



## **WENVOE COMMUNITY COUNCIL** **COUNCIL SUMMONS**

Notice is hereby given that a meeting of the above  
Council will be held at Wenvoe Library/Hub on  
Thursday 20 November 2025 at 7.30pm

### **AGENDA**

1. To receive apologies for absence
2. To receive Declarations of Interest under the Council's Code of Conduct
3. To approve the minutes of the Council meeting held 16 October 2025
4. Public participation
5. Police Matters (see Crime Report)
6. To consider new and updated Planning Applications (see planning list)
7. Finance and payment of accounts 2025
  - a) 1-31 October 2025
  - b) Payment Schedule
  - c) External Audit Report
8. Other projects and responsibilities
  - a) WRAC - update
  - b) Fly-tipping Enforcement – update
  - c) Section 6 – Environmental (Wales) Act 2016
  - d) First Registration of Land & Carpark Boundary - update
  - e) Cemetery – update
  - f) Noticeboards – update
  - g) Welsh Water
  - h) Health & Safety Committee – annual safety inspections – update & Risk Assessment documents
  - i) Stone wall – allotments
  - j) WCC & Library – Roofs leaks
  - k) Policies for approval
  - l) Christmas Tree
  - m) Refund request – Beavers
  - n) Raffle Prize – Village Hall Christmas Draw
  - o) St David's Day 2026 Fund
  - p) WCC Car Park
  - q) WCC Hall Hire – Wenvoe Community events
9. Ward Councillor Report
10. Any matters the Chairman decides are urgent
11. To receive reports from Chairman, Clerk and Members
12. To receive correspondence not specifically referenced on the Agenda (decisions cannot be taken in relation to matters raised under this agenda item).

Next meeting: 18 December 2025 at 7:30 pm: Monthly Meeting

Signed .....  
Debbie Barrett-Plows  
Clerk to the Council

**To view the full Agenda or join the meeting please visit - [www.wenvoecouncil.org.uk](http://www.wenvoecouncil.org.uk)  
for further information**

## Agenda 5

### **Wenvoe Crime Report** **For the period 09.10.2025 – 12.11.2025**

There were 22 occurrences through address search Wenvoe. This also includes Vale side of Culverhouse Cross, including Copthorne Hotel.

Occurrences of Note: :

|                              |                            |                                                                                                         |
|------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------|
| <i>Dog Bite</i>              | <i>Ely Rangers</i>         | <i>Being progressed by Barry Response</i>                                                               |
| Intimidating behaviour       | Awen project<br>Morfa lane | Resident has approached individuals asking for ID as private lane. No threats were made not as reported |
| Attempted Theft from vehicle | Harlech Road               | Door was left open untidy search made. Subjects were wearing gloves so no CSI opportunities             |
| ASB Youths knocking doors    | Picca close                | Youths on bikes knocking doors and riding away.                                                         |

Several incidents relating to ASB at McDonalds/thefts at Retail Park.

## **New Planning Applications**

|                     |                                                                                                                                                                                                                                                                             |              |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 2025/01057/FUL      | <b>72 Heol Collen, Culverhouse Cross</b><br>Proposed single storey rear extension,<br>two storey side extension, front porch and<br>internal alterations<br>Applicant: Mr Jamie O'Donnell                                                                                   | No objection |
| 2025/01043/FUL (WG) | <b>The New Marsyd, St Lythans</b><br>Change of use from 2 separate residential<br>holiday lets into one residential dwelling<br>Applicant: Mrs Kathryn Gaughan                                                                                                              | No objection |
| 2028/01055/FUL (MK) | <b>25 Rectory Close</b><br>Double storey replacement extension to<br>side of existing dwelling and new external<br>bike store<br>Applicant: Mr & Mrs Williams                                                                                                               | No objection |
| 2025/01042/FUL      | <b>Walston Lodge, 28 Walston Road</b><br>Demolition of garage and construction of<br>ground floor rear and side extension with<br>integrated garage/workshop and loft<br>conversion with rear dormer with Juliet<br>balcony. Widening of driveway<br>Applicant: A & K Jones | No objection |

