

**LLANFAIR COMMUNITY COUNCIL**  
**Minutes of Council Meeting held at**  
**St Hilary Village Hall,**  
**On Thursday, 2<sup>nd</sup> November 2023 at 7.00pm.**

**Present:** Chairperson: Councillor Liz Loch  
Councillors : Mary Llewellyn, Geoff Simpson and Jim Teague.

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

**Item 1: Apologies for Absence.**  
Councillors Steph Bonnar, Julian Hitchcock, Heather Shaw and Ray Simkiss.  
PCSO Stephen Davies.

**Item 2: Declarations of Interest.**  
Councillor Loch - Item 14.1 – Planning Application No. **2023/01020/FUL** –  
Glebe Farm, St Hilary (Property Owner).

**Item 3: Community Police Matters.**  
PCSO Davies had forwarded the following report for October:  
18/10/2023 (St Hilary)  
Report to Police of an assault.  
Outcome : Police attended under investigation.  
  
The Community Council acknowledged the support of PCSO Davies with the Council's response to the Town and Community Councils Boundary Review in the Vale of Glamorgan.

**Item 4: To consider and approve the minutes of the Meetings held 3<sup>rd</sup> October and 5<sup>th</sup> October 2023.**  
**Proposed** by Councillor Llewellyn, seconded by Councillor Simpson and **resolved** that the Minutes of the Extraordinary Meeting held on 3<sup>rd</sup> October 2023 be approved. Councillor Loch signed the Minutes.  
  
**Proposed** by Councillor Simpson, seconded by Councillor Teague and **resolved** that the Minutes the Meeting held on 5<sup>th</sup> October 2023 be approved. Councillor Loch signed the Minutes.

**Item 5: Matters arising from the Minutes, which are not included in this Agenda.**  
5.1 Item 5.2 – Deterioration of the highway between The Herberts and Howe Mill. Members debated the continuing deterioration of the highway surface which is being made worse by the water running across the road.  
Clerk to report the concerns again.

**Item 6: Chairperson’s Report.**

- 6.1 Councillor Loch reported on the recent meeting of the Local Public Services Board. She had noted that only 5 town and community Councils were represented at the meeting. The subject of the meeting was ‘Health’ and advised on promoting initiatives, such as ‘Food Vale’, with the intention of removing health inequalities.
- 6.2 Councillor Loch advised that she had received an invitation to a ‘Army Engagement Event’ taking place on Tuesday 21<sup>st</sup> November at the Memorial Hall in Barry. Councillor Loch is unable to attend but if anyone would wish to attend instead please let the Clerk know. The invitation to be sent out to all Councillors.
- 6.3 The usual annual invitation to attend the Remembrance Sunday Parade and Service in Cowbridge, at which the Chairperson of the Council lays a wreath, had not been received. The Clerk to e-mail Cowbridge Town Council.
- 6.4 Councillor Loch thanked the Members of the Council for their comments and input in the Community Council’s response to the Boundary Review Response to the draft proposals.

**Item 7: Vale of Glamorgan Councillor’s Report.**

No Vale Councillor present.

Councillor Loch referred to a notice that was posted on facebook advising of a Cowbridge Ward Vale Councillors surgery being held on 9<sup>th</sup> December in the Lesser Hall in Cowbridge. Councillor Loch had responded asking that all the Community Councils within the Cowbridge ward are made aware of the surgery.

**Item 8: Clerk’s Report**

**8.1 Finances.**

Bank balance was noted at **£4,411.57** (Current Account £3,505.81 and Business Reserve Account £905.76).

**Payments made since 5<sup>th</sup> October 2023 are:**

- Clerk’s Salary (October) - £178.56;
- HMRC Tax (October) - £44.64;
- St Hilary Village Hall (Hire for October meetings x 2) - £60.00 (*not yet presented at the Bank*);

**Payments due to be made are:**

- Clerk’s Salary (November) - £178.56;
- HMRC Tax (November) - £44.64;
- St Hilary Village Hall (Hire of the hall for this meeting) - £30.00.

No monies received.

