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**MINUTES OF THE HYBRID MEETING**  
**Held virtually via Zoom**  
**on 3<sup>rd</sup> January 2024 at 7.00pm.**

**Present:** Councillor Jayne Thomas (Chairperson).

Councillors: Byron Cole, Tony Evans, Gareth Halliwell and Dave Johnston.

**In Attendance:** Jackie Griffin, Clerk.

Vale of Glamorgan Councillor Carys Stallard.

PC Jamie Williamson.

**Item 1: Apologies for Absence.**

Councillors Mary Jeffreys and Tom Partridge.

Vale of Glamorgan Councillor Jo Protheroe.

**Item 2: To receive declarations of interest and the nature of such interests under the Council's Code of Conduct.**

None.

**Item 3: Police Report.**

PC Williamson reported that the following incidents:

St Donats – 3 phone calls; 2 linked to 1 property where a family was targeted.

1 call related to an assault.

No incidents in Marcross and Monkash.

PC Williamson reported there had been a number of calls in the last few days relating to incidents of 'flooding' and the Llantwit Major to Wick road was particularly badly affected.

Christmas and New Year were fine with very few reported issues.

**Item 4: Discussion with Mr Del Williams regarding the Local Village Hall Charity.**

Adjourned until February meeting.

**Item 5: To approve the Minutes of the Meeting held 6<sup>th</sup> December 2023.**

**Proposed** by Councillor Halliwell, seconded by Councillor Evans and **resolved** that the minutes of the Meeting held 6<sup>th</sup> December 2023 be approved. The Chairperson signed the minutes.

**Item 6: Matters arising from the Minutes, which are not included in the agenda.**

- 6.1 (Item 8.2) - Councillor Stallard reported on the results of the food hub which were very well received by those residents that attended and Councillors Protheroe and Stallard were very pleased with how the event went. It is intended to continue every fortnight on 2<sup>nd</sup> and 4<sup>th</sup> Saturday in the month until the end of March.  
Donations can be delivered to the 'Star Inn' and the Youth Club at the Sports Pavilion.  
Councillor Stallard asked that Members make people aware of the food hub and reminded Members that goods can be delivered to those who are housebound.
- 6.2 (Item 11) - It was reported that there is currently no update on the vacancy for a Councillor to represent the Marcross ward.
- 6.3 (Item 13) - Councillor Thomas asked if there was any update on the recent 'Rock falls', it was confirmed that there was not. The Clerk to contact Councillor Partridge to ask if he has any update and asked that the item be listed on the next agenda for February's meeting.
- 6.4 (Item 16) - It was reported that the directional sign between St Donats and Marcross had been repaired but the job was not quite finished. Councillor Stallard agreed to report to Highways Department
- 6.5 (Item 7.2) - It was confirmed that the '20 mph' sign in Marcross had been corrected.
- 6.6 Thanks were given to Councillor Evans for 'flattening out the pothole fillings' that were delivered to 'Splott Road'.

**Item 7: Chairperson's Report.**

- 7.1 Councillor Thomas referred to a recent e-mail she had received from 'Learn Welsh in the Vale'. Free lessons are being offered to Councillors and Clerks and Members were urged to take advantage of the offer.
- 7.2 Councillors discussed their and residents' concerns at the safety of students who leave the College to go to the bus stop with some having the tendency of walking in the middle of the road, although it was acknowledged that it was difficult as there is no pavement along the road. Clerk to e-mail Councillor Partridge to raise the concerns.

**Item 8: Report from the Vale of Glamorgan Councillor/s.**

No further report.

**Item 9: Clerk's Report to include the Financial Report.**

**9.1 Finance Report.**

**Bank Account Balance** - £5,030.81.

**Payments made since the last meeting:**

Clerk's Salary (December) - £167.40;

HMRC (Tax for December) - £41.85.

**Payments due to be made:**

Clerk's Salary (January) - £167.40;

HMRC (Tax for January) - £41.85;

J Griffin, Clerk – Reimbursement for Councillor Cole to attended a Planning Aid Wales course on Planning Enforcement - £38.50 (*agreed at December’s meeting*);  
J Griffin, Clerk – Reimbursement for membership of Society of Local Council Clerks – shared 50% with Llanfair CC) - £56.00.

**Proposed** by Councillor Halliwell, seconded by Councillor Thomas and **resolved** that all payments due be made.

Third and final Precept Payment for the current financial year via Vale of Glamorgan Council - £1,670.

9.2 **Declarations of Interest Training.**

The Clerk reported that she had made enquiries with One Voice Wales regarding a trainer delivering a session giving advice on declarations of interest. The provision of bespoke training delivered remotely for a maximum of 20 attendees would cost £345 or face-to-face delivery, depending upon trainer availability, would cost £450 for a maximum of 20 attendees. Sessions would run from 6.30pm to 8.00pm on a weekday and councillors from another Council could be invited to fill some spaces to offset some of the cost.

The Clerk suggested that Councillors attend ‘Code of Conduct’ training available from One Voice Wales, as this covers declarations of interest. Two spaces are available for free and the cost for other Councillors would be £38.00

**Resolved** that the Councillors take up the ‘Code of Conduct’ training with the option of two free spaces taken and paid places taken by the remaining councillors.

