

LLANDOUGH COMMUNITY COUNCIL

**MINUTES OF THE COUNCIL MEETING HELD ON A HYBRID BASIS ON
THURSDAY 17 SEPTEMBER 2026 AT 7.00pm.**

PRESENT

Councillor Dr M. Misra (Chair)
Councillor C. Gibson (Vice Chair)
Councillor B. Augustian
Councillor Mrs L. Barrowclough
Councillor P. King
Councillor D. Mears
Councillor M. Stanyard-Jones

APOLOGIES FOR ABSENCE

Councillor Mrs P. Carreyett
Councillor Mrs S. Jefferies
Councillor T. Llewelyn

1. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS.

There were no interests declared.

2. MINUTES OF THE MEETING HELD ON 16 JULY 2026.

RESOLVED that: The minutes of the meeting held on 16 July 2026 be confirmed as a correct record.

3. MINUTES OF THE EXTRAORDINARY MEETING HELD ON 26 AUGUST 2026.

RESOLVED that: The minutes of the meeting held on 26 August 2026 be confirmed as a correct record.

4. REPORT FROM THE POLICE.

The representative of the Police had sent her apologies for absence.

5. PUBLIC PARTICIPATION SESSION.

There were no members of the public in attendance.

6. MEETING WITH COUNCILLOR GEORGE CARROLL.

FLY-TIPPING

He commented that August's incident at the Leckwith Road lay-by, in which rubbish was not just dumped but also set fire to, was disgraceful. He considered that it was incredibly dangerous and posed a major safety risk. He was pressing the Vale Council to invest in more surveillance equipment and to deploy it at this location as a priority.

FIREWORKS

This matter continued to prove an issue. Contrary to speculation, the Vale Sports Arena had been ruled out as the source. Culpability appeared to rest with a group that gathered around the snooker hall. He was continuing to press the police and the Vale Council to allocate more resources to stop this.

POTHOLE REPAIRS

Works had recently taken place to repair road defects on Uplands Crescent. Unfortunately, the quality was below the standard expected. Not only did loose debris char up, it was then brushed into a drain. The contractor had accepted this was unacceptable and had gone back out to put it right. He had raised concerns with the Vale Council about substandard works and asked that contractors were monitored closely.

GREENWAY CLOSE VERGE

Work had begun to reinstate the verge following damage caused by recent utility works. The tree stump would also be removed.

BLOCKED DRAINS

There had been several issues of blocked drains in the village recently. The Vale Council had confirmed to him that they only had two gully tanker teams to cover around 25,000 drains on the highway network. This meant that maintenance often did not take place in a timely manner. He was pressing them to invest in more resources.

LITTER PICK

Saturday's litter pick was a great success. He thanked the Community Council for organising. He was also conscious that the Council's Caretaker was often overlooked when thanks were given despite the fact

he was the one who collected the equipment. He therefore wished to give him a special mention.

It was noted that the next litter pick would be arranged in Spring 2027. Councillor Carroll might arrange an ad hoc litter pick before then and if he did arrange, he would need to contact the Clerk for support.

Councillor Carroll agreed to contact M. Clogg in the Vale of Council to ascertain progress being made in relation to the possibility of introducing yellow lines at the junction of Llandough Hill with Penlan Road.

7. MATTERS ARISING FROM THE MINUTES.

Minute 7.22 – A brief report was provided by the Clerk on his recent meeting with the insurance assessor.

Minute 8 – It was noted that the tennis court was now open following repairs to the net and supporting posts undertaken by the Vale Council.

Minute 8 – Flailing of the Lewis Road reserve allotments site had been completed.

(At this point in the meeting a fire drill was held with no issues of concern identified).

8. MINUTES OF COMMUNITY PLAN WORKING PARTY HELD ON 28 JULY 2026.

RESOLVED that: The minutes of the meeting be approved.

9. DRAFT COMMUNITY PLAN FOR 2026/27.

The draft plan had been circulated with the agenda for consideration by the Council. The action schedule to accompany the draft would need to be considered by the Working Party before the final draft was ready for the Council's approval. Once the final draft was approved, Councillor Gibson would arrange to prepare an online version.

RESOLVED that: The Clerk to arrange a meeting of the Community Plan Working Party.

10. REPORT OF A SITE INSPECTION HELD ON 23 JULY 2026.

A written report of the inspection was received. All actions had been completed.

