



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 21 May 2026 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 April 2026 & AGM held 7 May 2026
4. Public participation: Presentation by Sylvia Harvey re Community Open Day
5. Police Matters (see Crime Report)
6. To consider new and updated Planning Applications (see planning list)
7. Finance and payment of accounts 2026
 - a) 1-30 April 2026
 - b) Payment Schedule
8. Other projects and responsibilities
 - a) WRAC - update
 - b) Fly-tipping Enforcement – update
 - c) Section 6 – Environmental (Wales) Act 2016
 - d) Cemetery – update
 - e) Welsh Water – update
 - f) Health & Safety Committee – annual safety inspections - update
 - g) Stone wall – update
 - h) WCC Car Park - update
 - i) WCC Windows - update
 - j) Community Open Day – 6 October 2026
 - k) Training Plan
 - l) Refurbishment of WCC Toilets - update
 - m) Library licence to occupy - update
 - n) Councillor Co-Option
 - o) Approval for additional cleaning to WCC during Toilet Refurbishments
 - p) Request by hall hirers for 3' Folding Tables
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 June 2026 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 for further information

Agenda 5

Wenvoe Crime Report
For the period 09.04.2026 – 13.05.2026

There were 51 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:

| | | |
|---------------------------|----------------------------|---|
| Suspicious males | Ty Gwyn, St Lythans Road | Group of males sighted in the area. No offences ascertained |
| Possible Burglary | Rhiwau, Old Port Road | Security firm alerted via CCTV system, males in the area with balaclavas. No persons present after officers' attendance. No access gained to the property |
| Males acting suspiciously | Picca Close – Harlech Road | Males seen walking around the area at 4.00am acting suspiciously. Males stopped by police and searched, nothing was found. One male arrested due to outstanding warrant |
| Damage to Vehicle | Picca Close | No CCTV or witnesses to the damage, person reporting believed it to be children playing in the street |

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

New Planning Applications

| | | |
|---------------------|--|--------------|
| 2026/00294/FUL (CR) | St Brendan, Old Port Road To build new garage for storage purposes, the new garage will be 'like for like' with the existing outbuildings in respect of its appearance Applicant: Miss Jemma Doolan | No objection |
|---------------------|--|--------------|

Previously Reported Planning Applications

| | | |
|----------------------|--|--------------------------------|
| 2026/00023/FUL | 71 Burdons Close Single storey ground floor extension, attic conversion with flat roof dormer and part conversion of garage into gym. Removal of existing conservatory. Applicant: Mr & Mrs Barry Pappin | Approved 08.05.2026 |
| 2026/00036/FUK (GW) | Goldsland Farm 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 Applicant: Abigail Reader | No objection |
| <hr/> | | |
| 2025/01110/FUL (WG) | Tarrws Cottage, Old Port Road Conversion of proposed outbuilding to habitable building Applicant: Mr Dennis Kitt | No objection |
| <hr/> | | |
| 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 |
| <hr/> | | |
| 2024/00543/FUL (HM) | Wayside Cottage, Dyffryn Proposed new access gate to lane 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: _____

| | | | |
|----------|---|------------|------------------|
| | Bank Reconciliation at 30/04/2026 | | |
| | Cash in Hand 01/04/2026 | | 41,948.10 |
| | ADD Receipts 01/04/2026 - 30/04/2026 | | 17,770.85 |
| | | | 59,718.95 |
| | SUBTRACT Payments 01/04/2026 - 30/04/2026 | | 4,864.72 |
| A | Cash in Hand 30/04/2026 (per Cash Book) | | 54,854.23 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash | 30/04/2026 | 0.00 |
| | Wenvoe Community Council | 30/04/2026 | 54,854.23 |
| | Lloyds Deposit Account | 30/04/2026 | 0.00 |
| | | | 54,854.23 |
| | Less unrepresented payments | | |
| | | | 54,854.23 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 54,854.23 |
| | A = B Checks out OK | | |

