

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the Council's Ordinary Meeting held at 7.30pm on the 13th April 2026

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

Also present: Cllr Michael Morgan (from 7.30pm to 8pm), one member of the public (from 7.30pm to 7.40pm) and Val Harvey (Clerk / RFO)

Agenda Item	Discussion points	Action	Person
26/001 Apologies for Absence	<p>Cllr Potter</p> <p>Cllr Cross announced the resignation, with immediate effect, of Cllr Armitage. The Council thanked her for her contribution, especially regarding flood prevention.</p>		
26/002 Declarations of Interest	None		
26/003 In Person Requests	A member of the public was present from 7.30pm to 7.40pm to raise concerns regarding speeding in the village.		
26/004 Vale of Glamorgan Councillor Report	<p>Cllr Morgan gave an update on actions VOG have undertaken to control speeding on rural roads and offered to feedback the resident's concerns to Highways Dept.</p> <p>An update on the meeting at the school on the 6th March was given. It was reported that an advert for a lollipop person had been advertised locally but, as yet, no volunteers have come forward.</p> <p>Cllr Morgan asked for PSECC feedback on proposals to improve the rural bus service.</p> <p>Cllr Morgan left the meeting at 8pm.</p>		
26/005 Approve Minutes of the meeting held on 9th March 2026 and review matters arising	<p>The Chair introduced the Minutes of the meeting held on the 9th March 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 and it was agreed to contact the Ramblers Association for guidance on submitting</p>	<p>Publish Minutes</p> <p>Contact Ramblers</p>	<p>Clerk</p> <p>Cllr Drysdale</p>

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	Richard Davies to see if meeting, with PSECC hosting, can be organised.		
26/012 Assets & Maintenance Working Group Report	<p>Cllr Potter was unable to attend the meeting but had sent the following update on the riverside project:</p> <p>The application for adverse possession is still outstanding, but clearance work has continued, with the group currently removing Himalayan Balsam seedlings and young bramble.</p> <p>The application form for permission to work on trees with TPOs, to remove the Ash Tree and cut back the Oak Trees, has been obtained from VOG by the Clerk and is to be submitted.</p> <p>An order for a selection of woodland tree saplings, for delivery in November, has been placed with the Woodland trust. These will provide wildlife with a food source instead of using bird feeders.</p> <p>The Council members were asked to consider who the Basil Watkins Award should be awarded to. It was agreed that nominations should be made via the PSECC WhatsApp group and that a poll of nominated names would then be held.</p>	<p>Submit Adverse possession Application</p> <p>Submit application</p> <p>Set up Whatsapp Poll</p>	<p>Cllr Cross</p> <p>Cllr Phillips</p> <p>Cllr Cross</p>
26/013 MUGA Working Group Report	<p>Cllr Potter has submitted his details to TaSC and is awaiting confirmation of Trustee status.</p> <p>Cllr Drysdale reported that, once Cllr Potter is appointed, a meeting will be arranged to agree the structure of a MUGA committee.</p>		
26/014 Village Environment Working Group Report	<p>Tennis Tournament:</p> <ul style="list-style-type: none"> - The date proposed after the last meeting clashes with the Village Flower Show. It was agreed to reschedule Tournament to avoid clashes with other local events and to issue draft schedule of events. - The Clerk confirmed that a local tennis coach is interested in hosting children's fun activities at the tournament but their availability dependent upon date of tournament. <p>Village Planters:</p> <ul style="list-style-type: none"> - It was confirmed that an advert for volunteers to care for the Village Planters had been placed in the Parish Magazine and that two volunteers, willing to water the plants in Ael Y Bryn, had come forward. Mags and Dave Hughes Lewis have again volunteered to plant and maintain the planters opposite the 	<p>Confirm Date and distribute draft plan</p> <p>Publish request in Parish Magazine</p>	<p>Cllr Cross</p> <p>Cllr Firth</p>

