**Welsh St Donats Community Council
CYNGOR CYMUNED LLANDDWUDD**

Minutes of the Ordinary Meeting held on Tuesday 17th June 2025 at 7.30pm in Welsh St Donats District and Community Hall

Present: Community Councillors - E Hall (Chair), N Wilkins, P Popp, C Mcnamee-Brittain and N England.

Mrs Michaela Chaplin (Clerk to the Council)

1. **Public Forum**

No members of the public present.

1. **Receive apologies**

No apologies were received.

1. **Declarations of interest from Members**

Councillor N England declared an interest in point 16. Planning.

1. **Approve and sign Minutes of the Annual Meeting and Monthly Meeting held on 21st May 2025.**

RESOLVED that the Minutes of the Annual Meeting and the Monthly Meeting held on 21st May 2025 be confirmed as a correct record. Both sets of minutes signed.

1. **Confirm Acceptance of office form has been signed by the chair for 2025-25**

Councillor E Hall duly signed the Declaration of Acceptance of the Office of Chair.

1. **Police Report**

No matters to be reported. Council has requested that the Police Report is circulated to all councillors.

1. **Report from County Councillor Michael Morgan**

No Report had been received from Councillor M Morgan and Councillor M Morgan was not in attendance.

1. **Matters arising:**
	1. **Signage for Tair Onen**

Councillor C Mcnamee-Brittain updated Council, residence to be approached regarding contributing, previously RESOLVED that Council will match fund up to £300. Councillor C Mcnamee-Brittain informed council of the process that needs to be followed.

* 1. **Ownership of Pond**

RESOLVED that Councillor N England will contact who he believes maybe the owner of the land and update the Clerk and Councillors by 1st July 2025.

* 1. **Village hall**

Current key holder Councillor N England is no longer able to be the key holder. However, he knows somebody that maybe willing to take on the roles. RESOLVED that Councillor N England will confirm and details will be emailed to the Clerk.

* 1. **Councillor Resignation update**

The Chair informed Council that Councillor T Rich has resigned. The Clerk updated council on the process. Democratic services have been notified, and a Notice of Vacancy has been displayed on the Councils website. For an election to take place, 10 electors from the ward must request it by contacting Democratic Servies by 20th June 2025. If no requests received, we the Council can then co-opt someone to fill the seat.

* 1. **New Clerk update including signing of contract**

The Chair welcomed the new Clerk Michaela Chaplin. Contract not signed due to some recommended changes made by P Egan from One Voice Wales. RESOLVED that the Clerk will amend the contract in line with P Egans recommendations and distribute it to the Chair and Vice-Chair.

1. **Highways and Public Rights of Way**

Potholes were discussed. It was recommended that the Councillors ask any residence that contact them regarding potholes to report them to the County Council themselves. RESOLVED The Clerk will email The Vale regarding potholes.

* 1. **Dirt bikes using forestry footpaths and bridleways**

Councillor E Hall and N Wilkins informed council that they had seen dirt bikes in the forest. No other councillors had seen or received complaints. RESOLVED to monitor the situation and that the Clerk would email NRW.

1. **Reports from representatives**

No reports received.

1. **Correspondence to the Chair**

No correspondence received.

1. **Correspondence to the Clerk**

The Clerk informed council that she will circulate any correspondence as it is received.

Emails received and circulated regarding OVW training dates and OVW Innovative Conference 2nd July 2025.

1. **Finance**
	1. **Approve adding new Clerk Michaela Chaplin to the Councils bank account**

APPROVED Councillor E Hall to log into account to add the Clerk and to contact the Clerk if there are any issues.

* 1. **Approve Internal Auditor for 2025-26 financial year**

RESOLVED that the Clerk will obtain quotes from Internal Auditors and report to Council at the July meeting.

* 1. **Approve payment of grass cutting. Invoice £280**

APPROVED Councillors to write, sign and deliver cheque.

* 1. **Approve payment for Clerks laptop and annual Microsoft subscription**

APPROVED £483 Councillors to write, sign and give cheque to Councillor N Wilkins. NOTED that the subscription will need to be renewed annually.

* 1. **Approve Clerks salary for June in accordance with the contract**

APPROVED payment to be made once the Clerk has access to HMRC and able to process salary.

1. **Website**

Clerk has access to the website and can update as required. RESOLVED that the Clerk should look at current provider and the availability of individual councillor email addresses.

1. **Documents for discussion**
	1. **Asset Register**

RESOLVED Clerk to update and present at the July meeting.

* 1. **Clerks Workplace Risk Assessment**

RESOLVED Clerk to complete a Workplace Risk Assessment for working at home and present at the July meeting.

1. **Confirm the date, time and venue of Monthly Council Meeting**

Item moved from point 17 to allow Councillor N England to be present.

RESOLVED that the Monthly Council meetings would be held every other month, dates being – 15th July 2025, 16th September 2025, 18th November 2025, 20th January 2026, 17th March 2026 and 19th May 2026. Meetings will be held in the Welsh St Donats and Community Hall with the option of online meetings in the winter months.

Councillor N England left the meeting at 20.42pm

1. **Planning**
	1. **Planning Application Consultation 2025/00534/FUL 18 Tair Onen, St Hilary**

No Comment

* 1. **Planning Application Consultation 2025/00466/FUL Crosslands, Whitefields Farm Lane, Welsh St Donats**

No Comment

1. **Public and Press**

RESOLVED that further to subsection 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following items by virtue of the nature of the business to be transacted.

1. **To discuss any matters arising from the minutes of a confidential nature**

No matters to discuss.

Meeting finished 20.48pm