

**LLANFAIR COMMUNITY COUNCIL**  
**Minutes of Council Meeting held at**  
**Llanfair Primary School**  
**On Thursday, 12<sup>th</sup> June 2025 at 7.00pm.**

**Present:** Chairperson: Councillor Liz Loch  
Councillors : Julian Hitchcock, Mary Llewellyn, Tim McIlveen, Jim Teague and Shaun Trigg.

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

**Item 1: Apologies for Absence.**  
Councillors Steph Bonnar and Ray Simkiss.

**Item 2: Declarations of Interest.**  
Councillor Teague – Item 17.2 – Planning Application No. **2025/00481/FUL** – acquaintance of the owner.

**Item 3: Community Police Matters.**  
19/05/2025 (Llandough)  
Report of Stolen Horse Lorry  
Outcome: Police attended no CCTV no subject's identified lorry was found burnt out occurrence finalised.

**Item 4: To consider and approve the minutes of the Annual Meeting held 1<sup>st</sup> May 2025.**  
**Proposed** by Councillor Loch, seconded by Councillor Teague and **resolved** that the minutes of the Annual Meeting held on 1<sup>st</sup> May 2025 be approved. Councillor Loch signed the minutes.

**Item 5: To consider and approve the minutes of the Ordinary Meeting held 1<sup>st</sup> May 2025.**  
**Proposed** by Councillor Loch, seconded by Councillor McIlveen and **resolved** that the minutes of the Ordinary Meeting held on 1<sup>st</sup> May 2025 be approved. Councillor Loch signed the minutes.

**Item 6: Matters arising from the Minutes, which are not included in this Agenda.**

6.1 Item 9 – It was reported that the work to the obscured street light and the overgrown verge, both in St Hilary, has not yet been carried out.

6.2 Request made for thanks to be passed onto the Vale Council, for the grass cutting of the Village Green following a request by residents.

6.3 It was reported that the fingerpost is still missing from the post adjacent to Abbotswood.

***Clerk to report all items to the Vale of Glamorgan Council.***

**Item 7: Chairperson's Report.**  
Councillor Loch thanked Councillor Llewellyn for all her hard work in making the VE Day Celebration in St Hilary such a success.

- Item 8: Vale of Glamorgan Councillor's Report.**  
Members again expressed their disappointment at the non-attendance of a Vale Councillor at their meetings. Furthermore, they discussed the lack of Officers in the Council Building and working from home.  
***Clerk to report these concerns to the Vale of Glamorgan Council.***
- Item 9: Clerk's Report**  
**9.1 Finances.**  
Bank balance was noted at **£5,387.40** (Current Account £2,449.60 and Business Reserve Account £2,937.80).  
  
**Payments made since 1<sup>st</sup> May 2025 are:**  
Clerk's Salary (May) - £199.48;  
HMRC Tax (May) - £49.80;  
\*J Griffin (Reimbursement of Zoom Fees for January/March 2025) - £46.77 (net £38.97 plus VAT £7.80);  
\*St Hilary Village Hall (hire of hall for this meeting) - £45.  
*\*Both payments not yet debited from bank account.*  
  
**Payments due to be made are:**  
Clerk's Salary (June) - £199.48;  
HMRC Tax (June) - £49.80;  
H Embling (Internal Auditor for year 2024/25) - £100.  
  
**Proposed** by Councillor Teague, seconded by Councillor Llewellyn and **resolved** that all payments due be made.  
  
**Receipts:**  
**None.**
- Item 10: To report on Highway Issues.**  
**10.1** Members commented on the excellent job of relaying the highway on the stretch of road along St Athan Road from Cowbridge to the junction with Llandough.  
  
