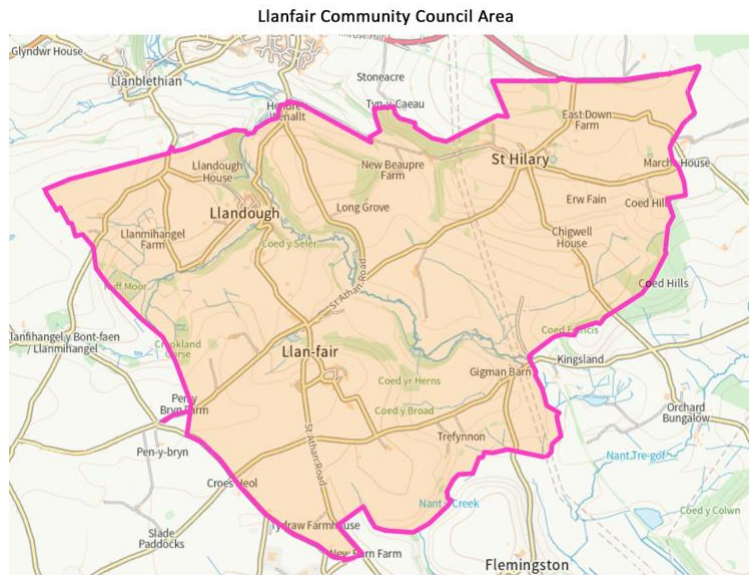


LLANFAIR COMMUNITY COUNCIL

ANNUAL REPORT 2023-2024

Llanfair Community Council serves the three villages of Llandough, St Hilary and St Mary Church including The Herberts in the rural Vale of Glamorgan. Community Council information including Minutes, Agendas of Meetings and the Community Council's finances can be found on the website at: www.llanfaircommunitycouncil.gov.uk



Council Information.

Town and Community Councils Elections are held every five years. The next Election will take place in May 2027.

The Community Council meets once a month, usually on the first Thursday. There is no meeting in August. Meetings are held at St Hilary Village Hall and residents are welcome and encouraged to attend.

The Local Government and Elections (Wales) Act 2021 requires that Community Councils must make and publish arrangements for its meetings to ensure that meetings can take place in a manner which enables people who are not in the same place to meet. Under the arrangements, councils need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published. The minimum requirement is that members are able to hear and be heard by others. Examples of this could include:

- All participants are in the same physical location;
- All participants are in the same physical location except one individual who joins from another location e.g. by video or telephone conference;
- Roughly equal number of councils are present in a physical space and joining through remote means;
- Wholly through remote means where no physical arrangements have been made.

Whilst physical meetings in the same location are allowable under the 2021 Act, councils must note that the 2021 Act requires that participants (i.e. council members, members of the public and press) are able to join meetings remotely – even if physical meetings are the preferred mode. Access to join a meeting remotely can be arranged through contacting the Clerk who can provide the information required.

There are eight Councillors with five representing Llanfair Ward (covering St Mary Church, Llandough and the Herberts) and three representing St Hilary Ward. The administration of the Community Council is carried out by the Clerk/Responsible Financial Officer, the only paid officer of the Community Council.

Members	Community Council Ward
Cllr Steph Bonnar	Llanfair
Cllr Julian Hitchcock	Llanfair
Cllr Liz Loch	St Hilary
Cllr Mary Llewellyn	St Hilary
Cllr Tim McIlveen	Llanfair
Cllr Ray Simkiss	Llanfair
Cllr Jim Teague	Llanfair
Cllr Shaun Trigg	St Hilary



Members:

- Councillor Stephanie Bonnar (Elected) Llanfair Ward Independent
(Vice Chairperson)
E-Mail: stephbonnar@hotmail.com
Representative on Community Liaison Committee
- Councillor Julian Hitchcock (Elected) Llanfair Ward Independent
E-Mail: julian@townandcountrycollective.co.uk
- Councillor Mary Llewellyn (Elected) St Hilary Ward Independent
E-Mail: maryllew125@gmail.com
- Councillor Liz Loch (Elected) St Hilary Ward Independent
E-Mail: lizloch.lcc@gmail.com
Representative on One Voice Wales
- Councillor Tim McIlveen (Co-opted) Llanfair Ward Independent
E-Mail: tim@fontygary.co.uk
- Councillor Ray Simkiss (Elected) Llanfair Ward Independent
E-Mail: raysimkiss@btinternet.com

Councillor Jim Teague (Elected)
(Chairperson)
 E-Mail: teague.heddfan@gmail.com

Llanfair Ward

Independent

Councillor Shaun Trigg (Co-opted)
 E-Mail: shauntrigg@icloud.com

St Hilary Ward

Independent

The Members of the Community Council are summoned to attend meetings via the agenda which is issued by the Clerk at least three clear days before the day of the meeting. The agenda can be viewed either on the Community Council's website or on one of the Community Council's Notice Boards.

