractor. • Quote 6 & 7 : Trees – The Clerk confirmed that 3 quotes have been obtained by Cllr Potter. The quotes were reviewed and the quote of £850 plus VAT, for the removal of the Ash Tree and lopping of the Oak tree near the stone bridge, from Edenvale Garden Services was approved. Cllr Potter confirmed that Edenvale has offered to obtain TPO permission for the lopping of the oak trees and Cllr Phillips confirmed that no permission is required for the Ash tree as it is suffering from Ash die-back. • Quote 9 : Playground Hedge – A hedge height of 4’ was agreed and plastic ties will be placed around the trees that are to be left to give natural shade. Quotes were received from the two existing contractors and the quote of £40 plus VAT per cut from 4 Seasons was approved. Clerk to inform contractor of appointment and that we will let them know when hedge cut is required. • Quote 12 – Maintenance of Village Green. A quote of £200 per visit from Edenvale, our existing contractor, had been obtained but it was agreed that the Clerk should contact VOG to find out if they are responsible for maintenance. • Quote 13 : Render & Paint MUGA clubhouse – The Clerk reported that the work has now been completed and an invoice for £680 is in the process of being submitted but has not yet been received. 	<p>Submit application</p> <p>Inform contractor</p> <p>Inform contractor</p> <p>Inform Contractor</p> <p>Contact VOG</p>	<p>Clerk</p> <p>Cllr Phillips</p> <p>Cllr Potter</p> <p>Clerk</p> <p>Clerk</p>

Agenda Item	Discussion points	Action	Person
	<ul style="list-style-type: none"> • Quote 14 : Additional MUGA Drainage – Work has been completed and an invoice submitted. • Quote 22 - A quote from 4 Seasons of £160 plus VAT, for removing the ivy from the Churchyard wall to prevent the wall being damaged, was approved. It was previously agreed to ask the existing contractor to perform this work as part of the existing maintenance contract. <p>4. It was agreed that the replacement defibrillator for the Village Hall could be purchased from St John Ambulance as Calon Hearts are not responding to correspondence.</p> <p>5. Councillors had previously given approval via email to accept the offer of £1000 plus VAT for supplying parking facilities to Black Vale Filming on the 12th and 13th May 2026 and this approval was confirmed.</p> <p>6. The Internal Auditor’s report for 2025-26 was reviewed and APPROVED.</p> <p>7. The Clerk reported that an invoice of £320 for the Internal Audit 2025-26 and review of the documentation being submitted to Audit Wales (at a consultancy cost of £35 per hour) had been received and this was APPROVED.</p> <p>8. The end of year accounts for 2025-26 were reviewed and APPROVED.</p> <p>9. The Annual Return for 2025-26 was reviewed. A ‘balances carried forward’ figure of £36,166 and expenditure made under S137 figure of £3327 were AGREED. The S137 expenditure of £3327 comprises of the Chapel Grant of £1500, the purchase of a defibrillator for the MUGA of £1577 (£1457 for machine/cabinet and £120 for electrical supply to cabinet), and £250 for First Aid and Defibrillator training courses.</p> <p>Responses to the Governance Questions in the Annual Return were considered and it was AGREED that answers 1 to 9 are to be confirmed as ‘yes’. Answer 10, relating to General Power of Competence, is to be answered ‘no’. The Annual Return was duly APPROVED and will be signed by the Chair, once updated.</p>	Inform Contractor	Clerk

Agenda Item	Discussion points	Action	Person
26/019 Items for Next Meeting	Consider recruiting for 'odd job' maintenance role with responsibility for emptying litter bins in playground and MUGA	Add to Agenda	Clerk
26/020 Date of Next Council Meeting	To note the meeting on the 8 th June 2026 is now cancelled. The next Council meeting will now take place on the 13 th July at 7.30pm.	Inform Cllr Morgan	Clerk

The meeting closed at 21.20 pm

DRAFT