RESOLVED that: The site inspection report be noted.

11. OFFER OF LARGE CHRISTMAS TREE FROM LOCAL RESIDENT.

A local resident had offered a large Christmas tree from her garden which was being felled in the near future. She had offered to supply the tree to the church for location on the village green. The Church had referred the offer to the council for consideration. It was noted that the council would need to assist in carrying the tree to the green and arranging for its disposal thereafter.

RESOLVED that: The offer be refused.

12. REMOVAL OF FINANCIAL DATA FROM THE COUNCIL'S DATABASE MANAGED BY EDGE IT SYSTEMS.

Financial data for a period of 22 years was currently held in the network fileserver and Edge IT Systems had offered to remove data not required without charge.

RESOLVED that: Edge IT Systems be instructed to remove data for a period of 12 years only leaving the more recent 10 years data intact.

13. WATER ESCAPE ON BROOK GREEN FOOTPATH.

The Vale Council drainage engineering staff had advised that from the information provided, it was clear that the works previously undertaken had not addressed the underlying cause of the groundwater discharge and may, to some extent, have exacerbated the situation or altered the flow path of the water. Whilst this could not be confirmed without further investigation, the persistence of the groundwater seepage following completion of the recent works indicated additional intervention would likely be required.

Based on the situation described and their limited understanding of the situation, it would be prudent to undertake further investigation to identify the source and route of the groundwater. At this stage, the most appropriate next steps would appear to be:

- Excavating uphill of the bench and its foundation to locate, expose and intercept the point from which groundwater is emanating.
- Installing a French drain or similar at depth to intercept and convey the groundwater before it reaches the surface of affected areas.
- Connect the drainage to a suitable outfall or discharge point to safely divert groundwater away from the footpath.

Although there had been historic drainage issues reported on Llandough Hill, it was difficult to establish whether these were directly related without undertaking further site investigations and monitoring.

RESOLVED that:

- a) Welsh Water be requested to establish whether there were any water leaks from its infrastructure in the immediate area and to advise on any action they could take to help remedy the persistent problem.
- b) The Vale Council be requested to consider the possibility of them arranging the investigatory work if required and the estimated costs of providing such professional assistance.
- c) The matter be reconsidered when the responses to (a) and (b) above were received.

14. PLANNING ISSUES RELATING TO DEVELOPMENT OF LEWIS ROAD RESERVE ALLOTMENTS SITE.

LRM Planning Associates had provided advice on how to pursue the planning application for the site this being provided on a good will basis. The advice was as follows:

‘They had reviewed the preferred layout noting that the Council would like the works to be delivered under permitted development rights and avoid the need for a SuDS application. Most elements of the proposal could be delivered under permitted development rights such as temporary fencing, greenhouse / shed (subject to their size and number); however, the access lane, parking drop-off area, and associated hardstanding constituted development and would need planning permission. These would also need SuDS approval because it measured over 100sqm of hardstanding.

Principle of allotment use: As agriculture is excluded from the definition of development under Section 55 of the Town and Country Planning Act 1990, the use of land for allotments or community growing purposes would not generally require planning permission. Accordingly, the principle of establishing allotments on the site was likely to be acceptable without the need for a planning application.

Storage sheds and greenhouses: For sites measuring 125sqm or more, permitted development rights allow for the provision of one storage shed and one greenhouse, provided that each structure does not exceed:

- 6sqm in ground area (measured externally); and
- 2.2m in height

Whilst there were a number of circumstances where these permitted development rights did not apply, including certain designated areas and locations affected by heritage or flood-related constraints, none of these exclusions were applicable to the site. The proposed storage shed shown on the concept plan measured approximately 6sqm and therefore appeared to meet the size limitation. However, it would also need to be confirmed that the structure would not exceed 2.2 metres in height in order to benefit from permitted development rights.

Subject to compliance with the height limitations set out above, the proposed storage shed could be erected under permitted development rights without the need for planning permission. There would also be scope for the provision of a greenhouse under the same permitted development provisions, subject to compliance with the relevant restrictions.

Raised beds: Guidance advised that raised beds may constitute structures or engineering operations requiring planning permission. However, it does not set out specific thresholds or dimensions for when planning permission would be required. As such, it would be prudent to seek confirmation from the Local Planning Authority as to whether the proposed raised beds would require planning permission, if raised beds are proposed.

