

15th Sep 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 (zoom Link), Cllr. G Ward(Zoom Link), Clerk J Chen &  
4members of public.

### Absent:

Cllr. J Griffiths

**Meeting Started on:** Sep 12,2025 07:00PM

**Meeting Ended on:** Sep 12,2025 08:48PM

**Held on/at:** Cottrell Park

**Meeting Chaired by:** Chair R Hunt

### 1. Chair's welcome and introduction

### 2. To receive apologies for absence

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

### 4. To approve Minutes of:

#### a. Extraordinary Meeting of 1<sup>st</sup> Sep 2025

- i. Proposed by Cllr. Hinton
- ii. Seconded by Cllr. Forcada
- iii. Voted for: Cllr. Hunt, Cllr. Volrath, Cllr. Farkasovska, Cllr. Reid,  
Cllr. Ward
- iv. Abstained: Cllr. Perry

**The minutes of extraordinary meeting of 1<sup>st</sup> Sep 2025 is approved.**

#### b. Meeting of 12<sup>th</sup> Aug 2025

- i. Proposed by Cllr. Reid
- ii. Seconded by Cllr. Volrath

- iii. Voted for: Cllr. Hunt, Cllr. Hinton, Cllr. Farkasovska, Cllr. Forcada, Cllr. Ward
- iv. Abstained: Cllr. Perry

**The minutes of ordinary meeting of 12<sup>th</sup> Aug 2025 is approved.**

- c. Extraordinary Meeting of 27<sup>th</sup> Jun 2025

**No proposer, minutes isn't approved.**

- d. Extraordinary Meeting of 10<sup>th</sup> Apr 2025

Chair Hunt stated that this meeting was unlawful and any decisions on that meeting cannot be proceeded based on the advice from OVW as there were only three councillors (Cllr. Griffiths, Cllr. Perry, Cllr Harris) in that meeting which didn't have the quorum.

- e. Meeting of 3<sup>rd</sup> Apr 2025

Chair Hunt and Cllr. Reid were not the members of the council that time. Chair Hunt proposed to defer this meeting minutes to next meeting for approval

- i. Seconded by Cllr. Reid
- ii. Voted for: Cllr. Volrath, Cllr. Farkasovska, Cllr. Forcada, Cllr. Hinton, Cllr. Ward
- iii. Abstained: Cllr. Perry.

**The resolution to defer it next meeting for approval is approved.**

## **5. Public participation**

### **6. Police Matters**

07/07/2025 (St Nicholas)

Report to Police of ongoing parking issues during school pick up.

Outcome: Police are working in partnership with the Vale of Glamorgan Council highways, St Nicholas school and the local community to alleviate concerns/issues.

08/07/2025 (Bonvilston)

Report of damage to farm gate as a result of hare coursing.

Outcome: NO CCTV, NO suspects or vehicles identified – suspects have driven through a farm gate on to farm lang scaring cattle on of which was injured and had to be put down.

09/07/2025 (St Nicholas)

Report to Police of damage to farm fencing and trees.

Outcome: NO CCTV, NO SUSPECTS IDENTIFIED – increased patrols in the area.

14/07/2025 (A48 St Nicholas)

Report to Police of vehicle being driven dangerously.

Outcome: police made contact with the driver and words of advice given.

16&18/07/2025 (St Nicholas)

2 separate reports of Anti-Social Behaviour ASB, cones being moved across reporting persons driveway by a motorist.

Outcome: Officer have spoken to the motorist and words of advice given.

22/07/2025 (Bonvilston)

Report of a 2-vehicle road traffic collision RTC.

Outcome: Police attended details exchanged party who caused the accident to attend a Safe & Considerate driving course.

24/07/2025 (Bonvilston)

Report to police of a neighbour dispute.

Outcome: Police have spoken to the reporting person who will be logging the noise complaint and reporting them to the Vale of Glamorgan council.

25/07/2025 (Bonvilston)

Report to Police of a hate crime.

Outcome: Under investigation.

**To find out more after PCSO returns.**

26/07/2025 (St Nicholas)

Report to police from Fire service of a Barn fire.

Outcome: Under investigation

30/07/2025 (St Nicholas)

Report to Police of Dangerous Driving

Outcome: For Police awareness and patrols.

