

LLANCARFAN COMMUNITY COUNCIL

CYNGOR CYMUNED LLANCARFAN



MINUTES OF THE EXTRAORDINARY MEETING OF LLANCARFAN COMMUNITY COUNCIL HELD VIA VIDEO CONFERENCING ON ZOOM AT 7PM, 16th JULY 2026

PRESENT Councillors: Cllr G Kemp, Cllr K Kemp, Cllr J Scott-Quelch, Cllr A Rees.

Visitors

Apologies Cllr T Bluff-Higgins, Cllr H Osborn, Cllr M Thomas, Cllr M Hughes, Cllr G Dunsford, Cllr H Farnell.

In attendance

1607/567 **To receive declarations of personal and personal/prejudicial interests.**

There were none.

1607/568 **To receive apologies for absence.**

Apologies for absence were received and accepted from Cllr T Bluff-Higgins, Cllr H Osborn, Cllr M Thomas, Cllr M Hughes, Cllr G Dunsford, Cllr H Farnell.

1607/569 **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).**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2), no items of a private nature were identified for discussion.

1607/570 **To receive and discuss any public questions or comments.**

No public questions or comments were received at this meeting.

1607/571 **To receive the police report.**

PCSO David Chadwick provided a brief update for the month. He reported a single incident involving a motorcyclist who came off his bike after striking the side of the

road. Traffic officers attended the scene, and the male involved is making a full recovery. No further matters were raised.

1607/572 To discuss the Kenson Project and Fonmon Estate restoration, particularly flood modelling with feedback from Natural Resources Wales.

Elinor Meloy (NRW) confirmed that she is following up on the Council's request for further information regarding flood risk in Llancarfan. She advised that she will provide additional material and/or arrange for an NRW representative to attend the September meeting to discuss flood risk with councillors.

1607/573 To approve the minutes of the previous monthly Council meeting of 18th June 2026 and extraordinary meeting on 30th June 2026.

The minutes of the previous monthly meeting on 18th June 2026 were approved.

Proposed by Cllr K Kemp and seconded by Cllr A Rees.

The minutes of the extraordinary meeting on 30th June 2026 were approved.

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

1607/574 To discuss any matters arising from the minutes that are not agenda items.

Planning Enforcement: Cross Green (ENF/2026/0090)

The Clerk contacted Planning Enforcement to request an update on Application ENF/2026/0090 relating to Cross Green. The Vale of Glamorgan Council previously issued an acknowledgement letter to the complainant confirming that the matter had been logged and would be investigated by the Enforcement team.

An update has been requested from Eve Williams (Planning Enforcement) to establish the current status of the case and any actions taken to date. A response is awaited.

Llancarfan to Pancross Footpath / Vegetation Works

Cllr A. Rees contacted Nathan Thomas, Neighbourhood Manager (Highways), regarding the condition of the footpath from Llancarfan to Pancross Farm. The enquiry was passed to David Chaplin, Highway Inspector, who has since visited the site, requested a quote for hedge and tree cut-back works, and raised a job for vegetation removal following completion of the cut-back.

Members noted that progress has been made on addressing the vegetation issues affecting the footpath.

The Vale also reiterated ongoing structural concerns relating to the main road through Llantrithyd, which continues to deteriorate due to heavy agricultural traffic. Patch repairs will continue, but no long-term reconstruction is currently funded.

Llancadle Footpath / Valeways Contact

Cllr G. Dunsford confirmed that he had contacted Valeways regarding the condition of the Llancadle side of the footpath and would chase for a response.

A subsequent call was received from Huw at Valeways, who advised that, due to the severe overgrowth, he would be requesting the Vale Council Rights of Way team to clear the path with brush cutters.

At the time of the correspondence, the clearance work had not yet been carried out, and Valeways were awaiting the Vale's action before deciding whether further work would be undertaken on the remainder of the footpath.

1607/575 **To receive an update on community facility proposals.**

Cllr G. Kemp and Cllr M. Hughes met to discuss emerging ideas for future community recreation facilities within the village. Early concepts included potential improvements to the tennis court and pétanque area, with interest in exploring whether a MUGA-related grant could support upgrades to the tennis court and the playground adjacent to the pétanque court. Members noted that any such proposal would require discussion with the landowners before progressing.

A provisional timeline was outlined:

Vision statement to be prepared by Cllr M. Hughes.

High-level exploration of potential leasing arrangements for the tennis court.

Community engagement event to gather resident views.

More detailed presentation planned for September.

Initial conversations may proceed; however, members expressed concern regarding the potential costs involved, as highlighted in correspondence from K.K. to Cllr M. Hughes.

Vision Statement

"To create a vibrant, inclusive and sustainable community recreation space that provides high-quality opportunities for play, sport and social interaction for residents of all ages, while respecting the unique character of Llanccarfan and delivering lasting value for the community."

