

4th Sep 2025

General Meeting

Members of the St Nicholas with Bonvilston Community Council are summoned to attend a general meeting of the council online on **Tuesday 9th September 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 **Cottrel Resort, St Nicholas, Cardiff CF5 6SJ**

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 1st Sep 2025
 - b. Meeting of 12th Aug 2025
 - c. Extraordinary Meeting of 27th Jun 2025
 - d. Extraordinary Meeting of 10th Apr 2025
 - e. Meeting of 3rd Apr 2025

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.

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

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

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

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 9th Oct 2025**.

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

iii. Quotes of printer to approve.

1. 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
2. HP Laserjet Pro 3102DW Monochrome all in one laser printer:
 - a. Currys: £329.99
 - b. Printerbase: £295.99
 - c. Printerland: £295.22

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.
 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.
 - b. All invoices issued to Cllr. Perry not to the Council
- 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.
- 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.
- iv. Payments to be approved to pay
 1. Doghill Property Management – Grass cutting
 - a. Invoice 118 & 121 for grass cutting on 6th & 19th Aug 2025 total £150. If paid by Cllr. Perry, please clarify the related cheque no. for RFO to complete the bank reconciliation.
 2. One Voice Wales
 - a. Membership Fee 2025-2026 £216

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

3. LGRC-Locum Clerk

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

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

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

**TOTAL(a+b+c) DUE & OVER DUE
PAYMENTS:£4466.30**

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)

v. Clerk & Councillors' Expenses Claim Form

a. RFO request the council to adopt the expense claim form for future expense claim (FORM1)

9. Other projects and responsibilities

- a. Councillor remuneration payments and agreement of Chair's allowance and committee Chair's allowance**
- b. Phone box shelving and book re-installation**
- c. Watering the living bollards**
- d. Adoption of the roads at Campbel Court**
- e. Cardiff and Vale UHN planning for the future**
- f. Bank signatory review**
- g. Update from the Chair of the School, Church and community committee**
- h. Update from the chair of the finance committee**
- i. OVW biodiversity funding**
- j. Remembrance Day on Sunday**
- k. Chair Hunt proposed to adopt and sign the Town and Community Council SLA agreement.**

I. 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)

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.

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, 14th Oct 2025 at 7pm Ordinary Meeting (monthly)

Signed by *Joan Chen*

Joan Chen – Clerk to the Council