



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 18 September 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 17 July 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 July 2025 & 1-31 August 2025
 - b) Payment Schedule
 - c) Payments approved by Chair – August 2025
 - d) To note pay scales agreed for 2025 from 01.04.2025 (increase of £0.63 per hour)
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) Multi location meetings - update
 - g) Noticeboards – update
 - h) Welsh Water
 - i) Councillor Co-Option
 - j) VOG Annual Assessment 2024-2025 Summary
 - k) Health & Safety Committee – annual safety inspections – update & Risk Assessment documents
 - l) Stone wall – allotments & Quarryman's memorial fence
 - m) The Boundary Commission – update
 - n) WCC Hall Hire
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: 16 October 2025 at 7:30 pm: Monthly Meeting

Signed

Debbie Barrett-Plows
Clerk to the Council

To view the full Agenda please visit - www.wenvoecouncil.org.uk

Agenda 5

Wenvoe Crime Report **For the period 10.07.2025 – 20.08.2025**

There were 44 occurrences through address search Wenvoe. This also includes Vale side of Culverhouse Cross including Copthorne Hotel.

Occurrences of Note:

Break in Burglary	Beech Tree Inn	Subject identified being progressed.
Trespass	Beech Tree Inn	Unknown male was seen walking around location

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

Agenda 6

New Planning Applications

2025/00585/FUL (ANH)	Oaktree Farm, Morfa Lane Change of use of The Piggery from agricultural/forestry use to class D1 (non-residential institution) and to include the siting of a mobile welfare unit Applicant: Mr Jonathan Field, The Awen Project	No objection
2025/00706/FUL (SDB)	Goldsland Farm, Wenvoe Variation of Condition 1 (Approved Plans & documents) – Outbuilding for private gym & summer house Applicant: Ms Jessica Reader	No objection
2025/00695/FUL (ANH)	Reservoir House, St Lythans Proposed two storey side and rear extension, new finishes to wall, new windows, internal remodelling anthracite windows, white render walls, black rainwater goods, grey concrete tiles Applicant: Mr Paul Gibson	Approved 08.09.2025
2025/00858/FUL (ANH)	Dyffryn Gardens, St Nicholas Creation of 3 surface water attenuation ponds and associated landscape works Applicant: Chris Flynn	No objection
2025/00856/FUL (WG)	4 Vennwood Close, Wenvoe Ground floor rear and first floor side extensions Applicant: Mr Marc Bowen	No objection

Previously Reported Planning Applications

2025/00555/FUL (ANH)	The Byre Farm Retrospective approval of temporary rural enterprise dwelling with associated infrastructure for three years Applicant: Mr Stephen Lakin	No objection
2024/00543/FUL (HM)	Wayside Cottage, Dyffryn Proposed new access gate to lane Applicant: Mr Paul Frost	No Objection
2023/00373/OUT	Upper House, Pound Lane, Wenvoe Proposed two- bedroom bungalow Applicant: Mr Roger Bentley	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: _____

A	Bank Reconciliation at 31/07/2025		
	Cash in Hand 01/04/2025		34,687.90
	ADD Receipts 01/04/2025 - 31/07/2025		27,537.41
	SUBTRACT Payments 01/04/2025 - 31/07/2025		62,225.31
	Cash in Hand 31/07/2025 (per Cash Book)		25,908.34
B			36,316.97
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Wenvoe Community Council 31/07/2025	36,316.97	
	Lloyds Deposit Account 31/07/2025	0.00	
			36,316.97
	Less unrepresented payments		
			36,316.97
	Plus unrepresented receipts		
B	Adjusted Bank Balance		36,316.97
	A = B Checks out OK		

Wenvoe Community Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/08/2025			
	Cash in Hand 01/04/2025		34,887.90
	ADD Receipts 01/04/2025 - 31/08/2025		43,029.41
			77,717.31
	SUBTRACT Payments 01/04/2025 - 31/08/2025		29,309.97
A	Cash in Hand 31/08/2025 (per Cash Book)		48,407.34
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	0.00	
	Wenvoe Community Council 31/08/2025	48,407.34	
	Lloyds Deposit Account 31/08/2025	0.00	
			48,407.34
	Less unrepresented payments		
			48,407.34
	Plus unrepresented receipts		
			48,407.34
B	Adjusted Bank Balance		48,407.34
	A = B Checks out OK		

