**LLANDOUGH COMMUNITY COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON A HYBRID BASIS ON THURSDAY 29 MAY 2025 AT 7.00pm.**

*(Some members attended in the Council Chamber and others from another location)*

**PRESENT**

Councillor Dr M. Misra (Chair)

Councillor C. Gibson (Vice-Chair)

Councillor B. Augustian

Councillor Mrs L. Barrowclough

Councillor Mrs P. Carreyett

Councillor Mrs S. Jefferies

Councillor P. King

Councillor T. Llewelyn

Councillor D. Mears

Councillor M. Stanyard-Jones

**APOLOGIES FOR ABSENCE**

There were none

1. **DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS.**

*Councillor Dr Misra declared a personal and prejudicial interest in relation to Minute 24.*

1. **MINUTES OF THE MEETING HELD ON 28 APRIL 2025.**

**RESOLVED** that: The minutes of the meeting held on 28 April 2025 be confirmed as a correct record.

1. **MINUTES OF THE ANNUAL MEETING HELD ON 7 MAY 2025.**

**RESOLVED** that: The minutes of the annual meeting held on 7 May 2025 be confirmed as a correct record.

1. **REPORT FROM THE POLICE.**

Apologies for absence had been received from PCSO D. Andrews.

1. **PUBLIC PARTICIPATION SESSION.**

There was one member of the public present who raised a number of matters concerning Willowmere and Llandough Hill.

1. **MEETING WITH COUNCILLOR GEORGE CARROLL.**

The following report was received from Councillor Carroll.

**POWER OUTAGES**

Yesterday's power cut was the latest to affect our community recently. He had spoken to National Grid and they had confirmed it was due to a tree falling on an overhead line. Separately, they were replacing the main substation serving Llandough, a £1million project. Some of the other outages had been connected to this work, but the latest was on 14th April. If anyone had further questions, please let him know.

**MERRIE HARRIER JUNCTION**

He had still not received an update on any measures that would be taken. He had chased this with the Vale Council this week, who had confirmed their telematics contractor was yet to report back with options. They had chased them for a response.

**DOWNFIELD/PINEWOOD CLOSE STEPS**

Overgrown brambles and nettles were making the handrails difficult to use. He had raised with the Council and they had confirmed they would cut them back.

**TENNIS COURT**

He thanked the Chair for raising the overgrowth issue with him. He had fed into the Vale Council and the Chair’s comprehensive report resulted in the works taking place within 48 hours.

**COGAN PILL WOODS SIGN POST BASE**

This posed a safety hazard on the grass near to the gate and rubbish bin. The Council had now made it safe.

**PENARTH ROAD PAVEMENTS**

He thanked the resident who had contacted him about the state of the pavement near the Barons Court. This resulted in the Council clearing it promptly.

**VE DAY 80**

The commemorations were a poignant way to mark VE Day 80 together as a community. It was a pleasure to join both the tea party and beacon lighting, and to see so many residents in attendance. He gave his thanks to both the Community Council and the Royal British Legion for their work in making them possible.

In the discussion that followed, the following matters were raised:

1. There was another water escape on Penlan Hill which Councillor Carroll would raise with Vale Council officers. He indicated that a long-term solution to this recurring problem might involve major capital investment.
2. There was water escaping from the drain adjacent to the Brook Green footpath and Councillor agreed to take up this matter with Vale Council officers.
3. It was noted that the National Grid had not provided a timescale for the completion of the substation work. Councillor Carroll would follow up with the National Grid as the current work was resulting in regular power outages.
4. There were instances of poor driving and speeding on Llandough Hill.
5. **MATTERS ARISING FROM THE MINUTES.**

Minute 5 – Councillor King reported that following the attendance at the recent coffee morning, the Fire Service had visited him as requested to review fire prevention devices available in his home. He assumed that they would do likewise based on requests made from other people who attended the coffee morning.

**RESOLVED** that: The Clerk to contact the Fire Service to seek their agreement on an item being included in the next newsletter inviting residents to contact them to request home visits for the purpose of reviewing fire prevention devices in their homes.

1. **MINUTES OF COMMITTEES AND WORKING PARTIES.**

**RESOLVED** that: The minutes of the following meetings be approved.

Village Fete Working Party – 15 May 2025.

Lewis Road Reserve Allotments Working Party – 15 May 2025.

It was reported that the Strong Communities Fund had offered a grant of £2750 towards the cost of the preparation of the planning application. This was 50% less than the grant requested as a result of their discussions with the Principal Planning Officer who had advised that he would be prepared to provide guidance to the Council on how it could prepare some of the required documentation itself and save on professional fees.

**RESOLVED** that:

1. The grant of £2750 be accepted and the Clerk to arrange an online daytime meeting with the Principal Planning Officer to receive his advice and guidance.
2. Councillors Barrowclough, Jefferies, Mears and Dr Misra to attend the meeting subject to their availability.