Members' Register of Attendance at Meetings of the Community Council.

Members	Apr '23	May '23	June '23	July '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24
Cllr S Bonnar	X	√	√	√	√	√	X	√	√	√	√
Cllr J Hitchcock	√	√	X	X	√	X	X	√	X	X	√
Cllr M Llewellyn	√	√	√	√	X	X	√	√	√	X	√
Cllr L Loch	√	√	√	√	√	X	√	√	√	√	X
Cllr H Shaw	√	√	√	√	√	√	X	X	-	-	-
Cllr R Simkiss	X	√	√	√	√	√	X	√	√	X	X
Cllr G Simpson	√	√	√	√	X	√	√	√	√	√	-
Cllr J Teague	√	√	√	√	X	√	√	√	√	√	√

√ Present.

X Absent.



Councillor Heather Shaw – Members were very sad at the passing of one of its longest serving and well-respected Councillors in December 2023 following a short illness.

Heather joined the Council in May 1987, serving her beloved community of St Hilary for an impressive 36 years. Heather was a very well-known resident and was instrumental in bringing many residents' complaints and issues to the meetings for discussion and action to be reported usually to the Vale of Glamorgan Council. Heather was elected Chairperson several times during her tenure and is very sadly missed at meetings as she seldom missed any at all.



Councillor Geoff Simpson joined the Community Council in May 2010 representing the Llanfair Ward which covers St Mary Church with the Herberts and Llandough.

Geoff moved away from St Mary Church and left the Council in February 2024.

During his time on the Community Council, Geoff was Chairperson of the Council and was the Council's representative at local committee meetings of One Voice Wales where he was also the One Voice Wales' representative on the Cardiff and Vale University Health Board.

The Community Council will miss Geoff contribution to the work of the Council and, most of all, miss Geoff's sense of humour and larger than life personality.

Co-option of Two New Members.

Following advertising the vacancies on the Community Council, the Members were delighted to welcome Councillor Tim McIlveen to represent the ward of Llanfair and Councillor Shaun Trigg to represent the ward of St Hilary, at the meeting of the Community Council on 4th April 2024

Council Finance.

The Community Council's income is provided by a precept which is a part of the Council Tax, paid by each household and collected by the Vale of Glamorgan Council. The precept is paid to the Community Council in three parts during the months of April, August and December. The expenses of the Community Council include the Clerk's salary; insurance, subscription to One Voice Wales and other items. The breakdown of the expenditure is represented by the following chart:

LLANFAIR COMMUNITY COUNCIL		
Receipts & Payments Account.		
April 2023 to March 2024		
RECEIPTS		
2023/2024		
	£	
Precept	5,783.00	
Grants/Donations		
Bank Interest	12.10	
V.A.T. Reimbursement		
Sundries (Income)		
TOTAL	5,795.10	
EXPENDITURE		
Staff wages etc.	2,870.40	
Subscriptions	56.00	
Hall Rent	270.00	
Insurance	320.65	
Grant Aid	68.00	
Council Elections	0.00	
Petty Cash Items	35.00	
Audit Fees	200.00	
Councillor Allowances	208.00	
Training	40.00	
Administration	371.91	
VAT Reclaimable	42.40	
TOTAL	4,482.36	
General Fund		
Opening Balance 1 April 2023	2,809.00	
Add Total Income	5,795.10	
	8,604.10	
Deduct Total Expenditure	4,482.36	
BALANCE AT 31ST MARCH 2024	4,121.74	

CURRENT RECEIPTS

Category	Amount (£)
Precept	5,783.00
Bank Interest	12.10
Total	5,795.10

CURRENT PAYMENTS

Category	Amount (£)
Staff wages etc.	2,870.40
Subscriptions	56.00
Hall Rent	270.00
Insurance	320.65
Grant Aid	68.00
Petty Cash Items	35.00
Audit Fees	200.00
Councillor Allowances	208.00
Training	40.00
Administration	371.91
VAT Reclaimable	42.40
Total	4,482.36

Annual Audits.

Town and Community Councils are audited twice a year. The first audit is an Internal Audit carried out by an independent person appointed by the Council. The Internal Auditor does a thorough check of the Council's books and accounting procedures and produces a report. Following the Internal Audit, an external audit is carried out by the Wales Audit Office who select particular items to specifically inspect as well as other checks on the Council's procedures. The 'Annual Return' containing the Council's accounting figures and 'Annual Governance' statement with the reports from the auditors are available to view on the next 5 pages.

