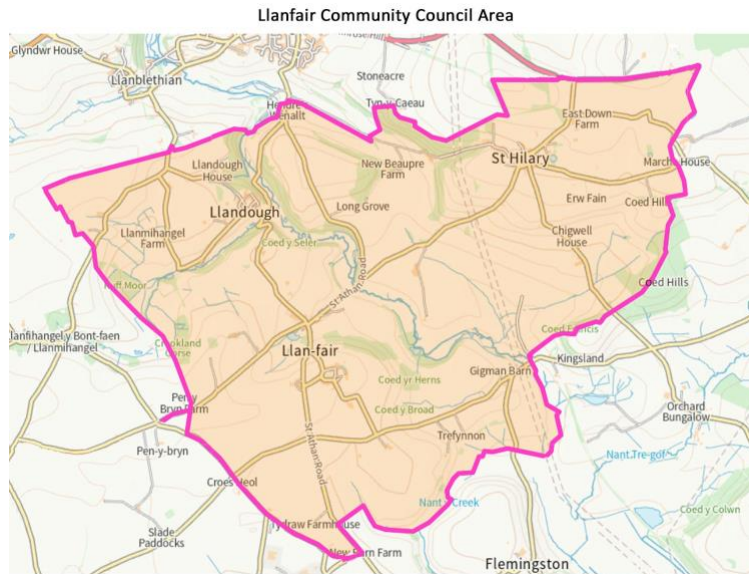


# LLANFAIR COMMUNITY COUNCIL ANNUAL REPORT 2024-2025

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)



## Council Information.

Town and Community Councils Elections are held every five years. The next Election will take place in May 2027.

The Community Council meets once a month, usually on the first Thursday. There is no meeting in August. Meetings are held alternatively at St Hilary Village Hall and Llanfair Primary School 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 they 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 from 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 can be arranged through contacting the Clerk who can provide the information required.

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 Community Council.

Members	Community Council Ward
Cllr Steph Bonnar	Llanfair
Cllr Julian Hitchcock	Llanfair
Cllr Liz Loch	St Hilary
Cllr Mary Llewellyn	St Hilary
Cllr Tim McIlveen	Llanfair
Cllr Ray Simkiss	Llanfair
Cllr Jim Teague	Llanfair
Cllr Shaun Trigg	St Hilary



*(Front row, left to right) - Councillors Mary Llewellyn; Liz Loch & Steph Bonnar.*

*(Second row, from left to right – Councillors Julian Hitchcock; Tim McIlveen; Jim Teague; Shaun Trigg & Ray Simkiss).*

### Members:

Councillor Stephanie Bonnar (Elected)

Llanfair Ward

Independent

**(Vice Chairperson)**

E-Mail: [stephbonnar@hotmail.com](mailto:stephbonnar@hotmail.com)

*Representative on Community Liaison Committee*

Councillor Julian Hitchcock (Elected)

Llanfair Ward

Independent

E-Mail: [julian@townandcountrycollective.co.uk](mailto:julian@townandcountrycollective.co.uk)

Councillor Mary Llewellyn (Elected)

St Hilary Ward

Independent

E-Mail: [maryllew125@gmail.com](mailto:maryllew125@gmail.com)

Councillor Liz Loch (Elected) <b>(Chairperson)</b> E-Mail: <a href="mailto:lizloch.lcc@gmail.com">lizloch.lcc@gmail.com</a> <i>Representative on One Voice Wales</i>	St Hilary Ward	Independent
Councillor Tim McIlveen (Co-opted) E-Mail: <a href="mailto:tim@fontygary.co.uk">tim@fontygary.co.uk</a>	Llanfair Ward	Independent
Councillor Ray Simkiss (Elected) E-Mail: <a href="mailto:raysimkiss@btinternet.com">raysimkiss@btinternet.com</a>	Llanfair Ward	Independent
Councillor Jim Teague (Elected) E-Mail: <a href="mailto:teague.heddfan@gmail.com">teague.heddfan@gmail.com</a>	Llanfair Ward	Independent
Councillor Shaun Trigg (Co-opted) E-Mail: <a href="mailto:shauntrigg@icloud.com">shauntrigg@icloud.com</a>	St Hilary Ward	Independent

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 '24	May '24	June '24	July '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25
Cllr S Bonnar	√	√	√	√	√	√	√	X	√	√	√
Cllr J Hitchcock	√	X	√	X	X	X	√	√	X	√	X
Cllr M Llewellyn	√	√	X	√	X	√	√	√	√	√	X
Cllr L Loch	√	√	√	√	√	√	√	√	√	X	√
Cllr T McIlveen	√	√	√	√	√	X	X	X	√	√	√
Cllr R Simkiss	√	X	√	√	√	√	X	√	√	√	X
Cllr J Teague	√	√	√	√	√	√	√	√	√	X	√
Cllr S Trigg	√	√	X	√	√	√	X	√	X	√	X

√ Present.

