



## **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 19 September 2024 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 18 July 2024
4. Public participation
5. Police Matters: <https://www.police.uk/pu/your-area/south-wales-police/wenvoe/?tab=CrimeMap>
6. To consider new and updated Planning Applications (see planning list)
7. Finance and payment of accounts 2024
  - a) 1-31 July 2024 & 1-31 August 2024
  - b) Payments Schedule (see payment schedule)
8. Other projects and responsibilities
  - a) WRAC - update
  - b) Outbuildings – update
  - c) Registration of Land - update
  - d) Footpath & Conifer Hedge - update
  - e) Quarrymen's Memorial & Toposcope
  - f) Asset Register – update
  - g) Allotments
  - h) Cemetery
  - i) Defibrillator Horse & Jockey
  - j) Glenburnie Lodge – update
  - k) Policies
  - l) Remembrance Sunday
  - m) War Memorial & Handrail – update
  - n) Multi location meetings
9. Any matters the Chairman decides are urgent
10. To receive reports from Chairman, Clerk and Members

Next meeting: 17 October 2024 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](http://www.wenvoecouncil.org.uk)**

**Wenvoe Crime/ASB incidents 10.07.2024 – 21.08.2024**

Total Incident Number – 50

Wenvoe Incidents – 7

Culverhouse Cross Retail Park – 43

What	Where	Date
Damage to Pheasant Pens	Burdons Farm, Wenvoe	10.07.2024 – 20.08.2024
Suspicious activity	St Lythan's Road	10.07.2024 – 20.08.2024
Dangerous Dog	Wenvoe Village	10.07.2024 – 20.08.2024
ASB Smoking Cannabis	Wenvoe Alps	10.07.2024 – 20.08.2024
ASB Smoking Cannabis	Wenvoe Village	10.07.2024 – 20.08.2024
ASB Fire	Poundfield Farm	10.07.2024 – 20.08.2024
Dog on Dog	Wenvoe Village	10.07.2024 – 20.08.2024
ASB/Thefts	Culverhouse Cross Retail Park	10.07.2024 – 20.08.2024

**New Planning Applications**

2024/00678/HR	<b>Various locations in Wenvoe</b> Partial removal of 16 hedgerows, located Near Wenvoe	No objection <b>Approved 05.09.2024</b>
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Applicant: Mr Jack Blackburn

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2024/00688/PND (ANH)	<b>Wenvoe Quarry, Alps Quarry Road</b> Demolition of Wenvoe offices	No objection
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Applicant: Breedon Trading Ltd

**03.09.2024 VOG confirmed that prior approval is not required as to the method of demolition and the proposed restoration of the site.**

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2024/00679/FUL (MK)	<b>Ruthglen, 11 St Andrews Road</b> Extension (re-submission of plans previously Passed by VOG as permission has expired)	No objection Awaiting decision
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Applicant: Mrs Julia George

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2024/00710/FUL (WG)	<b>17 Picca Close, Wenvoe</b> Proposed conversion of part of the existing garage Into gymnasium at floor level and construction of A roof dormer with Juliet balcony to form games Room at first floor level	No objection
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Applicant: Mr Brett Collins

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2024/00697/FUL (GW)	<b>Northcliff Rise, St Lythans Road</b> Removal or variation of a condition, condition 2 (plans) and 7 (Occupation/Use) of 2020/00018/FUL Single storey tractor and Machinery garage, gymnasium and log store	No objection <b>Application withdrawn 07.09.2024</b>
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Applicant: Mr Peter Ryland

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**Previously Reported Planning Applications**

2024/00447/FUL (TN)	<b>9 Walston Road</b> Extension with pitched roof to the existing Property on one side of the house	No Objection <b>Approved 08.08.2024</b>
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Applicant: Ms Susan Hoddell

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2024/00489/FUL (TN)	<b>Woodview, 7 Church Rise, Wenvoe</b> Proposed detached car port	No Objection <b>Approved 23.07.2024</b>
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Applicant: Mr John Wild

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2024/00543/FUL (HM)	<b>Wayside Cottage, Dyffryn</b> Proposed new access gate to lane  Applicant: Mr Paul Frost	No Objection Awaiting decision
2023/01123/FUL	<b>Tunnelside Yard, Snell Yard Wenvoe</b> Proposed change of use from agricultural land To proposed caravan suite for touring caravans and motorhomes (no static caravans) Applicant: Mr Steven Reynolds	No objection Awaiting decision
2023/00373/OUT	<b>Upper House, Pound Lane, Wenvoe</b> Proposed two- bedroom bungalow  Applicant: Mr Roger Bentley	No objection Awaiting decision
2021/00075/FUL (ANH)	<b>Land West of St Lythans</b> Two livestock buildings with access from highway  Applicant: Mr John Crockford	No objection Awaiting decision

