

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, 18th SEPTEMBER 2025

PRESENT Councillors: Cllr G Kemp, Cllr J Scott-Quelch, Cllr H Farnell, Cllr H Osborn, Cllr K Kemp, Cllr T Bluff-Higgins, Cllr A Rees, Cllr M Hughes, Cllr M Thomas

Visitors

Apologies Cllr G Dunsford,

In attendance

1809/356 To receive declarations of personal and personal/prejudicial interests.

Cllr G Kemp, Cllr J Scott-Quelch, and Cllr K Kemp all submitted declarations of personal/prejudicial interest in item 1809/365. Cllr G Kemp, Cllr J Scott-Quelch, and Cllr K Kemp have an interest in the Llancarf Village Show grant application.

1809/357 To receive apologies for absence.

Apologies were received and accepted from Cllr G Dunsford.

1809/358 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.

1809/359 To receive and discuss any public questions or comments.

There were none.

1809/360 To receive the police report from PC Stuart Elson.

There was no report.

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1809/361 To approve the minutes of the previous Council meeting of 17th July 2025.

The minutes of the previous monthly meeting on 17th July 2025 were approved.

Proposed by Cllr K Kemp and seconded by Cllr J Scott-Quelch.

1809/362 To discuss any matters arising from the minutes that are not agenda items.

Ash Tree

J.V. Trees are still waiting for approval from Vale Planning to go ahead with the work.

School site development

The site visit took place and Councillors K Kemp, M Hughes, G Kemp, J Scott-Quelch, and the Clerk attended. One demountable had been dismantled and removed and another was due to be taken away.

There was an issue reported by Cllr K Kemp, and other residents, regarding the truck knocking tree branches down as it drove through the village. Cllr K Kemp suggested to the company that a vehicle follow it and pick up fallen debris. This was taken on board, and no further problems were reported. The site is being cleared, and one school building had already been gutted. The new houses will have some slight variations to the original plans as they are planning to have solid block corners instead of windows. It was noted on the site visit that a lot of school equipment, including books and photographs, were left there.

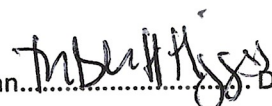
1809/363 To consider ideas for future community facilities and possible funding source.

At a previous meeting, members considered ideas for future community facilities and discussed potential funding sources. It was clarified that any funding would need to be sourced independently by the Lawn Tennis Club, and not by the Community Council, due to financial thresholds and governance considerations.

ACTION – Cllr M Hughes agreed to liaise with the club to explore next steps.

1809/364 To receive an update on the trees in the car park.

The clerk has spoken to J.V. Trees regarding the trees overhanging the car park and they are going to have a better look to determine whether or not cutting them back would be detrimental to the overall health of the trees. Councillors were concerned about the potential slip hazard associated with the leaf fall. Councillors have been removing the leaf fall regularly, with the last removal taking place on 14th June 2025.

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ACTION – Clerk to follow up with J.V. Trees and source a sign for the car park warning residence of uneven and slippery surface. The car park to be added to the asset and risk register. Cllr T Bluff-Higgins will also seek advice on a potential way forward.

1809/365 To consider options for addressing litter in the area.

The clerk has prepared a risk assessment for the litter pick and would like to contact Keep Wales Tidy for the equipment. The council insurance covers community events such as this, but high vis tabards will need to be purchased.

ACTION – Clerk to contact Keep Wales Tidy

1809/366 To receive, consider and agree the community grant applications for 2025/2026.

Llancarfan Village Show - Cllrs K Kemp, G Kemp, and J Scott-Quelch each declared an interest in this item and left the meeting for this item. The grant application was discussed by the remaining councillors, and it was agreed that the full amount of £150 would be awarded.

1809/367 To receive, consider and agree the Business Plan

The Business Plan was not ready to consider so it was agreed that it would be shared with Councillors as soon as it was.

1809/368 To discuss the Kenson Project and Fonmon Estate restoration including public access and flood modelling.


It was noted that the footpath has not been cleared.

ACTION – The item to remain on the agenda and the clerk to remind NRW of their promise of a public meeting.

1809/369 To discuss the reported noise pollution concerns and decide on any action.

The Council received correspondence from a resident regarding noise disturbance caused by weekend construction activity involving heavy machinery. The matter was discussed, and it was noted that while the concerns are valid, regulation of construction noise and enforcement of working hours fall under the jurisdiction of the Vale of Glamorgan Council. The resident will be directed to contact the Vale Council's Environmental Health department for further guidance and potential action.

ACTION – Clerk to direct resident to Vale of Glamorgan Council.

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1809/370 To discuss the village bench by the ford: condition and repair options.

Council considered a request from a resident regarding the condition and accessibility of the bench located by the Ford. It was noted that while the concerns raised were valid, the bench is not owned or maintained by the Community Council. The bench was originally installed by a resident in memory of a loved one. As such, the Council is not in a position to undertake repairs or alterations but expressed appreciation for the sentiment behind the installation and the value it brings to the community.

