

LLANCARFAN COMMUNITY COUNCIL

CYNGOR CYMUNED LLANCARFAN



MINUTES OF THE HYBRID MONTHLY MEETING OF LLANCARFAN COMMUNITY COUNCIL HELD IN THE VILLAGE HALL LLANCARFAN AND VIA VIDEO CONFERENCING ON ZOOM AT 7.30PM, 17th APRIL 2025

PRESENT Councillors: Cllr T Bluff-Higgins, Cllr G Kemp, Cllr A Rees (online), Cllr M Thomas, Cllr J Scott-Quelch, Cllr H Farnell, and Cllr K Kemp.

Visitors

Apologies Cllr M Hughes, Cllr H Osborn.

In attendance

1704/253 To receive declarations of personal and personal/prejudicial interests.

Councillors H. Farnell, M. Thomas, K. Kemp, G. Kemp and J. Scott-Quelch declared personal interests in item 1704/262 - To receive an update on the co-option vacancy and decide on any action.

1704/254 To receive apologies for absence.

Apologies were received and accepted from Cllr M Hughes, and Cllr H Osborn.

1704/255 To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1 (2).

There were none.

1704/256 To receive and discuss any public questions or comments.

There were none.

1704/257 To receive the police report from PC Stuart Elson.

PC Elson was not present.

Chairman, *T Bluff-Higgins*

Date *15/5/25* ¹

1704/258 To receive an update on the former Llancafarn School site development.

Councillor Hughes reached out to Highlight Planning to inform them of the potential play park and multi-use area recalling a figure of approximately £26K from previous discussions. Following missed correspondence and scheduling challenges, Joe Ayoubkhani confirmed he was unable to attend the recent meeting due to being in Vancouver and stated he would liaise with the other site owners to provide a written update. The Council continues to seek clarity and engagement on this financial commitment, stressing its importance to the community project, and has reiterated the request for a meeting to progress discussions.

1704/259 To receive an update on the Fox and Hound pub.

Adam Jones attended the meeting to provide an update on the Fox and Hound pub. He officially took over ownership on 13th April and began operations the 16th April. While the bar remains unchanged, his main focus is on revitalising the restaurant, with plans to extend opening hours by introducing Wednesday and Thursday lunch services, followed by Monday and Tuesday openings in due course. He intends to host quiz nights and themed evenings to engage the community. Additionally, Adam plans to renovate the flat above the pub so that he and his family can move in within six months to a year. He acknowledged the council-owned assets within the premises, assuring that they will remain in place and be kept secure.

1704/260 To approve the minutes of the previous Council meeting of 20th March 2025.

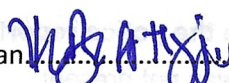
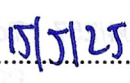
The minutes of the previous meeting on 20th March 2025 were approved. Proposed by KK and seconded by GK.

1704/261 To discuss any matters arising from the minutes that are not agenda items.

There were none.

1704/262 To receive an update on the co-option vacancy and decide on any action.

The Clerk informed the Council that following the recent advertisement of the council vacancy, no applications had been received within the designated deadline. However, two applications were submitted after the deadline had passed. The Clerk advised that, while the Council is committed to transparency and fairness, it must consider whether accepting late applications aligns with its policies and best practices.

Chairman.......... Date..........²

In accordance with guidance from the National Association of Local Councils (NALC) and principles of good governance, the Clerk highlighted the need to ensure that any decision:

- Does not disadvantage individuals who adhered to the original deadline.
- Remains consistent with the Council's established co-option procedures.
- Upholds the integrity and fairness of the process while serving the best interests of the community.

Given these considerations, the Clerk proposed re-advertising the vacancy and informing the late applicants of the revised timeline.

ACTION – It was agreed to readvertise the vacancy and for the Clerk to respond to the applicants explaining the situation. Clerk to also gain clarity on potential bias when councillors know the applicants.

1704/263 To receive an update on the Section 106 funding projects and decide on any action.

The Council reviewed Joe Ayoubkhani's response and acknowledged previous discussions regarding developer contributions. Alternative and additional funding sources were considered, including the potential grant application. Key material considerations were discussed, particularly the requirement for the application to be submitted by 30th April, and the project completion by 31st March 2026, necessitating the installation of the play park and multi-use area during the winter months.

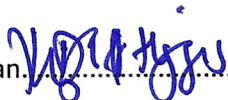
It was noted that the Council would be expected to match fund a percentage of the total project costs. Before submitting the application, the business case would need to be finalised and approved. Additionally, the land is owned by four trustees, who must review and agree to the business case before proceeding.

PROPOSAL - Cllr G Kemp proposed that Cllr M Hughes proceed with the funding application, subject to Chairman approval, seconded by Cllr J Scott-Quelch.

ACTION - Cllr G Kemp to check the land registry for ownership confirmation. Cllr M Hughes produce the business case and complete the application for funding for consideration by the Chairman before submitting.

1704/264 To receive an update on the Ash Tree and decide on any action to be taken.

Nine companies were contacted for quotations, with two companies responding to express interest in providing quotes, though these have not yet been submitted.

Chairman.  Date. 15/5/25 ³

Further discussion will take place once quotes are received to determine the next steps for the maintenance of the tree.

ACTION – The clerk to continue seeking quotes.

1704/265 To receive an update on the trees in the car park.

