

# CYNGOR CYMUNEDOL LLANDOW

## LLANDOW COMMUNITY COUNCIL

www.llandow.org.uk

Meeting of the Llandow Community Council to be held at Llandow Village Hall and remotely via Zoom  
on Thursday 5<sup>th</sup> June 2025 at 7.00 p.m.

### AGENDA

1. PRESENT
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF PECUNIARY INTEREST (Local Govt. Act 1972) and DECLARATIONS OF INTEREST (The Council's Code of Conduct) if any.
4. MINUTES OF THE LAST MEETINGS: Minutes of Thursday 1<sup>st</sup> May 2025
5. MATTERS ARISING
6. FINANCE:
  - a)

Business a/c	£52.97
Current a/c	<u>£3,554.76</u>
	£3,607.73
  - b)

Outgoings for June 2025:	
Clerk's salary @ S.P. 30- May '25:	£426.08
HMRC:	£106.40
Transact Pensions ( <i>by direct debit</i> ):	£106.40
  - c) Approval of the Financial Statements and Annual Return for the year ending 31<sup>st</sup> March 2025 (Appendix 1)
7. STRONGER COMMUNITIES FUND
8. COMMUNITY COUNCIL FUND
9. REPRESENTATIVES REPORTS
10. CORRESPONDENCE:
  - 1.) The Clerk
  - 2.) Clerks & Councils Direct
  - 3.) Play for Wales
11. PLANNING:

*Applications:*

**Unit 21, Llandow Trading Estate, Llandow:** Erection of a surface-mounted storage building (B8) ancillary to existing builders' merchant on existing hardstanding <https://vagonline.planning-register.co.uk/Planning/Display/2025/00468/FUL>
12. FLOODING
13. TRAINING PLAN: (Appendix 2)
14. PERMITTED DEVELOPMENT RIGHTS CONSULTATION: (Appendix 3)  
[https://www.gov.wales/changes-permitted-development-rights?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.gov.wales/changes-permitted-development-rights?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)
15. REVIEW OF ELECTORAL ARRANGEMENTS:  
Electoral Reviews: Policy and Practice 2025 | DBCC
16. LLANDOW
17. LLYSWORNEY
18. SIGINGSTONE
19. COUNTY COUNCILLOR REPORT: Cllr. C. Cave.
20. ANY OTHER BUSINESS (*raised with the Chairman's consent given before the start of the meeting*)
21. DATE OF NEXT MEETINGS:

Thursday 3<sup>rd</sup> July, 7pm at Llandow Village Hall and via Zoom.

Thursday 4<sup>th</sup> September, 7pm at Llandow Village Hall and via Zoom.

# CYNGOR CYMUNEDOL LLANDOW

## LLANDOW COMMUNITY COUNCIL

Minutes of a Meeting of the Llandow Community Council held remotely via Zoom  
on Thursday 1<sup>st</sup> May 2025 following the AGM at 7.00 pm.

