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, 15th OCTOBER 2026

Present (in person)	Cllr A Rees, Cllr M Thomas, Cllr M Hughes, Cllr H Farnell.
Present (remote)	Cllr G Kemp, Cllr K Kemp, Cllr J Scott-Quelch, Cllr G Dunsford
Visitors	
Apologies	Cllr T Bluff-Higgins
In attendance	

1510/605 **To receive declarations of personal and personal/prejudicial interests.**
Cllr M Hughes declared a prejudicial interest in matters relating to the ash tree in the burial ground discussed under item 1510/611 - **To discuss any matters arising from the minutes that are not agenda items.**

1510/606 **To receive apologies for absence.**
Apologies for absence were received and accepted from Cllr T Bluff-Higgins.

1510/607 **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).**
RESOLVED: That agenda items 1510/618 to 1510/622 be considered in private session under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of staffing and employment matters. No members of the public or press were present.

1510/608 **To receive and discuss any public questions or comments.**
No public questions or comments were received at this meeting.

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1510/609 **To receive the police report.**

PCSO David Chadwick provided an update for the month. He reported a road traffic collision on Aberogwyr Farm Lane, where a vehicle lost control and crashed into a hedge. No injuries were sustained.

He also noted a suspicious incident in Moulton involving a potential illegal firearm. A witness believed the item may have been an automatic rifle, although this has not been confirmed. Police enquiries have been carried out and have returned negative. Members are asked to report any similar incidents should they occur.

1510/610 **To approve the minutes of the previous monthly Council meeting of 17th September 2026.**

The minutes of the previous monthly meeting on 17th September 2026 were approved. Proposed by Cllr A Rees and seconded by Cllr H Farnell.

1510/611 **To discuss any matters arising from the minutes that are not agenda items.**

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

The Clerk reported that a further request for an update on ENF/2026/0090 had been sent to the Vale of Glamorgan Council following last month's instruction to chase the matter. No response has yet been received, and the current status of the investigation remains unknown.

Members noted the continued lack of progress and agreed that the item will not be pursued further.

Ash Tree work

The clerk has received confirmation that the proposed work on the Ash tree will be completed this month by J.V. Trees.

ACTION: Clerk to ask for a specific day so that any disruption can be planned for.

1510/612 **To discuss the Kenson Project and Fonmon Estate restoration, particularly flood modelling with feedback from Natural Resources Wales.**

The Clerk contacted NRW requesting an update on the flood-modelling information. NRW responded that all flood-modelling information and final drawings have already been shared with the Council and reissued copies of the relevant correspondence. NRW further advised that the planning application remains undetermined due to

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delays within the planning authority. Some permitted development works have been completed, with the main restoration works now anticipated in spring/summer 2027, subject to planning approval.
ACTION: Cllr M Hughes to email the VoG Planning Officer for the expected timeline for the next steps.

1510/613 **To receive an update on community facility proposals.**
Cllr M Hughes has arranged a meeting with the Chair of the Tennis Club in for forthcoming week.

1510/614 **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.**
Cllr G. Kemp reported that he had followed up with the Council's solicitor regarding the written response to the residents but had not yet received a response.

ACTION: Cllr G. Kemp to follow up with the solicitor again and report back to the Council.

The councillors who are happy to be part of the rota for monthly checks are Cllr M Thomas, Cllr M Hughes, Cllr A Rees, Cllr G Dunsford, Cllr G Kemp and Cllr K Kemp. The risk assessment has been circulated to all council members.
ACTION: Clerk to circulate a rota for monthly checks of the car park, including monitoring for tripping hazards and fallen leaves.

1510/615 **To discuss the Community Use of Telephone Box – Book Exchange Proposal.**
Cllr M. Thomas reported that further investigations had been undertaken regarding the potential community book exchange within the Llancarfan telephone box. Advice received from the Vale of Glamorgan Council indicated that planning permission is unlikely to be required, based on the approach taken for a similar scheme in St Nicholas.

