

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 2056 1139 E-Mail: wenvoccc@googlemail.com

Minutes of Council Meeting Held on 15 May 2025

Present: Cllr J Williams (Chair), Cllr M Harvey, Cllr C Thomas, Cllr R Sexton, Cllr P Freeman, Cllr P Gaughan, Cllr N Gater

- 1. Apologies:**

Cllr S Milliner	-	work commitment
Cllr J Crockford	-	work commitment
Cllr R Jervis	-	work commitment
Cllr R Godfrey	-	prior family commitment

- 2.** Cllr J Williams (Chair) invited Cllr Paul Freeman to complete and sign the Declaration of Acceptance of Office Form along with the Clerk to the Council.

- 3. 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

- 4.** The minutes of Council meeting held 17 April 2025 were unanimously approved. .

- 5. Public participation**
No public participation

- 6. Police matters:**
For the period 10.04.2025 – 07.05.2025
There were 16 incidents throughout Wenvoe to include Culverhouse Cross including The Copthorne Hotel.

Occurrences of Note:

Theft of Trade Plates	Alps Quarry	Unknown male has taken trade plates off a vehicle. Plates circulated as stolen
Theft of Push Bike	Port Road	Incident captured, unable to identify male through police system
Theft of Chainsaw	Greenwood Close	Unknown male on scooter taken chainsaw from front of property

Several crime incidents relating to ASB at McDonalds and thefts at retail park.

7. Planning:

New Planning Applications

2025/00315/FUL

5 Wenvoe Close

No objection

Demolition of existing garage and utility room. Erection of 2 storey extension to left side of the house

Applicant: Mr Taylor Bond

2025/00379/FUL

Former Beech Tree Inn

No objection

Variation of Condition 3 (operating hours) of planning permission 2024/01174/FUL: Change of use from Bar & Restaurant to Church

Applicant: Mr Nelson Kerr



Previously Reported Planning Applications

2025/00236/FUL	Gwenfo Junior & Infant School Proposed Outdoor Classroom Applicant: Miss Nicola Starke	Approved 22 April 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

8. Finance and payment of accounts:

- a) 1-30 April were approved.
- b) The following payments were approved subject to one virement:

JCP Solicitors	Legal fees – First Registration (Invoice received 15.05.2025)	£1274.00
One Voice Wales	Annual membership	£ 554.00
123Reg	Domain renewal – Wenvoe online	£ 12.99
Banner Business Solutions	Cork Noticeboard – Office	£ 28.00
Joanna Howell	Internal Audit 2024-2025	£ 204.55

- c) Virement - To decrease insurance and increase professional fees in the sum of £1350.00.
- d) Insurance Renewal – Council discussed the three insurance renewal quotations i.e., AJG Gallagher, Clear Councils and Zurich. Following discussion Cllr J Williams proposed Zurich, Cllr P Freeman seconded the motion, Council unanimously agreed to renew the insurance with Zurich. Clerk to action.
- e) Clerk Holiday Pay – Clerk explained the difficulties in taking annual leave during the months January – March due to year end procedures/Audits/AGM, Finance & Council meetings and that 52.5 hrs remained to be taken before 24 May 2025. Clerk requested to carry forward 32.5 hours and receive payment for 20 hours and to change annual holiday entitlement to the calendar year. Cllr J Williams proposed this request, Cllr P Freeman seconded the motion, Council unanimously agreed.

9. Other projects and responsibilities:

- a. WRAC – Cllr P Freeman informed Council that there were no updates to report.
- b. Fly-tipping Enforcement – Cllr P Freeman informed Council that the fly-tippers were currently avoiding all areas.
- c. Section 6-Environment (Wales) Act 2016 – Cllr P Freeman and the Clerk to liaise to compile a plan before the deadline of 31 December 2025.
- d. Registration of Land & Carpark Boundary – Cllr J Williams updated Council in relation to the first registration of land application.
- e. Cemetery – Cllr P Freeman proposed to contact The Vale of Glamorgan in relation to the possible asset transfer of the horse fields, Cllr J Williams seconded the motion, Council unanimously agreed the proposal.
- f. Multi location meetings – Cllr P Freeman to liaise with Cllr J Williams to install projector screen to the library.
- g. Noticeboards – ongoing. Cllr M Harvey to make enquiries as to whether Welsh Water would be willing to fund 2 new noticeboards.
- h. Defibrillator cabinet – Council discussed the new cabinet options to house defibrillator at the Community Centre. Following discussion Council agreed to the purchase of a locked outdoor cabinet, together with a new bag to replace the old defibrillator bag. Clerk to action.
- i. Installation of Cork noticeboards and King’s portrait – Cllrs P Freeman and P Gaughan nominated Cllr R Jervis.

- j. Repairs to guttering to outbuilding. Council agreed that the repairs were essential. Meeting adjourned at 8.20pm for Councillors to inspect the guttering and replacement parts stored in the outbuilding. Meeting reconvened at 8.30pm Council agreed that due to the buildings being in a conservation area, the metal guttering needs to remain. Clerk to contact roofing contractor in this regard.
- k. Welsh Water - Cllr M Harvey informed Council that the replacement pipes would take 18 months to complete and that he had requested a Schedule of Works from Welsh Water (circulated to all Councillors). It was agreed that Cllr M Harvey contact Phil Ensor to request an update.