- 1/25. **PRESENT:** Mrs. C. Bray (Chair), Mr. R. Thomas, Mrs. K. Walters, Mrs. S. Brewer, Mr. C. Massie, Mr. M. Walker and Ms. J. Shaw.
- 2/25. **IN ATTENDANCE:** County Borough Councillor C. Cave and Mr. D-L. Jones (Clerk).
- 3/25. **APOLOGIES:** Mr. D. Williams-Hackett (Vice Chair), Mrs. A. True and PCSO A. Stone.
- 4/25. **DECLARATIONS OF PECUNIARY INTEREST, ETC:**  
There were no declarations of interest.
- 6/25. **POLICE REPORT:**  
PCSO A. Stone informed Council (via email) there had been one crime reported since her last update:  
Commercial Burglary – Llandow Industrial Estate
- 7/25. **MINUTES OF THE PREVIOUS MEETING:**  
It was agreed to accept the minutes of the meeting held on 3<sup>rd</sup> April 2025, proposed by Cllr. C. Massie and seconded by Cllr. S. Brewer with following corrections:  
222/24: *Vehicle Activated Sign:* Cllr. J. Shaw reported that the vehicle activated sign on the right-hand side of the road, just after Carne Terrace, is working.  
223/24: *Sigingstone Air Crash:* Cllr. S. Brewer reported that the Memorial Service to mark the 75<sup>th</sup> anniversary of the Air Crash had gone well having been attended by over one hundred people.
- 8/25. **MATTERS ARISING:** *There were no matters arising not include within the agenda.*
- 9/25. **FINANCE:**
- |    |              |                  |
|----|--------------|------------------|
| a) | Business a/c | £52.97           |
|    | Current a/c  | <u>£3,554.76</u> |
|    |              | £3,607.73        |
- b) Approval of Clerks Remuneration effective 1<sup>st</sup> April 2025 (Appendix A)
- c) Outgoings for May 2025:
- |   |         |
|---|---------|
| Clerk's salary @ S.P. 30- April '25:          | £426.08 |
| HMRC:   | £106.40 |
| Transact Pensions ( <i>by direct debit</i> ): | £106.40 |
| Audit Wales 2023/24 Audit Fee:                | £360.00 |
| One Voice Wales – Membership Fee 2025/26:     | £127.00 |
| AABC Ltd – Website Maintenance 2025/26:       | £191.87 |
- 10/25. **STRONGER COMMUNITIES FUND:**  
Cllr. S. Brewer reported that an application had been submitted for a new roof at Sigingstone Village Hall.
- 11/25. **COMMUNITY COUNCIL FUND:** *There were no matters to report.*
- 12/25. **REPRESENTATIVES REPORTS:**  
*One Voice Wales Area Meeting:* Cllr. C. Bray reported she had represented Council at the meeting which took place at Cowbridge Town Hall on the 14<sup>th</sup> April. The main topics discussed were:
1. The development of the role of Town and Community Councillors, in particular the training that is available via One Voice Wales, some of which is free. Cllr. C. Bray reported that she was in the process of developing a Training Plan for discussion at a future meeting of Council.
  2. Senydd Cymru - Inquiry into the role, governance and accountability of the community and town council sector:  
The Local Government and Housing Committee published its **report** on the role, governance and accountability of the community and town council sector on 5 March 2025. (PDF 1,401 KB)  
The Welsh Government has **responded** to the report – 14 May 2025 (PDF 145KB)  
The **Local Government and Housing Committee** has agreed to undertake an inquiry into role, governance and accountability of the community and town council sector

The terms of reference for the inquiry are to examine:

- The role and value of community and town councils in Wales;
- Whether the sector is fit for purpose in an evolving local government landscape;
- Governance and scrutiny arrangements and its impact on accountability and transparency;
- Scope of digital and new technology to improve decision-making, service provision and participation in local democratic processes;
- How new powers and responsibilities for this tier of government are utilised to support communities

*Community Liaison Committee:* Cllr. J Shaw reported she had represented Council at a meeting of the Community Liaison Committee meeting on Monday 7<sup>th</sup> April. Cllr. Shaw had reported the considered views of residents in regard of the re-routing of the X2 bus service away from Cardiff Bay (with its well-used leisure amenities) which, on the whole, was felt to be retrograde, but the impression was given this was a *fait accompli* and that a restoration of the service is highly unlikely.

**13/25. CORRESPONDENCE** (*Council noted the following correspondence*):

- 4.) The Clerk.
- 5.) Clerks & Councils Direct

**14/25. PLANNING:**

*Applications:*

**Tresaith, Church Street, Llysworney:** Replacement of current oil heating system with an Air Source Heat Pump.

<https://vonline.planning-register.co.uk/Planning/Display/2025/00211/FUL>

**15/25. FLOODING:**

Another meeting is scheduled for September / October.

**16/25. LLANDOW:**

*Sutton Road to Grove Road:* It was reported that the majority of Sutton Road to Grove Road has been resurfaced.

*Glue Pot Bridge:* It was reported that the works haven't been completed, but it does seem that the flooding issues have been remedied.

*BT Open Reach:* Cllr. C. Massie agreed to follow up with BT Open Reach regarding the roll out of super-fast broadband in the Llandow area.

**17/25. LLYSWORNEY:**

*Llysworney Road Action Group:* Cllr. C. Bray reported that the group had received a letter from Cllr. Mark Wilson confirming that the VGCBC have two Vehicle Activated Signs which are no longer required for another road safety scheme which they will install in Llysworney. A meeting is scheduled for the 2<sup>nd</sup> May to discuss the details of the installation.

*Carne Arms:* Cllr. Bray reported there is nothing further to report at present.

