

Y Ganolfan Gymdeithasol  
Yr Hen Bwrtawi  
Gwenfô  
Bro Morgannwg  
CF5 6AL



Community Centre  
Old Port Road  
Wenvoe  
Vale of Glamorgan  
CF5 6AL

Office Tel:029 2059 1139 E-Mail: wenvoecc@googlegmail.com

### Minutes of Council Meeting held on 16 April 2026

**Present:** Cllr J Williams (Chair), Cllr S Milliner (Vice Chair), Cllr M Harvey, Cllr P Freeman, Cllr P Gaughan, Cllr N Gater, Cllr J Crockford, Clerk to the Council – D Barrett-Plows, 1 x Member of the public

1. Apologies: Cllr R Sexton - personal matter, Cllr C Thomas – prior commitment and Cllr R Jervis – work commitment
2. **Declarations of Interest under the Council's Code of Conduct:**  
Cllr J Williams – Wenvoe Community Library Limited, The Hub & Cllr M Harvey – Wenvoe Community Library Limited. Cllr J Crockford – open grounds.
3. The minutes of Council meeting held 19 March 2026 were approved and signed
4. **Public participation**  
None
5. **Police matters:** Wenvoe Crime Report for the period 12.03.2026 – 08.04.2026

There were 20 occurrences through address search Wenvoe (excluding St Nicholas and Bonvilston). This also includes Vale of Glamorgan side of Culverhouse Cross including Copthorne Hotel.

#### Occurrences of Note:

|                    |             |                                                                                                                                        |
|--------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------|
| ASB                | Alps Quarry | Unknown persons riding motorbikes, individuals had already left on officers attendance                                                 |
| Attempted Burglary | Gwern Close | Back door handles interfered with; individual did not gain access to property. No CCTV or witnesses. CSI have attended to take samples |

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

## 6. Planning:

### New Planning Applications

No new planning applications

### Previously Reported Planning Applications

|                      |                                                                                                                                                                                                                                                              |                        |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 2026/00036/FUK (GW)  | <b>Goldsland Farm</b><br>Create a new wildlife pond, measuring 25m x 12m and two swales/ditches to capture water as it runs down the sloped bank to channel into the new field pond and away from the outlining farm properties<br>Applicant: Abigail Reader | No objection           |
| 2026/00023/FUL       | <b>71 Burdons Close</b><br>Single storey ground floor extension, attic conversion with flat roof dormer and part conversion of garage into gym. Removal of existing conservatory.<br>Applicant: Mr & Mrs Barry Pappin                                        | No objection           |
| 2026/00078/FUL (SDB) | <b>Blodfa, Station Road East</b><br>Internal remodel at ground and first floor, conversion of garage to habitable space, replacement dormer with Juliet balcony to rear elevation, and hip to gable roof extension.<br>Applicant: Mr & Mrs Rattenbury        | Approved<br>20.03.2026 |
| 2025/01110/FUL (WG)  | <b>Tarrws Cottage, Old Port Road</b><br>Conversion of proposed outbuilding to habitable building<br>Applicant: Mr Dennis Kitt                                                                                                                                | No objection           |
| 2025/00555/FUL (ANH) | <b>The Byre Farm</b><br>Retrospective approval of temporary rural enterprise dwelling with associated infrastructure for three years<br>Applicant: Mr Stephen Lakin                                                                                          | No objection           |

Applicant: Mr Paul Frost

**7. Finance and payment of accounts:**

- a) 1-31 March 2026 Bank Reconciliation was approved
- b) Budget Review 2026-2027 – Following discussions during the Finance Meeting of 7 April 2026 the following virements were recommended and agreed by Council:
  - i. £5000.00 to be transferred to WCC Library & Repairs, Maintenance, Renewals from Open Spaces Grounds
  - ii. £1200.00 to be transferred to WCC Library & Repairs, Maintenance, Renewals from Councillor Remuneration
  - iii. £300.00 to be transferred to WCC H&S Electrical Inspections from Council Tax
- c) Internal Auditor – following discussion during Finance Meeting it was agreed that Mr Michael Fisher be appointed to carry out the internal audit.
- d) The following payments were approved:
 

|               |                                 |         |
|---------------|---------------------------------|---------|
| Scott FPS     | Annual Extinguisher Maintenance | £52.56  |
| CID Electrics | 4 x Emergency Light Replacement | £295.06 |
| CID Electrics | EICR Wenvoe Community Centre    | £640.00 |