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2024

Accounting statements 2023-24 for:

Name of body:

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	5059	2809	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	4608	5783	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	187	12	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	2851	2870	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	4194	1612	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2809	4122	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	2809	4122	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	2809	4122	Total balances should equal line 7 above: Enter the total of $(8+9-10)$.
12. Total fixed assets and long-term assets	4315	4316	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> • effective financial management during the year, and • the preparation and approval of the accounting statements. 	Yes		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	Yes		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	Yes		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	Yes		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	Yes		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments; events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	Yes		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	Yes		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	N/A	N/A	√	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £68.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.</p>	<p>Approval by the Council</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p>RFO signature:</p>	<p>Minute ref:</p>
<p>Name:</p>	<p>Chair signature:</p>
<p>Date:</p>	<p>Name:</p>
	<p>Date:</p>

Annual internal audit report to:

Name of body: **Llanfair Community Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.		✓			
13.		✓			
14.		✓			

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

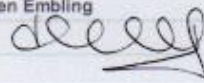
[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Helen Embling

Signature of person who carried out the internal audit:



Date: 8 May 2024

Payment of Expenses to Councillors for the year 2023/2024.

Councillors can claim expenses for costs incurred in their work as Members of the Community Council.

The table below shows the expenses claimed for the financial year 2023/2024.

Councillor Name	Payments for costs incurred in respect of telephone, broadband etc. (max £150 per member)	Responsibility Payment (up to £500 to a maximum of 5 members)	Chair/ Mayor's & Deputy Chair / Mayors Allowance	Financial Loss Allowance	Travel & Subsistence expenses	Care Allowance (up to a maximum of £403 per member per month)	Other Payments For Print Costs	Total
Cllr S Bonnar							0.00	0.00
Cllr J Hitchcock							0.00	0.00
Cllr M Llewellyn							52.00	52.00
Cllr L Loch							52.00	52.00
Cllr H Shaw							0.00	0.00
Cllr R Simkiss							52.00	52.00
Cllr G Simpson							0.00	0.00
Cllr J Teague							52.00	52.00
TOTAL								£208

Town and Community Council Boundary Review in the Vale of Glamorgan.

Every 10 years, the Unitary Authorities in Wales are expected to review the boundaries of the town and community Councils. The Local Democracy and Boundary Commission for Wales is carrying out the review on behalf of the Vale of Glamorgan Council and their findings and consultations in relation to Llanfair Community Council are detailed below:

Local Democracy Boundary Review.

On 5th September 2023, the Local Democracy and Boundary Commission for Wales published its Draft Proposals for the Community Review of the Vale of Glamorgan involving the 27 Communities, all of which have their own Town or Community Council, apart from the Community of Rhoose. The Review considers all Community boundaries, with changes to those boundaries possible where a need is identified; the boundaries of Community Wards could also be changed as well as the number of Councillors who are elected to councils.