Fencing: Boundary fencing, walls or gates did not typically require planning permission provided that they did not exceed:

- 1 metre in height adjacent to a highway; or
- 2 metres in height elsewhere.

Accordingly, the temporary fencing proposed in connection with the establishment of planting areas would not require planning permission, provided it did not exceed 2 metres in height.

Hardstanding: The creation of hardstanding for parking, access, circulation or other operational purposes constituted development and would require planning permission. As the proposed access lane would exceed 100sqm, a sustainable drainage system (SuDS) would also be required to manage surface water runoff. Approval of the SuDS scheme must be obtained from the SuDS Approving Body (SAB) before any construction works commenced.

Based on this, they advised that a planning application would be required. However, they would suggest that this focused solely on the access / parking / hardstanding area and a change of use to allotments. They suggested avoiding the detail shown on the edible landscape layout as these were allowed under permitted development rights and could confuse matters'.

Since the receipt of the advice, they had approached the Vale Planning Department and the following additional advice was received:

'A technical note on parking would be worthwhile and they had been in touch with a Transport Consultant who they work with often (Acstro Transport Planning), and they had advised as follows:

There seems to be very limited parking on the layout drawing so it was reasonable to expect that there would be some additional parking and in general they did think it was unreasonable for Highways to ask for a parking survey. The surveyors would generally charge around £750 per day for this type of parking survey, but it was something that members of the Community Council or other volunteers could do themselves if they wanted to avoid the cost.

They suggested that a survey would cover the period from dawn to dusk, when people would be attending the allotments, so say 8am to 6pm. This should take place on a weekday and a Saturday would be sufficient rather than 3 days but this would need to be agreed with the Highways Officer.

All the surveyors would need to do is visit the street at regular intervals throughout the day to record parking levels. Ideally at hourly intervals but every 2 hours should be acceptable in this instance. They should record the number of cars parked along the kerbside and also the number of additional cars that could be accommodated in gaps between parked cars. Calculate the spare capacity based on 5m per car. Take plenty of photos as evidence of the results.

If the Council preferred for them to carry out the survey, could you ask who in Highways, they had spoken with so that they could contact them to firm up the scope of the survey.

In terms of the SAB application, they expected that this was unavoidable as the access would create 100sqm of new hardstanding, but if most of the access road was permeable then it might help reach an agreeable solution. They could obtain a quotation for dealing with the SAB application if required'.

RESOLVED that: LRM Planning Associates be requested to provide an estimate of costs for all of the work required to submit a planning application for the development to include costs for the parking survey and SAB application as well as all associated disbursements.

15. ONE VOICE WALES/SOCIETY OF LOCAL COUNCIL CLERKS – JOINT REMOTE EVENT ON 18 NOVEMBER 2026.

RESOLVED that: The invitation to attend the event be noted.

16. REPRESENTATION AT WORKSHOP TO REVIEW THE OPERATION OF THE COMMUNITY LIAISON COMMITTEE.

RESOLVED that: Councillor Dr M. Misra to attend the event organised by the Vale of Glamorgan Council on 6 October 2026 at 6.00pm.

17. INVITATION FROM VALE OF GLAMORGAN COUNCIL TO JOIN A SUB-GROUP TO EXAMINE PROMOTIONAL ACTIVITY FOR THE 2027 ELECTIONS.

RESOLVED that: Councillor Dr M. Misra to be nominated to join the Sub-Group.

18. REVIEW OF THE NEW MODEL STANDING ORDERS PUBLISHED BY ONE VOICE WALES.

RESOLVED that: A small Working Group comprising of Councillors Barrowclough, Gibson and King to meet to consider the new model standing orders and recommend new standing orders for consideration by the Council.

19. INVITATION FROM ONE VOICE WALES TO SUBMIT MOTIONS FOR DEBATE AT THE 2027 ANNUAL GENERAL MEETING.

RESOLVED that: The small Working Group established in Minute No. 18 to also consider a possible motion for debate to be submitted on noise issues caused by malfunctioning audible intruder alarm systems.

20. ONE VOICE WALES INNOVATIVE PRACTICE CONFERENCE – 30 SEPTEMBER 2026 IN BUILT WELLS.

RESOLVED that: The invitation to attend be noted.

