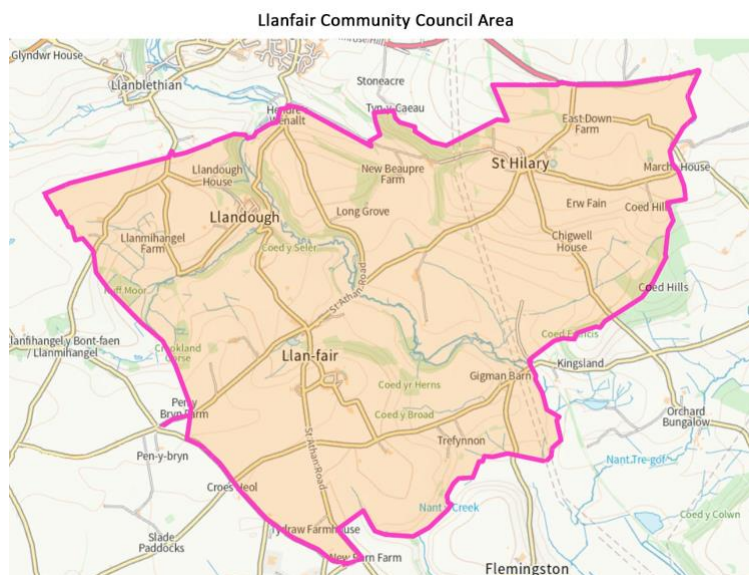


# LLANFAIR COMMUNITY COUNCIL

## ANNUAL REPORT 2022-2023

Llanfair Community Council serves the three villages of Llandough, St Hilary and St Mary Church including The Herberts in the rural Vale of Glamorgan. Community Council information including Minutes, Agendas of Meetings and the Community Council's finances can be found on the website at: [www.llanfaircommunitycouncil.gov.uk](http://www.llanfaircommunitycouncil.gov.uk)



### **Report from Councillor Julian Hitchcock, the Chairperson of the Council, (May 2022-May 2023).**

*The Council's year began following the Local Elections which were held on Thursday 5<sup>th</sup> May 2022. David Hawkins, who had represented St Hilary Ward on the Community Council since October 2012, did not stand for Election after moving from the village into Cowbridge. The Members reflected on the immense contribution made to the Community Council by Councillor Hawkins. St Hilary resident Liz Loch did stand for election and won a seat and the Members were pleased to welcome Liz 'on board'. Mary Llewellyn also stood for election and won her seat for a further term.*

*With regard to the Llanfair Ward, there was an Election as six residents stood for five seats. Councillors Steph Bonnar, Ray Simkiss, Geoff Simpson, Jim Teague and myself were elected to represent the ward of Llanfair.*

*The Community Council co-opted Heather Shaw to take the remaining seat at St Hilary Ward.*

*In June, the Communities celebrated the Queen's Platinum Jubilee and the Community Council was delighted to support the celebrations with grants for each village of £500. Sadly, the euphoria of the Platinum Celebrations was overshadowed by the Queen's passing on 8<sup>th</sup> September. The Council's Vice Chairperson, Councillor Liz Loch accompanied by Mr Loch, attended a Church Service in Commemoration of Queen Elizabeth II at All Saints Church, Barry on 18<sup>th</sup> September.*

*On Remembrance Sunday, I attended the Remembrance Sunday Parade and Service in Cowbridge and laid the Community Council's wreath at the War Memorial, on behalf of the Llanfair community.*

*I met with Alun Cairns to discuss the lack of bus services in the Rural Vale. The Community Council carried out a survey on residents' experience and thoughts on bus services in our local community and the information gathered was forwarded to Alun Cairns MP and the Vale of Glamorgan Council. Details of the findings of the survey can be found in the January 2023 minutes on the Llanfair Community Council's website. The Members discussed 'Greenlinks' a transport service provided by the Vale of Glamorgan Council and notices promoting the service were posted on the village notice boards. There is detailed information on both the Vale of Glamorgan Council's website and Llanfair Community Council's website.*

*The Community Council has been very concerned at the issue of 'empty properties for a number of years and have attempted to take up the matter with the Vale of Glamorgan Council. The Vale of Glamorgan Council is considering taking action through the Council tax system so this may have some effect on the problem, but the Community Council will continue to monitor this issue.*