**Other projects and responsibilities:**

- a. WRAC – Cllr P Freeman advised Council that during the WRAC AGM meeting held on Thursday 2 April 2026 the WRAC changed to now being an Advisory Committee, with Cllr P Freeman Chair and Cllr S Milliner Secretary. The main topic discussed was the proposed new Cemetery, there were no adverse comments.
- b. Fly-tipping Enforcement – Fly-tipping incidents remain low, Cllr P Freeman advised Council that different areas within Wenvoe were to be the main focus.
- c. Section 6 – Environmental (Wales) Act 2016 – the plan is in place and to be published on the website.
- d. Cemetery – Councillors had been provided copies of the CAT Stage 2 application, Cllr P Freeman advised Council of the main points for discussion. Cllr J Williams thanked Cllr P Freeman for his continued hard work in this matter. Cllr M Harvey advised Council that he was extremely pleased with the application and that this matter had been discussed by Council over 30 years ago, Cllr M Harvey thanked Cllr P Freeman and gave his congratulations for all his hard work. Cllr M Harvey proposed Council adopt this document, seconded by Cllr P Gaughan. Council unanimously agreed for Cllr P Freeman to sign the document to be sent to Vale of Glamorgan Council.
- e. Welsh Water – Cllr J Crockford informed Council there could be a possible compensation claim. Clerk to liaise with Cllr J Crockford about any loss of income. Cllr J Crockford also informed Council that Welsh Water had commenced pressure testing in Twyn yr Odyn which is forecast to be completed by the end of the Summer 2026.
- f. Health & Safety Committee – Cllr J Williams pointed out that the safety inspections need to be carried out asap.
- g. Stone Wall – allotments – near completion.

- h. WCC Carpark – Cllr J Williams, Cllr S Milliner and Clerk attended meeting with the Head Teacher at Wenvoe CiW Primary School in relation to the ongoing parking issues. The Head Teacher pointed out that she was not aware that it was a private carpark. During discussions it was noted that Council did not wish to stop parents using the carpark at this stage, but that there needed to be guidelines for parents to adhere to. Cllr S Milliner provided Councillors with the recommendations discussed to be passed to the Head Teacher to be distributed to all parents. Cllr P Freeman proposed, Cllr N Gater seconded. Council unanimously agreed for Cllr S Milliner to forward the Guidelines document.
  - i. WCC windows – Clerk to chase for date for remedial works to be carried out.
  - j. Community Open Day – to be held on Saturday 3 October 2026. Cllr J Williams informed Council that a separate meeting needs to be arranged to discuss further.
  - k. Councillor Training Plan - Cllr S Milliner and Clerk to arrange meeting to complete the training plan before next Council meeting.
  - l. Refurbishment of male and female toilets in WCC. On onsite meeting is scheduled for next week to discuss final details and proposed date for work to commence of works.
  - m. Library licence to occupy – Cllr S Milliner had circulated a copy of the updated document to all Councillors. During discussion Cllr P Freeman enquired about the number of groups that would be using the library, Cllr J Williams confirmed that there would only be the two current groups using the Library. It was agreed that Cllr S Milliner amend the document to detail that a Library volunteer must be part of the group using the Library. Cllr S Milliner to amend and circulate to all Councillors, Cllr J Williams requested that Councillors to respond.
  - n. Cemetery Gate signage - Following discussion it was agreed that ‘No Dogs Allowed’ signs to be placed on the Cemetery gates. Clerk to price and purchase, Cllr J Crockford agreed to fix the signs.
  - o. Policies for adoption
    - i. Cllr S Milliner proposed Council adopt the IT Policy & Dignity at Work Policy, seconded by Cllr N Gater, Council unanimously agreed to adopt both policies.
9. Ward Councillor Report – none.
10. Any matters the Chairman decides are urgent - none.
11. To receive reports from Chairman, Clerk and Members – Cllr J Williams reminded Councillors that the AGM meeting date will be on Thursday 7 May 2026.

