

Aug 15th, 2025

Ordinary Meeting Minutes

Attendee:

Cllr. R Hunt, Cllr. C Volrath, Cllr. I Forcada, Cllr. M Farkasovska, Cllr. M Hinton
Cllr. K Reid , Cllr. I Perry, Clerk J Chen , Mr. R Alexander & 7 members of public.

Absent:

Cllr. G Ward, Cllr. J Griffiths

Meeting Started on: Aug 12,2025 07:01PM

Meeting Ended on: Aug 12,2025 09:08PM

Held on/at: Zoom Meeting

<https://zoom.us/j/97117383170?pwd=950kOsgZzObcxOQcbS4GdQQe0C57bn.1>

Meeting Chaired by: Chair R Hunt

1. Chair's welcome and introduction

- a. Welcome Mr. Ronnie Alexander, Independent Member on the Standard Committee of Vale of Glamorgan for observation of our general meeting.

2. To accept apologies for absence

- a. Receive and accept apologies for absence from Cllr. G Ward & Cllr. J Griffiths. Cllr. Ward's father has passed away; we send our sincere condolences to Cllr. Ward.

3. To receive Declarations of Interest under the Council's Code of Conduct

4. To approve Minutes of:

- a. Meeting of June 27th,2025
 - i. No body propose & second the minutes. Chair Hunt proposed to prefer it to next meeting for approval,
 1. Seconded by Cllr. C Volrath;
 2. Voted for : Cllr. I Forcada, Cllr. M Farkasovska, Cllr. M Hinton, Cllr. K Reid
 3. Abstained: Cllr. Perry (silent)

Minutes deferred to next meeting for approval.

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b. Annual Meeting of June 27th, 2025

- i. Cllr. Reid proposed to approve the minutes
 - 1. Seconded by Cllr. M Hinton
 - 2. Voted for : Cllr. I Forcada, Cllr. M Farkasovska, Cllr. C Volrath, Chair R. Hunt
 - 3. Abstained: Cllr. Perry

Minutes of annual meeting of June 27th, 2025 is approved.

c. Extraordinary Meeting of July 15th, 2025

- i. Cllr. Reid proposed to approve the minutes
 - 1. Seconded by Cllr. M Hinton
 - 2. Voted for : Cllr. I Forcada, Cllr. M Farkasovska, Cllr. C Volrath, Chair R. Hunt
 - 3. Abstained: Cllr. Perry

Minutes of annual meeting of June 15th, 2025 is approved.

d. Extraordinary Meeting of July 28th, 2025

- i. Cllr. Reid proposed to approve the minutes
 - 1. Seconded by Cllr. I Forcada
 - 2. Voted for : Cllr. M Hinton. M Farkasovska, Cllr. C Volrath, Chair R. Hunt
 - 3. Abstained: Cllr. Perry (silent)
 - 4. Cllr. Perry responded to the clerk about draft minutes of extraordinary meeting of July 28th, 2025 that he didn't use the exact word 'bullying', request amendment. The council has already approved the minutes. Cllr. Perry stayed silent. Nobody proposed and seconded the amendment.

Minutes of Extraordinary meeting of July 28th, 2025 is approved.

e. Extraordinary Meeting of Aug 4th, 2025

- i. Cllr. Reid proposed to approve the minutes
 - 1. Seconded by Cllr. C Volrath

2. Voted for : Cllr. I Forcada, Cllr. M Farkasovska, Cllr. M Hinton, Chair R. Hunt

3. Abstained: Cllr. Perry

Minutes of annual meeting of Aug 4th ,2025 is approved.

Cllr. Perry asked when to approve the minutes of meeting of Apr 3rd, Apr 10th ,2025. Chair Hunt confirmed to add them to the agenda for next meeting.

5. Public participation - none

6. Police Matters

a. No update from the PCSO

7. Planning applications for review

a. Panning Application No. 2025/00682/ADV(GW) – Location: Lower Greenway Farm, Pen Y Waun To Junction A48, Bonvilston. Detailed application information from Vale were emailed to the member of the council.

i. Cllr. Perry advised not to discuss about it tonight as the details didn't appear on the agenda and the public didn't know about it. The Clerk will add the details of the planning application on next agenda.