*Moat Farm Development:* Cllr. J. Shaw reported that the vehicles enroute to Moat Farm had caused damage in the village to verges and walls. The contractors have been made aware, and steps have been taken to reduce the risk of these occurrences. A monthly update is going to be issued to residents to keep them informed.

**18/25. SIGINGSTONE:**

*Sigingstone Air Crash Memorial:* Cllr. S. Brewer reported that a response is awaited from the VGCBC regarding the refurbishment of the Air Crash Memorial which is their responsibility. A new memorial is also being considered, it is hoped that the support of the WRU and public subscription will cover the cost. We await further information in due course.

*Village Pond:* Cllr. S. Brewer reported that the VGCBC have agreed to clear the village pond, but they want to leave the vegetation they remove piled up next to the pond as a habitat for wildlife. Cllr. Brewer is concerned about the smell, and the possibility of it becoming harbourage / food source for vermin. It was hoped a meeting could be arranged with the responsible office at the VGCBC to discuss this further.

**19/25. COUNTY COUNCILLOR REPORT:**

Cllr. C. Cave reported that she would be issuing her monthly report imminently.

Cllr. C. Cave reported that she had recently contributed £100 to Colwinston Community Council for environmental enhancement and would like to make the same contribution to Llandow Community Council for community benefit. The Chair thanked Councillor Cave for her generous offer. Council will consider the matter and let Cllr. Cave have some ideas in due course.

**20/25. OTHER BUSINESS:**

*Welsh Government Review of Permitted Development Rights:* Cllr J. Shaw brought this current consultation (link below) to the attention of the Members and gave an overview of the potential changes and their effect. It was agreed that a considered response should be made and to discuss this matter further at the June meeting of Council.

[https://www.gov.wales/changes-permitted-development-rights?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.gov.wales/changes-permitted-development-rights?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

**21/25. DATE, TIME, AND PLACE OF NEXT MEETINGS:**

Thursday 5<sup>th</sup> June, 7pm at Llandow Village Hall and via Zoom.

Thursday 3<sup>rd</sup> July, 7pm at Llandow Village Hall and via Zoom.

Signed..... Dated.....

## Annual Return for the Year Ended 31 March 2025

## Accounting statement 2024-25 for:

Name of body:

Llandow Community Council

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	5,407	4,387	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	10,000	12,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	1	1	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	8,140	8,574	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	2,881	3,191	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	4,387	4,623	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances0</b>			
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	4,387	4,623	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	4,387	4,623	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	915	915	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	X		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	X		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at <a href="http://www.llandow.org.uk">www.llandow.org.uk</a>	X		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	X		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	X		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>	X		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>	X		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	X		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	X		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
<b>10. General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		X	Meets the eligibility criteria to exercise the general Power of Competence	E

## Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

### The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

#### 1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £799.48 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

## Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A  X	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	<b>Approval by the Council</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
	<b>Minute ref:</b>
<b>RFO signature:</b>	<b>Chair signature:</b>
<b>Name:</b> David-Lloyd Jones	<b>Name:</b> Catharine Bray
<b>Date:</b> 5 <sup>th</sup> June 2025	<b>Date:</b> 5 <sup>th</sup> June 2025

## Annual internal audit report to:

Name of body:

Llandow Community Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected

to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether,

in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.					
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.					
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.					
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.					
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.					
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.					
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.					
8. Asset and investment registers were complete, accurate, and properly maintained.					



	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.					
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.					
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.					

**For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:**

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated \_\_\_\_\_.] \* Delete if no report prepared.

## Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

<b>Name of person who carried out the internal audit:</b>
<b>Signature of person who carried out the internal audit:</b>
<b>Date:</b>

# *Audit Notice*

Notice of appointment of the date for the exercise of electors' rights

## **Llandow Community Council**

Financial year ending 31 March 2025

1. Date of announcement: 5<sup>th</sup> June 2025
2. Each year the annual accounts are audited by the Auditor General for Wales. Prior to this date, any interested person has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts etc relating to them for 20 working days on reasonable notice. For the year ended 31 March 2025, these documents will be available on reasonable notice on application to:

David-Lloyd Jones, Clerk to the Council  
47 Cefn Road, Cefn Cribwr, Bridgend. CF32 0BA.  
01656 741354 / 07747 151205  
davidlloyd.jones@btinternet.com  
www.llandow.org.uk

By appointment between the hours of 9am and 5pm Monday to Friday  
commencing on 1st July 2025  
and ending on 28<sup>th</sup> July 2025

3. From 15 September 2025, until the audit has been completed, Local Government Electors and their representatives also have:
  - the right to question the Auditor General about the accounts.
  - the right to attend before the Auditor General and make objections to the accounts or any item in them. Written notice of an objection must first be given to the Auditor General. A copy of the written notice must also be given to the council.

