

LLANFAIR COMMUNITY COUNCIL
Minutes of Council Meeting held at
St Hilary Village Hall,
On Thursday, 4th May 2023 at 7.10pm.

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

In Attendance: Jackie Griffin, Clerk.
Vale of Glamorgan Councillor R Fisher.

Item 1: Apologies for Absence.
None.

Item 2: Declarations of Interest.
Councillor M Llewellyn – Item 14.1 - Planning Application
No.**2023/00417/FUL** – East Down Farm, St Hilary – Applicant acquaintance of
Councillor Llewellyn.

Item 3: Community Police Matters.
PCSO Davies had forwarded the following:
15/04/2023 (St Hilary) Occurrence - Report of Dangerous driving.
Outcome: No CCTV footage, the reporting person was able to identify the
company from the logo on the van and has spoken to the company regarding
the way the van was being driven.

Item 4: To consider and approve the minutes of the Meeting held 6th April 2023.
Proposed by Councillor Loch and **resolved** that the Minutes of 6th April 2023
be approved. Councillor Loch signed the Minutes.

Item 5: Matters arising from the Minutes, which are not included in this Agenda.

5.1 Councillor Loch advised that there should have been two sessions of
defibrillator and first aid training but one session had to be cancelled. Fifteen
people attended the course that went ahead. There will be another session
in May (which replaces the cancelled April session) and one in June. Sessions
last for two hours.

5.2 Members referred to the St Athan Road and especially its use by pedestrians.
It was agreed that it is dangerous for walking along but do not expect any
improvement in the short term.

5.3 Members discussed the potholes in the vicinity of ‘Abernant’ and along the
road from the Rectory to the Herberts. The potholes have already been
reported to the Vale Council.
Councillor Fisher agreed to pursue the potholes complaint with the Highways
Department.

Item 6: Chairperson’s Report.

6.1 Councillor Hitchcock reported that he had met with Alun Cairns MP. They had discussed the closure of HSBC in Cowbridge. Before the bank can close, there has to be evidence that there is an adequate alternative banking service in the town.

6.2 There are legal requirements with regard to internet fibre minimum service. A 5G mast is to be sited at ‘Forage’.

Item 7: Vale of Glamorgan Councillor’s Report.

- Councillor Fisher apologised for not attending the last meeting of the Community Council.
- There was no further information with regard to the development sites currently in the proposed Local Development Plan. There will a further assessment later in the year.
- Councillor Fisher advised that he will be attending all Llanfair Community Council meetings from now on as the Vale Councillors’ representative.
- Councillor Simkiss reported that the roads in Llandough have not been swept for a number of months – Clerk to report to the Vale of Glamorgan Council.
- It was reported that the grass has not yet been cut on St Hilary Village Green – Councillor Fisher advised he will query it with the relevant department at the Vale of Glamorgan Council.

Item 8: Clerk’s Report

8.1 Finances.

Bank balance was noted at **£4,651.80**(Current Account £3,751.61 and Business Reserve Account £900.19).

Payments made since 6th April 2023 are:

Clerk’s Salary (April) - £178.56;
HMRC Tax (April) - £44.64;
St Hilary Village Hall (Hire for meeting) - £30.00;
Audit Wales (External Audit Fee for financial year 2020/2021) £200.00 (*not yet presented for payment*);
St Hilary Village Hall – (cost of hall hire to hold defibrillator training for a number of residents in the Llanfair area) - £32.00

Payments due to be made are:

Clerk’s Salary (May) - £178.56;
HMRC Tax (May) - £44.64;
St Hilary Village Hall (Hire of the hall for this meeting) - £30.00;
H Embling (Internal Auditor) - £100.00;
St Hilary Village Hall – (hire of hall for defibrillator training) - £16.00.

Receipts: First Precept Payment for 2023/2024 via Vale of Glamorgan Council - £1,928.

8.2

Clerks Meeting with the Monitoring Officer.

On Friday, 28th April, the Clerk attended the Clerks Meeting via Microsoft Teams with Debbie Marles, Head of Legal at the Vale of Glamorgan Council. This meeting occurs approximately every six months. There was a lot of useful information which the Clerk wanted to share with the Members:

- **Standards Committee Attendance at Town and Community Council Meetings.**
 1. **Declarations of Interest.**

An observation was that when Councillors declare an interest in an item on the agenda, many are not disclosing the nature of that interest. Therefore, it is necessary to disclose whether the interest is prejudicial or personal and must explain the nature of the interest. This is a requirement under the Code of Conduct.

