AGREED 10/8/26 MEETING
MINUTE 08/05

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 July 2026

Present: CHAIR Cllr. Cross, Cllr. A Phillips, Cllr. H Potter, Cllr. D Meir, Cllr. S Firth and Cllr. D Moody Jone

Also present: Clerk/RFO : Victoria Andrew

Agenda Item	Discussion points	Action	Person
07/01 Apologies for Absence	Cllr. J Drysdale, Cllr. Michael Morgan		
07/02 Declarations of Interest	None		
07/03 In Person Requests	None		
07/04 Vale of Glamorgan Councillor Report	Apologies given by Cllr. Morgan		
07/05 Approve Minutes of the meetings held on 11th May and review matters arising	The Chair introduced the Minutes of the Ordinary Meeting held on the 11th May 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. The Chair introduced the Minutes of the Annual meeting held on the 11th May 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.	Publish Minutes Publish Minutes	Clerk Clerk
07/06 Update Councillor details 2026-27	The Councillor details sheet was UPDATED to show areas of responsibilities. See Appendix 1.	Create final copy and distribute to Council	Clerk
07/07 Planning Application	The following planning application had been received and was NOTED: 2026/00369/FUL (ANH) Kailily Farm It was AGREED not to object as a Council.		

Signed (Chair): _____ Date 9/11/26

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07/08 Review of Correspondence for Action	Correspondence received for Action since the last meeting was NOTED. • Vale of Glamorgan Legal Service Agreement has lapsed. It was AGREED the Clerk would look at the Agreement and others available.	Research agreements	Clerk
	• One Voice Wales Biodiversity Section 6 Report request. It was AGREED that Cllr. Moody-Jones would create the report.	Create Report	Cllr. Moody-Jones
	• Removal of tree by entry to playground. It was AGREED that as the tree has honey fungus that it would be removed by Tree-Rex who are currently working in the Village. Tree-Rex will apply for the necessary permissions. The tree removal cost of £200 was APPROVED. The Council will endeavour to plant a replacement tree. It was AGREED a notice to be placed in the Parish Magazine informing residents by Cllr. Firth.	Oversee Place notice in Parish Magazine	Cllr. Potter/Clerk Cllr. Firth
	• It was AGREED not to proceed to apply for funding for new playground equipment due to health and safety concerns and lack of space • It was AGREED not to put forward a representative for the University Health Board collaborative • It was AGREED to invite Oliver Wicks of SEW Rivers Trust to the Full Council Meeting in September	Invite to Meeting	Clerk
07/09/a Village, Assets & Maintenance Working Group Report	**Riverbank update:** Cllr Potter reported that work on the Riverside project is progressing and advice has been taken to identify poisonous plants to ensure the health and safety of volunteers. It was APPROVED that up to £350 could be spent to buy materials for ongoing work along the Riverbank.	Purchase materials	Cllr. Potter/Clerk

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	Trees: The Council was INFORMED that: The Ash tree removal has not happened yet due to the Contractors delayed work in Wyndham Park The Oak Tree overhanging branches over the path have been removed		
	Playground Inspection Report: The Playground Inspection Report for May 2026 was REVIEWED and the Clerk reported that a quote for the recommended repairs has been requested.		
	Tennis Tournament: It was AGREED that the Tennis Tournament would be postponed until next year and that a notice to inform residents to be put in Parish magazine	Place notice in Parish magazine	Cllr. Firth
	Village Planters: Cllr Phillips reported that the new planters have been planted and there is a team of volunteers to water the plants. It was AGREED to put a notice to thank volunteers for the planting and watering of village planters to be put in the Parish magazine and on Facebook.	Place notice in Parish magazine and post on Facebook	Cllr. Firth/Cllr. Phillips
	Closure of Railway Crossing: The Clerk reported that Network Rail will be holding a Community Meeting after the next Ordinary Meeting on the 10th August at 7.30pm. The Ordinary Meeting will be at 6pm. The Clerk has asked Network Rail for promotional materials. Notice to inform residents to be put in the Parish magazine.	Place notice in Parish Magazine	Cllr. Firth
	Scammers Meeting: Cllr. Firth reported that there had been a good turnout for the meeting with positive feedback given by residents.		

