**Welsh St Donats Community Council  
Cyngor Cymuned Llanddunwyd Cymru**

Minutes of the Ordinary Meeting held on Tuesday 15th July 2025 at 7.30pm in Welsh St Donats District and Community Hall

Presiding: Councillor E Hall  
Present: Councillor N Wilkins, P Popp and K Davies  
Mrs Michaela Chaplin (Clerk to the Council)

1. **Public Forum**

No members of the public present.

1. **Receive apologies**

Councillor C Mcnamee-Brittain

1. **Declarations of interest from Members**

No declarations received

1. **Approve and sign Minutes of the Monthly Meeting held on 17th June 2025.**

RESOLVED that the Minutes of the Annual Meeting and the Monthly Meeting held on 17th June 2025 be confirmed as a correct record. The Minutes were signed.

1. **Police Report**

Police Report was circulated to all councillors prior to meeting. No matters within area reported.

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

Councill M Morgan sent his apologies and report.

**Highways –** highways continue to be an issue. County Councillor M Morgan has discussed with Peterson and Pendoylan Community Councils and suggested a joint meeting will all the effected councils. RESOLVED that Welsh St Donats are onboard with this suggestion. Clerk to inform County Councillor M Morgan of this.

**Report on adults with care needs.** NOTED

**Boundary Commission Report** – Confirmation of the review received. Pendoylan and Welsh St Donats will combine in 2027 with 8 Councillors in total to cover the area. Clerk informed council that further details will be issued as and when received.

1. **Matters arising:**
   1. **Ownership of Pond and condition**

The clerk has not received any update from Councillor N England. It was RESOLVED that the Clerk would investigate ownership and the community council taking the parcel of land on as they have maintained it for many years.

The pond was overgrown and needs work but as there are newts in the pond it was suggested that it may not be the best time. It was RESOLVED that the clerk would contact Rachel Carter from Places for Nature for further advice.

* 1. **Prisk bench**

**T**he bench was discussed and RESOLVED that it would need replacing. RESOLVED that Councillor N Wilkins will investigate prices.

* 1. **Village hall**

The Clerk had not received confirmation of the new key holder from Councillor N England. RESOLVED N Wilkins will make direct contact to confirm if they are happy to take on the roles and will keep council and clerk updated.

* 1. **Councillor Resignation update**

No interest had been shown in the vacancy. The clerk suggested advertising the vacancy wider with in the community. RESOLVED that the clerk will create a poster for distribution.

The Clerk informed Council that Councillor A Thomas has resigned. RESOLVED the Clerk will update democratic services and the Chair will write a thank you to Councillor A Thomas.

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

**Church lane potholes**

The potholes had been filled but not sealed therefore already appearing again. RESOLVED The Clerk will email The Vale of Glamorgan and County Councillor M Morgan regarding potholes. Councillors wanted to highlight there are no paths so the road must be used by all.

Councillors mentioned Waterylane is very overgrown and requested the Clerk to notify the Vale of Glamorgan RESOLVED.

1. **Reports from representatives**

The Clerk attended the recent OVW conference and reported that there was a push for councillor to attend training with the mandatory requirement for Code of conduct training being considered.

OVW will be sending out advice regarding boundary changes that will be taking place in 2027 when required.

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. Correspondence NOTED

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

Three quotes obtained RESOLVED that Kerry Leigh-Grabham be appointed the Internal Auditor for 2025-26

* 1. **Approve payment list**

APPROVED and payment list signed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Code** | **Description** | **Supplier** | **Net** | **VAT** | **Total** |
| Clerk Salary | Clerk Salary | M Chaplin - June 25 | As per contract | | |
| Clerk Salary | Locum Clerk May 2025 | SLCC | 616.00 | 123.20 | 739.20 |
| Clerk Salary | Clerk Salary | M Chaplin - July 25 | As per contract | | |
| Clerk Expenses | 2x Meetings Jun/Jul | M Chaplin | 72.00 |  | 72.00 |

Clerk asked to make payment to Invoice for grass cutting of £280 that was approved in June as now has access to bank account.

1. **Website**

Clerk is waiting to hear from current host regarding emails. RESOLVED that the council would continue using the current website and that the Clerk would update it removing old content.

Councillors requested that personal email addresses be removed from the website and that all correspondence can go through the clerks’ email address. RESOLVED

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

APPROVED

* 1. **Clerks Workplace Risk Assessment**

APPROVED

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

RESOLVED Tuesday 16th September 2025

1. **Planning**No applications received
2. **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**

Clerks contract signed. Councillor E Hall kept a copy.

Meeting finished 20.29pm

Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_