10. Any matters the Chairman decides are urgent – none

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

Cllr N Gater asked about the Repair Café Wenvoe and was informed by Cllr J Williams that she had opened the first event held on Saturday 26 April 2025 and that they were to continue to be held on the last Saturday each month.

Cllr R Sexton asked about the bulging wall at Twyn yr Odyn playing fields and was informed that Cllr R Jervis had inspected it and had informed Council that the best option would be to remove and reinstate the wall and for the tree to remain.

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

The meeting closed at 8.45pm

**The next Council meeting will be held on
Thursday 19 June 2025 at 7.30pm in the Hub/Library**

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Minutes of Annual Meeting of the Council Held on 1 May 2025

Present: Cllr J Williams, Cllr S Milliner, Cllr M Harvey, Cllr C Thomas, Cllr R Sexton, Cllr P Gaughan, Cllr R Godfrey, D Barrett-Plows Clerk to the Council

Absent: Cllr J Crockford, Cllr N Gater

Cllr J Williams provided the annual report to the Council Year 2024/2025 which was noted.

1. To elect a Chairman for the Council Year 2025/2026

Cllr S Milliner proposed Cllr J Williams to be Chairman for 2025/2026. Cllr M Harvey seconded. Cllr R Godfrey proposed himself, Cllr C Thomas seconded. A vote was held and the majority agreed that Cllr Janet Williams to be Chair of the Council.

2. To elect a Vice-Chairman for the Council Year 2025/2026

Cllr J Williams proposed Cllr S Milliner. Cllr M Harvey seconded. It was unanimously agreed that Cllr S Milliner be Vice-Chairman for 2025/2026.

3. To receive the Chairman's Declaration of Acceptance of Office

Cllr Janet Williams and Cllr Sally Milliner signed the declaration of acceptance of office, witnessed by all Councillors present.

4. To receive apologies for absence

Apologies were received from Cllr P Freeman and Cllr R Jervis due to work commitments.

5. To receive Declarations of Interest

Cllr Janet Williams and Cllr Mike Harvey declared an interest in all matters relating to Wenvoe Community Library Limited. Cllr Sally Milliner declared an interest in decoration works to Wenvoe Community Centre, it was agreed that John Crockford declare an interest in relation to the Open Grounds Contract.

6. To review Committee Structures and to appoint Members to serve.

a. Finance Committee

It was agreed that Cllrs J Williams, C Thomas, M Harvey, R Sexton and N Gater would form the Finance Committee.

b. Health & Safety Working Committee

It was agreed that Cllrs S Milliner and R Jervis would form the Health & Safety Working Committee.

c. Planning Sub Committee

It was agreed that all Councillors would form the Planning Sub Committee.

d. Cemeteries Sub Committee

It was agreed that Cllrs J Williams, P Freeman, M Harvey, C Thomas and S Milliner would form the Cemeteries Committee.

e. Policies Sub Committee

It was agreed that Cllrs J Williams, P Freeman, S Milliner, M Harvey and N Gater would form the Policies Sub Committee

7. To appoint representatives on the board of external bodies

a. Wenvoe Church in Wales School Board of Governors - Cllr R Sexton

b. Vale Council Community Liaison Committee – Cllrs J Williams, S Milliner

c. One Voice Wales Area Committee – Cllrs J Williams, S Milliner

d. Allotment Wardens – Cllrs C Thomas, P Gaughan, Cllr N Gater

8. To appoint Allotment Wardens

It was agreed that Cllr C Thomas and Paul Gaughan be allotment wardens.

9. Consider and approve Statement of Accounts.

Following discussion there was one request from Cllr J Williams to amend the WCC Broadband & Telephone to remove the Library.

10. Complete External Audit Annual Accounting Statement for year 01.04.2024-31.03.2025

Cllr J Williams highlighted points raised from the Internal Audit Report and recommendations for further improvement in 2025-2026. The Annual Return for year ended 31.03.2025 was signed by the Chair and Clerk/RFO to the Council. Council also agreed that the Lloyds Deposit Bank Account to be closed as per recommendation of the Internal Auditor.

11. To review and confirm the governance documents

a. Standing Orders

b. Financial Regulations

c. Code of Conduct

Council agreed to accept the current governance documents and were made aware that new financial regulations would be discussed at the next policies meeting.

12. To review the Fixed Asset Register

Council agreed to accept the Asset Register as of 20 February 2025 minutes of Council meeting.

13. To review policies

Council agreed to accept the following policies:
Equality & Diversity

Concerns & Complaints
Expenses
NALC Lone Working
NALC Sickness Absence
Freedom of Information Requests

14. To confirm the banking arrangements

It was agreed that the current signatories remain with dual payment authorisation – Cllrs J Williams, C Thomas, N Gater. Cllr M Harvey proposed the increase of debit card expenditure for the Clerk to be increased from £500.00 to £1,000.00 for any single transaction, Cllr R Godfrey seconded the motion with an unanimous vote in favour.

Meeting ended 7.40pm

The next annual meeting to be held on Thursday 7 May 2026