

## St Brides Major Community Council

### Minutes of meeting held on Monday 10<sup>th</sup> November 2025 at

### All Saints Church, Southerndown.

#### 1. Welcome and Apologies

**Present:** Cllr H Morris (Chair), Cllrs R Eccles, A James, M Howell, B Lewis, A Morgan. Vale Cllrs: C Stallard, J Protheroe. SW Police: PC J Williamson. 0 members of the public (MoP).

**Apologies:** Cllr S Edwards (Vice-Chair), Cllrs R Stephens, S Evans,

#### 2. Declarations of Interest

NONE

#### 3. Police Matters

PC J Williams reported that there has been limited antisocial behaviour. South Wales (SW) Police have been assisting with cold calling roofing company who is trading suspiciously. Likely to be a civil matter or trading standards. Public to be vigilant. Complaints of anti-social and threatening behaviour have been received regarding building development on the common – the person in question has been spoken to. A Fatal Road Traffic Collision between St Brides and Wick reported on 10 November 2025.

#### 10<sup>th</sup> October – 10<sup>th</sup> November: Total 10 crimes

**3.1. Ogmere by Sea** – Total crimes 5: (1) Dog Dangerously out of control – main road (2) Dog attacking dog – Rivermouth Carpark (3) Harassment (4) Miscellaneous (5) Public Order – Neighbour disagreement.

**3.2. St Brides Major** – Total crimes 2: (1&2) assault reports both linked due to confrontational Halloween activities. Neither Serious.

**3.3. Southerndown Down** –Total Crimes 2: (1) Assault (not serious), (2) Vehicle left Road, lawnmower damaged. No lines of enquiry.

**3.4. Castle Upon Alun** – Nothing to report.

19.04 – Cllr C. Stallard Arrived

**3.5.** Chair raised query re: Car Accident hitting bench on Portabello Rd. Queried if this was Community Council Bench. Likely bench installed by Community council 15-20 years ago. PC J Williamson will mark the Community Council as those at a loss due to this incident. Problem reported by PC J Williamson in identifying those at fault due to difficulty in identifying vehicle registration.

**ACTION:** PC Williamson Jamie to attempt to identify owner so community council can go through insurance process for loss incurred.

#### 4. Minutes of Previous Meeting: 13<sup>th</sup> October 2025

Two amendments: Cllr A Morgan corrected the spelling of Mr Carveth (Ref: 13.36) and Nial Ferguson not Williamson (Ref: 6.2.2). With this amendment made these were accepted as a true record of the meeting. Proposed by Cllr A Parry, Seconded by Cllr B Lewis.

**ACTION:** Minutes to be marked as FINAL following on from 2 name amendments and Chair to sign. Final minutes to be uploaded on website.

#### 5. Matters Arising

**5.1. Action Log** – Please see separate document detailing actions agreed up to the October Meeting and progress made to date.

**5.1.1.** Working Groups are now scheduled for (1) Finance and Governance (2) Burial Ground (3) Biodiversity (4) Personnel Committee. Relevant actions from the action log to be allocated to Working Groups.

**ACTION:** Clerk to allocate actions from action log to relevant Working Group agendas.

**5.1.2.** Three separate actions noted in Action Log regarding St Bridgets Church tower and bells. Cllr. A Morgan approached Mr Carveth however expressed not his area of responsibility. Ambiguity regarding functioning of the clock and if the chime of the clock is reliant on the mechanism of the bells. To be explored if sound can be generated from the clock without the use of the bell.

**ACTION:** If safe to do so Cllr A Morgan and A James to look at clock. Noted that the clock is not part of the bells structure.

**ACTION:** Clerk to contact Roger Norfolk and Joy Newton to establish who is responsible and who is best for a meeting to be arranged with. Meeting to then be arranged and tower, bells and clock to be discussed.

## **6. Correspondence**

### **6.1. Vale Councillors' report**

#### **6.1.1. Mobile Connectivity Project**

Vale Cllrs. Encouraging MP and Senedd member to put pressure on OFFCOM and mobile phone companies. Data collected by Vale Cllrs is startlingly different to the 95% coverage networks report.

Data collected demonstrated very bad network coverage. Data collection will continue until March 26.