8. The Clerk/RFO update

a. Administration

i. ILCA (Introduction to Local Council Administration) Training for the Clerk, fees £120+VAT

1. Chair Hunt proposed for the clerk to get the training

a. Seconded by Cllr. C Volrath

b. Cllr. Perry stated this training session has already been approved before the clerk started, no need repeat, just need to pay for it.

ii. New Laptop, printer, fireproof filing cabinet and stationery needed for daily work.

1. Chair Hunt proposed for Cllr. Perry to get a quote for laptop from the Vale of Glamorgan IT services

a. Seconded by: Cllr. C Volrath

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- b. Voted for: Cllr. I Forcada, Cllr. M Farkasovska, Cllr. M Hinton, Cllr. K Reid, Cllr. Perry

The resolution is passed

- 2. Chair Hunt proposed for Clerk to get 3 quotes on black & white printer and Colour printer (ink jet & laser)
 - a. Seconded by: Cllr. C Volrath
 - b. Voted for: Cllr. I Forcada, Cllr. M Farkasovska, Cllr. M Hinton, Cllr. K Reid,
 - c. Abstained: Cllr. I Perry

Resolution is passed.
- 3. Chair Hunt will pick up the filing cabinet from Cllr. Perry when he is available.
- 4. Chair Hunt proposed to set a budget of £30 for clerk to buy stationary, Cllr. Perry stated that no need resolution for stationary, just need the chair's approval in writing for stationary purchase by the financial regulation. Clerk will check and follow the financial regulations.

- iii. Mobile SIM card expired, Cllr. Perry sorted it out for now. consider setting it up as direct debit.

- 1. Chair proposed to set up direct debit
 - a. Seconded by Cllr. Volrath
 - b. Voted for: Cllr. K Reid
 - c. Cllr. Perry stated no need to continue vote for this as this was already set up in Apr, which minutes hasn't been approved yet. The reason for the current SIM card expired was due to changing the provider which didn't bring to the council as this is small amount expenses and now it's all set up by him.

b. Finance & payment of accounts

- i. Scribe Accounts cloud-based software login details were handed over to the Clerk/RFO on 5th Aug 2025.
- ii. The summary reports and related reports as of 5th Aug 2025 handover. Mostly incomplete, require training and working hours plan to bring up to date.

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1. Chair Hunt proposed Scribe reports goes to financial committee which will be set up today.
 - a. Seconded by: Cllr. M Hinton
 - b. Voted for: Cllr. I Forcada, Cllr. M Farkasovska, Cllr. C Volrath, Chair R. Hunt
 - c. Abstained: none
 - d. Voted against: Cllr. I Perry

The resolution is passed.

iii. Invoices received in July 2025:

1. Doghill Property Management – Grass cutting
 - a. Invoice116 for service on 22 July 2025- Due date:28 Jul 2025-£75 Supplier chasing for the cheque.
 - i. Cllr. Perry confirmed it's paid.
 - b. Invoice114 for service on 9th July 2025-Due date:25th Jul 2025-£75 (not sure if paid or not, no access to bank statement yet)
 - i. Cllr. Perry confirmed it's paid.
2. One Voice Wales – Training fee
 - a. Invoice9764-The Council Meeting-Module5 on 10th Jul 2025-£42
 - b. Invoice9827-The Council-Module1 on 24th Jul 2025-£42
 - c. Councillor Training Bursary Scheme can cover £100 max annually. Forms to be sent to One Voice Wales.
 - d. Cllr. M Hilton proposed to pay invoice 9764 & invoice 9827.
 - i. Seconded by Cllr. C Volrath
 - ii. Voted for: Cllr. I Forcada, Cllr. M Farkasovska, Cllr. K Reid,
 - iii. Abstained: Cllr. I Perry

The resolution is passed.