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	Greenlinks: Cllr. Firth reported that she has found the communication poor with Greenlinks and that they have not been pro-active in promoting their service.	Report feedback to Cllr. Morgan	Clerk
	Grass cutting: Cllr. Firth has been in contact with Vale of Glamorgan Council and been informed that the next village grass cut would be during the 3rd week of July. Due to staff illness this has not happened yet.	Monitor	Cllr. Firth
	Bollards: It was AGREED that the bollards would be kept as they are and not painted with reflective paint or have reflective bands added		
	Speeding: It was AGREED that an ATC survey would be requested to monitor the car driving speeds through the village to gather data to give as evidence to meet the speeding threshold required to count as the village having a speeding issue.	Request ATC survey	Cllr. Firth
	Recruitment of village maintenance person: It was AGREED that the Clerk would contact One Voice Wales regarding the recruitment process	Contact OVW	Clerk
07/09/b **MUGA Working Group Report**	In his absence, Cllr. Drysdale provided a written report. See Appendix 2. Points requiring action are as follows:		
	• The MUGA surface needs cleaning to remove fallen leaves etc. Moss killer has been applied.	Organise volunteers	Cllr Drysdale
	• The MUGA has had a tennis ball serving machine donated by the Tennis Academy. It was AGREED that the old machine should be recycled.	Recycle old machine	Cllr. Drydale
	• It was AGREED that additional materials may be purchased up to £600.	Purchase materials	Cllr. Drysdale/Clerk
	• The Clerk reported that, despite being chased, two MUGA booking invoices have been outstanding since November 2025. It was AGREED that the invoices would be written off at a total of £99.	Write off invoices	Clerk

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	• The Clerk reported that there is 1 outstanding MUGA invoice that has had a reminder sent via email	Send a second reminder	Clerk
07/09/c Clerk's Report	The Clerk's report was NOTED. See Appendix 3.		
07/09/d Merger of CC WG	The Clerk reported that no correspondence had been received since the last meeting		
07/10 Finance	a. The payment schedules for May and June 2026 were AGREED and signed by the Chair and Vice Chair.		
	b. The Bank Reconciliations for April, May and June 2026 were AGREED and signed by the Chair and Vice Chair.		
	c. The updated invoicing process moving forward was AGREED. See Appendix 4. Clerk to confirm if identification is required for Councillors to buy items on account.	Confirm account identification requirements	Clerk
	d. It was AGREED that the delegated powers of the Clerk would be increased to £2500 in the event of an emergency with the approval of the Chair or Vice Chair	Update Financial Regulations	Clerk
	e. It was AGREED that there would be an annual inspection of the playground zip wire as recommended by Vale of Glamorgan Council	Inform VoG	Clerk
	f. It was NOTED that the Council is unable to charge VAT as it is not VAT registered so received £1000 from Black Mammoth Filming instead of the original invoice of £1200		
	g. The Clerk reported that the Notice to View Accounts 2025-26 had been posted on the village Noticeboard and website		
Training	h. It was AGREED that the Clerk would provide GPDR training in the September Full Meeting	Provide training	Clerk

Signed (Chair): 

Date 9/11/26.

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07/11 **New Councillor**	It was AGREED to invite Jennifer Jones to become a Councillor following her Expression of Interest.	Contact J. Jones and invite to next meeting	Clerk
07/12 **Standards Committe Observation**	It was AGREED that the VoG Standards Committee Independent Member Observation would take place in the January Full Meeting on the 11th January 2027	Inform VoG	Clerk
07/13 **Flooding and drains**	It was AGREED to ask the new Councillor if she would take on the responsibility for flooding and drains	Contact J. Jones	Clerk
07/14 and 07/15 **Railway bridge and BT Exchange**	It was AGREED that the Clerk would contact Network Rail and BT to ask for the areas to be tidied and maintained on a regular basis	Contact RN and BT	Clerk
07/16 **Parish magazine**	Additional items for the Parish magazine were APPROVED	Submit proof	Cllr Firth
07/17 **Items for Next Meeting**	It was AGREED to move the July policies reviews to August's meeting It was AGREED that Working Groups in future would circulate written reports to all Councillors and the Clerk prior to Ordinary Meetings to save time in meetings	Add to Agenda Provide written reports prior to Meetings	Clerk Working Groups
07/18 **Date of Next Council Meeting**	The next Full Council meeting will take place on the 10th August at 7.30pm.	Inform Cllr Morgan	Clerk

The meeting closed at 21.20 pm

Signed (Chair): Date