**ACTION:** Cllr C Stallard to contact MP and Senedd member. Report back when they have contacted OFFCOM and mobile phone companies.

#### **6.1.2. Protecting the Common /ABS**

New Signage to be installed. Pending a date of completion from Colin Smith - Head of Neighbouring Services VoG.

**ACTION:** Colin Smith to attend council meeting on 8<sup>th</sup> of December 2025. Query at December meeting the timescales for installation of signage and posts as well as an update on Rivermouth Car park barrier functionality.

#### **6.1.3. Irregular Bus Service 303 - Bus Strike**

Further deterioration in the service with a series of strikes. Unite have not been successful in coming to an agreement with First Cymru therefore a further strike has been agreed to take place between the 20<sup>th</sup> November 2025 and the 21<sup>st</sup> of January 2026 unless a resolution is agreed. Meeting requested by Vale Councillors with First Direct however currently preoccupied with strike action.

**ACTION:** Cllrs. C Stallard and J Protheroe to ask for additional capacity to be put into the Community Transport the G1 Service, to support residents during this time.

**ACTION:** Cllr C Stallard - Schedule meeting with Cabinet Member Mark Wilson to make the case further.

**ACTION:** Cllr C Stallard - Invite Community Council to meeting with First Cymru when arranged. Likely to be a delay as they seek to resolve the current situation.

#### **6.1.4. St Brides Sports Pavillion**

Cllr C Stallard provided all supporting documentation: running costs and floorplan. Now up to those interested to register with Charity Commission.

**ACTION:** Vale Councillors to update CC via monthly update report.

#### **6.1.5. Heritage Coast Centre**

Meeting of Heritage coast advisory group has taken place. Final drawings not submitted. Dunraven Estate leading on the project.

**ACTION:** Once in receipt Cllr C Stallard to circulate proposal for the Heritage Coast Centre.

**6.1.6.** Ogmre Surf Life Saving Group – Clubhouse: No further update reported. Query raised regarding funding of the project - likely to ask for lottery funding.

**ACTION:** Vale councillors to update CC via monthly update report.

**6.1.7.** Following dates noted for Councillor Surgeries/Opportunities to talk in person to Cllrs. C Stallard and J Prothero

- 22<sup>nd</sup> November 10:00am to 11:30am @Food Farmacy Wick Sports Pavillion
- 25<sup>th</sup> November 13:00pm to 14:00pm @Ogmore by Sea Village Hall with PCSO Angie Stone
- 6<sup>th</sup> December 10:30 am to 12:00 mid-day @ St Brides Church Hall
- 13<sup>th</sup> December 10:00am to 11:30am @Food Farmacy Wick Sports Pavillion

## **6.2. Correspondence received – Of note for consideration below:**

### **6.2.1. Review of Electoral Arrangements**

Summary of Arrangements - transfer the Communities of Colwinston and Llangan from the Llandow electoral ward to the St Brides Major electoral ward, resulting in three (previously two) county councillors representing the enlarged St Brides Major ward.

In summary, the proposal is viewed as a broadly reasonable and beneficial. Acknowledged that the Communities of Colwinston and Llangan have limited geographical and community ties to the broader St Brides Major area. Caution is advised regarding the potential erosion of rural identity and the practical challenges of multi-member representation.

**ACTION:** Clerk to draft response to proposal echoing sentiments of the council - Chair to confirm response. Clerk to submit comments on portal by 12 November 2025.

### **6.2.2. Request for use of the notice boards for advertising Village Hall events**

It was agreed that there is not enough space in the notice boards and Community Council communications need to be prioritised. To feature adverts would present a problem in deciding in an unbiased nature. Further practicalities of adverts being placed in the notice boards considered as the Clerk is the key holder. Noted that the noticeboards need to be regularly updated and in need of tape residue removing.

**ACTION:** Clerk to remove tape residue from Notice Boards and responsible for content being updated.

**ACTION:** Clerk to respond to the original request citing reasonings.

### **6.2.3. Revised Protocol received for Section 106**

Noted that as a council we need to engage more with Section 106 monies. Revised protocol invites Community councils to collaborate more going forward – acknowledged this to be very positive.