3. LGRC-Locum Clerk

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a. Invoice2205-Locum Clerk/RFO Services -June 2025 & recharge of Employers National Insurance- £1925.14 – Due Date:9th Aug 2025

i. Chair proposed to pay LGRC £1925.14

ii. Seconded by Cllr. C Volrath

iii. Voted for: Cllr. I Forcada, Cllr. M Farkasovska, Cllr. K Reid, Cllr. Hinton

iv. Abstained: Cllr. I Perry

The resolution is passed.

b. Previous Clerk mentioned they will charge a few hours for Jul 2025 due to the phone calls and emails during the transition period, invoice and time sheet not provided yet.

4. SLCC

a. Invoice: MEM255109-1 -SLCC Membership Fee- £160 - paid by card on 8th Jul 2025

5. Clerk Salary

a. Request to set up as regular payments.

i. Chair Hunt proposed to set up PAYE at cost of £200 for clerk salary;

1. Seconded by Cllr. K Reid

2. Voted for: Cllr. C Volrath, Cllr. M Hilton, Cllr. I Forcada, Cllr. M Farkasovska

3. Abstained: Cllr. I Perry

The resolution is passed.

ii. Cllr. Perry proposed to set up fixed standard amount for clerk salary as standing order, pay the balance each month based on the approved time sheet.

1. Seconded by Cllr. C Volrath

2. Voted for: Cllr. K Reid, Cllr. M Hilton, Cllr. I Forcada, Cllr. M Farkasovska, Chair R Hunt.

The resolution is passed.

b. Approve the extra working hours 6.69hours for Jul 2025- Total amount for July 2025 including extra hours: £989.73 (time sheet supplied to the council)

i. Chair Hunt proposed to approve the Clerk's extra hours 6.69hours for Jul 2025

1. Seconded by Cllr. C Volrath
2. Voted for: Cllr. K Reid, Cllr. M Hilton, Cllr. I Forcada, Cllr. M Farkasovska, Chair R Hunt.
3. Abstained: Cllr. I Perry

The resolution is passed.

9. Other projects and responsibilities

Before starting this part, Cllr. Hinton asks Cllr. Perry to make declaration of interest regarding item9g land at Campbell Court-payment as he was directly involved in purchasing and negotiating on this land due to the council's code of conduct. Cllr. Perry confirmed no need for him to make any declarations at this time.

a. Chair R Hunt proposed a motion to bring item9g – land at Campbell Court -payments forward to discuss first.

- i. Seconded by Cllr. M Hinton**
- ii. Voted for: Cllr. K Reid, Cllr. I Forcada, Cllr. M Farkasovska, Cllr.C Volrath**
- iii. Abstained: Cllr. I Perry**

The motion is passed.

b. Chair R Hunt proposed a motion that land at Campbell Court goes under section 2.

- i. Seconded by Cllr. M Hinton**
- ii. Voted for: Cllr. K Reid, Cllr. I Forcada, Cllr. M Farkasovska, Cllr.C Volrath**

Voted against: Cllr. I Perry

The motion is passed.

Cllr. Perry objected due to transparency, and stated that he won't vote, and will go through the legal route if the council doesn't reimburse him and one of the members of public. Chair Hunt pointed out that Cllr. Perry do have conflict of interest in this item. Cllr. Perry agreed to go with the public to the waiting room while the council discuss Item9g -land at Campbell Court under section 2.

c. Land at Campbell Court – payment

Mr. R Alexander, Cllr. I Perry & the members of public are removed to the zoom waiting room.

Section 2 meeting lasted 25 minutes.

Section 2 Ended, Mr. R Alexander, Cllr. I Perry & the members of public returned to the zoom meeting room.

The public meeting continued.