X Absent.

#### Town and Community Council Boundary Review in the Vale of Glamorgan.

Every 10 years, the Unitary Authorities in Wales are expected to review the boundaries of the town and community Councils. The Local Democracy and Boundary Commission for Wales is carrying out the review on behalf of the Vale of Glamorgan Council and their findings and consultations in relation to Llanfair Community Council are detailed below:

##### Local Democracy Boundary Review.

On 5<sup>th</sup> September 2023, the Local Democracy and Boundary Commission for Wales published its Draft Proposals for the Community Review of the Vale of Glamorgan involving the 27 Communities, all of which have their own Town or Community Council, apart from

the Community of Rhoose. The Review considers all Community boundaries, with changes to those boundaries possible where a need is identified; the boundaries of Community Wards could also be changed as well as the number of Councillors who are elected to councils. The first consideration was that Llanfair Community Council should join with Cowbridge with Llanblethian Town Council creating a new Town Council entitled “Cowbridge with Llanblethian and Llanfair Town Council”. A new proposal was put forward to create a new Community Council entitled “Llandow, Llanfair and Llanmaes Community Council” being a combination of rural villages rather than Llanfair Community Council being attached to the town of Cowbridge.

On 16<sup>th</sup> April 2024, after considering all of the responses it received, the Local Democracy and Boundary Commission for Wales published its final recommendations for the Vale of Glamorgan’s updated Communities.

The recommendation for Llanfair is shown below:

### **LLANDOW, LLANFAIR AND LLANMAES**

The current community council arrangements in Llandow consist of 3 wards: Llandow, Llanmihangel and Llysworney. The community has a total electorate of 594 and is represented by 10 community councillors. The electorate per ward and number of councillors are as follows:

Community Ward	Electorate	Number of Councillors
Llandow	234	4
Llanmihangel	130	2
Llysworney	230	4
<b>Total</b>	<b>594</b>	<b>10</b>

The current community council arrangements in Llanfair consist 2 wards: Llanfair and St Hilary. The Community has a total electorate of 515 and is represented by 8 community councillors. The electorate per ward and number of councillors are as follows:

Community	Electorate	Number of Councillors
Llanfair	320	5
St Hilary	195	3
<b>Total</b>	<b>515</b>	<b>8</b>

The current community council arrangements in Llanmaes consist of a total electorate of 354 and is represented by 7 community councillors.

Community	Electorate	Number of Councillors
Llanmaes	354	7
<b>Total</b>	<b>354</b>	<b>7</b>

The Commission recommends transferring part of the Llanmaes ward, which is currently within the Community of Llanmaes to the Boverton ward. This involves the transfer of the area to the north-east of the ward and affects 5 electors. The recommendation was submitted by Llantwit Major Town Council Page 120 FINAL RECOMMENDATIONS REPORT during the initial consultation period and supported by Vale of Glamorgan Council Cross

Party Working Group (VOGCPWG) during the initial consultation period to allow for the area that lies between the existing Boverton ward and the Northern Access Road to be included within the Boverton ward and to provide a clearer and well-defined boundary between the 2 wards. Llanmaes Community Council and a number of residents opposed any changes to the Community of Llanmaes during the initial and secondary consultation periods. However, the Community of Llanmaes falls below the parameters set out in the Council Size Policy and the Commission is of the view that this recommendation provides for more effective and convenient local government.

The Commission also recommends the abolition of the communities of Llandow and Llanfair, and the remainder of the Community of Llanmaes and utilise the 3 areas to form the new Community of Llandow, Llanfair and Llanmaes. This involves the creation of a new community which incorporates 3 neighbouring, rural communities. The recommendation was submitted as an alternative suggestion by Llanmaes Community Council at the initial consultation stage, and the VOGCPWG at the secondary consultation stage to combine these 3 communities to form a 'rural cluster'. As the Commission no longer recommends including the Community of Llanfair within the Town of Cowbridge with Llanblethian, the Commission recommends including the Llanfair community area within this new rural community council area. The Commission is of the view that this recommendation provides for more effective and convenient local government. The Commission recommends utilising the existing community ward boundaries of Llandow, Llanmihangel and Llysworney, Llanfair and St Hilary, and the community boundary of Llanmaes to create community wards in the new community.