If a person is unsure and wishes to check on whether they need to declare an interest, the Monitoring Officer advised that Councillors should contact the Clerk at least 48 hours before a meeting so that advice can be sought.
 2. **Co-option.**

At one meeting, the name of an applicant for co-option was not given. This is necessary in order to allow Members to declare an interest if they know that person well. By declaring the name after the person was co-opted this did not allow Members to opportunity to declare an interest beforehand.
 3. **Code of Conduct.**

It was clarified that attending Code of Conduct training is not a legal requirement by Members within six months of becoming a Councillor, but it was recommended that this be included within the Council's training plan.
 4. **Interviewing Panel for a Member of the Standards Committee.**

The Vale Council is seeking a Councillor to sit on a panel to interview a number of Councillors that have applied to be a Member of the Standards Committee. This is purely for a one-off event of being part of an Interview Panel.

8.3

Written Statement from Welsh Government – Democratic Health of Community and Town Councils.

The document was circulated for information and indicated the low number of applicants standing for Election to Community and Town Councils. The Members agreed that the statement was particularly relevant in view of the current Boundary View of Town and Community Councils currently being undertaken by the Boundary Commission.

8.4

Training.

This was a reminder of training available and that the Council can claim, once again, for a bursary which covers 50% of the costs.

One Voice Wales is offering some free courses, limited to 2 Councillors per course. The free courses are:

- Council as an Employer (Module 3)
- Understanding Local Government Finance (Basic) (Module 6)
- Understanding Local Government Finance (Advanced) (Module 21)

- Understanding the Law (Module 4)
- Code of Conduct (Module 9).

8.5 **Internal Audit.**

The Clerk advised that Mrs Embling, the Internal Auditor, had completed the internal audit and she had met with Mrs Embling that morning to receive the documents. The Accounts and Annual Return would be on the June meeting agenda for discussion and approval.

Item 9: To discuss the Community Council's insurance for the next 12 months.

The Community Council's insurance is due for renewal on 1st June 2023. The premium quote is £320.65, (last year's premium was £304.34).

Resolved to renew the insurance policy with Zurich Municipal for the next year.

Item 10: To report the Conclusion of Audit for year ended 31st March 2021.

Clerk reported that the Conclusion of the Audit for the year ended 31st March 2021 had already been minuted by the Community Council at its meeting on 3rd November 2022. Clerk apologised for the confusion caused.

Item 11: To update on incidents of HGV issues in St Hilary Village.

No further reports.

Item 12: Reports of Representatives.

12.1

Councillor Simpson reported on the recent meeting of the local committee meeting of One Voice Wales. Regretfully the Guest Speaker did not turn up at the meeting.

The representative from St Athan Community Council had mentioned their Council's concerns at the possibility of disruption which might be caused by HGV's accessing the intended development of leisure and environmental services at Aberthaw. It was suggested that Llanfair Community Council could possibly work with St Athan Community Council on any action that maybe taken.

Item 13: Correspondence and Publications which do not necessarily require discussion. i.e for noting only – previously sent out by e-mail.

13.1 Vale of Glamorgan Council's (VGC) Business Support Newsletter 14 April 2023.

13.2 One Voice Wales (OVW) – Training Courses and Dates, March and April 2023.

13.3 Invitation from Living Streets and Sustrans to attend a meeting via Zoom regarding the 20mph speed limit.

13.4 Royal British Legion – Coronation Memorabilia available.

13.5 VGC – Representative on the Standards Committee Appointments Panel.

13.6 E-mail from London Hearts – can provide funding for the purchase of a defibrillator throughout the UK. *E-mail was passed onto Llanfair Primary School by Councillor Llewellyn.*

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

Item 14: Planning Applications.

14.1 Planning Application No. **2023/00417/FUL**
Location: East Down Farmhouse, St Hilary
Proposal: Change of use of existing ancillary building to holiday accommodation.

No objection.

14.2 Planning Application No. **2023/00350/FUL**
Location: The Mill, Llandough
Proposal: Single storey fully glazed rear extension to existing converted Mill, conversion of existing former Coach House to study and creation of full glazed potting shed in existing former pig sty.

No objection.

14.3 Rectory Stables – it was reported that the Enforcement Department is taking action with regard to the site. Members discussed the developments that had taken place despite the planning applications being refused.

Item 15: Place, Date and Time of Next Meeting
Thursday, 1st June 2023, 7.00pm at St Hilary Village Hall.

..... **Chairman.**

Date : 1st June 2023.