## 7. Planning applications

### a. 5 June 2025

Planning Application No.: 2024/00905/FUL(LF)

Location: Bonvilla, Bonvilston

Proposal: Proposed demolition of existing property/outbuildings and construction of replacement dwellings and detached garage

**NO COMMENTS**

### b. 21 August 2025

Planning Application No.: 2025/00682/ADV(GW)

Location: Lower Greenway Farm, Pen Y Waun To Junction A48

Proposal: 3mm aluminium composite panel with vinyl graphics fixed to existing 60mm diameter posts

**NO COMMENTS**

### c. 1 September 2025

Planning Application No.: 2025/00747/FUL(GW)

Location: Coed Deryn, St Nicholas

Proposal: New two-storey front extension with interior re-organisation of an existing two storey house

**NO COMMENTS**

## 8. The Clerk/RFO update

### a. Administration

- i. By-election for the vacancy of member of the council. Electoral Services Manager of VOG confirmed that they have received 10 signatures calling for an election for the Bonvilston ward, the cost will be somewhere in the region of £2500. Please note this is a very rough estimate. Please see the attached **timetable**

**Bonvilston By Election – Thursday 9<sup>th</sup> Oct 2025.**

**Chair Hunt concerned that the polling station at Bonvilston might not be available on the election date, proposed to delegate this possible re-location matter to the Church committee after the Clerk checks with electoral service department next day. (Cllr. Perry stated that the Vale council will sort the polling station out themselves.)**

1. Seconded by Cllr. Volrath

2. Voted for: Cllr. Hunt, Cllr. Hinton, Cllr. Farkasovska, Cllr. Forcada, Cllr. Ward
3. Abstained: Cllr. Perry

**This resolution is approved.**

ii. Quotes of Laptop to approve.

16' LG gram Laptop, 16' 16:10 WQXGA Anti-glare IPS display  
16GB LPDDR 5X

AI assistant Copilot in Windows 11

AI optimised Intel® Core™ Ultra  
Processor/LPDDR5Xram/NVMe Gen4 SSD

**1. LG Website :£999.00**

**2. Amazon UK: £999.99**

**3. Techinn: £1372.76**

Online price has changed slightly since last enquiry and Chair Hunt proposed a budget of £1000 for the clerk to buy the above spec laptop by end of this week if the vale council didn't come back with price.

- i. Seconded by Cllr. Forcada
- ii. Voted for: Cllr. Volrath, Cllr. Reid, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward
- iii. Abstained: Cllr. Perry

**The resolution is approved.**

iii. HP Colour Laserjet Pro 3302fdw Multifunction Laser Printer( Print/Scan/Copy/Fax)

- a. Printerland: £452.86 including 1 black toner &VAT
- b. Amazon: £379.99 including VAT
- c. HP Store: £398.74 including VAT

iv. HP Laserjet Pro 3102DW Monochrome all in one laser printer:

- a. Currys: £329.99
- b. Printerbase: £295.99
- c. Printerland: £295.22

The online price has changed since last enquiry, most of them are lower than the above price. **Chair Hunt proposed to a budget of £350 to buy a LaserJet colour printer.**

- iv. Seconded by Cllr. Reid

- v. Voted for: Cllr. Volrath, Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward
- vi. Abstained: Cllr. Perry

**The resolution is approved.**

**b. RFO**

i. Cllr. Perry's expenses claim

1. Expenses 2020-2021 (please see the supporting documents). Invoices and receipts are too small & unclear to reconcile, precisely between 2019-2022.

a. Cllr. Perry declared the interest, and he is removed to the waiting room.

b. Cllr. Forcada stated that the council was supposed to receive an email and supporting documentation from Ombudsman regarding Cllr. Perry's expenses 2020-2021, Chair Hunt and Cllr. Volrath concerned how to back reconcile that far. **Chair Hunt proposed to delegate this item to Finance Committee.**

i. Seconded by Cllr. Forcada

ii. Voted for: Cllr. Volrath, Cllr. Reid, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward

Cllr. Hinton stated to ask for the email from Ombudsman and also receipts and invoices provided in a form aligned with all required supporting documents (approved budget, minutes, and authorization etc), otherwise the clerk will spend 2-3 hours to find the related budget and minutes etc. no objection.

**The resolution is approved.**

2. Expenses event June 29

a. Two invoices/receipts missing (£264 Port-a-loo & £180 Alison's tearooms), the rest invoices/receipts matching in terms of amount. – two missing invoices sent to the Clerk before the meeting.

b. All invoices issued to Cllr. Perry not to the Council, invoice for Port a loo £264 were invoiced to the Council.

Chair hunt Cllr. Reid proposed to delegate this item to Finance Committee and requested invoices

and receipt must be submitted and reconciled properly aligned with required supporting documents in a form, then Finance Committee will check with cheque book etc.

