

Y Ganolfan Gyndeithasol
Yr Hen Bwrtaw
Gwenfó
Bro Morgannwg
CF5 8AL



Community Centre
Old Port Road
Wenvoe
Vale of Glamorgan
CF5 8AL

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

Minutes of Council Meeting Held on 17 April 2025

Present: Cllr J Williams (Chair), Cllr C Thomas, Cllr R Sexton, Cllr P Freeman, Cllr P Gaughan, Cllr J Crockford, Cllr R Godfrey

Cllr J Williams (Chair) invited Rhys Jervis to complete and sign the Declaration of Acceptance of Office Form along with the Clerk to the Council

- 1. Apologies:** Cllr M Harvey and Cllr N Gater – due to family commitments
Cllr S Milliner – work commitments
- 2. Declarations of Interest under the Council's Code of Conduct:**
Cllr J Williams – Wenvoe Community Library Limited & The Hub & Cllr J Crockford – open grounds maintenance
- 3. The minutes off Council meeting held 20 March** were unanimously approved subject to the following correction:
8 g) Notice of conclusion of audit 2022/23 & 2023/24– The external audit notice for 2023/24 is displayed on WCC noticeboard with a note that the notice for 2022/23 is available on request. Both audits were qualified – Council are aware of the qualifications and will ensure that these qualifications do not reoccur.
- 4. Public participation**
No public participation
- 5. Police matters:**
Wenvoe Crime/ASB incidents for the period 04.03.2025 – 09.04.2025

There were 45 incidents throughout Wenvoe to include Culverhouse Cross including The Copthorne Hotel.

2025/00106/FUL (GW)	Land adjacent to Station Terrace, Station Road East Proposed construction of a berm house and associated development thereto Applicant: Mr Damien Case	No Objection Refused 17.03.2025
2024/01212/FUL (ANH)	Construction and operation of a Battery Energy Storage System (BESS) facility including the erection of battery container units inverters, 132kV substation, 33kV customer switchgear, storage container and welfare container, water tank, new internal access roads, resurfaced compound, installation of perimeter fencing and access gate; associated ground works; and landscaping Applicant: Greenfield Energy Developments Ltd	Objection
2024/00543/FUL (HM)	Wayside Cottage, Dyffryn Proposed new access gate to lane Applicant: Mr Paul Frost	No Objection
2023/01123/FUL	Tunnelside Yard, Snell Yard Wenvoe 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
2023/00373/OUT	Upper House, Pound Lane, Wenvoe Proposed two- bedroom bungalow Applicant: Mr Roger Bentley	No objection

7. Finance and payment of accounts:

- a) 1-31 March were approved.
- b) The following payments were approved subject to one virement:

To increase building decoration and decrease Councillor Remuneration in the sum of £350.00.

BD Roofing	WCC Damp & Roof Remedial Works	£950.00
Cathedral Leasing	Annual Hygiene Services	£187.20
Scott FPS	Annual Extinguisher Maintenance	£91.56
CD Electrics	5 x double sockets – office	£245.00
Ball & Co	Boundary & Ownership of Hedge	£806.40
123Reg	Annual subscription – Wenvoe Online	£107.88
Ray Charles	Office redecoration	£850.00
JS Carpets	Office carpet	£250.00

Additional payments approved:

Audit Wales	2023/24 Audit Fees	£235.00
Complete	Stationery	£65.34
Clerk reimbursement	Wi-Fi lead	£11.99

- c) Bank Card Reader – Cllr J Williams informed Council of the card reader that the library uses to take card payments to reduce the amount of cash held and how it would benefit the Council especially with the introduction of bank charges. Council unanimously agreed to apply for a bank card reader – Clerk to action.
- d) Council unanimously agreed to adopt the Risk Management Policy.
- e) Clerk Salary Increment – Council noted the annual one scale increment as per the Clerk’s Contract of Employment on 1 April 2025. Council agreed the increase of mileage allowance in relation to defibrillators at Twyn yr Odyn and Brooklands Terrace monthly checks and any additional visits when the defibrillators have been used by members of the public or Welsh Ambulance Services.

8. Other projects and responsibilities:

- a. WRAC – Cllr P Freeman updated Council in relation to footpaths and will provide Clerk with the minutes of the recent WRAC meeting for circulation to all Councillors. Cllr P Freeman had recently supplied wildlife packs to the Wenvoe Scouts groups.
- b. Fly-tipping Enforcement – Cllr P Freeman informed Council that there had been 4 prosecutions by The Vale of Glamorgan to date and that one camera has been stolen/removed.
- c. Section 6-Environment (Wales) Act 2016 – Clerk attended online training, Cllr P Freeman was unable to attend due to work commitments. Clerk to forward the notes of the training to Cllr P Freeman for his information.
- d. Registration of Land & Carpark Boundary – Cllr J Williams read Cllr S Milliner’s email in her absence in relation to the trees on the boundary that had been sent to The Vale of Glamorgan Planning Department. Council agreed to await any response at this stage.
- e. Cemetery – ongoing.