**ACTION:** Finance Working Group to look at Section 106. To be included in January Finance Working Group Agenda.

### **6.2.4. Request for a Bench to be erected in Ogmore in memory of family member.**

**AGREED** for one plaque to be placed on new bench in village hall. A new bench is due to be installed near the Village Hall in Ogmore. A fee of £200 will be charged for a plaque to be made and inscribed with wording of choice. As the bench is on Village Hall land need to request permission.

**ACTION:** Request permission from village hall manager for plaque to be placed on bench

**ACTION:** Clerk to respond to request with update of bench location and process.

### **6.2.5. Request for minutes to be on website and notice board.**

**ACTION:** Clerk to update noticeboard with October Minutes and ensure all minutes and agendas are on website to date.

### **6.2.6. Vale of Glamorgan Active Travel Map – Consultation Stage 1**

**ACTION:** Clerk to add to December Agenda and circulate details to enable a collectively response.

## **7. Planning**

### **7.1. Applications Received**

**Proposed: 2025/00999/FUL - Brynhyfryd, 29 Main Road, Ogmore By Sea:** Proposal to replace the wooden structure as before with a balustrade at 1.1 metres high and extend it by 1.4 metres, creating

an enclosed storage area beneath the deck, with a polycarbonate greenhouse built in front of the deck. Previously circulated as deadline – 10/11/2025 – No objections Noted.

## 7.2. Applications Determined

### The Lookout:

- (1) **Approved (previously circulated) 2025/00624/FUL - The Lookout, Seaview Drive, Ogmre by Sea:**  
Proposal for replacement bungalow (NOTE: Application 2025/00759/FUL also linked to property)
- (2) **Application pending decision: 2025/00759/FUL (Submitted 16/08/2025) - The Lookout, Seaview Drive, Ogmre by Sea:** Retaining wall and associated engineering works.

### Previous Objections Submitted:

- Work to dig out the back was undertaken without planning permission.
- As this is common land Welsh Government Section 38 – Commons Act 2006 planning permission is required too.
- A request that this common is returned to its original state, and those who undertook this destructive work are penalised appropriately.

**Public Consultation:** A public consultation has been submitted to Welsh Government. Documents are available to view in Ogmre by Sea Village Hall. Deadline for response is the 21 November 2025.

Observed that works have been carried out without appropriate permission gained from relevant authorities including Dunraven Estate and Welsh Government for which approval is needed for any works to be carried out on the Common Land. Work carried out has been done without a Section 38 which is needed if plot has increased in size. Boundary wall has been removed without permission – now seeking approval from Welsh Government post removal.

**ACTION:** All Ogmre by Sea councillors to familiarise themselves with the documentation held at Ogmre Village hall and submit comments to Clerk by 14/11/2025

**ACTION:** Clerk and Chair to formulate a response to public consultation on behalf of Community Council by 21 November 2025.

**Approved 2025/00365/FUL - 15 Craig Yr Eos Avenue, Ogmre By Sea:** Garden storage shed within property boundary.

**Approved 2025/00655/FUL - 16 Crompton Way, Ogmre By Sea Proposal:** Loft conversion with rear dormer

## 8. Finance

## 8.1. Financial Report

Finance Report - 1st Oct - 31st Oct 2025				
Business Current Account				Opening Balance
Date	Description:	Income	Expenditure	£ 9,796.58
09/10/2025	Internal Audit: James Wynne Financial		-£ 200.00	
09/10/2025	Yu Energy: Christmas Tree Lighting Ogmore		-£ 0.17	
09/10/2025	Donations: Roof repair grant		-£ 500.00	
09/10/2025	Scribe Subscription		-£ 61.20	
10/10/2025	David Chedzoy - Burial Grounds Work		-£ 540.00	
10/10/2025	David Chedzoy - St Brides Grounds Work		-£ 132.00	
13/10/2025	Yu Energy: Christmas Tree Lighting St Brides		-£ 12.09	
15/10/2025	CAPITOL Income - Marque Sale - "Daryll"	£ 250.00		
15/09/2025	Scribe Subscription		-£ 61.20	
Total Income		£ 250.00		
Total Expenditure		-£ 1,506.66		
Closing Balance		£ 250.00		£ 8,539.92
Business Savings Account				Opening Balance
Date	Description:	Income	Expenditure	£ 18,493.87
Total Income		£ -		
Total Expenditure		£ -		
Closing Balance		£ 18,493.87		
Summary: Current and Savings Account				
Opening Balance				£ 28,290.45
Total Income		£ 250.00		
Total Expenditure		-£ 1,506.66		
Balance		£ 27,033.79		