Wenvoe Community Council

07 May 2026 (2026-2027)

RECEIPTS LIST

| Vouche | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|-------------------|------------|--------|------------------|---------------|----------------------------|----------------------------|----------|------------------|-----|------------------|
| 3 | WCC Hall Hire | 09/04/2026 | | Wenvoe Community | BACS | Wenvoe Community Centre Ha | Vale of Glamorgan Council | X | 300.00 | | 300.00 |
| 13 | VAT Refund | 09/04/2026 | | Wenvoe Community | BACS | VAT Refund | HMRC - VAT | X | 1,145.90 | | 1,145.90 |
| 4 | WCC Hall Hire | 14/04/2026 | | Wenvoe Community | BACS | Wenvoe Community Centre Ha | Sally Jones | X | 118.00 | | 118.00 |
| 5 | Electricity & Gas | 16/04/2026 | | Wenvoe Community | BACS | Light & Heat | Wenvoe Community Librar | X | 160.20 | | 160.20 |
| 1 | WCC Hall Hire | 21/04/2026 | | Wenvoe Community | BACS | Wenvoe Community Centre Ha | Sally Jones | X | -100.00 | | -100.00 |
| 6 | WCC Hall Hire | 22/04/2026 | | Wenvoe Community | MOBILE CHEQUE | Wenvoe Community Centre Ha | Canon Hill Art Space | X | 324.00 | | 324.00 |
| 7 | WCC Hall Hire | 23/04/2026 | | Wenvoe Community | BACS | Wenvoe Community Centre Ha | Molly Barraclough | X | 85.00 | | 85.00 |
| 8 | WCC Hall Hire | 24/04/2026 | | Wenvoe Community | BACS | Wenvoe Community Centre Ha | Scottish Country Dance Cla | X | 32.00 | | 32.00 |
| 9 | WCC Hall Hire | 27/04/2026 | | Wenvoe Community | BACS | Wenvoe Community Centre Ha | FFWPU Wales | X | 36.00 | | 36.00 |
| 10 | WCC Hall Hire | 27/04/2026 | | Wenvoe Community | BACS | Wenvoe Community Centre Ha | Glamorgan Guild of Weave | X | 27.00 | | 27.00 |
| 2 | Precept | 28/04/2026 | | Wenvoe Community | BACS | Precept | Vale of Glamorgan Council | X | 15,167.00 | | 15,167.00 |
| 11 | WCC Hall Hire | 29/04/2026 | | Wenvoe Community | BACS | Wenvoe Community Centre Ha | Wenvoe Scout Group | X | 168.75 | | 168.75 |
| 12 | Cemetery - Income | 29/04/2026 | | Wenvoe Community | BACS | Cemetery | Linda Edwards | X | 207.00 | | 207.00 |
| 11 | Outbuildings | 29/04/2026 | | Wenvoe Community | BACS | Wenvoe Community Centre Ha | Wenvoe Scout Group | X | 100.00 | | 100.00 |
| Total | | | | | | | | | 17,770.85 | | 17,770.85 |