Hall Management Committee – 19 May 2025 – The minutes were noted.

1. **COMMUNITY TRANSPORT SCHEME – UPDATE.**

The Clerk reported that despite publicising the scheme on social media and in the community newsletter only two residents had applied to take part in the scheme. This level of support was not indicative of the level of interest communicated in the recent Older Persons survey. In the discussion that took place, the following suggestions were made:

1. The benefit of targeting publicity among residents living in flats within the community.
2. To publicise the scheme in the school.
3. To request EVCT to attend at the village fete with the minibus to garner interest.
4. Invite the EVCT coordinator to speak at the June coffee morning.
5. To commence the scheme with low numbers on the basis of word of mouth in the community encouraging others to participate.

**RESOLVED** that:

1. Agreement in principle be given to commencing the scheme with low numbers of participants subject to consideration of the costs involved.
2. The publicity notice concerning the scheme be emailed to Councillor Carroll to enable him to publicise the scheme through his social media channels.
3. The Clerk to pursue suggestions (b), (c) and (d) in the preamble to this minute.
4. **ANNUAL RETURN FOR THE FINANCIAL YEAR 2024/25.**

The Clerk had prepared the annual return for consideration by the Council. The Council addressed its attention to the governance statement and the questions posed in relation to governance. The report of the Internal Auditor was also considered.

**RESOLVED** that: The annual return for 2024/25 be approved for submission to Audit Wales.

1. **REPORT OF SITE INSPECTION HELD ON 2 MAY 2025.**

The report of the site inspection had been circulated with the agenda it being noted that all required work to council sites had been undertaken.

**RESOLVED** that: The report be noted.

1. **ONE VOICE WALES ANNUAL GENERAL MEETING – INVITATION TO SUBMIT MOTIONS FOR DEBATE.**

An invitation was received from One Voice Wales for motions to be submitted by 20 June 2025.

**RESOLVED** that: The invitation be referred to the Environment and Amenities Committee for consideration.

1. **ONE VOICE WALES – INNOVATIVE PRACTICE CONFERENCE – 2 JULY 2025.**

An invitation was received for nominations to attend the innovative practice conference to be held on 2 July 2025 in Builth Wells.

**RESOLVED** that: Subject to their availability, Councillor King or Barrowclough to attend with their reasonable expenses being reimbursed.

1. **VALE OF GLAMORGAN COMMUNITY BOUNDARY REVIEW.**

Notification was received from the Cabinet Secretary that she had approved the recommendations of the Democracy and Boundary Commission Cymru which would result in the creation of a new Llandough and Cwrtyrala Community Council from May 2027 which would comprise of eight councillors.

**RESOLVED** that: The communication be noted.

1. **MR – OVERGROWTH AND RUBBISH DUMPED AT THE REAR OF HER PROPERTY.**

A request was received for the Council to cut back overgrowth behind her property and to remove dumped rubbish. The land formed part of the site of the reserve allotments site off Lewis Road.

**RESOLVED** that: The request be refused on the basis that the whole of the reserve allotments site would be cleared as part of the development of the site as allotments and a community area.

1. **WELSH GOVERNMENT CONSULTATION – IMPROVING THE ADMINISTRATION AND ENFORCEMENT OF COUNCIL TAX IN WALES.**

An invitation was received from the Welsh Government for the Council to comment on the proposals. The closing date for comments was 23 July 2025.

**RESOLVED** that:

1. A Task and Finish Group be formed to consider the consultation.
2. The membership of the Group to be Councillors Barrowclough, King, Llewelyn and Dr Misra.
3. **ONE VOICE WALES – ANNUAL AWARDS CONFERENCE.**

Councillor Dr Misra had attended the conference and was presented with a highly commended certificate for the Council’s work in relation to older people. He had prepared a report of the Conference which included suggestions as to new initiatives that the Council might wish to consider.

**RESOLVED** that: The report be referred to the Environment and Amenities Committee for consideration.

1. **REVIEW OF THE STATUTORY TRAINING PLAN.**

The Clerk advised the Council to consider reviewing the plan to include arrangements for councillor training in the years 2025/26 and 2026/27.

**RESOLVED** that: The review of the training plan be considered by the Task and Finish Group established in Minute No. 15 above.

1. **MEMBERS WHO ATTENDED MEETINGS OF OTHER BODIES.**

There were no matters raised.

1. **REVIEW OF ELECTORAL ARRANGEMENTS OF THE VALE OF GLAMORGAN.**

The Democracy and Boundary Commission Cymru had invited comments on the proposals by 16 July 2025.