## **Previously Reported Planning Applications**

|                      |                                                                                                                                                                           |                       |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 2025/00858/FUL (ANH) | <b>Dyffryn Gardens, St Nicholas</b><br>Creation of 3 surface water attenuation ponds<br>and associated landscape works<br>Applicant: Chris Flynn                          | Withdrawn             |
| 2025/00856/FUL (WG)  | <b>4 Vennwood Close, Wenvoe</b><br>Ground floor rear and first floor side<br>extensions<br>Applicant: Mr Marc Bowen                                                       | Refused<br>14.10.2025 |
| 2025/00555/FUL (ANH) | <b>The Byre Farm</b><br>Retrospective approval of temporary rural<br>enterprise dwelling with associated infrastructure<br>for three years<br>Applicant: Mr Stephen Lakin | No objection          |
| 2024/00543/FUL (HM)  | <b>Wayside Cottage, Dyffryn</b><br>Proposed new access gate to lane<br>Applicant: Mr Paul Frost                                                                           | No Objection          |

# Wenvoe Community Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

|          |                                                     |           |                  |
|----------|-----------------------------------------------------|-----------|------------------|
| <b>A</b> | <b>Bank Reconciliation at 31/10/2025</b>            |           |                  |
|          | Cash in Hand 01/04/2025                             |           | 34,687.90        |
|          | <b>ADD</b><br>Receipts 01/04/2025 - 31/10/2025      |           | 46,066.91        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2025 - 31/10/2025 |           | 80,754.81        |
|          | <b>Cash in Hand 31/10/2025</b><br>(per Cash Book)   |           | 39,165.77        |
| <b>B</b> |                                                     |           | <b>41,589.04</b> |
|          | Cash in hand per Bank Statements                    |           |                  |
|          | Petty Cash 31/10/2025                               | 0.00      |                  |
|          | Wenvoe Community Council 31/10/2025                 | 41,589.04 |                  |
|          | Lloyds Deposit Account 31/10/2025                   | 0.00      |                  |
| <b>B</b> |                                                     |           | <b>41,589.04</b> |
|          | Less unrepresented payments                         |           |                  |
|          |                                                     |           | 41,589.04        |
|          | Plus unrepresented receipts                         |           |                  |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |           | <b>41,589.04</b> |
|          |                                                     |           |                  |
|          | <b>A = B Checks out OK</b>                          |           |                  |