ACTION – Clerk to inform resident of the Council's discussion and clarify that the bench is not under Council ownership.

1809/371 To discuss the river bridge damage: condition and repair options.

The Council discussed the concerns raised by a resident regarding damage to the river bridge next to the village hall. It was noted that the issue had previously been reported to the Vale of Glamorgan Council, and repair works are currently being undertaken by the Vale Council.

1809/372 To agree the Local Government Pay Award 2025/26 for Clerk.

Council considered the Local Government Pay Award for the financial year 2025/26. The Clerk left the meeting during the discussion. Following review, members agreed to adopt the nationally recommended pay award for the Clerk for 2025/26.

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

Road Matters Committee

Council noted a report of a significant pothole on the road leading out of Walterston. The pothole is described as quite deep and may pose a hazard to vehicles.

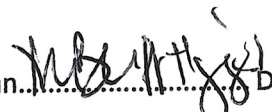
ACTION – Cllr G Kemp to report it to the Vale of Glamorgan Council.

Planning Committee

New Applications:

2025/00877/FUL St Aubyns, Llanccarfan, Barry

Proposed Indoor swimming pool, gymnasium, sauna and steam room plus new entrance porch.

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There are no documents on portal to view.

2025/00860/FUL Pancross Barn, Lane - Aberogwrn Farm To Kenson Hill,
Llancarfan

Planning Application for Change of Use of Annex to Holiday Let

No comments

2025/00802/FUL Land north of Lane – Junction Aubrey Arms to Junction at A48
via Llantrithyd Deer Park.

Widening of existing agricultural access and provision of permeable aggregate
surfacing

Comments have been submitted from the council.

2025/00644/FUL Rivington House, Llanblethery, Barry

Internal and external remodelling including two storey extensions to front and rear
elevations, with balcony to rear.

No comments

2024/00309/1/NMA Amelia Trust Farm, Access Road To Amelia Trust, Walterston
Non-Material Amendment - for planning ref;2024/00309/FUL. Reduction in size and
simplification of the overall design.

2024/00577/1/NMA Llancarfan Primary School, School Lane, Llancarfan
Non-Material Amendment - An amendment to the new build dwellings, including
minor changes to stone on the elevations generally; removal of green roof on
garage; removal of rear window from garage; and minor fenestration changes to the
rear, ground floor elevation. An amendment to the Nursery building, including filling
in of the first floor previously 'void' area for an office and store area, and addition of
one conversation roof light on the rear roof elevation facing 'into the site'.

ACTION – Cllr H Osborn to write to the named planner regarding the change of roof
light affecting the neighbours.

Approvals:

2025/00578/FUL Garnllwyd Barns, Lane Junction Llancarfan to Abernant Farm,
Llancarfan

Erection of a domestic scale polytunnel.

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2025/00608/FUL Castle Lodge Farm, Broad Close Lane, Llancarfan
Variation of Condition 1 (Agricultural Occupancy) of planning permission
2024/00182/FUL: Variation of Condition 1 (Agricultural Occupancy) of Planning
Permission 1989/00805/FUL: Erection of dwelling house - to Rural Enterprise
Dwelling

2025/00541/FUL Middlecross, Pancross Farm, Llancarfan, Barry
Erection of extension to grain store.

2025/00326/FUL Land behind Ty Uchaf Farm Buildings, Llantrithyd, Cowbridge
Retrospective permission for use of a log cabin as offices and a welfare unit for staff
with washing facilities, etc.

2025/00152/FUL Yr Hen Dafarn, Llancadle Road, Llancadle
Retention of a shipping container used for storage within the curtilage of the property
and the construction of a garden room outbuilding ancillary to the existing dwelling.

2024/00700/FUL Pancross Farm, Llancarfan
Retention of a Cattle Building Extension and Erection of an Isolation Building.
Approved with constraints.

Finance Committee

There has not been a meeting.

Burial Committee

Exclusive Rights Transfer -

The Council discussed a request regarding the transfer of Exclusive Rights for a burial plot. It was noted that while documentation had been provided, further assurance was required to confirm the legal entitlement of the applicant. Following discussion, members agreed that a Statutory Declaration would be requested to support the transfer and ensure compliance with burial ground regulations.

Exclusive Rights Transfer – Plot 616

The Council discussed a request to transfer the Exclusive Rights of Burial from Plot 616 to a plot located closer to Plot 296A. It was noted that there are currently no available plots in the immediate vicinity of 296A.

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Fees for Interment

The Council considered a query from the family of the late Mr Philip Watts regarding the interment fee applied. It was noted that, in accordance with the Council's burial ground regulations, a triple fee is charged for individuals who were not residents of the parish or listed on the church electoral roll at the time of their passing. As Mr Watts did not meet these criteria, the triple fee was applied. The Council reaffirmed that this policy ensures fairness and consistency in the administration of burial ground charges.