Community Play Facilities – Guiding Principles

1. Community First — Facilities should benefit the wider community (Llanbether, Llanccadle, Llanccarfan, Llantrithyd, Moulton etc.), creating a welcoming, inclusive and safe space for all ages.
2. Maximise Community Benefit — Redevelopment should make best use of existing facilities and increase year-round use.
3. Encourage Healthy and Active Lifestyles — Facilities should promote physical activity, outdoor recreation and wellbeing for children, young people and families.
4. Provide for Different Age Groups — The site should offer age-appropriate opportunities for toddlers, children, teenagers and families.
5. Preserve Multi-Use Recreation — Enhancing the tennis court with a MUGA should expand sporting opportunities (football, basketball, tennis and informal games).
6. Inclusive Environment — Facilities should be accessible to users of differing abilities wherever practical.
7. Respect the Character of Llanccarfan — Development should complement the rural setting through sympathetic design and materials.
8. Environmental Responsibility — Minimise environmental impact, retain features where appropriate, enhance biodiversity and use sustainable materials.
9. Long-Term Sustainability — Facilities should be durable, affordable to maintain and resilient to heavy use.
10. Community Ownership — Redevelopment should be shaped through engagement with residents and stakeholders.

11. Financial Responsibility — The Council should seek grants and funding opportunities to maximise value for public money.
12. Future Flexibility — Design should allow for future improvements as community needs evolve.

Next Steps (High Level)

1. Approach Llancarfan Tennis Club & Trustees to discuss the high-level proposal, confirm ownership and explore potential leasing arrangements. (Late July 2026)
2. Plan a Community Engagement event to gather resident input, potentially using the Village Show. (Aug 2026)
3. Scope the two projects individually. (Sept 2026)
4. Establish outline costs for implementation and ongoing management (risk assessments, maintenance, insurance etc.).
5. Identify potential funding sources, including Welsh Government and Local Government grants, donations and other opportunities. (Now through Dec 2026)
6. Draft tender documents. (Nov 2026)

It was noted that this work is at an early stage and will require further development. A full presentation will be provided at the next Council meeting.

1607/576 **To receive any updates regarding the trees in the car park and decide on the request for an informal meeting with a representative of the Council.**

Emails received from neighbouring residents were considered. Members discussed the request for an informal meeting with representatives of the Council to address ongoing concerns relating to the trees adjoining the community car park.

The Council agreed that an informal meeting should be arranged, and that Helen should be asked to attend in her advisory capacity. Members confirmed that no substantive letter would be issued at this stage, pending the outcome of the meeting.

It was agreed that Cllr G. Kemp and Cllr A. Rees would attend the meeting, with a provisional date of Friday 14th August, subject to confirmation with the residents.

1607/577 **To review and approve the draft Complaints Policy and Procedures (short and full).**

Following an agreed amendment via email, the council agreed to adopt the policy.

Proposed by Cllr G Kemp, seconded by Cllr K Kemp and agreed by all present.

1607/578 **To review and approve the draft Council's Privacy Notice (short and full), Records Retention Schedule and Data Protection Policy.**

The council acknowledges that within the new Data Protection Policy it states that no personal email addresses should be used for council business. The clerk is looking into setting up council email addresses for all councillors.

Proposed by Cllr J Scott-Quelch, seconded by Cllr G Kemp and agreed by all present.

1607/579 **Committee Reports:**

Road Matters Committee: To consider any highways, traffic, or infrastructure issues and agree on any necessary actions.

It was noted that the following has either taken place or is due to take place:

- Resurfacing at the entrance of Llanbethery;
- Potholes and crumbled edges of the road marked for fixing;
- Pathway of Pancross hill to be cleared.

A resident contacted a councillor to complain that the hedge along the tennis court is not being maintained and causing traffic to drive on the wrong side of the road. The resident was advised to contact the tennis club and if the issues persisted, they should contact the Vale of Glamorgan Council. It was noted that part of the hedge has been cut back.

Planning Committee: Planning Applications / Approvals / Complaints.

The Kenson River Project planning application has been submitted to the Vale of Glamorgan Council.

Burial Ground Committee

The Burial Ground Committee met prior to the monthly meeting of the council and agreed the following:

- There would be no increase in the fees and charges at this time;

- The rules and regulations would remain unchanged with the exception of removing one line regarding 'a still born child'.
- In regard to the Ash Tree and its recent branch fall, it was decided to contact JV Trees regarding the previous work that had been requested and planning agreed and the council would close the footpath and bridge. The clerk may also consider contacting James Pinder for further advice following JV Trees carrying out the work.

Finance Committee

The finance committee has arranged to meet in September 2026.

Community Engagement and Future Generations Working Party

There is no update.

1607/580 Payments, Receipts, and Bank Balances.

CURRENT ACCOUNT OPENING BALANCE 16th JULY 2026				£	25,678.03
UNITY OPENING BALANCE 16th JULY 2026				£	2,608.76
Amount transferred from Barclays to Unity this month					
Payments to be made	Clerks Wages June 2026			£	490.90
	Clerks Expenses June 2026			£	53.64
	SLCC Training invoice			£	21.00
	Vision ICT			£	263.23
	SLCC Membership			£	116.00
				£	944.77

1607/581 To review the Council's operational procedures and working practices.

It was agreed to remove this item from the agenda.

1607/582 Correspondence.

All correspondence received since the last meeting has been shared with councillors.
No additional items required discussion.

1607/583 Reports from Representatives, and the Clerk.

South Point Governors – Cllr G Kemp

Cllr G. Kemp reported on the recent South Point Governors meeting. The Vale of Glamorgan Council's current focus on improving school attendance was discussed, along with the school's strategy for supporting pupils and families in meeting attendance expectations.

There were no further reports.

1607/584 **Items for consideration for next month's Agenda.**

- National Resources Wales – Flooding
- Speeding through Llancadle
- Llancadle litter pick
- Review clerk salary and policies

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