

6th Oct 2025

Ordinary Meeting

Members of the St Nicholas with Bonvilston Community Council are summoned to attend a general meeting of the council online on **Tuesday 11th Nov 2025 at 7pm.** Members of the public are welcome, and encouraged to attend, and will have opportunity to address the council.

Meeting will be held at the Field Study Centre of Amelia Trust Farm

Zoom Meeting link is <https://zoom.us/j/92541418992>

The meeting will be held in accordance with the Local Government and Elections (Wales) Act 2021. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents. The meeting will be recorded for the clerk to ensure the accuracy of the Minutes.

Agenda

- 1. Chair's welcome and introduction**
- 2. To receive apologies for absence**
Cllr. Hugh Child apologises for absence.
- 3. To receive Declarations of Interest under the Council's Code of Conduct**
- 4. To approve Minutes of:**
 - a. Meeting of 14th Oct 2025**
 - b. Meeting of 3rd Apr 2025**

Cllr. Hinton has drafted the amendments to meeting minutes on meeting of 3rd Apr 2025. Please see the below draft amendments from him.

Having reviewed both the draft minutes for 3 April 2025 and the approved minutes of the 27 February 2025 meeting (attached for reference), I wish to record the following factual amendments and corrections before any approval of the April minutes can be considered.

1. Financial Record – Section 11 (Financial Matters)

The February 27 minutes (Item 10c – attached for your quick reference) clearly record that payment to Armstrong Masonry (£17,988) was to be made "subject to a correctly addressed invoice" and that a breakdown of labour and materials was to be requested before payment approval.

Prior to the 3 April meeting, on 26 March 2025, I spoke directly with the mason who confirmed that the invoice sent to Cllr Perry had already been paid, even though no corrected invoice had been presented to Council for approval.

This issue was raised during the April 3 meeting, yet the current draft minutes make no mention of:

The Armstrong Masonry invoice or the Memorial project,

The fact that payment had already been made contrary to the February resolution, or

The action agreed on 27 February to secure and review the corrected invoice before any payment.

For accuracy and transparency, the April 3 minutes must record that the matter was raised, that councillors discussed the inconsistency between the February resolution and the contractor's confirmation of payment, and that members reiterated the requirement for a correctly formatted invoice to be presented to Council before any retrospective approval could occur.

2. Governance and Financial Oversight – Section 11 (Financial Matters)

The minutes should also reflect that members expressed concern over the continuing absence of a full and up-to-date financial record.

At the time of this meeting, the Chair was also acting as Responsible Financial Officer (RFO), and it was confirmed that financial data was only current to August 2024, limiting the Council's ability to scrutinise spending properly. Including this note ensures the minutes accurately capture the governance position at that time.

3. Tone and Accuracy of the Record – Throughout

Several entries read as narrative statements rather than neutral records of decisions.

Council minutes should remain impartial and factual, capturing only what was discussed or resolved — not personal commentary or subjective phrasing.

I therefore request that any descriptive or narrative-style language be revised into concise factual notes, consistent with best practice for minute-taking.

4. Transparency and Audit Wales Guidance – Section 11 (Financial Matters)

The minutes should acknowledge that councillors requested sight of invoices and supporting financial documentation before any approvals, in accordance with the Audit Wales March 2025 guidance on community-council financial governance.

It should also be noted that these documents had not been circulated in advance, restricting members' ability to exercise due diligence.

These amendments are necessary to ensure the minutes are accurate, complete, and compliant with governance standards.

Until the above points — particularly the issue relating to the Armstrong Masonry / Memorial invoice — are correctly reflected in the April 3 minutes, I will not be in a position to approve them.

5. Public participation

The clerk received an email from the resident of St Nicholas who request for support potential community Christmas events. Please see email attached.

6. Police Matters

02/09/2025 (Bonvilston)

Report of debit card used fraudulently.

Outcome: No suspect identified.

06/09/2025 (St Nicholas)

Report of intoxicated males fighting.

Outcome: Police attended, males separated and were taken home by family members.

08/09/2025 (St Nicolas)

Report of Vehicle obstruction.

Outcome: Being reviewed by VOG Highways department, St Nicholas School & SWP.

7. Planning applications

a. 28 October 2025

Planning Application No.: 2024/00663/FUL(LF)

Location: New Grenway Farm, Bonvilston

Proposal: The proposal 2 No. Holiday Accommodation Units

b. 5 November 2025

Planning Application No.: 2025/0976/FUL (GW)

Location: Gwreiddyn Farm, Logwood Hill, Peterson super Ely

Proposal: Change of use of land from private livery yard to commercial Yard for training Event horses and riders with Livery. 12 stables, 3 hay/storage barns, horse waler and temporary dwellings(log cabin) for a rural enterprise worker 3 years.

8. The Clerk/RFO update

a. The Clerk received letter from the Pensions Regulator to remind the employer to set up pension scheme for employee before 2 December 2025.

b. November Financial Report

i. Nov 2025 Payments List from Scribe Account (Please see the attachment)

ii. Nov 2025 no income, therefore no Receipts List from Scribe Account (Please see the attachment)

iii. Bank Reconciliation cannot taken place due to lack of information and accuracy between Apr-Aug 2025. Manual Bank Reconciliation reports provided for your reference. (please see the attachment)

iv. Asset Register – 2 laptops registered. (please see the Asset Register from Scribe Account)

- v. Request Finance Committee to review and adjust the current budgeting reports between 01/04/2025 and 06/11/2025 for council approval next meeting as budget discrepancy mentioned in Oct meeting, start to prepare for budget, precept & reserve 2026-2027.
- vi. Payments Awaiting Authorisation List for approval (please see attachment), please see clarification as below:
 - 1. Approve the extra working hours 26.82hours for Oct 2025 – Total amount for Oct 2025 including extra hours and homework allowance after deduction of NI :£1230.97(time sheet supplied to the Chair)
 - 2. Employer National Insurance from 1st Jul to 31st Oct 2025 total £358.56 overdue (please see attached reports)
 - 3. Grass Cutting -Inv 126 127 £75*2=£150
 - 4. Members Allowance Claim – Chair R Hunt’s claim form received- due to pay £1333.00
 - 5. Review & Approve Microsoft 365 subscription solution for two laptops
 - a. Microsoft 365 business basic or other option
 - 6. Clerk has completed ILCA course with certificate, now request for FILCA course – RFO. £120+VAT
 - 7. Clerk expenses claim – round trip to Cardiff Barclays, parking tickets and round-trip Barry IG Graphics to pick up the Remembrance Day leaflet total £17
 - 8. Amelia Trust Farm -Room hire fee £36
 - 9. IG Graphics-1500pcs leaflet Invoice 48379 £282

9. Other projects and responsibilities

a. Elect a representative of Council for meetings

b. Update from the Chair of the School, Church and community committee

- 1. Remembrance Day Sunday
- 2. Christmas Tree
- 3. Cllr. Hinton emailed to resign as Chair from SCCC due to availability, suggested to elect a new chair for this committee. And he will ensure smooth handover to new Chair.

c. Update from the chair of the finance committee

d. Section 6 report due to file in December 2025

e. Bus Stop update

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

11. Correspondence from organisations including One Voice Wales

12. Correspondence from the members of the public

13. Next meeting

Tuesday, 9th Dec 2025 at 7pm Ordinary Meeting (monthly)

Signed by

Joan Chen – Clerk to the Council