The motion was passed unanimously in section 2 regarding this item. the council's decision is as below:

1. to defer this item9g on any payments regarding the land to next meeting in Sep 2025, hopefully by then the council will have more information and understand where they are legally.
2. complete transparency of full invoices, receipts and bank transactions and related information up to correct audit trail standards must be provided by 31st Aug 2025 from Cllr. Perry.
3. explanation of how and why a resident ended up purchasing the land on behalf of council from Cllr. Perry must be provided by 31st Aug 2025

d. Elect members to the Finance Committee

- i. Chair Hunt proposed Cllr. K Reid as member of the Finance Committee
 1. Seconded by Cllr. Hinton;
 2. Voted for: Cllr. Volrath, Cllr. Forcada, Cllr. Farkasovska,
 3. Abstained: Cllr. Perry.
- ii. Chair Hunt proposed Cllr. C Volrath as member of the Finance Committee

1. Seconded by Cllr. Forcada;
2. Voted for: Cllr. Hinton, Cllr. Reid, Cllr. Farkasovska,
3. Voted against: Cllr. Perry.

The resolution is passed.

- iii. Cllr. Reid proposed Chair R Hunt as member of the Finance Committee

1. Seconded by Cllr. Hinton
2. Voted for: Cllr. Forcada, Cllr. Volrath, Cllr. Farkasovska,
3. Voted against: Cllr. Perry.

The resolution is passed

- iv. Chair Hunt proposed Cllr. Reid as the Chair of the Finance Committee.

1. Seconded by Cllr. Hinton
2. Voted for: Cllr. Forcada, Cllr. Volrath, Cllr. Farkasovska,
3. Abstained: Cllr. Perry.

This resolution is passed

- v. Chair Hunt proposed to accept the Terms of reference documents for Finance Committee with the amendment of St. Nicholas and Bonvilston Community Council to St Nicholas with Bonvilston...

1. Seconded by: Cllr. K Reid
2. Voted for: Cllr. Volrath, Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton
3. Abstained: Cllr. Perry

This resolution is passed.

- e. **Motion: Establishment of School & Community Engagement Sub-Committee proposed by Cllr. M Hinton**

- i. Chair Hunt requested amendment of including church in this sub-committee and proposed to establish the School, Church & Community Engagement Sub-Committee

1. Seconded by: Cllr. Forcada
2. Voted for: Cllr. Volrath, Cllr. Reid, Cllr. Farkasovska, Cllr. Hinton
3. Abstained: Cllr. Perry

The resolution is passed

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Chair Hunt stated to set up another meeting to elect the members to this committee. Cllr. Perry suggested to elect the members now. nobody against it.

- ii. Chair Hunt proposed Cllr. Hinton as member of the School, Church & Community Engagement Sub-Committee

1. Seconded by Cllr. Reid
2. Voted for: Cllr. Volrath, Cllr. Forcada,
3. Abstained: Cllr. Perry. Cllr. Farkasovska(absent)

The resolution is passed.

- iii. Chair Hunt proposed Cllr. Volrath as member of the School, Church & Community Engagement Sub-Committee

1. Seconded by Cllr. Reid;
2. Voted for: Cllr. Hinton, Cllr. Forcada,
3. Abstained: Cllr. Farkasovska(absent)
4. Voted against: Cllr. Perry

The resolution is passed

- iv. Cllr. Forcada proposed Cllr. Hinton as Chair of the School, Church & Community Engagement Sub-Committee

1. Seconded by Cllr. Volrath
2. Voted for: Chair Hunt, Cllr. Reid, Cllr. Farkasovska
3. Abstained: Cllr. Perry

The resolution is passed.

- v. Cllr. Perry asked to be member of the committee, no proposer and seconder.

- vi. Cllr. Reid proposed Chair Hunt as member of the School, Church & Community Engagement Sub-Committee

1. Seconded by Cllr. Hinton
2. Voted for: Cllr. Volrath, Cllr. Forcada, Cllr. Farkasovska
3. Abstained: Cllr. Perry

The resolution is passed.

- f. **Motion: Temporary Suspension of Non-Essential Expenditure proposed by Cllr. I Forcada**

- i. Cllr. I Forcada proposed to remove the motion of the temporary suspension of Non-Essential Expenditure
 1. Seconded by Cllr. Hinton
 2. Voted for: Chair Hunt, Cllr. Volrath, Cllr. Reid Cllr. Farkasovska
 3. Voted against: Cllr. Perry.

