

## LLANFAIR COMMUNITY COUNCIL

### Minutes of Council Meeting held at St Hilary Village Hall on Thursday, 4<sup>th</sup> September 2014 at 7.00pm.

**Present:** Chairman : Councillor Heather Shaw  
Councillors : Malcolm Francis, David Hawkins, David Illey,  
Mary Llewellyn, Ray Simkiss and Geoff Simpson.

**In Attendance:** Jackie Griffin, Clerk.

**Item 1: Apologies for Absence.**

Councillor Jim Teague  
Vale of Glamorgan Councillor G A Cox.  
Vale of Glamorgan Councillor Hunter Jarvie.  
Vale of Glamorgan Councillor Andrew Parker.  
PCSO H O'Callaghan

**Item 2: Declarations of Interest.**

Councillors Llewellyn and Simkiss – Item 8.1 (Planning Application No. **2014/00829/RG3**).

**Item 3: Community Police Matters.**

Apologies had been given by PCSO O'Callaghan but had passed details to the Clerk of a theft of a water bowser from a field in the Llanfair area.  
PCSO O'Callaghan advised that she now has the equipment for community use to monitor vehicles speed but requires volunteers to come forward to receive training on how to use it.

**Item 4: Acceptance of Minutes of Meeting held 3<sup>rd</sup> July 2014.**

**Resolved** that the minutes of the meeting held 3<sup>rd</sup> July 2014 was a correct record of the meeting and the minutes were duly signed by the Chairman.

**Item 5: Matters arising from the Minutes of Meeting held 3<sup>rd</sup> July 2014 (Not included on this agenda).**

5.1 (Item 5.4) – It was reported that the rebuilding of the 'wall' in St Hilary is now complete.

5.2 (Item 5.5) – Members were pleased to report that the unsightly 'bin' at the entrance of St Hilary village has been removed.

5.3 (Item 5.3) – The verges at Thaw Close, The Herberts have still not been cut.

**Item 6: Clerk's Report.**

**6.1 Finances**

Bank balance was noted at **£3,449.13** (Current Account £2,557.48 and Savings £891.65).

**Payments made since last meeting are:**

Clerk's Salary (July and August) - £322.16.

J Griffin – Reimbursement for Liberon (Oil for Notice Boards) - £18.38.

**Monies received since last meeting are Nil.**

- Item 6: Clerk's Report (Continued)**  
**Payments due to be made are:**  
Clerk's Salary (September) - £161.08;  
Mr D R Powell (Oiling of notice boards) - £80.00.

The Clerk had been contacted by Elisa Faulkner, Affordable Housing Enabler for the Vale of Glamorgan Council, who would like to meet with the Community Council to discuss an initiative entitled 'Local Housing Market Assessment (LHMA) which will inform the council about housing needs across the Vale and will help to plan where and what type of housing might be required.

Members agreed that Ms Faulkner be invited to meet with the Community Council during their next meeting scheduled for 2<sup>nd</sup> October 2014.

**Item 7: Approval of Annual Return for the Audit year end 31<sup>st</sup> March 2014.**

A letter had been received from Mazars, the appointed auditors, advising that they have now substantially completed their audit work and in accordance with the Accounts and Audit (Wales) Regulations 2005 (as amended), they have to report to the Community Council whether there are any significant issues arising which should be considered prior to the approval of the Annual Return. The letter goes on to advise that there are no issues which they wish to draw to the attention of the Council. However, under section 4 the internal auditor has stated N/A for Box 8 which refers to 'Assets and investment registers were complete and accurate, and properly maintained' but the Council does have assets as evidenced by the figure entered in Section 1, Box 12 and confirmed as recorded in an asset register. Therefore this control objective should be covered by internal audit procedures each year.

The Return was then signed off by the Clerk and the Chairman and needs to be sent to Mazars for them to complete the external Audit Certificate in Section 3.

**Resolved** that the Audit should be formally approved by the Community Council.

**Item 8: Planning.**

- 8.1 Planning Application No. **2014/00829/RG3**  
Applicant: The Vale of Glamorgan Council  
Agent: The Vale of Glamorgan Council  
Location: Llanfair Primary School, The Herberts  
Proposal: Extension and refurbishment of the school.  
**No objection.**

- 8.2 Planning Application No. **2014/00810/FUL**  
Applicant: Mrs A Corden  
Agent: N/A  
Location: Former Vale Garage, The Herberts  
Proposal: Retention of new boundary wall.  
**No objection.**

- 8.3 Decisions on Planning Applications received from the Vale of Glamorgan Council:

- (i) Planning Application No. **2014/00685/FUL** – Demolition of shed and replacement with oak framed garage/workshop with attached gym at Llandough Castle, Llandough – **Grants permission with 2 conditions.**

**Item 8: Planning.**

8.3 Decisions on Planning Applications received from the Vale of Glamorgan Council: **(Continued)**

- (ii) Planning Application No. **2014/00736/FUL** - Erection of new boundary wall and retention of garden extension to rear of property at The Keep, Llandough – **Grants permission with no conditions.**  
**Noted.**

**Item 9: Reports of Representatives.**  
**No reports.**

**Item 10: Correspondence and Publications.**

10.1 Letter from the Vale of Glamorgan Council enclosing Guidance from the Public Services Ombudsman for Wales for members of Community Councils: The Code of Conduct for members of local authorities in Wales which refers to the position with regard to 'twin hatted' members.  
**Noted.**

10.2 Letter from One Voice Wales detailing the 2014 Motions put forward for the Annual General Meeting on Saturday 4<sup>th</sup> October 2014.  
**Noted.**

10.3 Letter and documents from the Vale of Glamorgan Council regarding an Extraordinary Community Liaison Committee Meeting to be held on 17<sup>th</sup> September 2014 and an agenda for a Special Meeting held on 2<sup>nd</sup> September with relevant papers.  
**Noted.**

10.4 Letter from the Vale of Glamorgan Council regarding funding for Town and Community Council Websites and Long Term Vacant Council Seats.  
**Noted.**  
The Clerk will respond advising that the Community Council has a website site and does not have any long term vacant council seats.

10.5 Letter from Shelter Cymru requesting financial assistance.  
**Noted.**

10.6 Letter from the Dogs Trust Rehoming Centre in Bridgend enclosing their publication and notices for the Community Council's notice boards.  
**Noted.**

10.7 Play for Wales Publication – Summer 2014.  
**Noted.**

10.8 Clerks & Councils Direct – July 2014.  
**Noted.**

10.9 Papers from the Vale of Glamorgan Council including the agenda of the meeting held 25<sup>th</sup> June and minutes of a meeting held 7<sup>th</sup> May 2014.  
**Noted.**

**Item 11:** Any Other Business allowed at the discretion of the Chairman.  
11.1 Members discussed a bench situated on St Hilary Down and which is overgrown with brambles. Enquiries to be made as to who is responsible for its maintenance.

**Item 12:** Date, Place and Time of Next Meeting.  
The next meeting will be held on Thursday, 2<sup>nd</sup> October 2014 at 7.00pm in St Hilary Village Hall.

..... Chairman  
Date : 2<sup>nd</sup> October 2014.