*The Local Democracy and Boundary Commission for Wales is currently carrying out a review on the town and community council boundaries in the Vale of Glamorgan. The review is being carried out on behalf of the Vale of Glamorgan Council.*

*Community boundaries are being considered to ensure that they reflect local identity and if the capacity of the area is still relevant.*

*There are 4 steps to the review:*

- (i) Initial publicity;*
- (ii) Initial investigation and consultation which can take 6-12 weeks;*
- (iii) Consultation on draft proposals;*
- (iv) Final recommendation and a review of the representations.*

*The review could result in the creation, abolition or merging of communities and/or lead to changes to boundaries; ward names and ward members.*

*The relevant size of a town/community council to be considered with reference to the elector to councillor ratio policy; population growth; new developments and whether the area is rural, urban or mixed.*

*The Members of the Community Council are anxious that Llanfair Community Council should remain as at present in order to reflect the unique rural three villages which make up the Council.*

*The Community Council will continue its work to support the villages in every way it can and I wish Councillor Liz Loch every success in her work as Chairperson of the Council during the next 12 months.*

## **Council Information.**

Town and Community Councils Elections are held every five years. The last Election took place on Thursday 5<sup>th</sup> May 2022. St Hilary Ward, which has three councillors to represent the area, had no Election with Councillor Mary Llewellyn returning as unopposed and Councillor Liz Loch elected to the Council for her first term. Llanfair Ward has five Councillors to represent St Mary Church, Llandough and The Herberts. There was an Election for the Llanfair Ward as six residents stood for Election. Councillors Steph Bonnar, Julian Hitchcock, Ray Simkiss, Geoff Simpson and Jim Teague were elected to represent the ward of Llanfair. The Community Council co-opted Heather Shaw to take the remaining seat at St Hilary Ward.

The Community Council meets once a month, usually on the first Thursday. Meetings are held at St Hilary Village Hall and residents are welcome and encouraged to attend. The Local Government and Elections (Wales) Act 2021 requires that Community Councils must make and publish arrangements for its meetings to ensure that meetings can take place in a manner which enables people who are not in the same place to attend. Under the arrangements, councils need to take reasonable steps to allow meetings to be held at multiple locations. If the arrangements are revised or replaced the new arrangements must also be published. The minimum requirement is that members are able to hear and be heard by others. Examples of this could include:

- All participants are in the same physical location;
- All participants are in the same physical location except one individual who joins from another location e.g. by video or telephone conference;
- Roughly equal number of councillors are present in a physical space and joining through remote means;
- Wholly through remote means where no physical arrangements have been made.

Whilst physical meetings in the same location are allowable under the 2021 Act, councils must note that the 2021 Act requires that participants (i.e. council members, members of the public and press) are able to join meetings remotely – even if physical meetings are the preferred mode. Access to join a meeting remotely, through ‘Zoom’ can be arranged through contacting the Clerk who can provide the information required.

As stated previously, there are eight Councillors with five representing Llanfair Ward (covering St Mary Church, Llandough and the Herberts) and three representing St Hilary Ward. The administration of the Community Council is carried out by the Clerk/Responsible Financial Officer, the only paid officer of the Council.

Members	Community Council Ward
Cllr Steph Bonnar	Llanfair
Cllr Julian Hitchcock	Llanfair
Cllr Liz Loch	St Hilary
Cllr Mary Llewellyn	St Hilary
Cllr Heather Shaw	St Hilary
Cllr Ray Simkiss	Llanfair
Cllr Geoff Simpson	Llanfair
Cllr Jim Teague	Llanfair