8.1.1. Cllr. B Lewis highlighted that the final instalment of the precept is due end of December (£11,500).

## 8.2. Approval of Payments

Payee		Description	Amount
Vision ICT		Clerk Training (2hours)	£75
Andrew Davies		Clerk Photograph	£25
Clerk		Re imburse Norton Anti-Virus	£19.99
Church in Wales		Meeting Room Hire (Jul - Sept)	£120
Valeways		Donation	£190
Clerk		Clerk Salary	£773.50
Clerk		WFH allowance	£24
One Voice Wales		Clerk Training – Module 4 Inv 10183	£42
DWA		Payroll Inv 88026	£30
DWA		Payroll inv 87970	£45
Defib Warehouse		Replacement Defib Batteries x2	£535.20
Yu Energy	DD	St Brides Major Lighting	£4.74

Yu Energy	DD	Ogmore by Sea Lighting	£0.17
M Wynne Jones		Re imburse Wreath purchase 2024	£25
Scribe/go Cardless	DD	Scribe Account and burial	£61.20
D Chedzoy		Groundworks Church/Monument	£778
Cllr A James		Reimbursement for Wreath	£20
Total Requests for payment			£2768.8

It was **AGREED** to make above payments: Proposed by Cllr A Parry, Seconded by A. James.

**ACTION:** Cllr B Lewis to make above payments.

### 8.3. Finance Working Group

#### 8.3.1. Audit Wales Submission for 2024/2025

Cllr B. Lewis confirmed that the Annual Governance and Accountability Return has been submitted prior to the agreed extended date of 17<sup>th</sup> of November 2025.

#### 8.3.2. 2026/2027 Draft Budget

**8.3.2.1.** Bus shelters in need of maintenance – to be reflected in 2026/2027 budget and earmarked reserves for their maintenance to be noted.

**ACTION:** Schedule of Work for the Bus Shelters to be conducted by Cllr. A James and maintenance noted in order of priority – report to be circulated prior to next council meeting.

**ACTION:** Earmarked reserves for bus shelter maintenance to be clearly noted by Clerk in Draft Budget submission for council approval in December.

**8.3.2.2.** For transparency in the Budget – expand previous category of “Other Ground Maintenance” to include distinct budget line for War Memorial maintenance.

**ACTION:** 2026/2027 Budget to distinctly include cost centre and budget for War Memorial Maintenance. New Budget line to be set up in accounting software.

**8.3.2.3.** With the upcoming change effecting the Community Council boundary to include Ewenny Cllr. A Parry suggested a survey of residence should be reflected in the budget to ensure we have a clear understanding of the needs, wants and priorities of our residence prior to the merger in 2027.

**ACTION:** Cllr. A Parry to explore methodology for surveying a broad demographic of residents and associated costs. Costs to be captured within Draft 2026/2027 budget to be presented to council for approval in December.

### 9. Annual Report for 2024/2025

**9.1.** Draft Annual Report prepared by Cllr. A Parry circulated to all councillors. Councillors noted an excellent draft Annual Report. Aiming for release of Annual Report in January 2026.

**ACTION:** Cllr B. Lewis to send updated AGAR to be included in report.

**ACTION:** Councillors to submit any updates/amendments needed to Cllr. A Parry for their inclusion/revision.

**9.2.** It was **AGREED** that the Annual Report would be translated into Welsh and physical copies be available upon request.

**ACTION:** Upon completion of report and with final word count in hand Cllr. A Parry to obtain quotes for translation of the Annual Report in Welsh and printing costs for 20 copies in Welsh.

**9.3.** From observations of other Community Council Annual Reports, it was suggested that the 2025/2026 Annual Report could capture the broader community – including community initiatives, events, clubs and societies outside of our responsibility.

**ACTION:** To compile broader community initiatives to feature in the 2025/2026 annual report via the residents’ survey and through engagement at the Annual Report Launch in February 2026.