The Clerk provided an update on the ongoing concerns regarding the trees in the car park. A telephone call was received from Mr Neil Williams of Vale of Glamorgan Council (VoG), who explained that residents had initially raised the issue months ago. However, the matter was passed on to his superior, who had not acted upon it.

Mr Williams clarified that he did not see the issue as his responsibility and intended to inform residents accordingly. He also explained that it is the Council's duty to trim back any overhanging branches within the car park. While legislation states that any off-cuts and branches should be offered back to residents, acceptance is not mandatory, with many only taking them when they contain fruit.

Mr Williams provided the Clerk with a plan outlining the Tree Preservation Orders (TPOs) and conservation areas in relation to the Council's tree maintenance considerations. The Council must determine whether the trees in question fall under TPO regulations or are simply located within a conservation area.

If the trees are protected by a TPO, an application must be submitted to the Vale Planning Department before any work can be undertaken. If the trees are located only within a conservation area, the planning department must be informed but a formal application would not be required.

ACTIONS - Cllr M Thomas to review a clearer online version of the TPOs and conservation areas to verify the correct classification. Once confirmed, the Clerk will submit the relevant paperwork to the Vale Planning Department accordingly.

1704/266 To discuss the suggestion of a speed limit in Llancarfan and any action to be taken.

Cllr G Kemp has raised the issue with the Vale of Glamorgan Council and has received an acknowledgement and is awaiting a response.

ACTION – To be discussed at the next meeting.

1704/267 To compare options for a new printer and decide on any action to be taken.

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The Council reviewed several options for a new printer and selected the most suitable model for its needs. It was AGREED that the Clerk would be issued a cheque in advance to facilitate payment, ensuring sufficient time for the cheque to clear before the purchase is completed.

1704/268 To receive an update on the bank account transfer to Unity.

The Clerk informed the Council that the transition to Unity Bank has been initiated. However, additional information from Councillors is required to proceed with the process. It was noted that all uncleared cheques must be submitted before the move is finalised, as they will no longer be valid once the transition is complete.

1704/269 Committee Reports - Road Matters Committee; Planning Committee: Planning Applications / Approvals / Complaints. Burial Ground Committee; Finance Committee.

Road Matters Committee

Cllr G Kemp has contacted the Vale of Glamorgan Council regarding the state of the Moulton Road school bus route and is awaiting a response.

Cllr H Farnell noted that the sign at the bottom of the school hill had fallen and moved.

ACTION – Cllr G Kemp will inform the Vale of Glamorgan Council.

There has been a lot of correspondence in Llantrithyd recently regarding concerns over the quarry and the A48, particularly in light of the fatal accident that occurred. The Llantrithyd Residents' Association has written to Andrew RT Davies MS and Jane Hutt MS, Welsh Government, to raise awareness of the issue. They also intend to write to Cllr G Kemp for information purposes.

Cllr A Rees provided an update, confirming that Nathan Thomas had responded regarding the quarry's decision to open a gate on a blind corner. In response to this concern, the Vale of Glamorgan Council has initiated an enforcement file to investigate the matter.

Planning Committee

ACTION – Cllr T Bluff-Higgins to speak to Cllr M Hughes regarding the latest quarry application.

Finance Committee

There has not been a meeting.

Burial Committee

There has not been a meeting.

Community Engagement and Future Generations Committee

The newsletter is nearly ready to be distributed.

1704/270 **Payments, Receipts, and Bank Balances.**

CURRENT ACCOUNT OPENING BALANCE 17th April 2025				£21,600.27
Cheques paid	HMRC	100822	£	95.40
	HMRC	100828	£	95.40
	Clerk Wages February 2025	100826	£	381.84
	Clerk Expenses February 2025	100827	£	56.54
			£	629.18
Cheques not yet	Treecare	100825	£	294.00
			£	294.00
Receipts				
			£	-
Cheques written	Wages March 2025		£	477.35
	Expenses March 2025		£	43.34
	HMRC March 2025		£	119.20
	Printer		£	109.99
			£	749.88
Expected Receipts	Precept		£	5,714.00
Expected				£26,270.39

1704/271 **Correspondence.**

The Council was informed that residents had observed a notice placed within the phone box next to the community centre in Llancarfan, stating that objections must be submitted within 90 days to prevent BT from removing the payphone. Given the significance of this service to the community, the Clerk was asked to submit an objection on behalf of the Council to ensure its retention.

The L.D.C.A. wrote to the Council to inform them that their charges were increasing. The increase was noted.

Chairman..... Date..... 15/5/25⁶

1704/272 **Reports from Representatives, and the Clerk.**

Airport Consultative Committee – Cllr J Scott-Quelch

The meeting was postponed.

Southpoint Governors – Cllr H Farnell

The Deputy Headteacher has handed in her notice so the vacancy will be advertised shortly and the governors will be involved in the selection process.

One Voice Wales – Cllr H Farnell.

The meeting was postponed.

VoG Community Liaison Committee – Cllr H Osborn

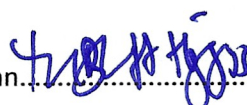
Cllr H Osborn is not present.

1704/273 **Items for consideration for next month's Agenda.**

It is the annual meeting next month so representative and committees will be discussed.

ACTION – Clerk to share information regarding working parties, committees and advisory committees.

Chairman.....



Date.....

15/5/25.