- i. Seconded by Chair Hunt
- ii. Voted for: Cllr. Volrath, Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward

**This resolution is approved.**

- ii. Bank reconciliation between Apr to Aug 2025 – there are many cheque and card payments which can't be identified. Please see attachment. Valid receipts/invoices of all items in red must be provided by who made or authorized the bank transaction.

Chair Hunt proposed to delegate this item to Finance Committee.

- i. Seconded by Cllr. Reid
- ii. Voted for: Cllr. Volrath, Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward Cllr. Perry

**This resolution is approved.**

- iii. Clerk & Councillors' Expenses Claim Form

- 1. Request to adopt the expense claim form.

**Please note by following the audit trail standards that all receipts or invoices must be in the name of the community council and under the approved budget for reimbursement.**

Cllr. Volrath proposed to adopt the expense claim subject to correction of a few typo.

- a. Seconded by Cllr. Forcada
- b. Voted for :Cllr. Hunt, Cllr. Reid, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward
- c. Voted against: Cllr. Perry

**The resolution is approved.**

- iv. Payments to be approved to pay

- 1. Doghill Property Management – Grass cutting

- a. Invoice 118 & 121 for grass cutting on 6<sup>th</sup> & 19<sup>th</sup> Aug 2025 total £150. If paid by Cllr. Perry, please clarify the related cheque no. for RFO to complete the bank reconciliation.

This is all approved before, Cllr. Perry clarified that all invoices are paid and agreed to provide all related cheque no. to the clerk for reconciliation.

2. One Voice Wales

a. Membership Fee 2025-2026 £216

Chair Hunt proposed to pay the membership fee.

- i. Seconded by Cllr. Volrath
- ii. Voted for :Cllr. Forcada, Cllr. Reid, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward
- iii. Abstained: Cllr. Perry

**The resolution is approved**

b. Invoice 9764 9798 9827 9893 9760 for Chair Hunt training fee £42\*5=£210

Chair Hunt proposed to pay the training fee

- i. Seconded by Cllr. Farkasovska
- ii. Voted for :Cllr. Forcada, Cllr. Reid, Cllr. Volrath, Cllr. Hinton, Cllr. Ward
- iii. Abstained: Cllr. Perry

**The resolution is approved**

3. LGRC-Locum Clerk

a. Invoice2226-Locum Clerk/RFO Services(6 hours) - June 2025 & recharge of Employers National Insurance-£369.62 – Due Date:12<sup>th</sup> Sep 2025

b. Invoice2186-Locum Clerk/RFO Services(40.75 hours) -May 2025 & recharge of Employers National Insurance-£2510.37 – Due Date:13<sup>th</sup> Jul 2025

c. Invoice2163-Locum Clerk/RFO Services(25.75 hours) -Apr 2025 & recharge of Employers National Insurance-£1586.31 – Due Date:13<sup>th</sup> Jun 2025

**TOTAL(a+b+c) DUE & OVER DUE**

**PAYMENTS:£4466.30**

**Cllr. Volrath concerned about the extra national insurance as she thought LGRC is independent contractor to the council, the council pays hourly rate which should cover the national insurance, and Cllr. Perry confirmed that it is all included in the invoice, hourly rate +**

**insurance. Cllr. Perry will send the contract to Cllr. Volrath.**

Chair Hunt proposed to delegate this item to Finance Committee.

- i. Seconded by Cllr. Volrath
- ii. Voted for: Cllr. Reid, Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward
- iii. Abstained: Cllr. Perry

**This resolution is approved.**

#### 4. Clerk Salary

- a. Approve the extra working hours 2.55hours for Aug 2025- Total amount for Aug 2025 including extra hours: £749.35 (time sheet supplied to the Chair)

Chair Hunt proposed to approve the extra hours

- i. Seconded by Cllr. Reid
- ii. Voted for: Cllr. Volrath, Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward
- iii. Abstained: Cllr. Perry

**This resolution is approved.**

## 9. Other projects and responsibilities

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

Chair Hunt and Cllr Perry removed to the waiting room.

Vice Chair Cllr. Volrath continued the meeting.

- i. Cllr. Volrath proposed for Cllr. Hunt as Chair to receive the chair remuneration for period of Jul 2025 -Mar 2026.

- 1. Seconded by Cllr. Reid
- 2. Voted for: Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward

**This resolution is approved.**

- ii. Cllr. Volrath proposed to delegate the consideration of the committee Chair's allowance to Finance committee and discuss the recommendation next meeting.