This motion is passed.

- ii. Cllr. Perry asked about reimbursement of £3800 which should be discussed in July meeting wasn't on the agenda. Clerk explained that item/expenses sent to her after agenda can't be added in the published agenda. it will be deferred to next meeting.

g. Cllr. I Forcada proposed meetings in person from September onwards

- i. Chair Hunt will contact Cllr. Perry to collect the filing cabinet and microphone for meeting.
- ii. Chair Hunt proposed to hold next meeting in Cottrell Park and online
 1. Seconded by Cllr. Volrath
 2. Voted for: Cllr. Reid, Cllr. Hinton Cllr. Forcada, Cllr. Farkasovska.
 3. Abstained: Cllr. Perry

This resolution is passed.

Notes: Cllr. Perry stated that this is the roll of proper officer, no need to go for resolution. Chair was happy to continue the resolution and mover forward.

h. Bus stop improvements proposal by Cllr. I Perry

- i. Cllr. Perry stated that this item has been discussed before and all proved, there is these money to carry out this function and all stake holders are on board. The council needs to obtain the four quotes to carry out the work and the land ownership, previously the offer was to lease the land, however the landowner wishes to sell the land that works out cheaper in the long run. the purchase price is £10000 for approximately 30m2 land plus legal fees which approximately he stated £5000-6000. The legal fees will be same if the land is leased or bought. A decision needs to be made whether we proceed purchasing the land. A resolution to employ a solicitor and the council will also pay the seller's legal fees. This is

a higher upfront cost, but then all the rest of costs would be provided by the grant as set out in the documents.

Cllr. Volrath questioned whether the cost of design of the bus shelter is included in the grant as Cllr. Perry clarified that current drawing is just indicative. Cllr. Perry confirmed that cost would be covered by the grant, and stated the only decision required now is to purchase the land as we can not get the grant unless we own the land. Then the council will be able to decide the design of the shelter solely.

Cllr. Hinton believed the decision should not be about purchasing the land at this stage, but should be about the council getting the total costs of the whole project whether or not it is through grant, and in the end what this council would be reliable for.

Cllr. Perry stated the steps of the grant and that there is no financial out lane beyond purchasing the land for the council.

Cllr. Perry proposed to move forward with purchasing the land, nobody seconded. **Proposal failed.** Cllr. Perry questioned if this decision was in the best interest of community as the grant money will be lost.

i. VJ Day – Saturday, August 15- Big Band

- i. Chair Hunt believed that the leaflet for VJ day is not from the council and asked Cllr. Perry for update. Cllr. Perry stated that he hasn't been reimbursed for previous events, he might change his mind and cancel the event on VJ day.

j. Councillor remuneration payments and agreement of Chair's allowance and committee Chair's allowance

- i. Chair Hunt proposed to defer this matter to next meeting
 1. Seconded by Cllr. Hinton
 2. Voted for: Cllr. Forvada, Cllr. Reid, Cllr. Volrath
 3. Abstained: Cllr. Perry

The resolution is passed.

10. Any matters the Chairman decides are urgent

11. To receive reports from Chairman, Clerk and Members

12. Correspondence from organisations including One Voice Wales

13. Correspondence from the members of the public

- a. Cllr. Reid had one query from one member of the public about the phone box. The phone box was painted but the shelving and book have

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not been re-installed. Chair advised to add this item to the agenda for next meeting.

- b. Cllr. Perry stated the living bollards are dying and he has been watering them by himself for long hours, Chair advised to add this matter to the agenda for next meeting to find a solution.

14. Next meeting

Tuesday, 9th Sep 2025 at 7pm Ordinary Meeting (monthly) at Cottrell Park.

Signed by

Joan Chen – Clerk to the Council

Accepted by.....

Rebecca Hunt - The Chair of the Council

Accepted Date:.....

DRAFT