## Members:

Councillor Stephanie Bonnar (Elected) Stone Cottage, 1 Talbot Terrace, St Mary Church, Cowbridge CF71 7LW E-Mail: <a href="mailto:stephbonnar@hotmail.com">stephbonnar@hotmail.com</a> <i>Representative on Community Liaison Committee</i>	Llanfair Ward	Independent
Councillor Julian Hitchcock (Elected) Old Rectory, Llandough, Cowbridge, CF71 7L E-Mail: <a href="mailto:julian@townandcountrycollective.co.uk">julian@townandcountrycollective.co.uk</a>	Llanfair Ward	Independent
Councillor Mary Llewellyn (Elected) Channel View, St Hilary, Cowbridge, CF71 7DP E-Mail: <a href="mailto:maryllew125@gmail.com">maryllew125@gmail.com</a>	St Hilary Ward	Independent
	Telephone No. 773421	
Councillor Liz Loch (Elected) <b>(Chairperson)</b> The Glebe, St Hilary, Cowbridge, CF71 7DP E-Mail: <a href="mailto:lizloch.lcc@gmail.com">lizloch.lcc@gmail.com</a>	St Hilary Ward	Independent
Councillor Heather Shaw (Co-opted) The Old Vicarage, St Hilary, Cowbridge, CF71 7DP E-Mail: <a href="mailto:candhshaw@btconnect.com">candhshaw@btconnect.com</a> Telephone No. 772709	St Hilary Ward	Independent
Councillor Ray Simkiss (Elected) Ty'r Ardd, Llandough, Cowbridge, CF71 7LR E-Mail: <a href="mailto:raysimkiss@btinternet.com">raysimkiss@btinternet.com</a>	Llanfair Ward	Independent
	Telephone No. 774542	
Councillor Geoff Simpson (Elected) Oaklands, St Mary Church, Cowbridge, CF71 7LT E-Mail: <a href="mailto:geoffreysimpson278@btinternet.com">geoffreysimpson278@btinternet.com</a> <i>Representative on One Voice Wales</i>	Llanfair Ward	Independent
	Telephone No. 773830	
Councillor Jim Teague (Elected) <b>(Vice Chairperson)</b> Heddfan, St Mary Church, Cowbridge CF71 7LT E-Mail: <a href="mailto:teague.heddfan@gmail.com">teague.heddfan@gmail.com</a>	Llanfair Ward	Independent
	Telephone No. 773996	

The Members of the Community Council are summoned to attend meetings via the agenda which is issued by the Clerk at least three clear days before the day of the meeting. The agenda can be viewed either on the Community Council's website or on one of the Community Council's Notice Boards.

### Members' Register of Attendance at Meetings of the Community Council.

Members	Apr '22	May '22	July '22	Sep '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23
Cllr S Bonnar	X	√	√	√	√	√	√	X	X	√
Cllr J Hitchcock	√	√	√	X	√	X	√	X	√	√
Cllr L Loch	-	√	√	X	√	√	√	√	√	√
Cllr M Llewellyn	√	√	√	√	√	X	√	√	√	√
Cllr H Shaw	√	—	√	√	√	√	X	√	√	√
Cllr R Simkiss	√	√	X	√	√	√	√	√	√	√
Cllr G Simpson	√	√	X	√	√	√	√	X	√	√
Cllr J Teague	√	√	√	√	X	√	√	√	√	√

√ Present.

X Absent.

## Council Finance.

The Community Council's income is provided by a precept which is a part of the Council Tax, paid by each household and collected by the Vale of Glamorgan Council. The precept is paid to the Community Council in three parts during the months of April, August and December. The expenses of the Community Council include the Clerk's salary; insurance, subscription to One Voice Wales and other items. The breakdown of the expenditure is represented by:

<b>LLANFAIR COMMUNITY COUNCIL</b>	
<b>Receipts &amp; Payments Account.</b>	
<b>April 2022 to March 2023</b>	
<b>RECEIPTS</b>	
<b>2022/2023</b>	
	£
Precept	4,608.00
Grants/Donations	
Bank Interest	3.93
V.A.T. Reimbursement	182.58
Sundries (Income)	
<b>TOTAL</b>	<b>4,794.51</b>

**CURRENT RECEIPTS**

Category	Amount (£)
Precept	4,608.00
V.A.T. Reimbursement	182.58
Bank Interest	3.93

<b>EXPENDITURE</b>	
Staff wages etc.	2,851.26
Subscriptions	155.00
Hall Rent	240.00
Insurance	305.71
Grant Aid	1,570.00
Council Elections	1,070.37
Petty Cash Items	132.27
Audit Fees	300.00
Councillor Allowances	
Training	35.00
Administration	338.85
VAT Reclaimable	46.40
<b>TOTAL</b>	<b>7,044.86</b>

**CURRENT PAYMENTS**

Category	Amount (£)
Staff wages etc.	2,851.26
Council Elections	1,070.37
Grant Aid	1,570.00
Insurance	305.71
Subscriptions	155.00
Hall Rent	240.00
Petty Cash Items	132.27
Audit Fees	300.00