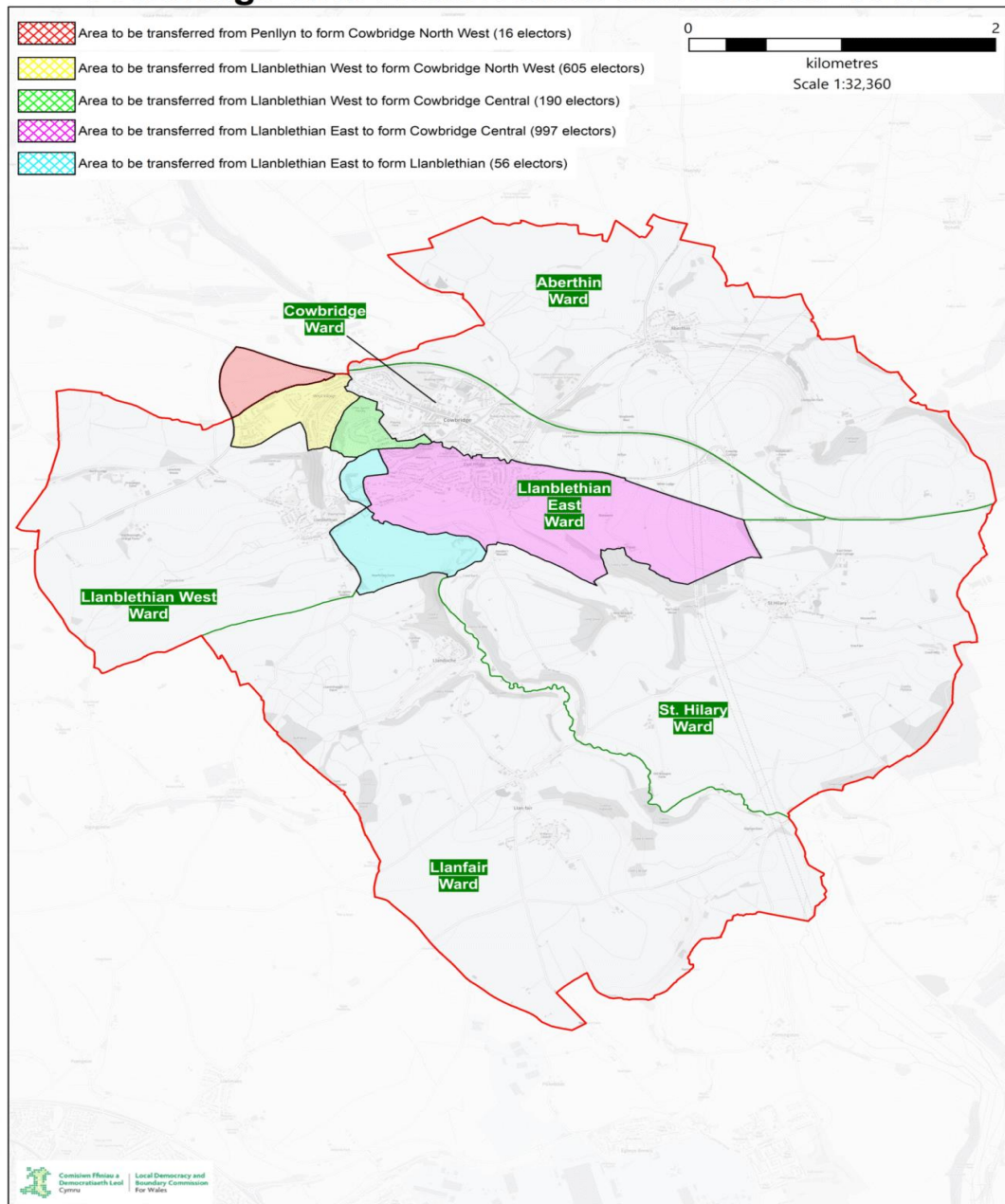
Draft Proposals for Llanfair Community Council:

The Commission proposed to transfer the ward of Llanfair, which is currently part of the Community of Llanfair into the community area of Cowbridge with Llanblethian. The Commission recommended that the Llanfair ward be represented by 2 councillors as part of the revised Cowbridge with Llanblethian and Llanfair Community area. The Commission was of the view that this proposal provided for more effective and convenient local government. The Commission also proposed that the St Hilary ward, which is currently part of the Community of Llanfair be transferred into the community area of Cowbridge with Llanblethian. The Commission recommended that the St Hilary ward be represented by 1 councillor as part of the revised Cowbridge with Llanblethian and Llanfair Town/Community area. The Commission was of the view that this proposal provided for more effective and convenient local government. As a result of those proposals, the electorate within the Town of Cowbridge with Llanblethian and Llanfair would increase to 4,278. With 515 electors transferring to Cowbridge and Llanblethian from the Community of Llanfair.

Cowbridge with Llanblethian and Llanfair Town Council (Mixed)								
Existing					Proposed			
Wards	Electors	Community Councillors	Electors per Councillor	Variance (TC)	Electors	Community Councillors	Electors per Councillor	Variance (TC)
Aberthin	370	2	185	-26%	370	2	185	-
Cowbridge	1,190	5	238	-5%	-	-	-	-
Llanblethian East	1,053	4	263	5%	-	-	-	-
Llanblethian West	1,133	4	283	13%	-	-	-	-
Cowbridge Central	-	-	-	-	2,377	7	311	27%
Cowbridge North West	-	-	-	-	621	2	340	16%
Llanblethian	-	-	-	-	394	2	197	-26%
Llanfair	-	-	-	-	321	2	160	-40%
St Hilary	-	-	-	-	195	1	195	-27%
	3,746	15			4,278	16		

Map of the Draft Proposals

Cowbridge with Llanblethian and Llanfair Town



After the Draft Proposals were published, a period of consultation followed. The Community Council held an extraordinary meeting on 3rd October 2023 and a number of concerned residents were in attendance and given the opportunity to voice any representations or comments they wished to make. A response to the consultation was formulated and is as follows:

Llanfair Community Council Response to the “LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES REVIEW OF THE COMMUNITY ARRANGEMENTS OF THE COUNTY BOROUGH OF THE VALE OF GLAMORGAN DRAFT PROPOSALS REPORT (September 2023)”

Llanfair Community Council (LCC), following consultation with our Community and with neighbouring Town and Community Councils (TCC), makes their response as laid out below.

The Local Democracy and Boundary Commission for Wales (LDBC) has proposed that our rural Community be absorbed into the neighbouring town of Cowbridge and be represented by the Town Council thereof.

