

Ordinary Meeting

Members of the St Nicholas with Bonvilston Community Council are summoned to attend a general meeting of the council online on **Tuesday 20th January 2026 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.

Zoom Meeting link is <https://zoom.us/j/98185537409>

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, recording of meeting will be deleted once minutes approved.

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**
(please clarify the nature of interest as per Standard Committee's request)
4. **To approve Minutes of:**
 - a. **Meeting of 9th December 2025**
Subject to below corrections (apologies from the Clerk for the mistakes):
Item 5 bullet point 3: change *refer to Agenda 9d to refer to Agenda 9d (it's crossed as it didn't refer to Agenda 9d, but discussed after 9g)*
Item 8iii: change *as per request to as per request.*
Item 9d: change *Cllr. Reid abstained from the vote to Cllr. Farkasovska abstained from the vote.*
 - b. **Meeting of 3rd Apr 2025 -waiting for recordings of meeting on 3rd Apr 2025.**
5. **Public participation**
 - One of the residents emailed regarding her concerns on the dangerous style in Green Lane accessing Cottrell Park Golf Course. (refer to 9d)
6. **Police Matters**

Please see attached occurrence update from PCSO for November and December 2025

7. Planning applications

Update of previous planning applications

10 December 2025

Planning Application No.: 2024/00663/FUL

Location: New Greenway Farm, Bonvilston

Proposal: Proposed 2 No. Holiday Accommodation Units

Result: the application was refused on the 10th December 2025

New Planning applications

a. 15th December 2025

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

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)

b. 23rd December 2025

Planning Application No.: 2025/01262/LBC(LCH)

Location: Dyffryn House, Dyffryn Gardens, Dyffryn

Proposal: Internal alterations to a listed building to improve fire safety.

c. 29th December 2025

Planning Application No.: 2025/01255/FUL(WG)

Location: Cedar Parc, Cowbridge Road, St Nicholas

Proposal: Single and two storey extensions to the sides and rear with external and internal material alterations, including balconies to the rear and the addition of PV roof panels.

d. 6th January 2026

Planning Application No.: 2025/01290/FUL (WG)

Location: Coed Deryn, St Nicholas Village, St Nicholas

Proposal: New two storey front hipped extension and open porch, removal of front enclosed porch, rear chimney and hipped roof, new single storey rear extension with flat roof and rooflight.

e. 8th January 2026

Planning Application No.: 2025/01299/FUL (GW)

Location: Bonvilston East Sewerage Treatment Works, A48

Proposal: New vehicle turning area and associated works

8. The Clerk/RFO update

a. To approve payroll service engagement

Payroll service provider/PR informed the clerk that she had problem to complete December payroll service linking with pension scheme on 14th Jan 2026 and asked us to complete it ourselves. The clerk enquired a few independent accountancy firm for this service, most of them did not respond and some confirmed they are not interested because of the number of employees, she consulted other clerks, most of them from small community council with only employee submit the payroll themselves with council permission, to follow our council resolution, clerk asked the local clerk for the service. She is willing to undertake the payroll service at same rate £20/month.

b. The Clerk confirms her contracted working days are Tuesday and Thursday. She further notifies the Council that she will be on annual leave from 10 February to 26 February 2026. The Council is asked to consider and resolve arrangements for the February 2026 Council meeting considering this absence.

9. Other projects and responsibilities

a. Lights on the footpath – email from the resident to chase for visiting the site and update.

b. Dangerous style in Green Lane accessing Cottrel Park Golf Course.

c. Appoint additional member to Finance Committee to reduce the risk of meetings being inquorate.

The Clerk received an email from one of councillors to question the validation of the Finance Committee in terms of quantities of members according to the adopted terms of reference. The Clerk consulted SLCC & OVW and they confirmed that there is no statutory quorum for a committee meeting, and the solicitor consider that the number of persons on a committee should be no less than three and the quorum of a committee of three should also be three. Therefore, the Finance Committee is valid, but it is important for additional member to be appointed to reduce the risk of meetings being inquorate.

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

1. The investigation update of the legal implications regarding council Newsletter advertisement for local business.

e. Update from the chair of the finance committee

i. To approve January 2026 payments awaiting authorisation list

1. Finance Committee has approved those payments under £1000 except below payments which was recommended for council to approve.
 - a. Expenses Claim from Chair Hunt to Zoom Accounts fees between Aug 2025 and Jan 2026. £16.79 per months *6months, £100.74 in total.
 - b. Expenses claim from one of member of public, detail as below:
 - i. Cash Receipt 1 – on 1st May 2025 13:06 at Cottrell Park 13 coffee/tea/hot chocolate £37

- ii. Invoice R00924827 dated on 1st May 2025 from Cottrell Park, the invoice wasn't issued to the community council, but with description of '*Booking Local Community Coffee Moring ES/JJP Ian Perry-07908845765 Coffee/Hot Choc*' Qty 8 Total £22

As above expenditures had occurred prior to the current clerk's post, and she asks the council to confirm if the local community coffee morning is approved with budget and purpose by the council

- c. Clerk/RFO Salary- Contracted hours 45hours, extra hours 50.98hours to approve. Total hours 95.98hours Total amount before NICs deduction £1631.72. hours breakdown: FILCA Training 11.42hours, Clerk/RFO work:84.56hours, time sheet provided to the Chair.

- ii. **November 2025 Payments list and Limited Bank Reconciliation was approved by Finance Committee on 12 January 2026.**

- iii. **December 2025 Payments list, Receipts List & Limited Bank Reconciliation.**

- iv. **Assets Register update**

- v. **Internal Audit**

- vi. **External Audit**

- vii. **Recommend the council to approve the amended zero-based budget, the recommended reserves and OPTION B precept requirement for year 2026/2027.**

- f. **Review and approve Section 6 report**

- g. **Bus Stop update**

- h. **Microsoft 365 license update**

- i. **Review and approve the date & format of future council ordinary meetings.**

- j. **Strategic Plan**

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

TBC due to Clerk's annual leave

Signed by 

Joan Chen – Clerk to the Council