## 10. Training

### 10.1. Training Plan

The draft training plan was **APPROVED** by Council with the following amendments made:

Training log to be re-formatted to capture individual councillors training undertaken under headings Councillor A, B, C.

It was agreed for the 2025/2026 budget for training of £600 to increase to £1000. The additional £400 will be taken from the Clerks Salary budget line which is below projected spend due to a time of vacancy. Proposed by Cllr. A Parry – Seconded by Cllr. B Lewis.

**ACTION:** Clerk to amend training plan to reflect agreed changes and upload to website.

### 10.2. Training to be booked

All requests to date have been booked.

**ACTION:** Clerk to request payment for training invoices when received by One Voice Wales.

## 11. Donation requests

### 11.1. Southerndown Cricket and Social Club

In receipt of further information regarding what the funds would be spent on it was **AGREED** that the community council will not be donating this financial year. Similar requests from other parties have previously been rejected as once established organisations need to be financially self-sufficient.

**ACTION:** Clerk to contact Southerndown Cricket and Social Club to inform them of decision.

### 11.2. Wales Air Ambulance

It was agreed that the community council would not contribute to Wales Air Ambulance. Whilst a worthy cause not for the community council to decide which charitable services public money is spent on.

**ACTION:** Finance and Governance Working Group (FGWG): Update donation policy to provide uniform system for donation requests. Policy to outline decision criteria and process. To be added to FGWG Agenda for January 2026.

## 12. Working Group & Committee Updates

### 12.1. Working Group Schedule

Proposed dates circulated to all council members for the following working groups to meet: Finance and Governance, Burial Ground, Biodiversity, Personnel Committee.

**12.2.** Location of working group meetings: It was **AGREED** all meeting to be held at All Saints Church, Southerndown – 7pm.

**ACTION:** Clerk to Book All Saints Church for upcoming Working Group and Committee Meetings

**12.3.** Cllr Martin Howell invited to be part of Biodiversity Working Group. Cllr. M Howell accepted the invitation.

**ACTION:** Clerk to ensure Cllr M. Howell is invited to upcoming Biodiversity Working. Clerk to update website to include Cllr M. Howell under Biodiversity Working Group Heading.

### 12.4. Community Liaison Committee - Update from Chair

Chair H. Morris attended the Community Liaison Committee on the 16<sup>th</sup> of October 2025 and provided the following update:

Regional Partnership Board for the Vale represents all public services such as NHS, Fire Service Police. Previously no representation for rural vale. Penllyn Community Council will now represent the rural vale element. Cowbridge have set up a working group to address the disparity in Community Council rural representation to The Vale of Glamorgan. They want to collectively join forces to ensure items important to rural Vale are represented on the agenda.

Cardiff and Vale Health board were present to address the difficulty in accessing GP services. Due to poor transport links Cllr. H Morris suggested that community assets could be used if a clinical setting was not needed. It was noted that this idea would be explored.

### 13. Website

Following on from the submission of the 2024/2025 return the website is now considered the next priority.

**ACTION:** Clerk to complete website training.

### 14. Defibrillators

#### 14.1. Ogmore by Sea:

Due to works being carried out at the Shop in Ogmore By Sea – no access to defibrillator mounted on shop wall. Established it was not originally our defibrillator.

**ACTION:** Cllr. R. Stephens to confirm ownership of the defibrillator. Once established seek to adopt the defibrillator and relocate to Ogmore Village Hall.

#### 14.2. Southerndown

Cllr. R. Stephens reported that the defibrillator opposite the Golden Cups was not working due to low battery. Temporary replacement on loan to ensure functioning defibrillator in place.

#### 14.3. St Brides Major

Cllr. R. Stephens reported that the defibrillator in the Bus Shelter by St Brides Major shop Cups was not working due to low battery. Temporary replacement on loan to ensure functioning defibrillator in place.

It was acknowledged that there is a reoccurring issue of replacement of batteries in a timely manner. It was **AGREED** that there needs to be delegated financial authority to purchase replacement batteries when needed prior to agreement at full council.

**ACTION:** Delegated authority and mechanism to purchase batteries to be reflected in revised financial regulations – to be completed by Finance and Governance WG.