**RESOLVED** that: The consultation be considered by the Task and Finish Group established in Minute 15 above.

1. **WELSH GOVERNMENT – POST LEGISLATIVE SCRUTINY OF THE WELL BEING OF FUTURE GENERATIONS (WALES) ACT 2015.**

Responses were invited on the on the scrutiny by 11 June 2025.

**RESOLVED** that: The scrutiny review be considered by the Task and Finish Group established in Minute 15 above.

1. **APPLICATION FOR A PREMISES LICENCE – R AND D SELECTION LIMITED.**

Consideration was given to the application for a premises licence at Unit 15, Llandough Trading Estate.

**RESOLVED** that: No comments be made.

1. **BANK RECONCILIATION AS AT 30 APRIL 2025.**

**RESOLVED** that: The bank reconciliation be approved.

1. **EXAMINATION AND PAYMENT OF ACCOUNTS.**

**RESOLVED** that: The under-mentioned payments be approved:

|  |  |  |
| --- | --- | --- |
| **Payee** | **Amount** | **Description of Payment** |
| Cooke and Arkwright |  125.00  | Allotment Rent |
| Llandough and Leckwith WMI |  1,047.69  | Use of Hall in 2024/25 |
| J. Rowlands  |  80.00  | Delivery of Newsletter |
| Audit Wales |  450.00  | Audit Fee 2022/23 |
| Parish Magazine Printing |  117.75  | Printing of Fete Programmes |
| P.R. Egan |  130.08  | Rent Allowance |
| P and A Landscapes |  880.67  | Grounds Maintenance April 2025 |
| Robert Court |  100.00  |  Organist's Fee  |
| Cardiff Conservation Volunteers |  200.00  |  Ground Preparation 2024  |
| A.D. Williams |  240.00  |  Internal Audit 2024/25  |
| One Voice Wales |  42.00  |  Training Fee  |
| P.R. Egan |  34.65  |  Car Allowance  |
| P.R. Egan |  50.00  |  Petty Cash  |
| Beacon Printers Limited |  140.00  |  Printing of Civic Service Leaflets  |
| Mario Morris |  350.00  |  Fete Entertainment  |
| Luke Richards |  300.00  |  Man and Van for Village Fete  |
| Planet Sport and Community FC |  50.00  |  Fete Entertainment  |
| Tang Soo Do |  50.00  |  Fete Entertainment  |
| Vale of Glamorgan Brass Band |  275.00  |  Fete Entertainment  |
| P.R. Egan |  135.00  |  Village Fete Cash Float  |
| Sunsound PA Hire |  175.00  |  Sound System for Fete  |
| P.R. Egan |  28.75  |  Telephone Expenses  |
| J. Rowlands  |  80.00  |  Delivery of Fete Programmes  |
| Thomas Fattorini Limited |  85.34  |  Staple for Badge of Office  |
| M. Kirk |  50.00  |  Singer at Civic Service  |
| H Kirk |  10.20  |  Gas Bottle for Beacon  |
| **British Telecom** |  **58.68**  |  **Broadband Charges**  |
| **Amazon EU** |  **30.93**  |  **Laminator and Pouches**  |
| Welsh Water |  44.32  |  Direct Debit - Allotment Water Charges  |
| Salaries and Wages Aggregated |  2,144.27  |  |
|  |  |  |
| **TOTAL** |  **7,505.33**  |  |
|  |  |  |
| Items shown in bold were paid on Council's Barclaycard |

1. **PROPOSAL TO TAKE STEPS TOWARDS ACHIEVING A BILINGUAL WEBSITE.**

*(Councillor Dr Misra declared a personal and prejudicial interest in this matter and left the meeting whilst the matter was under consideration).* The Vice-Chair took the chair in his absence from the meeting.

A proposal was received from LM relating to a proposal for the Council to consider how it could take steps to develop a bilingual website and to have the community newsletter prepared in Welsh. It was noted that the Council had a Welsh Language policy in place.

**RESOLVED** that:

1. The Clerk to obtain the costs for translation of the main page summaries on the website and the cost of translating newsletters.
2. Costs be obtained from translators who had the benefit of professional indemnity insurance where possible.
3. The results of the Clerk’s enquiries be submitted to the next Council meeting.
4. LM be thanked for providing the Council with a report for consideration.
5. **PLANNING APPLICATIONS.**

The following applications were considered:-

**Planning Application No 2025/00437/FUL**

12 Sycamore Close, Llandough

Single Storey Front Extension and associated works

**Planning Application No. 2025/00277/FUL**

Oak Villa, 4 Corbett Road, Llandough

Attic Conversion to include dorma with hip to gable

**RESOLVED** that:

1. No comments be made on Application No. 2025/00437/FUL.
2. In relation to Planning Application No. 2025/00277/FUL a comment be made that the planning officer should ensure that the development does not intrude on the privacy of neighbouring properties.

Signed…………………………………… Date: 26 June 2025

Chair