Members noted that the St Nicholas book exchange operates using free-standing shelving, constructed by a local councillor, which is not fixed to the structure. The facility is maintained informally by local residents and is reportedly well used. Cllr M. Thomas advised that adoption of the telephone box would require further investigation, although it could be purchased for a nominal fee of £1.

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Information had also been gathered regarding future maintenance requirements. The telephone box was repainted last year and is not expected to require repainting for a further five to seven years. It was noted that Cllr I. Perry had advised that repainting their telephone box by a BT-approved contractor had cost approximately £900. Cllr M. Thomas had also researched replacement windows, paint specifications and associated costs. Members were advised that an electricity supply remains connected to the light fitting within the telephone box and that BT remains responsible for that supply. Research into shelving options is ongoing.

The Council discussed the previous request from the Llantrithyd Residents' Association for the Council to adopt the Llantrithyd telephone box for the installation of a defibrillator, which had been declined. Members noted that one of the considerations at that time had been the potential impact on the Council's insurance arrangements and associated premiums arising from the addition of further assets. It was further noted that replacement glazing kits for telephone boxes are available at a cost of approximately £540 plus VAT.

ACTION: Clerk to investigate the insurance implications of adopting the telephone boxes at Llancarfan and Llantrithyd and report back to Council.

ACTION: Cllr M. Thomas to investigate the cost of suitable shelving for the proposed book exchange.

1610/616 **To discuss a potential litter pick in Llancadle.**

Members were advised that the litter pick in Llancadle had subsequently been undertaken by staff from the Vale of Glamorgan Council.

Whilst welcoming the work carried out, Members noted ongoing concerns regarding litter accumulation in other parts of the community, including Liege Manor, the road between Moulton and Llancarfan, and Llantrithyd. Members reiterated their concerns regarding the safety of members of the public undertaking litter picks along roads with limited pedestrian access and higher traffic speeds.

ACTION: Cllr G. Kemp to write to the Vale of Glamorgan Council to thank its staff for undertaking the litter pick in Llancadle and to raise concerns regarding litter in Liege

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Manor, the road from Moulton to Llancarfan, and Llantrithyd. Cllr G. Kemp to enquire whether the Vale of Glamorgan Council would be able to assist with litter clearance in these locations, given the safety concerns associated with volunteers carrying out litter picks.

1510/617 **To discuss concerns regarding speeding in Llancadle.**

Cllr H Farnell reported that speeding through Llancadle remains an ongoing concern. Cllr G Kemp advised that he had raised the matter with the relevant officers and had received an acknowledgement. A further follow-up will be made to seek a substantive response.

Members noted that South Wales Police are undertaking enforcement of the 20mph speed limit in other areas of the Vale and expressed a desire for similar enforcement activity to be considered in Llancadle.

ACTION: Cllr G. Kemp to continue pursuing the matter with the Vale of Glamorgan Council and to seek an update regarding potential measures to address speeding concerns within the village.

The Council entered private session for the following items.

1510/618 **To approve the Pay Award 2026/27 – SCP (16) Uplift from 1 April 2026 and subsequent back pay for Clerk**

The Council considered the implementation of the 2026/27 pay award and associated back pay arrangements for the Clerk.

RESOLVED: To approve the recommendations presented.

1510/619 **To formally adopt the updated NALC Model Contract of Employment (July 2026).**

The Council considered the updated NALC Model Contract of Employment (July 2026).

RESOLVED: To adopt the updated NALC Model Contract of Employment.

1510/620 **To approve moving the Clerk to annualised pay, paid in 12 equal monthly instalments starting with October pay.**

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The Council considered proposals relating to the Clerk's salary payment arrangements.

RESOLVED: To approve the proposed annualised payment arrangements with effect from October payroll.

1510/621 **To confirm overtime payments for future additional hours only, subject to prior approval, and note that TOIL is not recommended due to the Clerk being the sole employee.**

The Council considered arrangements for the management of additional hours worked by the Clerk.