As a result of these recommendations, the electorate within the new Community of Llandow, Llanfair and Llanmaes will be 1,458.

- The new community ward of Llandow would have 234 electors.
- The new community ward of Llanmihangel would have 130 electors.
- The new community ward of Llysworney would have 230 electors.
- The new community ward of Llanmaes would have 349 electors.
- The new Community ward of Llanfair would have 320 electors.
- The new Community ward of St Hilary would have 195 electors.

As a result of these recommendations the Commission recommends the new English community name of Llandow, Llanfair and Llanmaes.

The Commission also recommends the Welsh community name of **Llandŵ, Llan-fair a Llan-faes**.

As a result of these recommendations the Commission recommends the new English community ward name of Llanfair and the Welsh community ward name of **Llan-fair**.

As a result of these recommendations the Commission recommends applying the English community ward name of **St Hilary** and the Welsh community ward name of **Saint Hilari** as recommended by the Welsh Language Commissioner.

Llandow, Llanfair and Llanmaes Community Council (Rural)								
Existing					Recommended			
Wards	Electors	Community Councillors	Electors per Councillor	Variance (CC)	Electors	Community Councillors	Electors per Councillor	Variance (CC)
Llandow	234	4	59	0%	234	2	117	4%
Llanmihangel	130	2	65	10%	130	1	130	16%
Llysworney	230	4	58	-2%	230	2	115	3%
Llanmaes	354	7	51	-14%	349	3	116	4%
Llanfair	320	5	64	8%	320	3	107	-5%
St Hilary	195	3	65	10%	195	2	98	-13%
	1,463	25	59		1,458	13	112	

The Commission notes that the council size policy submitted by VOGCPWG would mean that the Community of Llandow, Llanfair and Llanmaes would be entitled to 10 community councillors which would improve the county wide variance, however, the Commission has recommended that the Community of Llandow, Llanfair and Llanmaes be represented by 13 community councillors to provide acceptable levels of variance and to provide for effective and convenient local government.

Following the publication of the Final Recommendations Report the final decision lies with the Welsh Government and it is expected that this will take place sometime before the end of 2024.

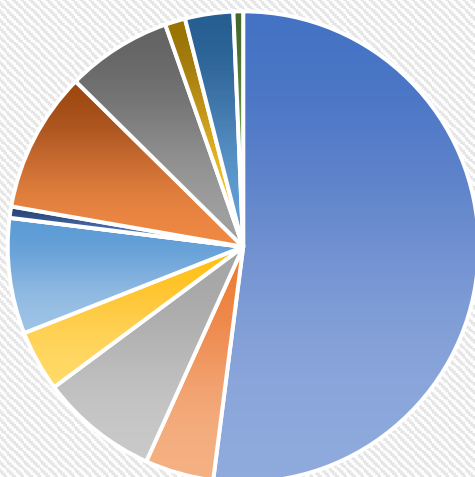
**Update - The Welsh Government has accepted the final recommendations and therefore a new Community Council 'Llandow, Llanfair and Llanmaes Community Council will be formed following the Election in May 2027. The new Community Council will have 13 Councillors; 2 representing Llandow Ward, 1 representing Llanmihangel, 2 representing Llysworney, 3 representing Llanmaes, 3 representing Llanfair and 2 to represent St Hilary. Instructions for preparation of the changes are now awaited from the Vale of Glamorgan Council.**

### 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. For the year 2024/25 the income of the Community Council totalled £5,869 made up of the precept £5,843 and a bank interest of £25.51.

The expenses of the Community Council include the Clerk's salary, including tax; insurance; subscription to One Voice Wales; defibrillator replacement parts and other items and for the year 2024/2025 totalled £6,141. The breakdown of the expenditure is represented by the pie chart below:

**EXPENDITURE  
APRIL 2024 - MARCH 2025**



- Staff wages etc.
- Subscriptions
- Hall Rent
- Insurance
- Grant Aid
- Petty Cash Items
- Audit Fees
- Councillor Allowances
- Training
- Administration
- VAT Reclaimable

**Payment of Expenses to Councillors for the year 2024/2025.**

Councillors can claim expenses for costs incurred in their work as Members of the Community Council and the table below shows the expenses claimed for the 2024/2025.

