

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



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

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Minutes of Council Meeting Held on 20 November 2025

Present: Cllr J Williams (Chair), Cllr S Milliner, Cllr M Harvey, Cllr C Thomas, Cllr P Freeman, Cllr P Gaughan, Cllr N Gater, Cllr R Jervis, Cllr J Crockford, Clerk to the Council – D Barrett-Plows

1. Apologies: Cllr R Sexton due to prior commitment and newly elected Councillor E Wheadon due to family illness.
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 – Ground Contract
3. The minutes of Council meeting held 16 October 2025 were unanimously approved
4. **Public participation**
None
5. **Police matters:** Wenvoe Crime/ASB incidents 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:

Dog Bite	Ely Rangers	Being progressed by Barry Response
Intimidating Behaviour	Awen Project 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

6. Planning:

New Planning Applications

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

Previously Reported Planning Applications

2025/00858/FUL (ANH)	Dyffryn Gardens, St Nicholas Creation of 3 surface water attenuation ponds and associated landscape works Applicant: Chris Flynn	Withdrawn
2025/00856/FUL (WG)	4 Vennwood Close, Wenvoe Ground floor rear and first floor side extensions Applicant: Mr Marc Bowen	Refused

2025/00555/FUL (ANH)

The Byre Farm

Retrospective approval of temporary rural enterprise dwelling with associated infrastructure for three years

No objection

Applicant: Mr Stephen Lakin

2024/00543/FUL (HM)

Wayside Cottage

No objection

Proposed new access gate to lane

Applicant: Mr Paul Frost

7. Finance and payment of accounts:

- a) 1-31 October 2025 Bank Reconciliation was approved
- b) The following payments were approved:

Banner Business Solutions	Stationery	£ 9.54
Clerk Reimbursement	Engraving/Cleaning Mats	£ 31.54
George Building & Maintenance	WCC & Library Roof	£950.00
JCP Solicitors	Legal Fees	£600.00 (quoted)
	Paediatric Defibrillator Pads	£234.00 net

- c) External Audit Report – Audit Wales. Council noted the comments on the report and it was noted that Wenvoe Community Council will continue to implement the recommendations.

Other projects and responsibilities:

- a. WRAC – the minutes of meeting held 6 November 2025 had been circulated to all Councillors for their information.
- b. Fly-tipping Enforcement - Cllr P Freeman informed Council that a fly-tipping incident occurred on the morning of the Council meeting and that the matter had been reported. The 'Littering is Illegal' signs will be installed once the road closure by Welsh Water re-opens.
- c. Section 6 – Environmental (Wales) Act 2016 – Biodiversity plan to be completed before 31 December 2025.
- d. First Registration of Land & Carpark Boundary update – Cllr S Milliner updated Council that Cllr J Williams had approved the expedition of the HMLR First Registration of Land due to the 18 months wait for approval from HMLR. The registration of land completed on 11 November 2025. Cllr J Williams proposed a working party, seconded by Cllr M Harvey and it was unanimously agreed that Councillors J Williams, S Milliner, M Harvey, J Crockford, P Freeman and R Jervis form the working party. Cllr J Williams to arrange an evening meeting.
- e. Cemetery – Cllr P Freeman informed Council of an online meeting held with The Vale of Glamorgan Council and Cemex and that he was awaiting further information.
- f. Noticeboards - due to work commitments Cllr R Jervis informed Council that he plans to replace the noticeboard to Wenvoe Community Centre during the Christmas & New Year break.
- g. Welsh Water – Cllr R Jervis had a meeting with Mr Phil Ensor, Estates Surveyor, Welsh Water and was awaiting an update via email.

- h. Health & Safety Committee – due to work commitments Cllr R Jervis informed Council that he plans to do the necessary inspections and Risk Assessment during the Christmas & New Year break.
- i. Stone Wall – allotments – ongoing.
- j. WCC & Library Roof leaks – Cllr J Williams informed Council of her approval to the Clerk to arrange for emergency works to be carried out to both the Community Centre & Library roofs. Cllr J Williams and the Clerk to contact The Vale of Glamorgan Council in regard to the Library building.
- k. Policies for approval – following Policies meeting Councillor J Williams proposed to adopt the following policies:-
 - i. Social Media
 - ii. Donations
 - iii. Risk Management
 - iv. Data Protection

Seconded by Cllr N Gater, Council unanimously agreed to adopt the policies.

- l. Christmas Tree – Cllr J Crockford volunteered to organise the Christmas tree for Wenvoe Community Centre and Council requested to keep costs as close to the expenditure in 2024.
- m. Refund request – Beavers – Cllr J Williams read the email request for a refund. Following discussion Cllr J Williams proposed no refund, seconded by Cllr S Milliner, Council unanimously agreed.
- n. Raffle Prize – Village Hall Christmas Draw – Council agreed the donation of £50 M&S voucher. Clerk to purchase.
- o. St David's Day 2026 Fund – the deadline had already passed.
- p. WCC Car Park – Following discussion of the use of the carpark Council agreed for Cllr P Freeman to action the wording and image for a sign. Council agreed for a meeting to be held with Wenvoe School and Wenvoe representative Cllr R Sexton prior to the installation of the sign.
- q. WCC Hall Hire – Wenvoe Community Events – Following discussion, Cllr J Williams proposed that there would be no charge for the use of the Community Centre for community events and that the Clerk be authorised for the non-charging of future community events. Cllr N Gater seconded, Council unanimously agreed.

9. Ward Councillor Report – none

10. Any matters the Chairman decides are urgent – none

11. To receive reports from Chairman, Clerk and Members:

Cllr R Jervis mentioned that Council purchase poppies to display throughout the village for Remembrance Sunday in 2026, the sale of poppies in the Clerk's office and the advertisement of the event in the local newspaper, i.e., The Gem. This matter will be on the Agenda for discussion on 18 December Council meeting.

The meeting closed at 8.40pm

**The next Council meeting will be held on
Thursday 18 December 2025 at 7.30pm in the Hub/Library**