RESOLVED: To approve the recommendations presented regarding the management of additional hours.

1510/622 **To review and confirm the Council's line-management arrangements for the Clerk/RFO, including identification of the designated line manager (Chair or committee), responsibility for employment oversight, and arrangements for carrying out the annual appraisal.**

The Council reviewed its staffing management arrangements.

RESOLVED: That the Chair and Vice-Chair of the Council shall act as the designated line managers for the Clerk/RFO, with responsibility for employment oversight and the undertaking of the Clerk's annual appraisal on behalf of the Council.

1510/623 **To discuss options for laying the riverside hedge in the churchyard and agree any actions.**

Cllr M. Hughes reported that the riverside hedge within the churchyard is becoming increasingly difficult to manage due to its height and growth. Members noted that a previous proposal to lay the hedge had not proceeded as it included trees which form part of a flight line to the church used by bats.

Cllr M. Hughes advised that the hedge is currently cut once or twice each year, but this is becoming unsustainable. Members discussed whether hedge laying could be undertaken if the work was restricted to the hedge and did not include the trees. The

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Council noted that clarification would be required regarding any planning or consent requirements before progressing the matter.

ACTION: Cllr M. Hughes to obtain quotations for hedge laying works and investigate whether planning permission or any other consent would be required if the works were limited to the hedge and excluded the trees.

1510/624 **Committee Reports:**

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

Cllr A Rees asked Nathan Thomas to inspect the reflective posts in the Llancadle dip. Nathan advised that he would arrange for a team to assess the situation. One side of the road is adequately marked; however, the other side has only three reflective posts, which do not sufficiently highlight the ditch for vehicles passing through the area.

ACTION: Cllr A Rees to follow up with Nathan Thomas regarding the inspection and any proposed remedial works.

Planning Committee: Planning Applications / Approvals /Complaints.

<u>New Applications</u>

2026/00700/FUL Pen Onn Cottage, Llancarfan
Erection of stables
No comments

2025/01130/FUL Coed Hills, Llantrithyd Road, St Hilary
Dig two new wildlife ponds and use the spoil from these to infill an existing pond on-site which has been significantly compromised by the presence of Crassula helmsii (New Zealand pigmyweed).
No comments

<u>Enforcements</u>

ENF/2026/0216 Middle Hill, Llancarfan
Change of use of approximately 1.2 acres of agricultural land into residential land to extend the rear lawn, and change of use from agricultural to residential without

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planning of triangular area to side of property. Removal of 150 ft hedgerow without planning permission or known ecology report.

Other planning matters

Planning Application 2025/00802/FUL Land north of Llantrithyd Deer Park
Cllr A Rees asked Cllr I Perry to follow up on planning application **2025/00802/FUL**, for which a decision remains outstanding since October 2025. Cllr I Perry advised that he would pursue the matter. It was noted that Highways continue to maintain their objection to the proposal, which forms part of a wider application involving the opening of the lane to the junction.
Action: Cllr A Rees to liaise with Cllr I Perry regarding progress and provide the relevant details by email to Cllr G Kemp to enable further follow-up.

Excavation Works between Caravan Hospital and the Quarry
Members discussed the ongoing excavation works between the Caravan Hospital and the Quarry. It was reported that enforcement action is being undertaken. Concerns were raised regarding the impact on the local area, including increased traffic movements and damage to the road infrastructure.

Burial Ground Committee
Following the branch drop during the summer, the Clerk contacted J.V. Trees to carry out emergency work to remove the fallen limb. The Clerk also asked J.V. Trees to proceed with the original planned works recommended by James Pinder in January 2025.

Chris from J.V. Trees advised that, given the age of the tree, periodic limb loss may continue and suggested that the Council may wish to consider removing the tree entirely. To obtain a second professional opinion, the Clerk contacted James Pinder (Treecare Consulting), who provided the following advice:

- Further limb loss in a large, old ash tree affected by Hymenoscyphus fraxineus (ash dieback) is not unexpected.
- Crown reduction would help prevent or reduce additional limb failures, and he queried whether the previously recommended works had been completed.
- Felling is not generally appropriate for large veteran trees.