LCC strongly believes that their electors would continue to be better represented by a rural Community Council and to that end proposes that LCC becomes part of the Community Council Cluster focussed on communities to the South and South-West of Cowbridge.

Llanfair Community

Llanfair Community consists of the communities of St Hilary, St Mary Church with the Herberts and Llandough. These rural villages to the South of Cowbridge, each centred around their Church, are currently represented by a Community Council consisting of 8 elected Councillors and a part-time clerk.

LCC Initial Response to the Review

With the Council's area being made up of four small communities, the Members felt that they are best placed to consider and understand the requirements of the smaller communities. Llanfair Primary School is in the heart of the Community Council's area and an important part of it and the Community Council has an excellent relationship with the school and would wish to protect it. This relationship has been strengthened through the years with many of the Councillors, past and present, proudly serving and continuing to serve as Governors at the school. The Members would ask that the rural and historic nature of this beautiful part of the Vale of Glamorgan is protected and enhanced now and for future generations which, the Members believe, they are best placed to serve.

LCC Updated Response following the Vale of Glamorgan's initial response

Llanfair Community Council's first preference would be to remain as Llanfair Community Council with the two wards of Llanfair and St Hilary. Whilst the Vale of Glamorgan Council

has suggested a potential for amalgamation with Cowbridge Town Council, the Members would have concerns that the specific needs of the very rural communities of LCC could be lost within the priorities of a Town Council. Ultimately, if any decision was made to progress an alignment or amalgamation, the Members would wish to press for assurance that the wards of Llanfair and St Hilary would continue to be individually recognised ensuring they retain the focus and support necessary for these unique communities.

Importance of rural representation

At the recent Vale of Glamorgan Community Liaison meeting, Councillor Haines (Vale of Glamorgan St Athan Ward) emphasised the role of rural community councils and councillors in being very pro-active when dealing with their electors and their community. He commented that these Community Councils delivered their (albeit) limited services on very low Council Tax precepts, with Councillors being unpaid volunteers. Llanfair Community Councillors are fully in agreement with this sentiment and are very much part of their communities with Councillors knowing all of their electors and residents by name.

In addition, at the same meeting PCSO Stephen Davies emphasised the marked difference between the nature of crimes. Whilst the headline may be the same – burglary, anti-social behaviour, traffic offences – the specific rural issues such as criminal damage caused by trespass and illegal hunting (known as lamping) require a closer interaction between the Police and local communities with the Community Council being the first point of contact. This close relationship is a part of the current rural crime initiative to combat theft and trespass.

Compliance with Vale of Glamorgan CBC Council Size Policy

Llanfair Community Council accepts that the current number of Councillors is unsustainable particularly given the Independent Remuneration Panel's Draft Report for 2023/2024 which proposed introducing a mandatory payment of £156 for each Councillor and either a fixed payment of £52 for printing costs or reimbursement on production of receipts. Whilst the implementation of this proposal has been delayed, undoubtedly this or a similar scheme will be introduced in the future. In addition, the costs to TCCs of increasing skills of volunteer Councillors and employed officials will continue to increase.

As part of a rural Community Council Cluster, the proposed reduction of Councillors from eight in total (5 for Llanfair ward and 3 for St Hilary ward) to three (2 representing Llanfair and 1 for St Hilary) is in line with the Council Size Policy which states "In rural communities, which are communities with no dense area of population, there should generally be a ratio of 150 electors per councillor." Whilst this reduction in number of Councillors will increase the workload per Councillor and may lead to gaps in specific local representation in times of sickness, holiday or other personal commitments, it is accepted as the way forward.

Ward	Existing Arrangements				Proposed Arrangements				
	Electors	Community Councillors	Electors per Councillor	Electors per Councillor Variance (Rural)	Electors	Community Councillors	Electors per Councillor	Electors per Councillor Variance (Mixed)	Electors per Councillor Variance (Rural)
Llanfair	311	5	62	-59%	321	2	160	-40%	7%
St Hilary	183	3	61	-59%	195	1	195	-27%	30%

Consultation

In preparing this response, LCC held an Extraordinary Council Meeting on October 3rd to explain the LDBC process and draft proposals to residents, and for Councillors to explain and discuss the potential solutions with them. Members of the 2 Ward communities were notified ahead of the meeting. This raised awareness of the proposals and several electors attended the meeting and participated on the day. One area of discussion was the variation in TCC precept levied by LCC and Cowbridge (Ancient Borough) with Llanblethian Town Council (CLTC). In 2023/24 the precept for LCC electors in a Band D property is £15.05, in CLTC the precept is £87.97. Whilst everyone present recognised the additional responsibilities, in terms of buildings, land and employees, of CLTC they could see no additional benefits Llanfair residents would gain from being part of CLTC. Also, with the cost of living crisis continuing to impact our communities, an increase to this level without the same delivery of services will be very poorly received. The 3 villages represented by LCC do not have any public transport links, play parks or many of the rest of the provisions which the town of Cowbridge benefits from.

