

**LLANFAIR COMMUNITY COUNCIL**  
**Minutes of Council Meeting held at**  
**St Hilary Village Hall**  
**On Thursday, 4<sup>th</sup> December 2025 at 7.00pm.**

**Present:** Chairperson: Councillor Liz Loch  
Councillors : Steph Bonnar, Julian Hitchcock, Mary Llewellyn, Tim McIlveen,  
Ray Simkiss, Jim Teague and Shaun Trigg.

**In Attendance:** Jackie Griffin, Clerk.

**Item 1: Apologies for Absence.**

None.

**Item 2: Declarations of Interest.**

Councillor Hitchcock – Item 14.2 – Planning Application No.  
**2025/000820/LBC** – owner of property.

**Item 3: Community Police Matters.**

No report.

**Item 4: To consider and approve the minutes of the Meeting held 6<sup>th</sup> November 2025.**

**Proposed** by Councillor Loch, seconded by Councillor Hitchcock and **resolved** that the minutes of the Meeting held on 6<sup>th</sup> November 2025 be approved.  
Councillor Loch signed the minutes.

**Item 5: Matters arising from the Minutes, which are not included in this Agenda.**

No matters arising.

**Item 6: Chairperson's Report.**

Councillor Loch thanked Councillor Llewellyn for attending the Remembrance Sunday Parade and Service in Cowbridge. Councillor Llewellyn reported that the event was not well organised with a lack of direction on the laying of the wreaths which was a 'free for all'.

**Item 7: Vale of Glamorgan Councillor's Report.**

No report.

**Item 8: Clerk's Report**

**8.1 Finances.**

Bank balance was noted at **£3,886.78** (Current Account £1,932.75 and Business Reserve Account £1,954.03).

**Payments made since last meeting are:**

Clerk's Salary (November) - £199.48;

HMRC Tax (November) - £49.80;

St Hilary Village Hall (Hire of Hall for October meeting) - £45.00;

St Hilary Village Hall (Hire of Hall for November meeting) - £45.00;

Chairperson's Initials.....

Webjects Ltd (move of e-mail and website hosting from HCI Data Ltd) - £936.00  
 HCI Data Limited (disk space used May to November 2025) - £93.60 (net £78.00 plus VAT £15.60;) - £133.20;  
 Society of Local Council Clerks (annual membership) - £55.00;  
 St Mary Church (Grant Aid payment for the purchase of a Christmas tree and lights) £185.00;  
 The Poppy Appeal (poppy wreath) - £20.00 (*not yet debited from bank account*);  
 Valeways Walking Festival (Financial assistance agreed at October meeting) - £100.00 (*not yet debited from bank account*);  
 Wales Air Ambulance (Grant Aid payment to assist with costs of charity) - £50.00 (*not yet debited from bank account*).

**Payments due to be made are:**

Clerk's Salary (December) - £199.48;  
 HMRC Tax (December) - £49.80;  
 St Hilary Village Hall (Hire of Hall for December meeting) - £45.00;  
 Request from Terry Dennis for refund of purchase of light fitting for the St Hilary Telephone Box -£34.80. *Members discussed the request and asked that the invoice is provided before refund of the payment is made*).

**Proposed** by Councillor Loch, seconded by Councillor Bonnar and **resolved** that all payments due be made.

**Receipts:** None.

8.2

**Budget/Precept Reminder.**

The Clerk advised that Budget figures are to be prepared in order to set the precept for 2026/2027 at January's meeting.

**Item 9:**

**Highway Issues.**

It was reported that many heavy goods vehicles continue to use the St Athan Road, despite the load restriction on the bridge over the river at Howe Mill. Clerk to report to Highways.

**Item 10:**

**To give any update on the appointment of a Minority Authority Representative (MAR) onto the Governing Body of Llanfair Primary School.**

The Clerk advised that MAR vacancy does not have to be filled by a Councillor.

**Item 11:**

**Reports of Representatives.**

The Clerk reported that she had attended a Clerks Meeting hosted by the Monitoring Officer on 11<sup>th</sup> November, at which the following points were discussed:

- Code of Conduct –  
 Try to sort disputes at a low level, before escalation, if possible.  
 Issue of Councillors not doing Code of Conduct training. Consideration to making it mandatory.  
 Need to improve standards of behaviour – abuse, intimidation etc not acceptable.

- Declarations of Interest –

Chair of Standards Committee advised that Councillors should state the nature of the interest in order that any member of the public attending or reading the minutes understands what is going on. Therefore what the interest is needs to be advised and the nature of the interest.

- Training and Development –

One Voice Wales – has 26 training modules. There will be additional free courses this year due to extra WG funding.

SLCC (Society of Local Council Clerks) offer training for Clerks.

- Audits –

49% of Councils in Wales getting qualified (failed) audits according to Audit Wales.

- Council Vacancies –

Concern at too many co-options taking place.

Work needed to encourage people to stand for Election.

Engage non-councillors to work on Committees which can encourage people to stand for Election.

There has not been massive progress on this though.

- Planning Applications –

Request made by Planning Dept that if Councillors want planning applications 'called in' to do so in a timely way.

RLDP (Replacemember Local Development Plan) – deposit plan to go to Vale Full Council in January 2026.

- Community Area Review –

Requested guidance as soon as possible. Monitoring Officer sent a document out just before the meeting, now shared with Members.

Monitoring Officer to hold a meeting dedicated to this item next year.

**Item 12: Correspondence and Publications which do not necessarily require discion. i.e for noting only – *previously sent out by e-mail.***

12.1 VGC (Vale of Glamorgan Council) – Business Support Newsletters 7<sup>th</sup> and 21<sup>st</sup> November 2025.

12.2 OVW (One Voice Wales) – E Bulletins 12 and 13.

12.3 VGC – Future Generations Report and the Audit Wales Report – No time to Lose: Lessons from our work under the Well-Being of Future Generations Act.

12.4 OVW – Practice Development Note 22 – Members' Induction.

***All items were forwarded to Councillors prior to the meeting and were noted.***

**Item 13: Correspondence from Residents.**

13.1 Letters and e-mails of thanks for recent grants awarded from:  
St Hilary Forum for Poppies grant;  
St Hilary Forum for Christmas festivities;  
St Mary Church Residents Association for Christmas festivities;  
Valeways and Wales Air Ambulance for charity expenses.

**Item 14: Planning Applications.**

14.1 Planning Application No. **2025/01104/FUL**

Location: Saers Farm, St Mary Church.

Proposal: 2 storey extension to the rear of the property.

**No objection.**

14.2 Planning Application No. **2025/00820/LBC**

Location: The Old Rectory, Llandough

Proposal: Retention of single storey extension and internal alterations to kitchen.

**No objection.**

14.3. Decisions on recent Planning Applications.

(i) Planning Application No. **2025/00704/FUL** – proposed demolition of the existing two-storey residential dwelling and the construction of a new replacement dwelling on the same site location at Woodlands Cottage, Lane – Junction Llanmihangel Road to Junction St Athan Road via Llandough – **Refused.**

(ii) Planning Application No. **2025/00589/FUL** – to replace current flat roof on garage outbuilding with a traditional Pitched/Apex roof at Darren Las, Lane – Junction St Hilary at Cartref to Junction St Athan Road at Howe Mill, St Hilary – **Refused.**

**Item 15: Place, Date and Time of the next Meeting -  
Thursday, 8<sup>th</sup> January 2026, 7.00pm at Llanfair Primary School.**

..... Chairman.

**Date: 8<sup>th</sup> January 2026.**