**The meeting closed at 8.35pm**

**The next Council meeting will be held on  
Thursday 21 May 2026 at 7.30pm in the Hub/Library**

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### Minutes of Finance Committee Meeting Held on 7 April 2026 at 2.30pm

Present: Cllr J Williams (Chair) Cllr C Thomas, Cllr M Harvey , D Barrett-Plows Clerk to the Council

1. Apologies: Cllr R Sexton – Family bereavement Absent: Cllr N Gater
2. The minutes of the Finance Meeting of Tuesday 13 January 2026 were approved and signed by the Chair.
3. To review expenditure to 31.03.2026. Following discussion it was agreed that it would be necessary to review the budget for 2026-2027.
4. To review budget to 31.03.2027 - Following discussion the following virements were agreed:
- a. £5000.00 Open Spaces Grounds to WCC & Library Repairs, Maintenance, Renewals (WCC Toilets Renovation & Outbuildings doors)
  - b. £1200.00 Councillor Remuneration to WCC & Library Repairs, Maintenance, Renewals (WCC Toilets Renovation & Outbuildings doors)
  - c. £300.00 Council Tax to WCC H & S Electrical Inspections (WCC – 5 year & Library 1 year Electrical Inspections)
5. To confirm bank Standing Orders, Direct Debits and Bank Signatories: It was noted that there had been one change to Standing Order payable to Cleaner. There were no changes to Direct Debits except for the increase in Council Tax from 01.04.2026. There were no changes to Bank Signatories.

#### Direct Debits as at 01.04.2026

| <u>Payee</u>      | <u>Details</u> | <u>Payment Term</u>           | <u>Amount</u>              |
|-------------------|----------------|-------------------------------|----------------------------|
| HMRC              | PAYE           | Quarterly Payments            | Variable                   |
| British Gas       | Light & Heat   | Monthly x 2 Electricity & Gas | Variable                   |
| Vale of Glamorgan | Council Tax    | Monthly                       | 1 x £308.20<br>9 x £306.00 |

|             |                   |                   |          |
|-------------|-------------------|-------------------|----------|
| Onecom      | Broadband & Phone | Monthly           | Variable |
| Welsh Water | WCC               | August & February | Variable |
| Welsh Water | Allotments        | -"-               | Variable |

#### **Standing Orders as at 01.04.2026**

|          |               |            |         |
|----------|---------------|------------|---------|
| Cleaner  | WCC           | 4 x Weekly | £180.00 |
| M Tucker | Cemetery Bins | Monthly    | £20.00  |

#### **Bank Signatories/Online Banking**

|                |       |
|----------------|-------|
| Janet Williams | Chair |
| Collin Thomas  | Cllr  |
| Nicola Gater   | Cllr  |

Debbie Barrett-Plows      Clerk to the Council      -      online banking access only

6. To review Bank Reconciliations for the period 01.04.2025 – 31.03.2026. Cllr C Thomas confirmed that he checks the bank reconciliation reports, signs/approved receipts and payments for the period on a monthly basis. Cllr C Thomas also signs the Schedule of Regular Payments each month.
7. The VAT for the period 01.01.2026 – 31.03.2026 had been reclaimed in the sum of £1,145.90
8. Audits - *Following discussion of the three quotations received it was agreed to appoint Michael Fisher. Clerk to action.*

Meeting ended 3.10pm

Next Meeting - Tuesday 7 July 2026