Wenvoe Community Council

07 May 2026 (2026-2027)

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Payment Ref. | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------------------------|------------|---------------|------------------|--------------|-----------------------|-----------------------------|----------|-----------------|--------------|-----------------|
| 19 | Grounds - Cemetery | 07/04/2026 | | Wenvoe Community | SO | Cemetery Bins | Michael Tucker | X | 20.00 | | 20.00 |
| 1 | Subscriptions | 07/04/2026 | | Wenvoe Community | DEB | Subscriptions | Microsoft 365 | X | 104.99 | | 104.99 |
| 2 | Repairs & Renewals | 14/04/2026 | | Wenvoe Community | CARD | Sundry Expenses | Timpson | S | 47.50 | 9.50 | 57.00 |
| 4 | Clerk Salary | 15/04/2026 | | Wenvoe Community | BACS | Clerk Salary | Clerk - Salary | X | 1,531.04 | | 1,531.04 |
| 3 | Clerk Pension | 15/04/2026 | | Wenvoe Community | BACS | Pension Contributions | Cardiff & Vale of Glamorga | X | 382.41 | | 382.41 |
| 5 | cleaner | 17/04/2026 | | Wenvoe Community | SO | Cleaner | Cleaner | X | 180.00 | | 180.00 |
| 6 | Sundry Expenditure | 20/04/2026 | | Wenvoe Community | CHG | Bank Charges | Lloyds Bank | X | 17.25 | | 17.25 |
| 8 | Electricity & Gas | 21/04/2026 | | Wenvoe Community | DD | Light & Heat | British Gas | L | 233.31 | 11.66 | 244.97 |
| 7 | Electricity & Gas | 21/04/2026 | | Wenvoe Community | DD | Light & Heat | British Gas | L | 189.47 | 9.47 | 198.94 |
| 12 | H&S/Electrical Inspections - W | 21/04/2026 | 16 April 2026 | Wenvoe Community | BACS | Light & Heat | CID Electrics | X | 640.00 | | 640.00 |
| 16 | Annual Servicing of Equipment | 21/04/2026 | 16 April 2026 | Wenvoe Community | BACS | Annual Safety Checks | Scott Fire & Protection Sen | S | 43.80 | 8.76 | 52.56 |
| 9 | Stationery | 21/04/2026 | | Wenvoe Community | BACS | Stationery | Morrisons | S | 7.92 | 1.58 | 9.50 |
| 13 | Repairs & Renewals | 21/04/2026 | 16 April 2026 | Wenvoe Community | BACS | Repairs & Renewals | CID Electrics | X | 295.06 | | 295.06 |
| 14 | Equipment & Repairs - Cemete | 22/04/2026 | | Wenvoe Community | CARD | Cemetery | Amazon Services Europe S. | S | 9.99 | 2.00 | 11.99 |
| 17 | Stationery | 22/04/2026 | | Wenvoe Community | CARD | Stationery | Amazon Services Europe S. | S | 23.32 | 4.67 | 27.99 |
| 10 | NI Employer/Employee | 23/04/2026 | | Wenvoe Community | DD | HMRC - PAYE | HMRC - PAYE | X | 569.40 | | 569.40 |
| 15 | Repairs & Renewals | 23/04/2026 | | Wenvoe Community | BACS | Repairs & Renewals | KJH Plumbing | X | 120.00 | | 120.00 |
| 11 | Council Tax | 27/04/2026 | | Wenvoe Community | DD | Council Tax | Vale of Glamorgan Council | X | 308.20 | | 308.20 |
| 18 | Telephone & Broadband | 30/04/2026 | | Wenvoe Community | DD | WCC Broadband | Onecom | S | 77.85 | 15.57 | 93.42 |
| Total | | | | | | | | | 4,801.51 | 63.21 | 4,864.72 |

Payment Schedule

| | | |
|---------------------------|---|----------|
| 1. Cathedral Leasing | Hygiene Services Annual Renewal 18.05.2026 | £187.20 |
| 2. Zurich Insurance | Annual Renewal for the Period 01.06.2026-31.05.2027 (3 year term) | £2573.74 |
| 3. Michael Fisher | Internal Audit 2025-2026 | £350.00 |
| 4. Plexus Fire & Security | Annual Maintenance -Library | £342.30 |

Automatic Subscription Renewals

| | | |
|------------------|--|---------|
| 1. Microsoft 365 | Annual Renewal 03.04.2026 | £104.99 |
| 2. 123 Reg | Wenvoe.org.uk Domain renewal 26.05.2026 | £12.99 |
| 3. 123 Reg | Web Hosting annual renewal 06.05.2026 | £107.88 |

To Note

Council Tax for the period 01.04.2026 – 31.03.2027

1 x £308.20 27.04.2026

Followed by 9 payments @ 306.00