9.3 **Clerk’s Employment and Availability.**

The Clerk reported that she had taken a part-time position through December at a supermarket and had been encouraged by the supermarket to apply for a permanent position. The most convenient position was for working during the evening on alternate Wednesdays and this could mean there would be a clash with the date of Council meetings. The Clerk asked if Councillors would be prepared to meet on a second Wednesday in the month on those occasions. The Members agreed to the request.

9.4 **Councillors’ Allowances.**

The Clerk confirmed that she had now received confirmation from One Voice Wales that it is mandatory to make the Councillors’ Allowance available to Councillors to claim but it is not mandatory for the Councillors to claim it.

**Item 10: To discuss and set the Precept for the financial year 2024/2025.**

The Clerk had provided detailed documents which gave forecast projections for the end of the financial year on 31<sup>st</sup> March 2024. Projected receipts and payments (receipts of £5,012 with payments of £3,618.02) has resulted in the Council increasing its reserves from £2,512.43 at the end of March 2023 to a projected figure of £3,906.41 to the end of March 2024.

**Proposed** by Councillor Evans, seconded by Councillor Halliwell and **resolved** that the precept remains at its current level for the next financial year 2024/2025.

**Item 11: To consider Clerk’s National Salary Award 2023-2024.**

The Clerk is currently paid £13.95 per hour which is at spinal point 17.

The Local Government Association has now notified NALC (National Association of Local Council) that agreement has been reached on new pay scales for 2023-2024.

The new pay rate for SCP 17 is £14.95 and Employers are encouraged to implement the pay award as swiftly as possible and backdating payments to 1<sup>st</sup> April 2023. The Clerk is contracted to work 15 hours per month therefore the gross monthly rate would be £224.25.

**Proposed** by Councillor Thomas, seconded by Councillor Halliwell and **resolved** that the new pay rate is implemented and back dated to 1<sup>st</sup> April 2023. The new payrate and backpay will be paid after February 2024 due to the meeting being virtual and paperwork not be signed until the next meeting.

**Item 12: To report any update on Channel View, Marcross - Sewer.**

It was reported that the receipt of tenders is still open until 12<sup>th</sup> January 2024. Councillor Stallard agreed to forward to Councillors, details of the proposed scheme by e-mail.

**Item 13: To report on the Co-option process with regard to the vacancy on Marcross Ward.**

No progress has been made to date.

**Item 14: Planning Matters.**

14.1 Planning Application No. **2023/01074/FUL**

Location: Ty Capel, St Donats

Proposal: Conversion of former car restoration workshop to provide living accommodation for elderly parents used ancillary to main property, shared services, shared off-road vehicle parking.

**Application withdrawn.**

**Item 15: The condition of the road surface and gullies at Llan Road, Marcross.**

Councillor Halliwell had requested that this be placed on the agenda. The road has flooded due to recent heavy rain which has been compounded by the non-clearance of the gullies. A number of cars have been damaged due to 'invisible potholes'. A new pipe installed to clear water has been proved to be insufficient. Edges of the road are falling away.

Councillor Stallard agreed to report the issues to Highways Department.

**Item 16: To report any updates on the Vale of Glamorgan Town and Community Councils Boundary Review.**

No further information.

**Item 17: The missing sign at the junction of 'Llan Road' and the main 'Wick to Llantwit Major' Road.**

It was reported that the sign is still missing. The item to remain on the agenda for the next meeting.

**Item 18: To receive an update from Atlantic College.**

Councillor Partridge had provided the following report:

Students returning on 3<sup>rd</sup> January 2024 after their Christmas break.

**Item 19: To receive Feedback on the Planning Enforcement Course given by Planning Aid Wales and presented by Councillor Cole.**

Councillor Cole reported that the course was very well delivered by Planning Aid Wales. When the Enforcement Officer decides whether enforcement action should be taken, then consideration is given to whether the development has caused 'harm', due to negative aspects such as design; flood risk; heritage/assets; residential amenity and highway issues. If the Officer considers that the development does not cause 'harm' then enforcement action will not be taken and the request to take enforcement action will be refused and there is no right of recourse. In the Vale of Glamorgan, there are very few cases of enforcement action being taken.

**Item 20: Reports of Representatives.**

Next One Voice Wales meeting scheduled for 29<sup>th</sup> January.

Next Footpath Committee meeting schedule for 15<sup>th</sup> January.

**Item 21: Correspondence and Publications which do not necessarily require discussion i.e. for noting only.**

- 21.1 Vale of Glamorgan Council (VGC) – Business Support Newsletters – 8<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> December 2023.
- 21.2 VGC - Concurrent Orders - Extinguishment of part of Public Right of Way No.4 St Donats and Public Right of Way No.8 St Donats.  
Creation of part of Public Right of Way No.8 St Donats.
- 21.3 VGC – Annual Delivery Plan 2024/25.
- 21.4 One Voice Wales (OVW) – Countryside Code Update – December 2023.
- 21.5 OVW – Cost of Living – Community and Town Councils Activity in Wales.
- 21.6 Planning Aid Wales Newsletter – December 2023.
- 21.7 OVW – Examples of Biodiversity Actions needed.
- 21.8 OVW – Training courses for January, February and March 2024.
- 21.9 Llais Newsletter – December 2023.

**Item 21: Date of the next Meeting – Wednesday 7<sup>th</sup> February 2024 at 7pm.**

..... **Chairman.**

**Date : 7<sup>th</sup> February 2024.**