Councillor Name	Payments for costs incurred in respect of telephone, broadband etc. (max £156 per member)	Responsibility Payment (up to £500 to a maximum of 5 members)	Chair/ Mayor's & Deputy Chair / Mayors Allowance	Travel & Subsistence expenses	Care Allowance (up to a maximum of £403 per member per month)	Printing Allowance	Total
CLlr S Bonnar	156.00						156.00
CLlr J Hitchcock	-					0.00	0.00
CLlr M Llewellyn	156.00					0.00	156.00
CLlr L Loch	-					52.00	52.00
CLlr T McIlveen	-					0.00	0.00
CLlr R Simkiss	-					0.00	0.00
CLlr J Teague	-					52.00	52.00
CLlr S Trigg	-					0.00	0.00
<b>TOTAL</b>	<b>312.00</b>					<b>104.00</b>	<b>416.00</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 particular items 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 next 5 pages.

# Annual Return for the Year Ended 31 March 2025

## Accounting statement 2024-25 for:

Name of body: Llanfair Community Council

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	2809	4122	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	5783	5843	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	12	25	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	2870	2991	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	1612	2758	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	4122	4241	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	4122	4241	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	4122	4241	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	4316	4316	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	Yes		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	Yes		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].	Yes		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	Yes		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	Yes		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>• Effective financial management including the setting and monitoring of the Council's budget</li> <li>• Maintenance and security of accurate and up to date accounting and other financial records</li> <li>• Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>	Yes		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>• measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>• assessment and management of risks facing the Council</li> <li>• an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>	Yes		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	Yes		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	Yes		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. <b>General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		No	Meets the eligibility criteria to exercise the general Power of Competence	E

\* Please include an explanation for any 'No' answers

## Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

### 1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £456.35 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

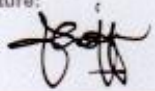
2.

## Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A √	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	<b>Approval by the Council</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
<b>RFO signature:</b> 	<b>Minute ref:</b>
<b>Chair signature:</b> 	
<b>Name:</b> Jacqueline Griffin	<b>Name:</b> <del>James</del> E Loeu
<b>Date:</b> 12.6.2025	<b>Date:</b> 12.6.2025

\* Please include an explanation for any 'No' answers

## Annual internal audit report to:

Name of body: **Llanfair Community Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

\* Please include an explanation for any 'No' answers

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			✓		
13.			✓		
14.			✓		

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

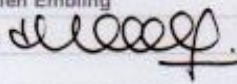
\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

~~(My detailed findings and recommendations which I drew to the attention of the Council are included in my detailed report to the Council dated .) \* Delete if no report prepared.~~

#### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Helen Embling

Signature of person who carried out the internal audit: 

Date: 01.05.2025

\* Please include an explanation for any 'No' answers

## 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
2024/00328/FUL	2 Talbot Terrace, St Mary Church	Concerns raised	Approved
2024/00272/FUL	Llandough House, Llandough	No objection	Approved
2024/00372/FUL	Kninkin, East St Hilary	No objection	Approved
2024/00406/FUL	Lake Farm Barns, St Athan Road	Insufficient details	Withdrawn
2024/00511/FUL	Oaklands, St Hilary	No objection	Approved
2024/00670/LBC	The Old Rectory, St Mary Church	No objection	Approved
2024/01086/FUL	Whips Bungalow, Llandough	No objection	Approved
2024/01056/FUL	Coed Hills, St Hilary	No objection	Approved
2024/01130/FUL	Lake Farm Barns, St Athan Road	Insufficient details	Approved
2025/00008/FUL	3 Cwrt Llanfair, St Mary Church	No objection	Approved
2024/01229/FUL	1,2,3,4,5 & 8 Thaw Close, St Mary Church	No objection	Approved

## Council Business.

- A Representative of South Wales Police sends a report to the Clerk prior to most meetings and attends meetings on occasions.  
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.
- Very rarely, one of the three Vale of Glamorgan Council Ward Members will attend.
- 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.

## 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 Liz Loch)*; 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 Councillors Bonnar, Llewellyn and Trigg are Governors at the School.*
- *Residents are welcomed to contact the Clerk to report any issues or concerns that they want raised with the Community Council. This includes items which are under the responsibility of the Vale of Glamorgan Council.*

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*Annual Report of Llanfair Community Council completed 20<sup>th</sup> August 2025*

*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)*