# Wenvoe Community Council

12 November 2025 (2025-2026)

## RECEIPTS LIST

| Vouche | Code                | Date       | Minute | Bank             | Receipt No       | Description                | Supplier                | VAT Type | Net      | VAT | Total    |
|--------|---------------------|------------|--------|------------------|------------------|----------------------------|-------------------------|----------|----------|-----|----------|
| 81     | Allotments - Income | 01/10/2025 |        | Wenvoe Community | BACS             | Allotments - Twyn yr Odyn  | Dr Chris Brown          | X        | 43.00    |     | 43.00    |
| 82     | Allotments - Income | 06/10/2025 |        | Wenvoe Community | BACS             | Allotments - Twyn yr Odyn  | Paul & Tracey Whitfield | X        | 43.00    |     | 43.00    |
| 83     | Allotments - Income | 06/10/2025 |        | Wenvoe Community | BACS             | Allotments - Twyn yr Odyn  | Dafydd Fortt            | X        | 32.00    |     | 32.00    |
| 84     | Allotments - Income | 06/10/2025 |        | Wenvoe Community | BACS             | Allotments - Twyn yr Odyn  | Robert Forster          | X        | 32.00    |     | 32.00    |
| 85     | Allotments - Income | 06/10/2025 |        | Wenvoe Community | BACS             | Allotments - Twyn yr Odyn  | Maggie & Steve Charles  | X        | 43.00    |     | 43.00    |
| 86     | WCC Hall Hire       | 07/10/2025 |        | Wenvoe Community | CR 500092        | Wenvoe Community Centre Ha | Sophie Bond             | X        | 30.00    |     | 30.00    |
| 87     | Allotments - Income | 07/10/2025 |        | Wenvoe Community | CR 500092        | Allotments - Twyn yr Odyn  | Eric White              | X        | 32.00    |     | 32.00    |
| 88     | Allotments - Income | 07/10/2025 |        | Wenvoe Community | CR 500092        | Allotments - Twyn yr Odyn  | Barry Oliver            | X        | 32.00    |     | 32.00    |
| 89     | Allotments - Income | 13/10/2025 |        | Wenvoe Community | Mobile Cheque De | Allotments - Twyn yr Odyn  | Bernard McCarthy        | X        | 43.00    |     | 43.00    |
| 90     | Allotments - Income | 14/10/2025 |        | Wenvoe Community | BACS             | Allotments - Twyn yr Odyn  | Helen Webbley           | X        | -50.00   |     | -50.00   |
| 91     | Allotments - Income | 16/10/2025 |        | Wenvoe Community | BACS             | Allotments - Twyn yr Odyn  | Mike Johnson            | X        | 32.00    |     | 32.00    |
| 92     | Cemetery - Income   | 20/10/2025 |        | Wenvoe Community | Mobile Cheque De | Cemetery                   | AG Adams Funeralcare    | X        | 265.00   |     | 265.00   |
| 93     | Cemetery - Income   | 21/10/2025 |        | Wenvoe Community | Mobile Cheque De | Cemetery                   | Co-Op Funeralcare       | X        | 265.00   |     | 265.00   |
| 94     | WCC Hall Hire       | 23/10/2025 |        | Wenvoe Community | CR 500093        | Wenvoe Community Centre Ha | Patchwork Ladies        | X        | 527.00   |     | 527.00   |
| 95     | Allotments - Income | 23/10/2025 |        | Wenvoe Community | BACS             | Allotments - Twyn yr Odyn  | Julie ' Laventure       | X        | 132.00   |     | 132.00   |
| 96     | WCC Hall Hire       | 27/10/2025 |        | Wenvoe Community | BACS             | Wenvoe Community Centre Ha | Hannah Evans            | X        | 153.00   |     | 153.00   |
| 97     | WCC Hall Hire       | 29/10/2025 |        | Wenvoe Community | Mobile Cheque De | Wenvoe Community Centre Ha | Canon Hill Art Space    | X        | 96.00    |     | 96.00    |
| 98     | WCC Hall Hire       | 30/10/2025 |        | Wenvoe Community | BACS             | Wenvoe Community Centre Ha | Hannah Evans            | X        | -100.00  |     | -100.00  |
| Total  |                     |            |        |                  |                  |                            |                         |          | 1,650.00 |     | 1,650.00 |