**Wenvoe Community Council**

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

Date:    06-08-2024   

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

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

<b>A</b>	<b>Bank Reconciliation at 31/07/2024</b>		
	Cash In Hand 01/04/2024		33,934.69
	<b>ADD</b> Receipts 01/04/2024 - 31/07/2024		31,488.84
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/07/2024		28,688.91
	<b>Cash In Hand 31/07/2024</b> (per Cash Book)		<b>36,734.62</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash                    30/06/2024	0.00	
	Wenvoe Community Council    31/07/2024	36,733.62	
	Lloyds Deposit Account        31/07/2024	1.00	
			<b>36,734.62</b>
	Less unrepresented payments		
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>36,734.62</b>
<b>A = B Checks out OK</b>			

## Wenloe Community Council RECEIPTS LIST

Voucher Code	Date	Minutes	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
39	01/07/2024		Wenloe Community	CR 500057	Wenloe Community Centre Hs	Sophie Andrews	X	30.00		30.00
40	01/07/2024		Wenloe Community	BACS	Wenloe Community Centre Hs	The Pole Vault Studio	X	105.00		105.00
30	02/07/2024		Wenloe Community		Outbuildings	Darrian Martin	X	140.00		140.00
41	03/07/2024		Wenloe Community	BACS	Albion - Twyn yr Odyn	DS & LE Farmer	X	-50.00		-50.00
43	05/07/2024		Wenloe Community	BACS	Cemetery	Paul Jarvis	X	185.00		185.00
42	05/07/2024		Wenloe Community	BACS	Community Filming	Pobol y Cwm	X	200.00		200.00
44	11/07/2024		Wenloe Community	BACS	Wenloe Community Centre Hs	Laura Morris	X	165.00		165.00
51	16/07/2024		Wenloe Community	BACS	Wenloe Community Centre Hs	Laura Morris	X	-100.00		-100.00
45	17/07/2024		Wenloe Community	BACS	Wenloe Community Centre Hs	Laura Morris	X	250.00		250.00
47	18/07/2024		Wenloe Community	CR 500058	Wenloe Community Centre Hs	Toddler Group	X	50.00		50.00
48	18/07/2024		Wenloe Community	BACS	Wenloe Community Centre Hs	FFWPU Wales	X	80.00		80.00
49	25/07/2024		Wenloe Community	BACS	Wenloe Community Centre Hs	Sarah Perkins	X	60.00		60.00
50	29/07/2024		Wenloe Community	BACS	Wenloe Community Centre Hs	Katie Wilcock	X	40.00		40.00
50	29/07/2024		Wenloe Community	BACS	Wenloe Community Centre Hs	Katie Wilcock	X	100.00		100.00
46	31/07/2024		Wenloe Community	BACS	Wenloe Community Centre Hs	Laura Morris	X	-250.00		-250.00
<b>Total</b>									<b>1,005.00</b>	<b>1,005.00</b>