**ACTION:** Cllr R Stephens to provide details of supplier for defibrillator consumables. Due to current purchasing arrangements needs to be a supplier who will accept BACS.

**ACTION:** For ease of purchase of items as highlighted above FGWG to apply for credit card.

### 15. Burial Ground

First Burial Ground Working Group meeting will take place on 20 November 2025.

### 16. Biodiversity & Environment

#### 16.1. Pitcot Pool – Funding Request to Duchy of Lancaster

Item addressed at Finance Working Group (7 November 2025) it was agreed the application would be deferred until the next meeting in March 2025 to allow for a comprehensive application with an updated quote for the testing.

**ACTION:** Funding Request to Duchy of Lancaster to be added to Biodiversity Agenda for 26 February 2026.

#### 16.2. Biodiversity – Section 6 Report

Cllr S. Evans attended a webinar on 4 November 2025 to support completing Section 6 of the Biodiversity Report. Resources from the training will be sent to Cllr. S Evans from One Voice Wales

**ACTION:** Cllr S.Evans to circulate resources once received from One Voice Wales to Biodiversity Working Group and Clerk.

**ACTION:** Biodiversity Working Group and Clerk to formulate Section 6 report to present to council for approval in December.



## 17. Reports from Members

### 17.1. Southerndown

Cllr S. Evans reported that the golf croquet club have changed their playing time to Winter schedule-Sunday mornings.

### 17.2. Ogmore by Sea

**17.2.1.** Following update from Cllr. C Stallard – Regarding Street lighting. Brig Y Don Hill – street lighting going to be replaced in some areas. Heritage Coast Apartment – Additional lighting being added.

Overhead cabling identified as the problem with lighting between Southerndown and Ogmore by Sea as it cannot withstand weather. Needs to be underground cabling which is significantly more costly. Currently no funding for this project. Alternative lighting methods being looked such as LED lights or solar powered lights specifically in Brig Y Don carpark to deter anti-social behaviour.

**17.2.2.** Noted that Colin Smith – Head of Neighbourhood Services will attend the December meeting.

**ACTION:** Chair to issue invitation via Ogmore Residents Facebook group for residents to attend December Council Meeting. Other Cllrs invited to do the same within relevant Facebook groups.

### 17.3. St Brides Major

**17.3.1.** Disrepair of path by the school. Cllr C Stallard reported little update from VoGc however raised it with School governor to be addressed at next governors meeting and pressure VoGC for its repair. Opportunity noted to include the disrepair of the pathway in the review of Active Travel Network.

**ACTION:** Cllr. C Stallard to highlight the pathway as part of the review of the Active Travel Network.

**ACTION:** Cllr.A Parry to take issue of disrepair to Chair of governors

**17.3.2.** Zebra Crossing - Cllr A Parry has spoken to chair of governors. There is a meeting on the 17<sup>th</sup> of November addressing Finance and Health and Safety. They will look at the evidence in favour of a zebra crossing being installed. Cllr A. Morgan noted residents previously contesting the installation of a Zebra crossing. The enhanced safety to pedestrians with the installation of a Zebra crossing was acknowledged.

**ACTION:** Cllr A Parry to report back with an update following on from governors meeting in November. Cllr A. Parry to encourage school to create Active Travel Plan to support application for Zebra crossing.

**17.3.3** Bins – Previous suggestion of the bin moved from the war memorial has been noted as unsuitable due to the bin being a basket style bin. Cllr C. Stallard has suggested the bin by the Farmers Arms is lightly used and could be moved.

**ACTION:** Cllr C Stallard to arrange onsite meeting with Collin Smith (Head of Neighbourhood Services VoGc) to look at options.

## 18. Questions for the Chair

### 18.1. Christmas Tree's

**ACTION:** Cllr A. James to order 3 x Christmas Tree's and arrange for their installation.

**ACTION:** Clerk to purchase 3 x sets of replacement lights for Christmas trees.

**Meeting closed at 9 pm**

## 19. Date of Next Meeting 8<sup>th</sup> December 2025

Agreed and signed as a true record of the meeting by:

Chair - Councillor H. Morris: \_\_\_\_\_ Date:

\_\_\_\_\_

[clerk@stbridesmajor-cc.gov.uk](mailto:clerk@stbridesmajor-cc.gov.uk)