

LLANFAIR COMMUNITY COUNCIL
Minutes of Council Meeting held at
Llanfair Primary School
On Thursday, 5th March, 2026 at 7.00pm.

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

In Attendance: Jackie Griffin, Clerk.

*With both the Chair and Vice Chair absent it was **proposed** by Councillor Trigg, seconded by Councillor McIlveen and **resolved** that Councillor Teague should chair the meeting.*

Item 1: Apologies for Absence.
Councillors Steph Bonnar and Liz Loch.

Item 2: Declarations of Interest.
Councillor Llewellyn – Item 10, to consider grant application from Llanfair Primary School PTA (daughter completed the application).

Item 3: Community Police Matters.
No report.

Item 4: To consider and approve the minutes of the Meeting held 5th February 2026.
Proposed by Councillor Trigg, seconded by Councillor Llewellyn and **resolved** that the minutes of the Meeting held on 5th February 2026 be approved.
Councillor Teague signed the minutes.

Item 5: Matters arising from the Minutes, which are not included in this Agenda.
5.1 Councillor Llewellyn reported that the section of road in front of St Hilary Village Hall, whilst it has been marked up with yellow paint, is yet to be repaired.
The Clerk to report to the Highways Department.

Item 6: Chairperson’s Report.
No report.

Item 7: Vale of Glamorgan Councillor’s Report.
No report.

Item 8: Clerk's Report

8.1 Finances.

Bank balance was noted at **£4,757.16** (Current Account £2,796.95 and Business Reserve Account £1,960.21).

Payments made since last meeting are:

Clerk's Salary (February) - £199.48;

HMRC Tax (February) - £49.80;

St Hilary Village Hall (Hire of Hall for this meeting) - £45.00.

Payments due to be made are:

Clerk's Salary (March) - £199.48;

HMRC Tax (March) - £49.80;

Petty Cash for year ended 31st March 2026 - £48.90;

Llanfair Primary School (for hire of room for meetings) - £180.00;

Councillor Allowances for year ended 31st March 2026 - £52.00.

Proposed by Councillor Teague, seconded by Councillor Simkiss and **resolved** that all payments due be made.

Receipts: None

8.2 The Clerk reported that Councillor Allowances will remain at the same level for 2026/2027 as the current year i.e. Annual allowance of £156 and Printing allowance of £52.

Item 9: To consider renewal of the One Voice Wales subscription for the next financial year.

Membership is due for renewal on 1st April and the fee for the next financial year is £117 (last year £111).

Proposed by Councillor Teague, seconded by Councillor Llewellyn and **resolved** that the membership is renewed for the next financial year.

Item 10: To consider grant application from Llanfair PTA.

Application received from Llanfair Primary School PTA seeking financial assistance with the cost of replacing the 'Trim Trail' at the school. The equipment has become unsafe and cannot be used. The quoted cost of replacement is £9,500.

Proposed by Councillor Teague, seconded by Councillor Simkiss and **resolved** that a grant of £1,000 is awarded to Llanfair Primary School PTA.

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 approves the payment of £1000 to Llanfair Primary School PTA.

Item 11: To discuss Councillors' Allowances for the year 2025/2026.

E-mail forwarded to Members explaining the allowances available to Members and Members had made their wishes known by return.

Item 12: To discuss appointment of Internal Auditor for 2025/2026.

Council **resolved** to, once again, approve the appointment of Helen Embling as the Council's Internal Auditor for the accounts of the year 2025/2026.

- Item 13: To report on Highway Issues.**
 Members shared the following highway issues experienced since the last meeting:
1. HGV vehicle driven through Llandough village got stuck and badly damaged a retaining wall opposite 'The Mill'.
 2. Request for road closures to be advised of in advance to assist residents.
 3. A 'dead' tree next to the highway near 'Howe Mill'.
Members agreed to provide photographs to the Clerk for reporting items to the Vale of Glamorgan Council.
- Item 14: To discuss the Vale of Glamorgan Community Councils Boundary Changes.**
 The Clerk reported on the One Voice Wales webinar which she had attended on 24th February, when the following items were discussed:
- The purpose of the review which was to improve local identity; future growth and improve communities.
 - Employments right of staff were discussed and are subject to TUPE. Staff are transferred to the new council but if the staff object and do not want to be transferred then this is interpreted as their resignation. If staff are transferred, personnel files must be updated. Council can consider voluntary redundancy but advice should be sought on this. Items to consider are, pay arrangements; terms and conditions and contracts.
 Councils should write to staff (One Voice Wales has example letters) laying out situation. Council **must** maintain an audit trail i.e. keep records of everything **in writing**.
 - Society of Local Council Clerks has a handover check sheet.
 - **Items to consider** - property/assets; records (including staff records); audit; insurance for transfer to the new Council.
 - **Financial implications** – Budget and precept set for 5 weeks only for 2026/2027. Arrangements for the audit for 2026/2027.
 - Successor Council to close bank accounts.
 - Suggested that consultation is opened with the council being 'merged' with.
Following the webinar, copies of slides were forwarded and which the Clerk advised she would share with the Members.
- Item 15: To give any update on the appointment of a Minority Authority Representative (MAR) onto the Governing Body of Llanfair Primary School.**
 No update available.
- Item 16: Reports of Representatives.**
 No reports.
- Item 17: To share/discuss information regarding the town and community councils boundary review in the Vale of Glamorgan.**
 Dealt with under item 14.

Item 18: Correspondence and Publications which do not necessarily require discussion. i.e for noting only – *previously sent out by e-mail.*
18.1 VGC (Vale of Glamorgan Council) – 20th February 2026.
18.2 OVW (One Voice Wales) – E Bulletins 17 and 18.
18.3 Age Friendly Communities Newsletter – Issue 1.
18.4 Clerks and Councils Direct – March 2026.
All items were forwarded to Councillors prior to the meeting and were noted.

Item 19: Correspondence from Residents.
None.

Item 20: Planning Matters
No planning items.

Item 21: Place, Date and Time of the next Meeting -
Thursday, 2nd April 2026, 7.00pm at St Hilary Village Hall.

..... Chairman.
Date: 2nd April 2026.