Following that meeting, Councillors and Clerk met with Councillors from Llanmaes Community Council and Llandow Community Council and their clerks. This meeting discussed the proposals as they would affect the 3 Councils and possible ways ahead. Finally, LCC representatives met with the Councillors plus the Town Clerk from CLTC.

Proposed Names

In respect of LCC's preferred outcome, it is assumed the LDBC and Welsh Language Commissioner would suggest a name that includes the current Council names in some combination, and the ward names would not be affected.

Although LCC does not wish to become part of a new Cowbridge with Llanblethian and Llanfair Council, Councillors feel that were this to happen there should be recognition of the constituent parts of the community within the formal name of the Council. LCC recognises that there needs to be some form of identity for the residents, within the new Town Council. LCC understands that CLTC is proposing that, contrary to the draft proposals, both Llanblethian and Llanfair is dropped from the new Town Council name. It is a concern that by proposing this, it could indicate the attitude and importance that might be given to the Llanfair and St Hilary wards in the future and this would back-up the 'cluster option' as LCC's preferred option.

Principal council electoral ward arrangements

LCC recognise that this is not an area of the proposal that we are being asked to respond to. However, as part of the deliberations leading to our declared desire to be part of a rural Community Council Cluster, we also discussed our representation at Principal Council level. Currently we are represented by the three Cowbridge ward Vale Councillors but do not feel that they have had a focus on rural matters since their election; this is reflected by their very limited attendance at LCC meetings. The LDBC proposal is that the new Llanmaes and Llandow Community be part of an expanded VOG Llandow electoral ward whose Councillor already represents a number of rural communities (Llangan, Llandow and Colwinston). LCC would ask that their area is included in this new ward.

Consequential Issues not covered by the report.

The LDBC report makes no reference to the impact the proposals (specifically for Community Councils rather than Town Councils) will have on the employment of clerks. The Vale of Glamorgan Council has indicated (verbally) that as most clerks are shared there would be a negligible impact. This is insensitive and does not consider that these very clerks who are involved in the process to discuss and prepare a response to the proposal, may eventually see them being made redundant.

The reduction in eventual number of Community Councils will, on the face of it, reduce the number of clerks. This could mean that the new council, formed by a combination of 2 or more small CCs all employing 1 part-time clerk, will only require 1 clerk. However, for a clerk and/or RFO of the new Councils, the workload will increase, requiring more contractual hours and could even lead to a requirement for a full-time clerk for each of the enlarged councils. This may have implications about place of work, employment rights, etc.

Signed:



Date:

25.10.2023

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On 16th April 2024, after considering all of the responses it received, the Local Democracy and Boundary Commission for Wales published its final recommendations for the Vale of Glamorgan's updated Communities. The recommendation for Llanfair is shown below:

LLANDOW, LLANFAIR AND LLANMAES

The current community council arrangements in Llandow consist of 3 wards: Llandow, Llanmihangel and Llysworney. The community has a total electorate of 594 and is represented by 10 community councillors. The electorate per ward and number of councillors are as follows:

Community Ward	Electorate	Number of Councillors
Llandow	234	4
Llanmihangel	130	2
Llysworney	230	4
Total	594	10

The current community council arrangements in Llanfair consist 2 wards: Llanfair and St Hilary. The Community has a total electorate of 515 and is represented by 8 community councillors. The electorate per ward and number of councillors are as follows:

Community	Electorate	Number of Councillors
Llanfair	320	5
St Hilary	195	3
Total	515	8

The current community council arrangements in Llanmaes consist of a total electorate of 354 and is represented by 7 community councillors.

Community	Electorate	Number of Councillors
Llanmaes	354	7
Total	354	7

The Commission recommends transferring part of the Llanmaes ward, which is currently within the Community of Llanmaes to the Boverton ward. This involves the transfer of the area to the north-east of the ward and affects 5 electors. The recommendation was submitted by Llantwit Major Town Council Page 120 FINAL RECOMMENDATIONS REPORT during the initial consultation period and supported by VOGCPWG during the initial consultation period to allow for the area that lies between the existing Boverton ward and the Northern Access Road to be included within the Boverton ward and to provide a clearer and well-defined boundary between the 2 wards. Llanmaes Community Council and a number of residents opposed any changes to the Community of Llanmaes during the initial and secondary consultation periods. However, the Community of Llanmaes falls below the parameters set out in the Council Size Policy and the Commission is of the view that this recommendation provides for more effective and convenient local government.