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- Removing the immediate target (e.g., closing the bridge) would be preferable if safety concerns persist.
- He is willing to advise further once confirmation is provided on whether his earlier recommendations were carried out.

Agreed that J.V. Trees should proceed with the original recommended works. Proposed by Cllr M. Thomas and seconded by Cllr A. Rees.

ACTION: Cllr J. Scott-Quelch to provide the Clerk with the number of trees in the Burial Ground for inclusion in the request to James Pinder. Clerk to ask James Pinder to carry out a full review of all trees in the Burial Ground in 2027 or 2028, at whichever time he considers most appropriate.

It was also noted that Cllr M. Hughes, writing in his capacity as a resident, sent a letter to the Chair and Clerk expressing concerns regarding the ash tree's proximity to the church and his property, and raising questions relating to insurance and risk. **ACTION:** Clerk to draft a response to Cllr Hughes, including reference to the planned review by James Pinder and the Council's agreed course of action.

Finance Committee

A finance committee to be arranged to discuss the risk register, budget and precept options.

Community Engagement and Future Generations Working Party

There is no update.

1510/625 **Payments, Receipts, and Bank Balances**.

Payments were agreed for the September Clerk wages, expenses and back pay.

1510/626 **Correspondence.**

Cllr Hannah Osborn submitted her resignation from the Community Council to the Chair and Clerk on 6th October 2026. The Clerk to contact Electoral Registration at the Vale of Glamorgan Council regarding the vacancy. Cllr G Kemp will attend Community Liaison Meetings and Cllr M Hughes will chair the Planning Committee. **ACTION:** Cllr G Kemp to check the Community Liaison meeting status and times with the Vale.

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1510/627 **Reports from Representatives, and the Clerk.**

One Voice Wales Area Committee Meeting - Cllr H Farnell

Cllr H Farnell reported on the recent One Voice Wales Area Committee meeting. Representatives from the Public Services Board, Police and Fire Service outlined how they are working collaboratively to deliver the wellbeing goals set out within the Public Services Board's Well-being Plan. Members noted that the current plan was published in 2023 and is due to be reviewed in 2028.

The meeting also highlighted the availability of grant funding, including initiatives relating to the cost-of-living crisis and nature recovery projects, together with guidance available to support applications.

Cllr G Kemp advised that he had attended a previous meeting at which it was reported that the Welsh Government was considering withdrawing the proposed reforms affecting community councils.

South Point Governors' Meeting - Cllr H Farnell

Cllr H Farnell reported on the recent South Point Governors' Meeting. The meeting focused on the establishment of committees for the forthcoming year and included the election of the Chair and Vice-Chair.

Members noted the governance arrangements put in place to support the work of the governing body over the coming year.

Cardiff Capital Region Liaison Group / Aberthaw Power Station - Cllr G Dunsford

Cllr G Dunsford reported that no Cardiff Capital Region Liaison Group meeting had been held since the last Council meeting. However, Members noted the recent demolition works at Aberthaw Power Station, with the final remaining structures demolished on 2 and 5 October.

Concerns were raised regarding a significant dust cloud generated during the demolition on 2 October, which was reported to have travelled towards East Aberthaw. Members noted concerns from residents that no prior notification had been provided regarding the demolition works.

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National Grid Public Consultation

Cllr G Dunsford also reported on National Grid's current public consultation regarding proposed works at the Aberthaw Substation. Members noted that the proposal would increase the substation's capacity from approximately 0.4 gigawatts to 2.1 gigawatts. It was further reported that no significant changes to the existing cable infrastructure are currently anticipated.

1510/628 **Items for consideration for next month's Agenda.**

- Clerk/RFO hours of work
- Community Engagement

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