

8<sup>th</sup> 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 14<sup>th</sup> October 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 online via **Zoom Meeting**. The link to join is

<https://zoom.us/j/97061623888>

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 to ensure the accuracy of the Minutes.

## Agenda

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**
4. **To approve Minutes of:**
  - a. Extraordinary Meeting of 6<sup>th</sup> Oct 2025
  - b. Meeting of 9<sup>th</sup> Sep 2025
  - c. Meeting of 3<sup>rd</sup> Apr 2025
5. **Public participation**
6. **Police Matters**

01/08/2025 (St Nicholas)

Report to Police of a family dispute.

Outcome: Police attended spoke to all parties concerned no further Police action.

03/08/2025 (Dyffryn)

Report of a car partially blocking the road.

Outcome: Police attended, and the car was recovered by Police no injuries sustained by the driver.

12/08/2025 (St Nicholas)

Report to Operation Snap vehicle has contravened solid white lines.

Outcome: Fixed penalty issued.

25/08/2025 (Bonvilston)

Report of a 2-vehicle road traffic collision.

Outcome: Police attended the occupants of one of the vehicles had fled the scene and have not been identified (no tax or insurance) the occupant of the second vehicle conveyed to hospital.

***Meeting to be held at the end of December between the Vale Of Glamorgan Highways & St Nicholas School to discuss complaints from residents regarding parking.***

## **7. Planning applications**

a. 10 September 2025

Planning Application No.: 2025/00439/FUL(SDB)

Location: Sycamore Farm, A48 Bonvilston, Bonvilston

Proposal: The proposal comprises of 6 no. four bedroom dwellings and 3no. two bedroom affordable dwellings with associated parking and external amenity space. The proposal also includes the revision to the vehicular access to Sycamore Far.

b. 18 September 2025

Planning Application No.: 2024/00905/FUL

Location: Bonvilla, Bonvilston

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

c. 19 September 2025

Planning Application No.: 2025/00938/FUL(SDB)

Location: Unit 10, Lower Greenway Farm, Pen Y Waun To Junction A48 Bonvilston

Proposal: Retrospective Planning Consent for the Change of Use to General Industrial (B2 Use Class)

## **8. The Clerk/RFO update**

**a. Asset Register Update (May 2023)**

**i. Cllr. Forcada proposed to update the Asset Register to current date.**

**b. Payments to be approved to pay**

**1. Doghill Property Management – Grass cutting**

- a. Invoice 121, 122, 124 for grass cutting on 19<sup>th</sup> Aug, 5<sup>th</sup> & 26<sup>th</sup> Sep 2025 total £225. Cllr. Perry confirmed Cheque 101206 was issued to cover invoice 121. Cheque not cashed by end of September yet.

**2. One Voice Wales**

- a. Invoice 9979, 10000, 10013, 10016, 10058, 10075 for Councillors training fee £42\*6=£252, subtract bursary scheme £100, balance to pay £152

**3. LGRC-Locum Clerk**

- a. Invoice 2226-Locum Clerk/RFO Services(6 hours) - June 2025 & recharge of Employers National Insurance-£369.62 – Due Date:12<sup>th</sup> Sep 2025
- b. Invoice 2186-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. Invoice 2163-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**

**LGRC sent a quote over instead of contracts, no further response from them. But stated invoices 2226 & 2163 are outstanding, not mentioning invoice 2186. As the council has been paying LGRC over a year. To back reconcile which one paid or not, request all invoices and statement and time.**

**4. Clerk Salary**

- a. Approve the extra working hours 10.32hours for Sep 2025- Total amount for Sep 2025 including extra hours: £966.38 (time sheet supplied to the Chair)

**5. PR Accountancy**

- a. INV-0839 PAYE SETUP £200

- b. INV-0840 Monthly Payroll Service for Jul-Aug-Sep 2025 £20\*3=£60
- c. INV-0854 Monthly Payroll Service for Oct 2025 £20

**c. Finance and payments of accounts 2025**

- i. 1<sup>st</sup> Jul 2025-30<sup>th</sup> Sep 2025 based on balance of the bank statement (please see the attached supporting documents.)
- ii. Payment Schedule for Oct 2025
- iii. Regular Payments List
- iv. VAT No. of the Council is still unknown.

**d. Audit Wales final called for CC Audit for 2024-2025, deadline by 30<sup>th</sup> Oct 2025.**

- i. All the current clerk/RFO has now is bank statements for 2024-2025. From Scribe accounts record, it only shows each transaction based on the bank statement, a couple of transaction uploaded with supporting documents, the rest has no supporting documents. the Clerk & Chair of finance committee emailed Cllr. Perry to request those documents, Cllr. Perry requested remuneration to find the documents and handover.

**9. Other projects and responsibilities**

**a. Councillor remuneration payments and agreement of former Chair's allowance and committee Chair's allowance – delegated to Finance Committee.**

**b. Adoption of the roads at Campbell Court update**

- i. The resident emailed his communication with the Vale and chased for update.

**c. Land at Campbell Court update**

- i. One of the residents near Land at Campbell Court called the clerk and he is interested in the land and wanted to know the owner of the land and the outcome of the extraordinary meeting of 6<sup>th</sup> October 2025

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

- i. Remembrance Day Sunday
- ii. 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)

- e. Update from the chair of the finance committee**
  - f. Bus Stop update**
  - g. Chair Hunt proposed to buy a laptop for the Chair of the Council.**
- 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, 11<sup>th</sup> Nov 2025 at 7pm Ordinary Meeting (monthly)

Signed by *Joan Chen*

Joan Chen – Clerk to the Council