The Commission also recommends the abolition of the communities of Llandow and Llanfair, and the remainder of the Community of Llanmaes and utilise the 3 areas to form the new Community of Llandow, Llanfair and Llanmaes. This involves the creation of a new community which incorporates 3 neighbouring, rural communities. The recommendation was submitted as an alternative suggestion by Llanmaes Community Council at the initial consultation stage, and the VOGCPWG at the secondary consultation stage to combine these 3 communities to form a 'rural cluster'. As the Commission no longer recommends including the Community of Llanfair within the Town of Cowbridge with Llanblethian, the

Commission recommends including the Llanfair community area within this new rural community council area. The Commission is of the view that this recommendation provides for more effective and convenient local government. The Commission recommends utilising the existing community ward boundaries of Llandow, Llanmihangel and Llysworney, Llanfair and St Hilary, and the community boundary of Llanmaes to create community wards in the new community.

As a result of these recommendations, the electorate within the new Community of Llandow, Llanfair and Llanmaes will be 1,458. 232.

- The new community ward of Llandow would have 234 electors.
- The new community ward of Llanmihangel would have 130 electors.
- The new community ward of Llysworney would have 230 electors.
- The new community ward of Llanmaes would have 349 electors.
- The new Community ward of Llanfair would have 320 electors.
- The new Community ward of St Hilary would have 195 electors.

As a result of these recommendations the Commission recommends the new English community name of Llandow, Llanfair and Llanmaes.

The Commission also recommends the Welsh community name of **Llandŵ, Llan-fair a Llan-faes.**

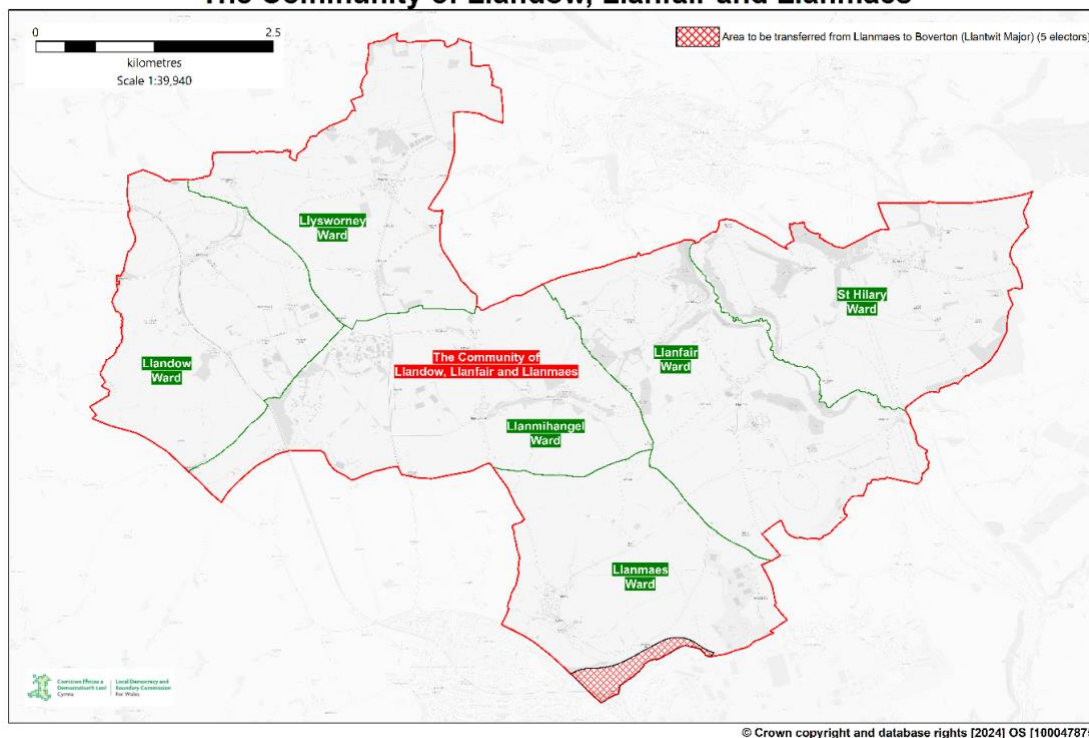
As a result of these recommendations the Commission recommends the new English community ward name of Llanfair and the Welsh community ward name of **Llan-fair.**

As a result of these recommendations the Commission recommends applying the English community ward name of **St Hilary** and the Welsh community ward name of **Saint Hilari** as recommended by the Welsh Language Commissioner.