- a. Seconded by Cllr. Reid

- b. Voted for: Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward

**Clerk reminded the council that this resolution needs to bring Cllr. Perry and Chair Hunt in the meeting.**

- iii. Cllr. Volrath stated that Cllr. Perry remained as chair between Apr 2025 and Jun 2025 due to lack of annual meeting which was cancelled and postponed by Cllr. Perry till Jun 2025. It was suggested whether if he receives full remuneration between April 2025 and June 2025. Cllr. Forcada suggested to seek advice from OVW what the council should do.

Cllr. Volrath proposed to delegate this matter to Finance Committee for consideration in relation to advice from OVW and bring the results to next ordinary meeting. All agreed, no objections.

**Clerk stated that all councillors must fill in the form to receive or opt out the remuneration payment. Payment can only be paid after all administrative documents fulfilled.**

Chair Hunt & Cllr. Perry returned to the meeting room.

#### **b. Phone box shelving and book re-installation**

- i. Cllr. Perry confirmed the old shelving isn't in good condition and need a completely new phone box shelving.

Chair Hunt mentioned that a gentleman offered to do it for the community for free and the council pays for the material.

Cllr. Volrath proposed a budget of £500 to buy the material for the phonebox.

- a. Seconded by Chair Hunt.
- b. Voted for: Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward, Cllr. Reid, Cllr. Perry.

**This resolution is approved.**

#### **c. Watering the living bollards**

Cllr. Perry stated that it's too late for this year but need to plan earlier for next year summer. Chair Hunt proposed to delegate this item to Church School Community Sub-committee.

- i. Seconded by Cllr. Reid
- ii. Voted for: Cllr. Volrath, Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward, Cllr. Perry

**This resolution is approved.**

**d. Adoption of the roads at Campbel Court**

Chair Hunt stated that one of the members of the community received a letter from National Grid and asked who owns the road at Campbel Court so that they can bill for the street lighting. Chair Hunt mentioned that the developer was no longer trading, Cllr. Perry confirmed that neither highway authority nor the Vale council have adopted the road, the manage company has not set up, so everything is currently in limbo. Chair asked Cllr. Perry to chase the Vale council if there is a solution for this matter. Cllr. Perry agreed.

**e. Cardiff and Vale UHN planning for the future**

Cardiff and Vale UHN planning asked questionnaires and running a dropping surgery in the community. Chair Hunt proposed to delegate this matter to Church School Community Committee.

- i. Seconded by Cllr. Volrath
- ii. Voted for: Cllr. Reid, Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward
- iii. Abstained: Cllr. Perry

**This resolution is approved.**

**f. Bank signatory review**

A few members of the council registered in the bank accessing to the council bank account listed as below:

Cllr. R Hunt, Cllr. Hinton, Marks Saxon (former councillor), Cllr. Perry, Cllr. Harris (former councillor), Cllr. Griffiths  
Clerk/RFO Joan & Cllr. Volrath has put mandate for bank signatories.

Chair Hunt proposed to have Joan Chen's signatory as RFO, have Chair Hunt & Cllr. Volrath's Signatory as members of Finance Committee and have Cllr. Hinton's signatory for authorizing payments on the mandate. Cllr. Perry discussed the matter and stated that it's better to have as many bank signatories as possible because people leave or not re-elected and it's easier to move those people with signatory remaining than what happened in 2020 when the council left with no signatories. Chair thanked Cllr. Perry's recommendation. Chair Hunt continued the original proposal.

- i. Seconded by Cllr. Reid
- ii. Voted for: Cllr. Volrath, Cllr. Forcada, Cllr. Farkasovska, Cllr. Hinton, Cllr. Ward
- iii. Voted against: Cllr. Perry

**The proposal is approved.**

**g. Update from the Chair of the School, Church and Community Committee (SCCC)**

Cllr. Hinton reported that he had positive and supportive feedback from both church and school, and school has offered to host the SCCC very first meeting, proposed first meeting date on 17<sup>th</sup> Sep 2025, waiting for confirmation. Meeting will be held quarterly. A couple of residents like to come on board as well. This sub-committee will provide a platform for joint projects and shared events and engagement with community. We need to encourage more residents from St. Nicholas and Bonvilston to get involved with sub-committees.

**h. Update from the chair of the finance committee**

Cllr. Reid reported that the members of finance committee are fully undertaking ongoing training, and the committee is dedicated to ensuring full transparency and accountability by working with RFO, ensuring councillors who resign are removed from the mandate, also creation of new expense forms.

**i. OVW biodiversity funding**

Funding for biodiversity is available, Chair Hunt proposed to delegate this matter to Church School Community Committee.