## Wenloe Community Council

## PAYMENTS LIST

Voucher	Code	Date	Minutes	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
											20.00
71	Grounds - Cemetery	05/07/2024		Wenloe Community	SO	Cemetery Bins	Michael Tucker	X	20.00		45.00
71	cleaner	05/07/2024		Wenloe Community	SO	Cleaner	Cleaner	X	45.00		45.00
80	cleaner	12/07/2024		Wenloe Community	SO	Cleaner	Cleaner	X	45.00		18.00
83	Cleaning Equipment & Product	16/07/2024		Wenloe Community		Cleaning Materials	Amazon Services Europe S	S	15.00	3.00	26.50
84	Cleaning Equipment & Product	16/07/2024		Wenloe Community	CARD	Cleaning Materials	Amazon Services Europe S	S	22.08	4.42	6.49
85	Cleaning Equipment & Product	16/07/2024		Wenloe Community	CARD	Cleaning Materials	Amazon Services Europe S	S	5.41	1.08	1,405.65
82	Clerk Salary	16/07/2024		Wenloe Community	BACS	Clerk Salary	Clerk - Salary	X	1,405.65		415.23
81	Clerk Pension	16/07/2024		Wenloe Community	BACS	Clerk Salary	Cardiff & Vale of Glamorgan	X	415.23		100.55
86	Electricity & Gas - WCC & Libra	17/07/2024		Wenloe Community	DD	Light & Heat	British Gas	L	95.77	4.78	29.92
87	Electricity & Gas - WCC & Libra	18/07/2024		Wenloe Community	DD	Light & Heat	British Gas	L	28.50	1.42	45.00
88	cleaner	19/07/2024		Wenloe Community	SO	Cleaner	Cleaner	X	45.00		1,050.42
89	NI Employer/Employee	25/07/2024		Wenloe Community	DD	Clerk Salary	Clerk - Salary	X	1,050.42		45.00
90	cleaner	26/07/2024		Wenloe Community	SO	Cleaner	Cleaner	X	45.00		261.00
92	Council Tax - WCC & Library	29/07/2024		Wenloe Community	DD	Council Tax	Vale of Glamorgan Council	X	261.00		15.00
91	cleaner	29/07/2024		Wenloe Community	SO	Cleaner	Cleaner	X	15.00		1,622.40
93	Grounds - Open Spaces	30/07/2024		Wenloe Community	BACS	Open Spaces - Grounds Contra	John Crookford	S	1,352.00	270.40	40.00
94	Training	30/07/2024		Wenloe Community		Training	One Voice Wales	X	40.00		40.00
95	Training	30/07/2024		Wenloe Community	BACS	Training	One Voice Wales	X	40.00		70.57
96	Telephone & Broadband - WCC	31/07/2024		Wenloe Community		WCC Broadband	Onecom	S	58.81	11.76	
<b>Total</b>									<b>5,004.67</b>	<b>296.86</b>	<b>5,301.73</b>

## Wenvoe Community Council

Prepared by: DBP  
Name and Role (Clerk/RFO etc)

Date: 06-09-2024

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

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

<b>Bank Reconciliation at 31/08/2024</b>			
	Cash in Hand 01/04/2024		33,934.69
	<b>ADD</b> Receipts 01/04/2024 - 31/08/2024		48,296.71
			82,231.40
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/08/2024		32,815.14
<b>A</b>	<b>Cash in Hand 31/08/2024</b> (per Cash Book)		49,416.26
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2024	0.00	
	Wenvoe Community Council 31/08/2024	49,415.26	
	Lloyds Deposit Account 31/08/2024	1.00	
			49,416.26
	Less unrepresented payments		49,416.26
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		49,416.26
<b>A = B Checks out OK</b>			



## Wenvoe Community Council

## RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
60	WCC Hall Hire	02/08/2024		Wenvoe Community	BACS	Wenvoe Community Centre Ha	The Pole Vault Studio	X	60.00		60.00
52	WCC Hall Hire	13/08/2024		Wenvoe Community	BACS	Wenvoe Community Centre Ha	Katie Wilcox	X	-100.00		-100.00
53	Allotments - Income	13/08/2024		Wenvoe Community	BACS	Allotments - Twyn yr Odyn	Andrew Jones	X	-50.00		-50.00
54	WCC Hall Hire	15/08/2024		Wenvoe Community		Wenvoe Community Centre Ha	FFWPU Wales	X	37.50		37.50
55	VAT Refund	16/08/2024		Wenvoe Community	BACS	VAT Refund	HMRC - VAT	X	1,788.37		1,788.37
58	WCC Hall Hire	20/08/2024		Wenvoe Community	BACS	Wenvoe Community Centre Ha	Elderfit	X	75.00		75.00
57	WCC Hall Hire	20/08/2024		Wenvoe Community	BACS	Wenvoe Community Centre Ha	Elderfit	X	120.00		120.00
56	Cemetery - Income	27/08/2024		Wenvoe Community		Cemetery	Green Willow Funerals	X	750.00		750.00
59	WCC Hall Hire	27/08/2024		Wenvoe Community		Wenvoe Community Centre Ha	Patchwork Ladies	X	500.00		500.00
61	Precept	30/08/2024		Wenvoe Community	BACS	Precept	Vale of Glamorgan Council	X	13,627.00		13,627.00
<b>Total</b>									<b>16,807.87</b>		<b>16,807.87</b>

