

LLANFAIR COMMUNITY COUNCIL
Minutes of Council Meeting held at
St Hilary Village Hall,
On Thursday, 7th July 2022 at 7.00pm.

Present: Chairperson : Councillor Julian Hitchcock.
Councillors : Steph Bonnar, Mary Llewellyn, Liz Loch, Heather Shaw,
and Jim Teague.

In Attendance: Jackie Griffin, Clerk.

Item 1: Apologies for Absence
Councillors Ray Simkiss and Geoff Simpson.
Vale of Glamorgan Councillor Robert Fisher.

Item 2: Declarations of Interest.
None.

Item 3: Community Police Matters.
No police presence or report.

Item 4: To consider and approve the minutes of the Annual Meeting and Ordinary Meeting held 12th May 2022.

Proposed by Councillor Llewellyn, seconded by Councillor Teague and **resolved** that the Minutes of the Annual Meeting be approved as a true record. The Minutes were signed by the Chairperson.

Proposed by Councillor Llewellyn, seconded by Councillor Teague and **resolved** that the Minutes of the Ordinary meeting be approved as a true record. The Minutes were signed by the Chairperson.

Item 5: Matters arising from the Minutes, which are not included in this Agenda.
Councillor Teague referred to Item 2 (to elect a Vice Chairperson) of the Annual Meeting minutes and **proposed** that newly elected Councillors should not be thrust into accepting official positions of Chairperson or Vice Chairperson but be allowed to have two years to settle into being a Councillor and attend some training courses.
Resolved that the proposal be accepted and the statement be written into the Council's standing orders.

Item 6: Chairperson's Report.
Councillor Hitchcock reported that he has acquired a number of 'boris' bikes which he is happy to donate to any deserving causes.

Item 7: Clerk's Report
7.1 **Finances.**
Bank balance was noted at **£3,669.98** (Current Account £2,773.72 and Business Reserve Account £896.26).

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Payments made since 12th May 2022 are:

Clerk's Salary (May and June) - £320.02;

HMRC Tax (May and June) - £80.01;

Zurich Municipal (Council's Insurance Policy for the forthcoming 12 months) - £305.71 (an increase of £1.37 on the previous year).

Payments due to be made are:

Clerk's Salary (July) - £165.76;

HMRC Tax (July) - £41.44;

H Embling (Internal Audit Fee) - £100.

One Voice Wales (Councillor Loch – New Councillor Induction Course) - £17.50;

St Hilary Village Hall (Hire of Hall re Meeting 07.07.22) - £30.00;

J Griffin (Reimbursement for Zoom April to June 2022) - £43.17.

No Monies received

7.2. Basic Planning from Start to Finish e-Course (Planning Aid Wales).

The Clerk reported that she is currently undertaking a Basic Planning Course provided by Planning Aid Wales. The course is in small sections and provides a good overall detail of planning in Wales.

7.3 Members discussed the 'Code of Conduct' training which should be completed after an Election. Councillors Llewellyn and Shaw to be booked on the most convenient courses.

Item 8: To consider and approve the Annual Return for the year ended 31st March 2022.

The Annual Return and associated paperwork had been forwarded to Members prior to the meeting. The Clerk reported that Mr Mees had been unable to complete the Internal Audit this year, but Mrs Embling had carried out the internal audit at very short notice.

Resolved that payment of £100 made to Mrs Embling for carrying out the Internal Audit.

Proposed by Councillor Bonnar, seconded by Councillor Loch and **resolved** that the Annual Return is accepted by the Council and the form signed by the Chairperson.

Item 9: To discuss the setting up of a Training Plan.

The Clerk reported that she is awaiting a 'template training plan' from One Voice Wales but, in the meantime, requested that Councillors look at the courses available and decide what training they would be interested in doing and advise the Clerk in order that a booking can be made.

Item 10: To consider the Town and Community Councils 'Toolkit'.

The Clerk had circulated the 'Toolkit' to Members by e-mail and gave a brief explanation of what is expected. The document is quite considerable in length and the Clerk suggested that she look at it closely over the summer period and then report back on the document at September's meeting.