The Auditor General can be contacted via: Community Council Audits, Audit Wales, 1 Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ or by email at [communitycouncilaudits@audit.wales](mailto:communitycouncilaudits@audit.wales).

4. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and the Auditor General for Wales' Code of Audit Practice.

**LLANDOW COMMUNITY COUNCIL**  
**BANK RECONCILIATION STATEMENT**  
**FOR THE FINANCIAL YEAR TO 31ST MARCH 2025**

<b>Bank Statement Balances as at the 01/04/24</b>					£	£		
	Community Account - 20103969					4,334.61		
	Premium Account -50801631					52.20		
<b>Opening Balance</b>						4,386.81		
<b>Income Received</b>								
Bank Account Interest					0.77			
Annual Precept					12,000.00			
Total Other Income					-			
<b>Total</b>						12,000.77		
						16,387.58		
<b>Expenditure</b>								
Staff Costs					8,573.62			
Total Other Payments					3,190.74			
Total Expenditure						11,764.36		
<b>Closing balance</b>						4,623.22		
<b>Bank Statement Balances as at the 31/03/25</b>								
Community Account - 20103969						4,570.25		
Premium Account -50801631						52.97		
<b>Total</b>						4,623.22	-	0.00

[illegible]

[illegible]

Date	Particulars	CHQ NO.	Clerk's Salary	HMRC	Pension	Election Fees	Singsstone Hall	Llandow Hall	Community Grants	Audit Fees	Fees	Training	Insurance	Refill Grit Bins	Website Maint	Telephone Broadband	Expenses	Member's Allowance	Totals
02.04.24	Llandow Village Hall - Rent	1270																	£175.00
11.04.24	DL Jones Salary	1271	£458.64					£175.00											£458.64
11.04.24	HMRC	1272		£114.80															£114.80
22.04.24	Transact Pension	DD			£105.04														£105.04
09.05.24	DL Jones Salary	1273	£458.64																£458.64
09.05.24	HMRC	1274		£114.60															£114.60
09.05.24	AABC Ltd	1275													£191.87				£191.87
09.05.24	One Voice Wales	1276										£35.00							£35.00
09.05.26	Cleat Insurance Management Ltd	1277											£301.28						£301.28
09.05.24	RBC Llandow Church Wildlife Garden	1278							£277.96										£277.96
22.05.24	Transact Pension	DD			£114.66														£114.66
06.06.24	DL Jones Salary	1279	£458.64																£458.64
06.06.24	HMRC	1280		£114.60															£114.60
06.06.24	M R Charlton - Internal Audit Fee	1281								£35.00									£35.00
22.06.24	Transact Pension	DD			£114.66														£114.66
04.07.24	DL Jones Salary	1282	£458.64																£458.64
04.07.24	HMRC	1283		£114.80															£114.80
22.07.24	Transact Pension	DD			£114.66														£114.66
12.08.24	DL Jones Salary	1284	£458.64																£458.64
12.08.24	HMRC	1285		£114.60															£114.60
22.08.24	Transact Pension	DD			£114.66														£114.66
05.09.24	DL Jones Salary	1286	£458.64																£458.64
05.09.24	HMRC	1287		£114.60															£114.60
05.09.24	Audit Wales Fees	1288								£425.00									£425.00
22.09.24	Transact Pension	DD			£114.66														£114.66
03.10.24	DL Jones Salary	1289	£458.64																£458.64
03.10.24	HMRC	1290		£114.80															£114.80
03.10.24	Llandow Village Hall - Xmas grant	1291							£356.58										£356.58
22.10.24	Transact Pension	DD			£114.66														£114.66
07.11.24	DL Jones Salary	1292	£458.64																£458.64
07.11.24	HMRC	1293		£114.60															£114.60
22.11.24	Transact Pension	DD			£114.66														£114.66
05.12.24	DL Jones Salary	1294	£711.36																£711.36
05.12.24	HMRC	1295		£177.80															£177.80
05.12.24	Clerks Expenses	1296															£336.00		£777.05
05.12.24	One Voice Wales	1297									£121.00								£121.00
05.12.24	Llyswnnery Community Assoc	1298							£165.00										£165.00
22.12.24	Transact Pension	DD			£121.68														£121.68
02.01.25	DL Jones Salary	1299	£486.72																£486.72
02.01.25	HMRC	1300		£121.80															£121.80
22.01.25	Transact Pension	DD			£121.68														£121.68
06.02.25	DL Jones Salary	1301	£486.72																£486.72
06.02.25	HMRC	1302		£121.60															£121.60
06.02.25	Llandow Village Hall	1303						£200.00											£200.00
06.02.25	One Voice Wales	1304										£80.00							£80.00
06.02.25	Singsstone Village Hall	1305																	£0.00
22.02.25	Transact Pension	DD			£121.68														£121.68
06.03.25	DL Jones Salary	1306	£486.72																£486.72
06.03.25	HMRC	1307																	£0.00
21.03.25	Transact Pension	DD			£121.68														£121.68
																			£0.00
			£5,840.64	£1,338.60	£1,394.38	£0.00	£0.00	£375.00	£799.54	£510.00	£121.00	£115.00	£301.28	£0.00	£191.87	£336.00	£441.05	£0.00	£11,764.36