Wenvoe Community Council

11 September 2025 (2025-2026)

RECEIPTS LIST

Voucher	Code	Date	Minutes	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
31	WCC Hall Hire	01/07/2025		Wenvoe Community	BACS	Wenvoe Community Centre Ha	The Pole Vault Studio	X	105.00		105.00
32	Allotments - Income	03/07/2025		Wenvoe Community	BACS	Allotments - Twyn yr Odyn	Blayne Martin	X	121.00		121.00
34	Cemetery - Income	07/07/2025		Wenvoe Community	BACS	Cemetery	Mrs C Freeman	X	1,787.00		1,787.00
33	VAT Refund	07/07/2025		Wenvoe Community	BACS	VAT Refund	HMRC - VAT	X	1,143.76		1,143.76
45	WCC Hall Hire	08/07/2025		Wenvoe Community	BACS	Wenvoe Community Centre Ha	Ian Oakley	X	-100.00		-100.00
35	Cemetery - Income	14/07/2025		Wenvoe Community	Mobile Cheque Dep	Cemetery	Ely Funeralcare	X	265.00		265.00
36	WCC Hall Hire	15/07/2025		Wenvoe Community	BACS	Wenvoe Community Centre Ha	Elderfit	X	144.00		144.00
37	WCC Hall Hire	15/07/2025		Wenvoe Community	BACS	Wenvoe Community Centre Ha	Elderfit	X	144.00		144.00
38	Cemetery - Income	15/07/2025		Wenvoe Community	BACS	Cemetery	Gary Davies	X	727.00		727.00
39	Allotments - Income	22/07/2025		Wenvoe Community	BACS	Allotments - Twyn yr Odyn	Colin & Pauline Harris	X	50.00		50.00
41	Recycling Products via VOG	23/07/2025		Wenvoe Community	CR 500089	Recycling Products	Vale of Glamorgan Council	X	70.00		70.00
40	WCC Hall Hire	23/07/2025		Wenvoe Community	CR 500088	Wenvoe Community Centre Ha	Toddler Group	X	30.00		30.00
42	WCC Hall Hire	24/07/2025		Wenvoe Community	BACS	Wenvoe Community Centre Ha	Glamorgan Guild of Weave	X	27.00		27.00
43	Allotments - Income	24/07/2025		Wenvoe Community	BACS	Allotments - Twyn yr Odyn	Pat Roberts	X	-50.00		-50.00
44	WCC Hall Hire	24/07/2025		Wenvoe Community	BACS	Wenvoe Community Centre Ha	Katie Wilcox	X	143.00		143.00
46	WCC Hall Hire	13/08/2025	Chair Approval	Wenvoe Community	BACS	Wenvoe Community Centre Ha	Katie Wilcox	X	-100.00		-100.00
47	Cemetery - Income	15/08/2025		Wenvoe Community	CR 500090	Cemetery	Michael O'Grady	X	197.00		197.00
48	Cemetery - Income	15/08/2025		Wenvoe Community	CR 500090	Cemetery	Michael O'Grady	X	53.00		53.00
49	WCC Hall Hire	21/08/2025		Wenvoe Community	CR 500091	Wenvoe Community Centre Ha	Patchwork Ladies	X	527.00		527.00
50	Cemetery - Income	22/08/2025		Wenvoe Community	BACS	Cemetery	Mossfords Cardiff West	X	106.00		106.00
51	Cemetery - Income	26/08/2025		Wenvoe Community	Mobile Cheque Dep	Cemetery	James Summers Funeralca	X	265.00		265.00
52	Precept	29/08/2025		Wenvoe Community	BACS	Precept	Vale of Glamorgan Council	X	14,444.00		14,444.00
Total									20,098.76		20,098.76