- f. Multi location meetings – Cllr P Freeman and Cllr R Jervis to install projector screen to the library – planned for May 2025.
- g. Main Hall damp – the Clerk informed Council that the remedial works had been completed to include damp coat product applied to external wall – ongoing monitoring.
- h. VE Day 80 Anniversary – Cllr J Williams asked Cllr C Thomas to inform Wenvoe residents that the beacon will be lit at Twyn yr Odyn at 9.30pm on Thursday 8 May 2025 to commemorate the VE Day 80 Anniversary. Cllr R Jervis volunteered to collect the Beacon.
- i. Noticeboards – Cllr R Godfrey informed Council of the high cost to replace the Perspex to WCC noticeboard, the noticeboard at Twyn yr Odyn had not been inspected to date – ongoing.
- j. Defibrillator – Clerk to obtain quotation as to costs for the installation of power to a new defibrillator cabinet at Wenvoe Community Centre – ongoing.
- k. Office redecoration – redecoration and new carpet to be completed by Tuesday 22 April 2025. Cllr P Gaughan and Cllr C Thomas to assist with the transfer of furniture, etc from the small meeting room to the office at 9.30am on Wednesday 23 April 2025.
- l. Scouts Groups - Cllr J Williams to attend the AGM on 19 May 2025.
- m. Speed Radar Signs – Cllr J Williams pointed out that, unfortunately, the Council is not in a financial position to purchase them let alone install and maintain them. It was suggested that the member of the public contact the Vale of Glamorgan to ask them to provide the signs.
- n. Dog Poo Bins – Cllr J Williams point out that the Council is not in a financial position to purchase additional dog poo bins together with the cost of emptying them. Wenvoe currently have 5 dog poo bins throughout Wenvoe.

9. Any matters the Chairman decides are urgent – none

10. To receive reports from Chairman, Clerk and Members - Cllr R Sexton informed Council of the bulging wall at Twyn yr Odyn playing fields and her concern of the safety issue. Cllr R Jervis & Cllr P Gaughan to inspect and report back to Council. Cllr P Freeman requested to update the map in the former noticeboard to the front of the Community Centre, which was formally used by Valeways, Council agreed. The Clerk informed Council that she would be taking responsibility for the defibrillator at Brooklands Terrace going forward, the draft internal audit report had been received, Council would be provided with the final report upon receipt. The Clerk will also be on annual leave for week commencing 28 April 2025 but will attend the AGM Council Meeting on 1 May 2025.

11. To receive correspondence not specifically referenced on the Agenda – none

The meeting closed at 9.00pm

**The next Council meeting will be held on
Thursday 15 May 2025 at 7.30pm in the Hub/Library**

**The AGM Meeting will be held on
Thursday 1 May 2025 at 6.30pm in the Hub/Library**

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@googlemail.com

Minutes of Finance Committee Meeting Held on 8 April 2025 at 2.30pm

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

1. Apologies: Cllr C Thomas
2. The minutes of the Finance Meeting of Tuesday 14 January 2025 were approved.

3. Review of annual expenditure for the period 01.04.2024 – 31.03.2025

The Annual Statement of Accounts plus the annual summary of receipts and payments were discussed in detail, it was noted overall that income was significantly higher than budgeted with payments being considerably lower than budgeted. It was agreed that for the new financial year, i.e., 2025-2026 the Clerk would review monthly income and expenditure reports and to inform Council of any items likely to exceed the budget. The VAT refund for the final period January – March 2025 had been processed by the Clerk as agreed in Finance Meeting Minutes of 8 July 2024 – refund due in the sum of £1277.00.

4. It was agreed to review the budget figures at the next Finance Meeting to be held on Tuesday 8 April 2025 and each quarterly meeting thereafter.

5. To confirm bank standing orders, direct debits and bank signatories:

Direct Debits:

HMRC	PAYE	Paid Quarterly	
British Gas	Light & Heat	Monthly – Gas & Electricity	
Vale of Glamorgan	Council Tax	Monthly	1 @ £298.60
			9 @ £295.00
Onecom	Broadband & Phone	Monthly	
Welsh Water	WCC	6 monthly	
Welsh Water	Allotments	6 monthly	

Standing Orders:

Cleaner	WCC	Weekly	£45.00
		Monthly	£15.00
M Tucker	Cemetery Bins	Monthly	£20.00

Bank Signatories:

Cllr J Williams, Cllr C Thomas, Cllr N Gater

Clerk to the Council - Online Banking access & Debit Card Holder

6. Review Asset Register - The values against the items on the asset register to be updated in readiness for the insurance renewal. Cllr R Sexton agreed to action.
7. Insurance renewal date 1 June 2025. Clerk to obtain 3 quotations prior to 1 May 2025 Council AGM meeting.
8. Risk Assessment – Approved – to be adopted at 17 April 2025 Council meeting.
9. Audits - The Internal Audit to be carried out on Tuesday 16 April 2025, Wenvoe Community Council is due a full audit for year ended 31 March 2025, all documents to be delivered to Audit Wales Cardiff before the end of July 2025.

Meeting ended 3.35pm

Next Meeting - Tuesday 8 July 2025