Community Engagement and Future Generations Committee

There has not been a meeting.

1809/373 Payments, Receipts, and Bank Balances.

CURRENT ACCOUNT OPENING BALANCE 18th SEPTEMBER 2025			£	28,731.42
Cheques paid	Wages June 2025	100841	£	381.84
	Expenses June 2025	100845	£	88.33
	HMRC June 2025	100842	£	95.40
	Llancadlle Defib	100844	£	50.09
	Insurance	100843	£	363.00
	HMRC April 2025	100835	£	95.40
	HMRC May 2025	100839	£	95.60
	HMRC March 2025	100831	£	119.20
			£	1,288.86
Cheques not yet cashed				
			£	-
Receipts	Precept		£	5,714.00
			£	5,714.00
Cheques written	Clerks Wages July 2025		£	491.10
	Clerks Expenses July 2025		£	44.54
	Clerks Wages August 2025		£	428.85
	Clerks expenses August 2025		£	16.79
	Clerks backpay from accounts 2024-2025		£	119.92
	SLCC Membership		£	110.00
	VISION ICT		£	228.90
	Edenvale		£	799.99
			£	2,240.09
Expected Receipts	Burial Fees		£	825.00
Expected balance as on 16th October 2025			£	27,316.33

1809/374 To review the Council's operational procedures and working practices.

This item will be discussed at the next meeting.

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1809/375 Correspondence

Query regarding Freehold Records

Following an enquiry regarding freehold ownership, members reviewed available documentation and confirmed that the Community Council holds no record of any freehold interests for domestic properties within the parish. It was noted that matters relating to land title and ownership typically fall under the jurisdiction of the Land Registry or private conveyancing and are outside the Council's remit.

ACTION – Clerk to respond to the enquiry.

Let's Talk About Life in the Vale 2025

Members received correspondence from the Vale of Glamorgan Council regarding the launch of the "Let's Talk About Life in the Vale 2025" survey. This initiative, led by independent researchers at Data Cymru, aims to gather residents' views on their lived experiences in the Vale, the public services that matter most to them, and how those services might be improved.

The survey differs from previous exercises by focusing not only on satisfaction levels but also on how services impact quality of life and community involvement in decision-making. Members noted the importance of encouraging local participation and agreed to support the promotional campaign by sharing materials through community channels and the Council website.

ACTION – The link to be added to the council website.

1809/376 Reports from Representatives, and the Clerk.

Airport Consultative Committee – Cllr J Scott-Quelch

There has not been a meeting.

Southpoint Governors – Cllr H Farnell

There has not been a meeting.

One Voice Wales – Cllr H Farnell and Cllr G Kemp.

Cllr G Kemp attended the face-to-face meeting on 21st July in Cowbridge. Concerns were raised about the Vale of Glamorgan Council's internal systems, particularly the short-notice cancellation of meetings and inconsistent communication with community councils. Members expressed frustration over the lack of timely

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updates and called for improved transparency and reliability in scheduling.

The increasing use of online platforms for meetings and consultations was discussed. While some councils appreciated the flexibility, others highlighted issues of digital exclusion, especially in rural areas. Suggestions included offering hybrid meeting formats and clearer guidance to ensure broader participation.

The Welsh Government's proposed bus reform was a key topic, with members voicing concerns about potential reductions in rural services. The committee stressed the importance of involving community councils in planning and decision-making to ensure local needs are properly represented.

Cllr H Farnell to attend the online meeting on 27th October 2025.

VoG Community Liaison Committee – Cllr H Osborn

There has not been a meeting.

Tarmac – Cllr G Dunsford

No update.

1809/377 Items for consideration for next month's Agenda.

- Remembrance Sunday

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ADDITIONAL 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, 18th SEPTEMBER 2025

PRESENT Councillors: Cllr G Kemp, Cllr J Scott-Quelch, Cllr H Farnell, Cllr H Osborn, Cllr K Kemp, Cllr T Bluff-Higgins, Cllr A Rees, Cllr M Hughes, Cllr M Thomas

Visitors

Apologies Cllr G Dunsford,

In attendance

1809/362 To discuss any matters arising from the minutes that are not agenda items.

The Clerk reported receipt of correspondence regarding the Cerys Potter memorial bench, noting that the existing bench is beyond repair and has been taped off. Julie Potter has kindly offered to fund a replacement, or alternatively for the bench to be removed.

The proposal outlined that the old bench would be dismantled and removed and a new recycled plastic Kedel 3-seater Thames bench would be installed with ground anchors on the existing concrete hardstanding.

Council resolved to accept the generous offer of a replacement bench and agreed to the proposed arrangements for removal and installation.

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