Wenvoe Community Council

11 September 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
87	Cleaning Equipment & Product	01/07/2025		Wenvoe Community	CARD	Cleaning Materials	Amazon Services Europe S.	S	8.32	1.67	9.99
88	Cleaning Equipment & Product	01/07/2025		Wenvoe Community	CARD	Cleaning Materials	Amazon Services Europe S.	S	16.13	3.23	19.36
89	Cleaning Equipment & Product	01/07/2025		Wenvoe Community	CARD	Cleaning Materials	Amazon Services Europe S.	S	8.97	1.80	10.77
90	Cleaning Equipment & Product	01/07/2025		Wenvoe Community	CARD	Cleaning Materials	Amazon Services Europe S.	S	14.91	2.98	17.89
74	cleaner	04/07/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
79	Grounds - Cemetery	07/07/2025		Wenvoe Community	SO	Cemetery Bins	M Tucker	X	20.00		20.00
80	WCC Hall Hire	08/07/2025		Wenvoe Community	BACS	Wenvoe Community Centre Ha	Ian Oakley	X			
75	cleaner	11/07/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
82	Clerk Salary	15/07/2025		Wenvoe Community	BACS	Clerk Salary	Clerk - Salary	X	1,472.73		1,472.73
81	Clerk Pension	15/07/2025		Wenvoe Community	BACS	Pension Contributions	Cardiff & Vale of Glamorga	X	420.34		420.34
91	Electricity & Gas	18/07/2025		Wenvoe Community	DD	Light & Heat	British Gas	L	160.35	8.01	168.36
76	cleaner	18/07/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
92	Electricity & Gas	21/07/2025		Wenvoe Community	DD	Light & Heat	British Gas	L	21.88	1.09	22.97
93	WCC Repairs & Renewals	21/07/2025	17 July 2025	Wenvoe Community	BACS	Buildings maintenance & repair	Ray Charles	X	350.00		350.00
83	Sundry Expenditure	21/07/2025		Wenvoe Community	PAY	Bank Charges	Lloyds Bank	X	8.75		8.75
84	NI Employer/Employee	24/07/2025		Wenvoe Community	BACS	PAYE	HMRC - PAYE	X	608.82		608.82
85	Subscriptions	25/07/2025		Wenvoe Community	CARD	Subscriptions	Amazon Services Europe S.	X	8.99		8.99
77	cleaner	25/07/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
86	Council Tax	28/07/2025		Wenvoe Community	DD	Council Tax	Vale of Glamorgan Council	X	295.00		295.00
78	cleaner	28/07/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	15.00		15.00
94	Telephone & Broadband	31/07/2025		Wenvoe Community	DD	WCC Broadband	Onecorn	S	72.53	14.51	87.04
95	cleaner	01/08/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
100	Grounds - Cemetery	05/08/2025		Wenvoe Community	SO	Cemetery Bins	Michael Tucker	X	20.00		20.00
96	cleaner	08/08/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
102	H & S Inspection - Open Space	13/08/2025	Chair Approval	Wenvoe Community	BACS	Sundry Expenses	Vale of Glamorgan Council	X	72.00		72.00
101	Recycling Products via VOG	13/08/2025	Chair Approval	Wenvoe Community	BACS	Recycling Products	Vale of Glamorgan Council	X	50.00		50.00
104	Clerk Salary	15/08/2025	Chair Approval	Wenvoe Community	BACS	Clerk Salary	Clerk - Salary	X	1,663.05		1,663.05
103	Clerk Pension	15/08/2025	Chair Approval	Wenvoe Community	BACS	Pension Contributions	Cardiff & Vale of Glamorga	X	488.22		488.22
97	cleaner	15/08/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
105	Electricity & Gas	19/08/2025		Wenvoe Community	DD	Light & Heat	British Gas	L	24.14	1.20	25.34
106	Electricity & Gas	19/08/2025		Wenvoe Community	DD	Light & Heat	British Gas	L	165.30	8.26	173.56
107	Sundry Expenditure	19/08/2025		Wenvoe Community	CHG	Bank Charges	Lloyds Bank	X	4.97		4.97
108	Subscriptions	21/08/2025		Wenvoe Community	CARD	Subscriptions	Amazon Services Europe S.	X	-8.99		-8.99

Wenvoe Community Council

11 September 2025 (2025-2026)

PAYMENTS LIST

Voucher	Code	Date	Minutes	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
98	cleaner	22/08/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
112	Water	27/08/2025		Wenvoe Community	DD	Water Rates	Welsh Water	X	291.44		291.44
109	Council Tax	27/08/2025		Wenvoe Community	DD	Council Tax	Vale of Glamorgan Council	X	295.00		295.00
99	cleaner	28/08/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	15.00		15.00
110	Telephone & Broadband	29/08/2025		Wenvoe Community	DD	WCC Broadband	Onecom	S	72.53	14.51	87.04
111	cleaner	29/08/2025		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
Total									7,060.38	57.26	7,117.64

Approved Payments – August 2025 by Cllr J Williams, Chair

13.08.2025

1.	L & K Wilcox	Hall Hire Deposit Refund	£100.00
2.	Vale of Glamorgan	H&S Play Area Inspection 24/25	£ 72.00
3.	Vale of Glamorgan	Garden Waste Bags (Cash Banked 22.07.2025)	£ 50.00
4.	Clerk Salary	To include backpay re pay Award backdated to 01.04.2025	£1663.05
5.	Cardiff & Vale Pension Fund	Pension contribution August 2025	£488.22

Payment Schedule

- | | |
|---|---------|
| 1. SLCC annual membership renewal
(Professional body for local council
Clerks – fast accurate advice) | £240.00 |
|---|---------|