<b>General Fund</b>	
Opening Balance 1 April 2022	<b>5,059.35</b>
Add Total Income	4,794.51
	9,853.86
Deduct Total Expenditure	7,044.86
<b>BALANCE AT 31ST MARCH</b>	<b>2,809.00</b>

## Annual Audits.

Town and Community Councils are audited twice a year. The first audit is an Internal Audit carried out by an independent person appointed by the Council. The Internal Auditor does a thorough check of the Council's books and accounting procedures and produces a report. Following the Internal Audit, an external audit is carried out by the Wales Audit Office who select a particular item to specifically inspect as well as other checks on the Council's procedures. The 'Annual Return' containing the Council's accounting figures and 'Annual Governance' statement with the reports from the auditors are available to view on the Council's website. The Annual Return for the year ended 31<sup>st</sup> March 2022 is available to view on the Council's website.

## Planning Applications.

One of the objectives of the Community Council is to make observations on planning applications, details of which are provided by the Planning Department at the Vale of Glamorgan Council. Planning applications which the Community Council has considered in the past twelve months are listed in the following table. Comments made by the Community Council can be viewed in the Meeting Minutes:

Application No.	Location	Community Council Observation	Vale Council Decision
2022/00575/FUL	Woodside, St Hilary	No objection	Approved
2022/00858/FUL	New House, St Hilary	No objection	Approved
2022/00903/FUL	Whips Bungalow, Llandough	No objection	Refused
2022/01194/FUL	Fairview House, St Hilary	No objection	Outstanding
2022/01266/FUL	Robin Hill, St Hilary	No objection	Approved
2022/01314/CAC	Robin Hill, St Hilary	No objection	Approved

## Council Business.

- A Representative of South Wales Police sends a report to the Clerk prior to most meetings.  
The report gives an update on incidents of crime in the area since the previous meeting. This can be a very useful source of information which can be shared with residents to raise awareness of possible concerns and warnings of current crime being carried out in the local area.
- The Community Council has the power to give small grants to Community Groups carrying out work/activities within the Community Council's own area. An application form and information sheet were drawn up and can be accessed from the website or through contacting the Clerk.
- For some time, the Community Council has been concerned about the issue of 'empty properties' in the area. The matter was discussed with the Vale of Glamorgan Council at some length and notes that this is now of wider concern and the Vale Council will be taking action. The Community Council would urge anyone aware of 'empty properties' to report any concerns to the Vale of Glamorgan Council.
- The Community Council has continued to monitor the situation with regard to HGV's getting 'stuck' in St Hilary village causing damage to property and blocking the highway for many hours. Any photographs and information have continued to be collated by the Community Council for forwarding to the Highways Department at the Vale of Glamorgan Council. The Community Council would request that residents who have any documentation continue to forward it to the Clerk for reporting.

## Biodiversity Report.

The Community Council is very conscientious of the importance of biodiversity within its community.

All documentation including correspondence; agendas; minutes and reports, are e-mailed to Councillors which saves on expense of postage and assists the carbon footprint.

In December, a tree was gifted to the Community Council from the Vale of Glamorgan Council, in recognition of the Queen's Platinum Jubilee which was celebrated in June.

*(Photograph on next page)*





### Other Information.

- Representatives of the Community Council sit on a number of 'outside bodies'. One Member of the Council attends meetings of the Local Committee of One Voice Wales. *(currently Councillor Geoff Simpson)*; and a Representative of the Council attends Community Liaison Meetings *(currently Councillor Steph Bonnar)* hosted by the Vale of Glamorgan Council.
- Llanfair Primary School is based within the Community Council's area and a number of Councillors, past and present, have sat as Governors on the Governing Body. *Currently Councillor Llewellyn is a Governor at the School.*

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Annual Report of Llanfair Community Council completed 26<sup>th</sup> May 2023.

Website address: [www.llanfaircommunitycouncil.gov.uk](http://www.llanfaircommunitycouncil.gov.uk)

Clerk to the Council: Jackie Griffin.

To contact the Clerk email [clerk@llanfaircommunitycouncil.gov.uk](mailto:clerk@llanfaircommunitycouncil.gov.uk)