- i. Seconded by Cllr. Hinton
- ii. Voted for: Cllr. Reid, Cllr. Forcada, Cllr. Farkasovska, Cllr. Volrath, Cllr. Ward
- iii. Abstained: Cllr. Perry

**This proposal is approved.**

**Cllr. Volrath advised to bring item m forward to discussion. No objection.**

**j. Remembrance Day Sunday**

Chair Hunt stated that her cousin has volunteered to play the last post at the Remembrance Day.

Chair Hunt proposed that the Council provide a budget to the SCCC to make a decision how they would like to run the Remembrance Day event. Cllr. Perry suggested a budget of approximately £2000 if the council purchase a PA system as discussed previously.

Chair proposed to a budget of £ 2000, and delegate this budget to SCCC for joint Remembrance Day event.

- i. Seconded by Cllr. Reid
- ii. Voted for: Cllr. Hinton, Cllr. Forcada, Cllr. Farkasovska, Cllr. Volrath, Cllr. Ward
- iii. Abstained: Cllr. Perry

**This proposal is approved.**

**k. Chair Hunt proposed to adopt and sign the Town and Community Council SLA agreement.**

- i. Seconded by Cllr. Reid
- ii. Voted for: Cllr. Hinton, Cllr. Forcada, Cllr. Farkasovska, Cllr. Volrath
- iii. Abstained: Cllr. Ward
- iv. Voted against: Cllr. Perry

**This proposal is approved.**

**l. Cllr. Perry proposed to consider purchase of lawnmower for use by Community Payback within the Community.**

Background information :

The Community Council has supported the work of Community Payback by supplying equipment. In return there is ongoing maintenance at no further cost within the Community Wards of Bonvilston and St Nicholas - this includes grass cutting in the churchyards and clearance of vegetation from Public Rights Of Way (footpaths).

The preferred lawnmower, due to its small size for navigating between graves, is the Stihl RM 443 petrol lawnmower. This has a recommended retail price of £599 (inc VAT) but retailers are currently selling for £416.66 (499 inc VAT)

**Chair Hunt proposed to defer this item to next meeting after discussion with the church at 1<sup>st</sup> SCCC meeting.**

- i. Seconded by Cllr. Forcada
- ii. Voted for: Cllr. Reid, Cllr. Forcada, Cllr. Farkasovska, Cllr. Volrath, Cllr. Ward
- iii. Voted against: Cllr. Perry

**This proposal is approved.**

**m. Cllr. Perry proposed to consider the purchase and planting of Tenby Daffodil bulbs (the emblem of Wales) to contribute to the council's duty to protect and enhance local nature and to enhance the public realm.**

**Supporting information**

Supporting information :

Welsh Community Councils have a statutory duty, under Section 6 of the Environment (Wales) Act 2016, to actively contribute to increasing and preserving the variety of life within their Community Wards.

The Tenby Daffodil is the emblem of Wales and early flowering to make way for summer planting to follow. An area of verge has been identified for planting along with planters.

500 bulbs are advertised at £220. It is proposed to purchase 2,000 at a total cost of £880 from the Community Services and Maintenance budget line of £10,250.

The Daffodil bulb planting season is September and early October.

**Cllr. Perry proposed to buy the Daffodils with above budget, Cllr. Volrath happy in principle to second but subject to what OVW Biodiversity can do, not immediately. Unfortunately, no seconder, this proposal failed.**

#### **10. To receive reports from Chairman, Clerk and Members, and anything urgent.**

Cllr. Volrath concerned the post and comments about potentially putting flags on A48 on St. Nicholas Group Facebook. Cllr. Perry advised to let them be.

Cllr. Hinton raised that Cllr. Perry has the community Facebook account, and **Chair Hunt proposed to amend the Clerk as admin of the community Facebook account**

- i. Seconded by Cllr. Hinton
- ii. Voted for: Cllr. Reid, Cllr. Forcada, Cllr. Farkasovska, Cllr. Volrath, Cllr. Ward
- iii. Abstained: Cllr. Perry

**This proposal is approved.**

**Clerk asked for the unique reference no. of the council for VAT claim and login details, Cllr. Perry will email the clerk the related information.**

#### **11. Correspondence from organisations including One Voice Wales**

#### **12. Correspondence from the members of the public**

#### **13. Next meeting**

Tuesday, 14<sup>th</sup> Oct 2025 at 7pm Ordinary Meeting (monthly)

Minutes taken by .....

Joan Chen – Clerk to the Council

Approved by.....

Chair Rebecca Hunt on behalf of the Council

Approved Date:.....

DRAFT