# Explanation of Variances

## LLANDOW COMMUNITY COUNCIL YEAR ENDING 31st MARCH 2025

Please find below any variance of more than 15% between totals for the individual boxes.

I am not required to explain variance of less than £200, however in some cases there may be

‘compensating’ variances which leave the overall total for a box relatively unchanged.

In such cases I have provided an explanation of movements within each box.

Section 1	2023/24	2024/25	Variance	Variance	Detailed Explanation of variance
	£	£	(+/-) £	%	(with amounts £)
<b>Box 2</b> Annual Precept	10,000	12,000	2,000	20.0	Council increased the precept as a result of its budgetary process. A copy of the budget is enclosed.
<b>Box 3</b> Other Receipts	1	1	0	0	NA
<b>Box 4</b> Staff Costs	8,140	8,574	434	5.3	This increase is due to the revision of the NALC Pay Scale
<b>Box 5</b> Loan Interest/ Capital	nil	nil	nil	na	NA
<b>Box 6</b> Other Payments	2,881	3,191	310	10.8	Whilst we are not required to explain variances below 15%, an analysis is enclosed.
<b>Box 7</b> Balances Carried Forward	4,387	4,623	236	5.4	NA
<b>Box 8</b> Debtors	nil	nil	na	na	NA
<b>Box 9</b> Total Cash & Investments	4,387	4,623	236	5.4	NA
<b>Box 10</b> Creditors	0.0	0.00	0.00	0.0	NA
<b>Box 11</b> Balances carried forward	4,387	4,623	236	5.4	NA
<b>Box 12</b> Fixed & Long Term Assets	915	915	-	0.0	NA
<b>Box 13</b> Total Borrowings	nil	nil	na	na	NA

LLANDOW COMMUNITY COUNCIL					
Cash Book Comparison Against Budget					
Period Ending 17th April 2025					
			Budget	Actual to Date	
			2024/25	2024/25	
Bank Statement Balances as at the 01/04/24			£	£	
Community Account - 20103969			4,334.61	4,334.61	Opening Balances
Premium Account -50801631			£ 52.20	£ 52.20	
			<b>£ 4,386.81</b>	<b>£ 4,386.81</b>	
<b>INCOME:</b>					
Precept			£12,000.00	£ 12,000.00	
Other Income				£ 0.77	
			<b>£12,000.00</b>	<b>£ 12,000.77</b>	
<b>EXPENDITURE:</b>					
Clerks Salary			£ 5,778.85	£ 5,840.64	
HMRC			£ 1,444.73	£ 1,338.60	
Pension			£ 1,444.73	£ 1,394.38	
Election Fees				£ -	
Sigingstone Hall			£ 150.00	£ -	
Llandow Hall			£ 200.00	£ 375.00	
Community Grants			£ 1,500.00	£ 799.54	
Audit Fees			£ 600.00	£ 510.00	
Fees			£ 200.00	£ 121.00	
Insurance			£ 250.00	£ 301.28	
Refill Grit Bins			£ 250.00	£ -	
Website Maintenance			£ 200.00	£ 191.87	
Telephone & Broadband			£ 336.00	£ 336.00	
Expenses			£ 430.00	£ 441.05	
Member's Allowance			£ 300.00	£ -	
Training			£ 600.00	£ 115.00	
			<b>£13,684.31</b>	<b>£ 11,764.36</b>	
Cash at Bank			<b>£ 2,702.50</b>	<b>£ 4,623.22</b>	