21. INVITATION TO JOIN ONE VOICE WALES DATA GROUP.

RESOLVED that: The invitation be noted.

22. REPLACEMENT OF HORIZONTAL SLATS ON 3 PARK BENCHES.

The Clerk reported that the carpenter who had been awarded the work for the replacement of the slats with composite material had not been able to undertake the work in a reasonable timescale. An alternative quotation had been sought from JL Lutry who advised the use of composite material was not suitable and that the use of hard wood was the best option. The cost of materials, protection oils and labour was £988 and was reasonable compared with two earlier quotations for the use of hard wood.

RESOLVED that: The quotation be accepted.

23. APPLICATION FOR DONATION FROM CEREBRAL PALSY CYMRU.

RESOLVED that: In pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, a donation of £100 be made to Cerebral Palsy Cymru in support of its work.

24. NUISANCE OCCASIONALLY CAUSED BY AUDIBLE INTRUDER ALARMS.

(See Minute No. 19 above).

25. MEMBERS WHO ATTENDED MEETINGS OF OTHER BODIES.

The Chair reported that he had recently attended the Llantwit Major TC civic service and would also be attending the Penarth TC service later this month. He would also be attending the licensing of Revd Phil Maudsley service.

26. BANK RECONCILIATIONS AS AT 31 JULY AND 31 AUGUST 2026.

RESOLVED that: The bank reconciliations be approved.

27. EXAMINATION AND PAYMENT OF ACCOUNTS.

RESOLVED that: The under-mentioned payments be approved:

Payee	Amount	Description of Payment
East Vale Community Transport	126.00	Transport Charges
P.R. Egan	28.75	Telephone Expenses
I Mallett	20.00	Refund for Table at Fete
P.R. Egan	81.40	Car Allowance
Vision ICT Limited	144.00	Data Backup 2026/27
P and A Landscapes	930.50	Grounds Maintenance July 2026
Kingfisher Developments (Wales) Ltd	9,815.82	Repair work at Brook Green
P.R. Egan	137.92	Rent Allowance
East Vale Community Transport	125.00	Transport Charges
M. Fitzsimmons	475.00	Amendments to Lewis Road Allot Design
P.R. Egan	228.75	Telephone Expenses
Parish Magazine Printing	163.00	Printing of Summer Newsletter
P.R. Egan	50.00	Petty Cash
Steffan William	167.71	Translation for Website
P and A Landscapes	1,050.50	Grounds Maintenance August 2026
Vale of Glamorgan Council	440.02	Wheelie Bins for Fete
P.R. Egan	137.92	Rent Allowance
Amazon UK	19.99	First Aid Kit
Amazon UK	16.43	Steel Fencing Pins
Iceland	13.36	Food for Village Fete Stall
Home Bargains	98.55	Food for Village Fete Stall
Amazon UK	7.99	Envelopes
British Telecom	61.14	Broadband Charges June 2026
Leckwith Concrete Products	83.88	Scalping for Allotments
British Telecom	61.14	Broadband Charges July 2026
Amazon UK	23.98	Barrier Tape
Salaries, Wages and NI (Aggregated)	4,707.09	
TOTAL	19,215.84	
Items shown in bold were paid on Council's Barclaycard		

28. PLANNING APPLICATION NO. 2026/00659/FUL

Units 3-5 Link Trade Park, Llandough

Prospective Change of Use from car sales to vet hospital

RESOLVED that: No comments be made.

29. EXCLUSION OF THE PRESS AND THE PUBLIC.

RESOLVED that: The press and the public be excluded from the next two items of business due to the confidential nature of the subject matter as it relates to commercial and personnel matters respectively.

30. QUOTATIONS FOR TREE WORK RECOMMENDED BY THE COUNCIL'S ABORICULTURAL ASSESSOR.

The Clerk had invited quotations from five contractors with only two quotations having been received.

RESOLVED that: The lowest quotation from Acorn Tree Services be accepted.

31. 2026/27 PAY AWARD FOR LOCAL AUTHORITY STAFF.

(The Clerk left the meeting whilst the matter was under consideration).

A written report had been received from the Clerk advising of the publication of the national pay award and the implications for staff pay for the Clerk, Caretaker and Clerical Assistant.

RESOLVED that: The implementation of the pay award based on the Clerk's report be approved with revised pay levels being backdated to 1st April 2026.

Signed..... Date: 22 October 2026
Chair