## Wenvoe Community Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
119	Grounds - Cemetery	02/08/2024		Wenvoe Community	SO	Cemetery Bins	Michael Tucker	X	20.00		20.00
118	cleaner	02/08/2024		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
97	Grounds - Allotments	06/08/2024		Wenvoe Community	BACS	Allotments - Twyn yr Odyn	Paul Gaughan	X	45.00		45.00
98	Recycling Products via VOG	06/08/2024		Wenvoe Community	BACS	Recycling Products	Vale of Glamorgan Council	X	22.00		22.00
100	Audit	06/08/2024		Wenvoe Community	BACS	Audit Fees	Audit Wales	X	295.00		295.00
99	Training	06/08/2024		Wenvoe Community	BACS	Training	One Voice Wales	X	40.00		40.00
101	cleaner	09/08/2024		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
103	Training	13/08/2024		Wenvoe Community	BACS	Training	One Voice Wales	X	40.00		40.00
104	Training	13/08/2024		Wenvoe Community	BACS	Training	One Voice Wales	X	40.00		40.00
107	Subscriptions	15/08/2024		Wenvoe Community	CARD	Subscriptions	Amazon Services Europe S	X	8.99		8.99
106	Clerk Salary	15/08/2024		Wenvoe Community	BACS	Clerk Salary	Clerk - Salary	X	1,518.48		1,518.48
105	Clerk Pension	15/08/2024		Wenvoe Community	BACS	Clerk Salary	Clerk - Salary	X	457.39		457.39
104	cleaner	16/08/2024		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
109	Light & Heat	19/08/2024		Wenvoe Community	BACS	Light & Heat	British Gas	L	104.89	5.24	110.13
110	Light & Heat	20/08/2024		Wenvoe Community	DD	Light & Heat	British Gas	L	26.79	1.33	28.12
111	Subscriptions	21/08/2024		Wenvoe Community	CARD	Subscriptions	Amazon Services Europe S	X	-8.99		-8.99
117	Water - WCC & Library	22/08/2024		Wenvoe Community	DD	Water Rates	Welsh Water	X	204.52		204.52
112	Water - WCC & Library	22/08/2024		Wenvoe Community	DD	Water Rates	Welsh Water	L	204.52	10.23	214.75
113	cleaner	23/08/2024		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
102	Water - Allotments	27/08/2024		Wenvoe Community		Allotments - Twyn yr Odyn	Welsh Water	X	392.02		392.02
115	Water - WCC & Library	27/08/2024		Wenvoe Community		Water Rates	Welsh Water	X			
116	Water - WCC & Library	27/08/2024		Wenvoe Community		Water Rates	Welsh Water	L	-204.52	-10.23	-214.75
114	Council Tax - WCC & Library	27/08/2024		Wenvoe Community	DD	Council Tax	The Vale of Glamorgan Co	X	261.00		261.00
120	cleaner	28/08/2024		Wenvoe Community	SO	Cleaner	Cleaner	X	15.00		15.00
123	Products - Open Spaces	30/08/2024		Wenvoe Community	CARD	Repairs & Renewals	Intermedical (UK) Ltd T/A	S	285.00	57.80	342.00
122	Telephone & Broadband - WCC	30/08/2024		Wenvoe Community	DD	WCC Broadband	Onecom	S	58.81	11.76	70.57
121	cleaner	30/08/2024		Wenvoe Community	SO	Cleaner	Cleaner	X	45.00		45.00
<b>Total</b>									<b>4,058.90</b>	<b>75.33</b>	<b>4,126.23</b>

# Purchase Orders - PAYMENT SCHEDULE

Purchase Orders allows you to record data in advance of a payment and produce an order to send to the supplier. When you pay the supplier you can convert the order into a payment without having to re-enter the details.

Date	Order No	Financial Year	Status	Tender	Total	Description	Supplier	Invoice Number
09.09.2024	130	2024-2025	OUTSTANDING	ONLINE PAYMENT	£1,473.60	Open Spaces - Grounds Contract	John Crockford	Inv 288
28.08.2024	126	2024-2025	OUTSTANDING	ONLINE PAYMENT	£1,848.34	Dog Bins	Vale of Glamorgan Council	Inv 9751046
22.08.2024	118	2024-2025	OUTSTANDING	ONLINE PAYMENT	£1,500.00	Audit Fees 20 21/2022	Audit Wales	ARINV/009229



Additional Payments for payment approval

1. SLCC membership renewal	£200.00
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