**10.2** It was reported that the bridge over the River Thaw in Bluebell Wood is 'rotten' and dangerous.  
  
**10.3** Members mentioned concern at the lack of 'white line' at the junction of the road from St Hilary which joins the St Athan Road at Howe Mill.  
***Clerk to report all items to the Vale of Glamorgan Council Departments.***
- Item 11: To consider and approve the Annual Accounts and the Annual Return for the year ended 31<sup>st</sup> March 2025.**  
The Clerk had forwarded all the documents to the Members prior to the meeting. It was **noted** that the Internal Auditor had no comments to make. A vision for the Council is required. The Clerk to prepare a draft vision and circulate to Members for consideration.  
**Proposed** by Councillor Teague, seconded by Councillor Llewellyn and **resolved** that the Annual Accounts and Annual Return be approved by the Community Council.  
Councillor Loch signed the Annual Return.

- Item 12: To report and discuss the Vale of Glamorgan Town and Community Council Boundary Review Decision.**  
 Members were pleased that the proposals put forward to the Welsh Government by the Local Democracy and Boundary Commission for Wales had been accepted in their entirety. This means that prior to the Election in May 2027, a new Community Council will be formed entitled 'Llandow, Llanfair and Llanmaes Community Council'.  
***The Clerk to e-mail One Voice Wales seeking guidance on procedures prior to the Election.***
- Item 13: To review/amend the following policies:**
- (i) The Training Plan.**  
 The document was forwarded to Members prior to the meeting.  
 Members agreed not to make any changes at this time.
- (ii) Standing Orders.**  
 A change to item 5e was agreed which should now read as follows:  
*'Llanfair Community Council resolved that at the Annual Meeting, newly elected or newly co-opted Councillors should not feel pressure 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. However, newly elected or newly co-opted Councillors who can demonstrate relevant previous experience, can be nominated for those positions if they are comfortable with holding those office roles'.*
- (iii) Financial Regulations.**  
 Amended financial regulations were approved by the Council.  
**Proposed** by Councillor Loch, seconded by Councillor Trigg and **resolved** that the policies be adopted as above and the amended documents loaded onto the Council's website.
- Item 14: Reports of Representatives.**  
 No meetings.
- Item 15: Correspondence and Publications which do not necessarily require discussion. i.e for noting only – previously sent out by e-mail.**
- 15.1 VGC (Vale of Glamorgan Council) – Business Support Newsletter 16<sup>th</sup> May 2025.
- 15.2 OVW (One Voice Wales) – Training Dates for May and June 2025.
- 15.3 Planning Aid Wales – Latest news from Planning Aid Wales – May 2025.
- 15.4 OVW – Improving the administration and enforcement of Council Tax in Wales.
- 15.5 OVW – Supporting Older People in the Vale: Preventative Interventions Fund 2025.

- 15.6 Democracy and Boundary Commission – Consultation - Review of Electoral Arrangements for the Unitary Authority in the Vale of Glamorgan.  
Councillor Loch referred to this item and pointed out that the new ward of Llandow will cover Colwinston, Llangan, Llandow, Llanfair, Llanmaes, Llysworney, Sigingston and St Hilary with the proposal of only one Councillor to cover that ward. It was **resolved** that a response to the consultation should be forwarded suggesting that a minimum of two councillors should be selected to cover this large rural ward.

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

**Item 16: Correspondence from Residents.**  
None.

**Item 17: Planning Applications.**

17.1 Planning Application No. **2025/00354/FUL**

Location: Land to the South of Howe Mill Farm, St Mary Church

Proposal: Storage Shed for bee keeping equipment, log burner and additional smaller shed for storage.

Members discussed the application and expressed concern that it is a retrospective one and would query if an Officer has visited the site particularly as a log burner has been installed next to the buildings.

17.2 Planning Application No. **2025/00481/FUL**

Location: 3 Church Terrace, St Mary Church

Proposal: Two storey extension over existing flat room extension to incorporate additional bedroom and ensuite.

**No objection.**

**Item 18: Place, Date and Time of the next Meeting -  
Thursday, 3<sup>rd</sup> July 2025, 7.00pm at St Hilary Village Hall.**

..... Chairman.

**Date: 3<sup>rd</sup> July 2025.**