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It was suggested that the Council holds an Extraordinary meeting during the winter months to deal with the document.

Item 11: Reports of Representatives.

Councillor Bonnar reported that the next Community Liaison Committee meeting is to take place on 14th July 2022. Notes from the meeting will be e-mailed out to Members.

Item 12: Correspondence and Publications which do not necessarily require discussion. i.e or noting only – *previously sent out by e-mail.*

- 12.1 Letter of thanks received from Llandough Village Community Group re Jubilee funding.
- 12.2 Letter of thanks received from St Hilary Platinum Jubilee re Jubilee funding.
- 12.3 Letter of thanks received from St Mary Church Residents Association re Jubilee funding.
- 12.4 One Voice Wales (OVW) – Training Courses for June and July 2022.
- 12.5 Vale of Glamorgan Council (VGC) – Publication of the Development Plan Community Guide Edition 2.
- 12.6 VGC – Planning Committee Meeting of 8th June 2022 – Agenda and Reports.
- 12.7 OVW – Special Environment Edition News Bulletin.
- 12.8 Older People’s Commissioner for Wales – Webinar – 29th June 2022.
- 12.9 OVW – ‘Nature Hub’ being set up.
- 12.10 VGC – Replacement LDP Draft Review Report and Draft Delivery Agreement Update.
- 12.11 Vale of Glamorgan Council (VGC) – Business Support Newsletter – 24th June 2022.
- 12.12 Welsh Government (WG) Via One Voice Wales (OVW) – ‘Shaping Wales Future’.
- 12.13 OVW – Wales Nature Week – 2nd/10th July 2022.
- 12.14 OVW – ‘Local Places for Nature Officer’ – an Introduction and Information letter from Rachel.
- 12.15 VGC – Local Development Plan (LDP) ‘Call for Candidate Sites’ open from 20th June to 13th September 2022.
- 12.16 WG – Good Councillors Guide (Updated).
- 12.17 WG – Statutory Guidance relating to the Local Government and Elections (Wales) Act 2021.
- 12.18 VGC – Vacancy for a Representative from the Vale’s Town and Community Council’s on the Standards Committee in the Vale of Glamorgan.

All items were forwarded to Councillors prior to the meeting and were noted.

- Item 13: Any Other Business at the Discretion of the Chairman.**
- 13.1 It was reported that some ‘sat-navs’ appear to be directing HGV’s into St Mary Church village. Members agreed to monitor the situation.
- 13.2 It was reported that another HGV got ‘stuck’ in St Hilary Village again on 6th July at 12.58. Photographs to be e-mailed to the Clerk for forwarding to the Vale of Glamorgan Council.
- Item 14: Planning Applications.**
- 14.1 Planning Application No. **2022/00575/FUL**
 Location: Woodside, St Hilary
 Proposal: Construction of two storey extension incorporating removal of existing garage, new timber entrance canopy and cladding to front elevation.
No objection.
- 14.2 **Determinations on Planning Applications by the Vale of Glamorgan Council.**
 (i) Planning Application No. **2022/00142/FUL** – Extension and alterations to the existing dwelling at **Robin Hill, St Hilary – Grants permission with 4 conditions.**
- 14.3 **Other Planning Matters.**
 (i) Planning Application No. **2019/01392/1/CD** –
 Location: Woodlands Cottage, Llandough.
 Proposal: Discharge of Condition 4 (Reuse of Roof Tiles), 5 (Materials) And 6 (Materials Sample Panel). Planning Approval 2019/01392/FUL – change of use of outbuilding from a home office and gymnasium to a tourism use cottage and first floor extension to increase the floor space – **Approved. Noted.**
- (ii) Enforcement Contravention for **ENF/2022/0213/CMP** – Land to the south side of Llantrithyd Road, St Hilary – Piece of agricultural ground has been converted into a lawn for the adjacent property.
 Breach – Unauthorised change of use.
Noted.
- Item 15: Place, Date and Time of Next Meeting**
Thursday, 1st September 2022 at 7pm, venue to be confirmed

..... Chairman.

Date : 1st September 2022.