Llandow, Llanfair and Llanmaes Community Council (Rural)								
Existing					Recommended			
Wards	Electors	Community Councillors	Electors per Councillor	Variance (CC)	Electors	Community Councillors	Electors per Councillor	Variance (CC)
Llandow	234	4	59	0%	234	2	117	4%
Llanmihangel	130	2	65	10%	130	1	130	16%
Llysworney	230	4	58	-2%	230	2	115	3%
Llanmaes	354	7	51	-14%	349	3	116	4%
Llanfair	320	5	64	8%	320	3	107	-5%
St Hilary	195	3	65	10%	195	2	98	-13%
	1,463	25	59		1,458	13	112	

The Commission notes that the council size policy submitted by VOGCPWG would mean that the Community of Llandow, Llanfair and Llanmaes would be entitled to 10 community councillors which would improve the county wide variance, however, the Commission has recommended that the Community of Llandow, Llanfair and Llanmaes be represented by 13 community councillors to provide acceptable levels of variance and to provide for effective and convenient local government.

The Community of Llandow, Llanfair and Llanmaes



Following the publication of the Final Recommendations Report the final decision lies with the Welsh Government and it is expected that this will take place sometime before the end of 2024.

Planning Applications.

One of the objectives of the Community Council is to make observations on planning applications, details of which are provided by the Planning Department at the Vale of Glamorgan Council. Planning applications which the Community Council has considered in the past twelve months are listed in the following table. Comments made by the Community Council can be viewed in the Meeting Minutes:

Application No.	Location	Community Council Observation	Vale Council Decision
2023/00277/LBC	Village Farm, Llantrithyd Road, St Hilary	No objection	Approved
2023/00350/FUL	The Mill, Llandough	No objection	Approved
2023/00417/FUL	East Down Farmhouse, St Hilary	No objection	Approved
2023/00541/FUL	Five Acres, Llantrithyd Road, St Hilary	Concerns raised	Refused
2023/00542/FUL	Morton, St Mary Church	No objection	Approved
2023/00724/FUL	The Haywain, St Mary Church	No objection	Approved
2023/01020/FUL	Glebe Farm, St Hilary	No objection	Approved
2023/00986/FUL	The Manor House, St Hilary	Concerns raised	Outstanding
2023/01044/FUL	Woodlands Cottage, Llandough	Concerns raised	Approved
2023/01131/FUL	Five Acres, Llantrithyd Road, St Hilary	No objection	Refused
2023/01185/FUL	2 Talbot Terrace, St Mary Church	Concerns raised	Refused
2023/01182/FUL	The Barns, Howe Mill Farm, St Mary Church	No objection	Refused
2023/01245/FUL	Henywen, Llandough	Objection	Outstanding

Council Business.

- A Representative of South Wales Police sends a report to the Clerk prior to most meetings and attends meetings on occasions.
The report gives an update on incidents of crime in the area since the previous meeting. This can be a very useful source of information which can be shared with residents to raise awareness of possible concerns and warnings of current crime being carried out in the local area.
- Very occasionally, one of the three Vale of Glamorgan Council Ward Members will attend.
- The Community Council has the power to give small grants to Community Groups carrying out work/activities within the Community Council's own area. An application form and information sheet were drawn up and can be accessed from the website or through contacting the Clerk.
- For some time, the Community Council has been concerned about the issue of 'empty properties' in the area. The matter was discussed with the Vale of Glamorgan Council at some length and notes that this is now of wider concern and the Vale Council will be taking action. The Community Council would urge anyone aware of 'empty properties' to report any concerns to the Vale of Glamorgan Council.
- The Community Council has continued to monitor the situation with regard to HGV's getting 'stuck' in St Hilary village causing damage to property and blocking the highway for many hours. Any photographs and information have continued to be collated by the Community Council for forwarding to the Highways Department at the Vale of Glamorgan Council. The Community Council would request that residents who have any documentation continue to forward it to the Clerk for reporting.

Biodiversity Report.

The Community Council is very conscientious of the importance of biodiversity within its community.

All documentation including correspondence; agendas; minutes and reports, are e-mailed to Councillors which saves on the expense of postage and assists in reducing the Community Council's carbon footprint.

Other Information.

- Representatives of the Community Council sit on a number of 'outside bodies'. One Member of the Council attends meetings of the Local Committee of One Voice Wales. (*currently Councillor Liz Loch*); and a Representative of the Council attends Community Liaison Meetings (*currently Councillor Steph Bonnar*) hosted by the Vale of Glamorgan Council.
- Llanfair Primary School is based within the Community Council's area and a number of Councillors, past and present, have sat as Governors on the Governing Body. *Currently Councillor Llewellyn and Councillor Trigg are Governors at the School.*

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Annual Report of Llanfair Community Council completed 11th July 2024.

Website address: www.llanfaircommunitycouncil.gov.uk

Clerk to the Council: Jackie Griffin.

To contact the Clerk email clerk@llanfaircommunitycouncil.gov.uk