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	<p>Sportsman's Rest but a volunteer to plant the planters is Ael Y Bryn is still required. It was agreed that advert should be renewed.</p> <p>- The Clerk confirmed that arrangements had been made for a contractor to liaise with Cllr Phillips to arrange for the new planters to be bracketed in situ to prevent theft.</p> <p>Cllr Firth reported that the article on PSECC activities had been included in the Parish Magazine and would be updated each month. It was agreed that Cllr Armitage's details be removed with immediate effect and that an advert for a replacement Councillor be included.</p>	Update Parish Magazine Details	Cllr Firth																																																			
26/015 Clerk's Report	The Clerk's report was NOTED - interviews for a new Clerk are scheduled for the 21 st April.																																																					
26/016 Merger of CC WG	The Clerk reported that the "County Borough of the Vale of Glamorgan (Communities) Order 2026" relating to the merger of St George's & St Brides-super-Ely Community Council with PSECC has been published and was distributed to members of the Working Group on the 24 th March.																																																					
26/017 Finance	<p>1. The following payment schedule for March 2026 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> </tr> </thead> <tbody> <tr> <td>Funeral Fees</td> <td>Return of duplicate payment for JJ Funeral</td> <td>£325.00</td> </tr> <tr> <td>Community Benefit Fund</td> <td>Chapel Grant Application</td> <td>£1,500.00</td> </tr> <tr> <td>IT Support</td> <td>INV-7818. MS Licence & Backup</td> <td>£32.66</td> </tr> <tr> <td>Office Costs</td> <td>INV73008873 - March 26</td> <td>£5.00</td> </tr> <tr> <td>Office Costs</td> <td>Bank Service Charge March 2026</td> <td>£7.00</td> </tr> <tr> <td>MUGA</td> <td>MUGA Mobile March 26</td> <td>£6.00</td> </tr> <tr> <td>Pension</td> <td>Clerk Pension March 2026</td> <td>£178.89</td> </tr> <tr> <td>Salary/Exp</td> <td>Clerk Salary March 2026</td> <td>£567.40</td> </tr> <tr> <td>IT Support & Licences</td> <td>Reimbursement - Microsoft Office 365 Licence - Annual</td> <td>£243.36</td> </tr> <tr> <td>IT Support & Licences</td> <td>Reimbursement - Acrobat Adobe Pro Licence - March 26</td> <td>£19.97</td> </tr> <tr> <td>Village Environment</td> <td>Repair of Churchyard Wall</td> <td>£572.00</td> </tr> <tr> <td>Clerk's Salary</td> <td>HMRC Period 12 - 6.3.26 to 5.4.26</td> <td>£191.34</td> </tr> <tr> <td>Mem Field Maintenance</td> <td>INV-1725. Grass Cut Community Field x2</td> <td>£300.00</td> </tr> <tr> <td>Churchyard Maintenance</td> <td>INV-3404 Churchyard Grass Cut & Maintenance</td> <td>£252.00</td> </tr> <tr> <td>Playground Maintenance</td> <td>INV-3404 Memorial Playground Grass Cut</td> <td>£48.00</td> </tr> <tr> <td>IT Support</td> <td>INV-SM34014. Software Licence</td> <td>£252.00</td> </tr> </tbody> </table>	Budget	Payment Detail	Gross	Funeral Fees	Return of duplicate payment for JJ Funeral	£325.00	Community Benefit Fund	Chapel Grant Application	£1,500.00	IT Support	INV-7818. MS Licence & Backup	£32.66	Office Costs	INV73008873 - March 26	£5.00	Office Costs	Bank Service Charge March 2026	£7.00	MUGA	MUGA Mobile March 26	£6.00	Pension	Clerk Pension March 2026	£178.89	Salary/Exp	Clerk Salary March 2026	£567.40	IT Support & Licences	Reimbursement - Microsoft Office 365 Licence - Annual	£243.36	IT Support & Licences	Reimbursement - Acrobat Adobe Pro Licence - March 26	£19.97	Village Environment	Repair of Churchyard Wall	£572.00	Clerk's Salary	HMRC Period 12 - 6.3.26 to 5.4.26	£191.34	Mem Field Maintenance	INV-1725. Grass Cut Community Field x2	£300.00	Churchyard Maintenance	INV-3404 Churchyard Grass Cut & Maintenance	£252.00	Playground Maintenance	INV-3404 Memorial Playground Grass Cut	£48.00	IT Support	INV-SM34014. Software Licence	£252.00		
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	Community Benefit Fund	Quote 11 - MUGA Shed Base	£1,429.65		
		TOTAL FOR MONTH	£5,930.27		
	<p>The list above includes a duplicate payment of £325 received in respect of a burial. This payment was returned to Dignity Funeral Directors on the 16.3.26 (payment reference P319).</p> <p>2. The Bank Reconciliation for March 2026 was AGREED. Confirmed as correct and duly signed by the Chair and Vice Chair.</p> <p>3. The Quotes spreadsheet was reviewed. The following was AGREED:</p> <ul style="list-style-type: none"> • Quote 4 : Replacing road bollards - The quote for £2115 was approved. It was agreed that the work should be extended to place 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 – Cllr Potter has requested costs to remove the dying ash tree and the large oak branches on the footpath near the stone bridge. • 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. • Quote 11 : MUGA Shed base. Email approval for increasing the quote by £139.30 (to £1429.65) had been given before the meeting and this was confirmed. The work has now been completed and an invoice for £1429.65 received. • Quote 13 : Render & Paint MUGA clubhouse - The quote for £680 was approved. Clerk to request that gable end adjacent to MUGA shed location be painted ASAP so that shed can be erected. • Quote 14 : Additional MUGA Drainage – Work has commenced. <p>4. It was recommended that the ivy be removed from the Churchyard wall to prevent the wall being damaged. It was agreed to ask the existing contractor to perform this work as part of the existing maintenance contract.</p>		<p>Inform contractor</p> <p>Inform contractors</p> <p>Inform contractor</p> <p>Inform Contractor</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	

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	<p>5. It was agreed that the application for a Corporate Purchasing Card Application for PSECC should be postponed until the appointment of the new Clerk.</p> <p>6. The 4th Quarter Budget Report for the period ending 31.3.26 was reviewed and APPROVED.</p> <p>7. The Annual Return for 2025-26 was reviewed. The 'balances carried forward' figures is £36,166 and expenditure made under S137 was agreed as 0. 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 signed by the Chair.</p> <p>8. The financial documents for the Annual Return 2025-26 were sent to the Internal Auditor on the 6.4.26. It was agreed that, as the Clerk has no previous experience of preparing for a Full Audit, the Internal Auditor will be asked to check the documentation being submitted to Audit Wales at a consultancy cost of £35 per hour.</p> <p>9. The VAT Return for the period from the 1.10.25 to 31.3.26 was submitted on 5.4.26. The refund claim of £853.56 was received into the bank on the 9.4.26.</p> <p>10. The Clerk reported that all allotment invoices for 2026-27 have now been paid.</p> <p>11. The Clerk reported that the IT Support Contract with Orbits IT ended on the 31.3.26 and that they were unable to subscribe to Microsoft Office or Adobe Acrobat Pro on the laptop without a credit / debit card and so had set up subscriptions for both software packages using their personal debit card.</p>		
26/018 Items for Next Meeting	Basil Watkins Award		
26/019 Date of Next Council Meeting	To note the next meeting will take place on the 11 th May 2026 in PSE Village Hall. The Annual Meeting will start at 7pm with the Full Council Meeting starting immediately afterwards.		

The meeting closed at 21.15 pm