- 8.2 The Clerk gave the following report on the Clerks Meeting with Monitoring Officer on 23<sup>rd</sup> October 2023:
  - Standards Committee – proforma form indicating what they are checking for.
  - Community Liaison Meeting Minutes to be forwarded to Councillors.

- Declarations of Interest – the nature of the interest should be reported in the minutes.
- A document is currently being prepared giving ‘learning points for meetings’ which have been gathered through Standards Representatives attendance at meetings.
- Some minor points reported are name plates; gaining access to meetings; dispensation applications should be shared with the Clerk.
- A Town and Community Councils Representative on the Standards Committee has now been appointed; it is Councillor Phil Somers of Penllyn Community Council.
- Rob Thomas, Chief Executive Officer of the Vale of Glamorgan Council attended and gave an update on the procedure of the town and community councils boundary review. Any observations to the draft proposals to be forwarded to the Boundary Commission by 30<sup>th</sup> October. Final observations to be forwarded to the Cabinet. Boundary Commission to consider all observations and their final proposals to be forwarded to the Welsh Government. The Clerk asked if the Vale Council have any considerations on what would happen to Clerks whose Councils would be merged resulting in Clerks losing their jobs. Vale Council stated that would be a matter for the Town or Community Council and not the Vale Council. The Clerk then asked that guidance on handovers regarding mergers be given as soon as possible and not left until after the Election.
- The Public Services Ombudsman had been pleased to report that breaches of the Code of Conduct are down 4% on the previous year.

**Item 9: To report Completion of the Audit for the year ended 31<sup>st</sup> March 2023.**  
 The Clerk was pleased to report that the External Audit for the year ended 31<sup>st</sup> March 2023 was now complete and had marked as ‘Qualified’ (a pass). On this occasion the audit had been a ‘full audit’ which are carried out by Audit Wales as part of a three-year cycle. Councillors thanked the Clerk for her work in preparation of the paperwork for the audit.

**Item 10: To update on incidents of HGV issues in St Hilary Village.**  
 No incidents to report.

**Item 11: Reports of Representatives.**  
 No reports.

**Item 12: To consider updated Standing Orders.**  
 The replacement Standing Orders had been forwarded by e-mail. Councillor Loch queried the point on Councillors or the public standing whilst making representations (item 3b/h) and speaking for a maximum of 3 minutes. It was **resolved** that the requirement to stand should be removed.  
  
 Members debated the use of Social Media and it was resolved that this item should be on the agenda for the next meeting.

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

- 13.1 Planning Aid Wales – Latest Planning Courses.
- 13.2 Vale of Glamorgan Council – Business Support Newsletter – 13<sup>th</sup> October 2023.
- 13.3 South Wales Fire and Rescue – Op Bang 2023 Toolkit.
- 13.4 Clerks and Councils Direct – November 2023.

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

*Councillor Loch left the meeting for the duration of item 14.1 and Councillor Teague took the chair for this item only.*

**Item 14: Planning Applications.**

**14.1 Planning Application No. 2023/01020/FUL**

Location: Glebe Farm, St Hilary

Proposal: Change of use of converted barn to provide mixed use for horticultural activities (processing, bottling etc) and tourist accommodation.

**No objection.**

**14.2 Planning Application No. 2023/00986/FUL**

Location: The Manor House, St Hilary

Proposal: Erection of a 126.36 kW ground mounted solar array.

**Concerns** were expressed with regard to highway issues relating to vehicle access to the site should permission be granted.

**14.3 Planning Application No. 2023/01044/FUL**

Location: Woodlands Cottage, Llandough, Cowbridge

Proposal: Vary condition 9 – Parking area of 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.

The Community Council advised that the parking area which had been approved some ten years ago had still not be constructed as detailed by the permission granted by the Local Planning Authority.

**14.4 Decisions made by Local Planning Authority.**

- (i) Planning Application No. 2023/00541/FUL – Five Acres, Llantrithyd Road, St Hilary – Erection of cattery, provision of temporary accommodation for three years for cattery works and amendment to site access – **refused.**

**Item 15: Place, Date and Time of Next Meeting**

**Thursday, 7<sup>th</sup> December 2023, 7.00pm at St Hilary Village Hall.**

..... **Chairman.**

**Date : 7<sup>th</sup> December 2023.**