# LLANDOW COMMUNITY COUNCIL

## VARIANCE ANALYSIS

<b>Expenditure</b>	<b>2023/24</b>	<b>2024/25</b>	<b>Variance</b>
Clerks Salary	£ 5,503.68	£ 5,840.64	£ 336.96
HMRC	£ 1,375.80	£ 1,338.60	-£ 37.20
Pension	£ 1,260.48	£ 1,394.38	£ 133.90
<b>Staff Costs</b>	<b>£ 8,139.96</b>	<b>£ 8,573.62</b>	<b>£ 433.66</b>
Election Fees			£ -
Sigingstone Hall			£ -
Llandow Hall		£ 375.00	£ 375.00
Community Grants	£ 932.64	£ 799.54	-£ 133.10
Audit Fees	£ 518.00	£ 510.00	-£ 8.00
Fees	£ 116.00	£ 121.00	£ 5.00
Insurance	£ 232.37	£ 301.28	£ 68.91
Refill Grit Bins			£ -
Website Maintenance	£ 191.87	£ 191.87	£ -
Telephone & Broadband	£ 336.00	£ 336.00	£ -
Expenses	£ 414.15	£ 441.05	£ 26.90
Member's Allowance			£ -
Training	£ 140.00	£ 115.00	
Other Payments	<b>£ 2,881.03</b>	<b>£ 3,190.74</b>	<b>£ 309.71</b>
<b>TOTAL</b>	<b>£11,020.99</b>	<b>£11,764.36</b>	<b>£ 743.37</b>

## **CYNGOR CYMUNEDOL LLANDOW LLANDOW COMMUNITY COUNCIL**

### **COUNCIL TRAINING PLAN – Additional notes**

Llandow Community Council realises the importance of councillor training and formal training opportunities will be made available to all councillors. The Council also recognises the values of participating in any type of learning that will improve knowledge, understanding and experiences of a subject area or the councillor / employee role.

A basic training plan has been prepared in accordance with regulatory requirements and is available on the council website.

The plan takes into account the activities undertaken by the council, the current expertise of the councillors and clerk and the training needs identified.

Certain core areas of essential skills and understanding have been identified and include: Basic induction for councillors, The Code of Conduct, Legal understanding and Financial management and governance.

This plan will ensure that there is a regular review of training needs.

The Council will take advantage of the resources offered through One Voice Wales to access training that is focused and affordable.

All councillors will be encouraged to undertake One Voice Wales basic on-line training in the key skill areas.

The One Voice Wales (OVW) member representatives will be encouraged to circulate training module dates on a regular basis.

The Clerk will be required to keep up to date with all legal and financial requirements and undertake continuous learning and development.

#### Record keeping

Councillors will inform the Clerk when they have attended training so that a training record can be maintained.

# CYNGOR CYMUNEDOL LLANDOW

## LLANDOW COMMUNITY COUNCIL

[www.llandow.org.uk](http://www.llandow.org.uk)

### TRAINING PLAN

This training plan is prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act.

The purpose of the training plan is to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all councillors and staff to have received the same training and to develop the same expertise.

The type of training required can be summarised under the following headings.

Header	Material covered
Core Areas	To ensure the council has sufficient skills and understanding
Specific Council roles & Committees	Specific to each councillor's chosen role in the Council
Additional areas	To support new challenges and opportunities
Professional Qualifications	Such as Certificate in Local Council Administration (CiLCA)

This is a basic training plan. To accompany this each councillor will have an individual plan that includes the skills they bring to the council, often from their professional roles.

The Basic Training Plan will be published on the Council website while individual training plans will not.

The plan will be reviewed at budget setting time each year to ensure sufficient funds are set aside for the following financial year.

As Llandow is a small community council bursary options will be investigated.

The Council clerk will maintain a record of training sessions undertaken.