# Wenvoe Community Council

12 November 2025 (2025-2026)

## PAYMENTS LIST

| Voucher Code                      | Date       | Minute                      | Bank             | Cheque No | Description                    | Supplier                    | VAT Type | Net      | VAT    | Total    |
|-----------------------------------|------------|-----------------------------|------------------|-----------|--------------------------------|-----------------------------|----------|----------|--------|----------|
| 136 cleaner                       | 03/10/2025 |                             | Wenvoe Community | SO        | Cleaner                        | Cleaner                     | X        | 45.00    |        | 45.00    |
| 143 Subscriptions                 | 03/10/2025 | 19 September 2024           | Wenvoe Community | CARD      | Subscriptions                  | SLCC                        | X        | 190.00   |        | 190.00   |
| 144 Grounds - Cemetery            | 06/10/2025 |                             | Wenvoe Community | SO        | Cemetery Bins                  | Michael Tucker              | X        | 20.00    |        | 20.00    |
| 137 cleaner                       | 10/10/2025 |                             | Wenvoe Community | SO        | Cleaner                        | Cleaner                     | X        | 45.00    |        | 45.00    |
| 146 Repairs & Renewals            | 13/10/2025 | 18 September 2024           | Wenvoe Community | BACS      | Open Spaces - Grounds Contra   | Integrated Graphics Limited | S        | 64.00    | 12.80  | 76.80    |
| 145 Repairs & Renewals            | 13/10/2025 | Approved Chair 13.10.2025 - | Wenvoe Community | BACS      | Buildings maintenance & repair | Olynpaidd M&E 2008 Limited  | X        | 30.00    |        | 30.00    |
| 148 Clerk Salary                  | 15/10/2025 |                             | Wenvoe Community | BACS      | Clerk Salary                   | Clerk - Salary              | X        | 1,511.22 |        | 1,511.22 |
| 147 Clerk Pension                 | 15/10/2025 |                             | Wenvoe Community | BACS      | Pension Contributions          | Cardiff & Vale of Glamorgan | X        | 433.92   |        | 433.92   |
| 138 cleaner                       | 17/10/2025 |                             | Wenvoe Community | SO        | Cleaner                        | Cleaner                     | X        | 45.00    |        | 45.00    |
| 149 Electricity & Gas             | 17/10/2025 |                             | Wenvoe Community | DD        | Light & Heat                   | British Gas                 | L        | 171.37   | 8.56   | 179.93   |
| 150 Sundry Expenditure            | 20/10/2025 |                             | Wenvoe Community | PAY       | Bank Charges                   | Lloyds Bank                 | X        | 10.91    |        | 10.91    |
| 152 Grounds - Open Spaces         | 21/10/2025 | 19 September 2024           | Wenvoe Community | BACS      | Open Spaces - Grounds Contra   | John Crockford              | S        | 2,174.50 | 434.90 | 2,609.40 |
| 151 Electricity & Gas             | 21/10/2025 |                             | Wenvoe Community | DD        | Light & Heat                   | British Gas                 | L        | 33.75    | 1.68   | 35.43    |
| 142 Training                      | 21/10/2025 |                             | Wenvoe Community | BACS      | Training                       | SLCC                        | X        | 78.00    |        | 78.00    |
| 153 NI Employer/Employee          | 23/10/2025 |                             | Wenvoe Community | DD        | HMRC - PAYE                    | HMRC - PAYE                 | X        | 614.71   |        | 614.71   |
| 139 cleaner                       | 24/10/2025 |                             | Wenvoe Community | SO        | Cleaner                        | Cleaner                     | X        | 45.00    |        | 45.00    |
| 154 Council Tax                   | 27/10/2025 |                             | Wenvoe Community |           | Council Tax                    | Vale of Glamorgan Council   | X        | 295.00   |        | 295.00   |
| 141 cleaner                       | 28/10/2025 |                             | Wenvoe Community | SO        | Cleaner                        | Cleaner                     | X        | 15.00    |        | 15.00    |
| 155 WCC Hall Hire                 | 30/10/2025 |                             | Wenvoe Community | BACS      | Wenvoe Community Centre Ha     | Hannah Evans Toddler Gro    | X        |          |        |          |
| 156 Telephone & Broadband         | 31/10/2025 |                             | Wenvoe Community | DD        | WCC Broadband                  | One.com                     | S        | 72.53    | 14.51  | 87.04    |
| 157 Cleaning Equipment & Products | 31/10/2025 |                             | Wenvoe Community | CARD      | Cleaning Materials             | Amazon Services Europe S.   | S        | 14.58    | 2.92   | 17.50    |
| 140 cleaner                       | 31/10/2025 |                             | Wenvoe Community | SO        | Cleaner                        | Cleaner                     | X        | 45.00    |        | 45.00    |
| Total                             |            |                             |                  |           |                                |                             |          | 5,954.49 | 475.37 | 6,429.86 |

**Council Meeting Thursday 20 November 2025**

**Payment Schedule**

|                                                                                                                           |        |             |
|---------------------------------------------------------------------------------------------------------------------------|--------|-------------|
| 1. Banner Business Solutions t/a Complete                                                                                 |        | £ 9.54      |
| 1 x box (2500 sheets) A4 Copier paper                                                                                     |        |             |
| 2. Clerk reimbursement:                                                                                                   |        |             |
| Chain of Office engraving                                                                                                 | £20.00 |             |
| 4 x Air Freshener                                                                                                         | £ 7.96 |             |
| 2 x 1.5l Domestos                                                                                                         | £ 3.58 |             |
|                                                                                                                           | <hr/>  | £ 31.54     |
| (WCC Debit card pin reset now actioned)                                                                                   |        |             |
| 3. George Building and Maintenance - Estimate                                                                             |        | £550.00     |
| WCC Water Leak to main hall                                                                                               |        |             |
| 4. JCP Solicitors - First Registration – Quoted                                                                           |        | £600.00     |
| 5. Replacement Paediatric Defibrillator Pads                                                                              |        |             |
| a. 2 x Paediatric Defibrillator Pads for Brooklands Terrace<br>& Horse & Jockey Defibrillators – <b>expire 02.12.2025</b> |        | £150.00 Net |
| b. Wenvoe Community Centre – <b>expire 28.01.2026</b>                                                                     |        | £ 84.00 Net |