Adopted by Council on 5<sup>th</sup> June 2025

For review May 2026

## BASIC TRAINING PLAN 2025-26

WHAT	WHO	HOW	WHEN/FREQUENCY
Introduction to Council and its responsibilities	All Councillors, Clerk & RFO	Induction arranged by Clerk	At start of any new membership/job
<b>Core Areas</b>			
Code of Conduct	All Councillors & Clerk & RFO	Formal training	At start of any new membership/job and refreshed at new 5-year term
Understanding the law			
The Council			
The Council Meeting			
The Councillor			
<b>Specific Council roles and committees</b>			
Chairing skills	Chairs and Vice Chairs	Formal training	At start of any new membership/job
Local Gvt Finance	1 Councillor and Clerk if required	Formal training	Objective for minimum 1 councillor to have attended within the 5-year term
Advanced Local Gvt Fin			
Budgeting basics			
Council as Employer	Chairs and Vice Chairs	Formal training	At start of any new membership/job
Effective Staff Mgmt			
<b>Additional areas</b>			
Community Engagement	1 Councillor and Clerk if required	Formal training	Objective for minimum 1 councillor to have attended within the 5-year term
Health & Safety			
Information Management & GDPR			
Equality & Diversity			
Mediation and conciliation			
Planning			
Civility & Respect			
Elections	Clerk / RFO	Formal training	At each election
<b>Professional qualifications</b>	Clerk / RFO	Formal training	At each change of Proper Officer (if required)

## LCC Response to Consultation Questions

Q2 Concur if there some mechanism to ensure that noise limits are obeyed/enforced.

Q6 Concern that this change could give rise to unsightly proliferation of equipment on frontages.

Q8 Yes

Q19 Disagree with proposals for pop-up camping sites due to the potential for transport impacts on narrow rural roads, social disturbance – particularly where there is poor management, inadequate infrastructure, insufficient LPA resources to ensure compliance of limitations.

Q24 15m is insufficient to protect residents from the noise associated with glass recycling.

Q34 -36 The issues associated with meanwhile housing are too important to be adequately dealt with through permitted development rights, specifically the opportunity for public consultation.

Q37 No. Whilst the LCC wish to encourage the removal of barriers to the delivery of affordable housing, using the blanket approach of permitted development is not a suitable way forward. The WG sought to implement the 20mph speed limit on its highways through another blanket application and found it wanting, as with this proposal, because of insufficient attention to local circumstances.

The consultation identifies the difficulty in drafting design codes for prior approval to general LDP allocated housing sites, which have the benefit of “principle” agreement, yet it proceeds to query whether it can be applied to affordable housing “exception” sites which have had no such prior scrutiny.

Exception developments invariably come forward on greenfield sites on the edge of small rural villages and this is evidenced by the only recent housing consents and applications both in our community area (see Q44 below) and in our local electoral ward. These were/are not “smaller scale uncontroversial developments” and the issues raised by them have included the applicability of the exception policy in principle, with regard to matters of need and sustainability of location, as well as matters of house type, design and infrastructure support. Unlike LDP allocations where there is an objective assessment of principle by an independent planning inspector, the use of the exceptions policy is determined by the same authority responsible for affordable housing demand through the waiting list and future needs assessment. It is this fundamental concern over the lack of any objective arbitration of conformity and the opportunity for community input which is the reason for our objection to “exception site” policies being included in a new class of permitted development.

Q38-41 The prior approval process suggested is predicated on conformity with an exception, the objective determination of which is the primary concern of the Community Council.

Q42 Any time and cost savings would be at the expense of good planning and local democracy.

Q44 The proposed change in the definition of major development magnifies and exacerbates the Community Council’s concern expressed in relation to Q37. “Major” is a term relative to the size of a settlement, **it is not an absolute**. An application coming forward under the “exception policy” in one of our community villages (Llysworney – comprising 70 houses) featured 10 dwellings which was not subject to any pre-application publicity or consultation because 4 of the dwellings were flats. A second “exception” site for 15 dwellings (Sigingstone – comprising 40 houses) did receive pre-application publicity. Both, due to their scale, constituted **major extensions in proportion** to each of these villages, warranting consultation. A simple calculation demonstrates why the proposed revision to 25 (34%; 60% increase in size of the two of our villages cited) clearly underestimates the importance of pre-application public consultation for applications which would have a disproportionate impact on our local communities. This issue for small villages is pertinent all over Wales and cannot simply be ignored, especially when, in the case of affordable housing, future residents need community support.

Q45 No, for the same reason as our response to Q44. Development impact is relative to the size of the settlement to which it relates, it cannot be an absolute.