# St. Fagans Community Council

**Minutes of the Annual Meeting**
**held on Monday 12th May 2025 at 7.00 pm in St Fagans Village Hall and via Zoom**

| | | |
|---|---|---|
| Present: | Councillors | J Griffiths (Outgoing Chair)<br>C O'Brien (Vice Chair – appointed as chair during the meeting)<br>B Devonald (appointed as Vice Chair during the meeting)<br>F Lewis, J Hughes, A Rao, P McCarthy |
| Apologies: | Councillor | C Lewis |
| In Attendance: | Clerk | H Dyer |

Cllr Griffiths, as the outgoing chair, opened the meeting and welcomed everyone in attendance.

| Minute No. | |
|---|---|
| 1. | **Apologies for Absence**<br>Noted and accepted. |
| 2. | **Election of the Chair for 2025/26**<br>The outgoing Chair invited nominations for the position of Chair for the forthcoming year, and proposed Cllr O'Brien, the current Vice Chair. There were no other nominations. Cllr F Lewis seconded the nomination of Cllr Griffiths, which was agreed unanimously. |
| 3. | **Declaration of Acceptance of Office of the Chair**<br>Cllr O'Brien signed the acceptance of office form, witnessed by the clerk. |
| **Councillor C O'Brien in the Chair** | |
| 4. | **Appointment of Vice Chairman for 2024/25**<br>The Chair invited nominations for the position of Vice Chair. Cllr O'Brien nominated Cllr B Devonald, seconded by Cllr Lewis and unanimously agreed. There were no other nominations. |
| 5. | **To receive the report of the retiring chairman**<br>Members noted the report attached at Appendix A |
| 6. | **Address from New Chair**<br>Cllr O'Brien thanked Cllr Griffiths for his service over the past year. |
| 7. | **To receive the declarations of personal and personal/prejudicial interests**<br>There were no declarations of personal or personal/prejudicial interests. |
| 8. | **Nomination of Council Representatives:**<br><br>**One Voice Wales (OVW)**<br>Cllr Hughes, the current representative, confirmed his willingness to continue. This appointment was unanimously confirmed. |

| | |
|---|---|
| | **St. Fagans Village Hall Association**<br>Cllr O'Brien, the current representative, confirmed his willingness to continue. This appointment was unanimously confirmed. |
| 9. | **Committees**<br>The following Committee/Workgroup memberships were agreed:<br><br>**Planning**<br>Cllr O'Brien resigned from the Planning Committee. It was agreed that Cllrs F Lewis (Chair), Devonald, and Griffiths continue to serve on the planning committee, being joined by Cllr McCarthy, with no changes to the terms of reference or operating remit.<br><br>**Flood Working group**<br>The group to continue with Cllr Griffiths as the lead councillor.<br><br>**Events Working group**<br>Cllrs Rao and Hughes to continue on the events working group.<br>**Action:**<br>**Clerk to speak with Cllr Lewis to see whether she would be willing to join the group.**<br><br>**St. Fagans Battlefield Working Group**<br>The membership of the working group remains unchanged.<br><br>**Appointment of Replacement School Governor**<br>It was unanimously agreed that Cllr McCarthy would step in as school governor for Groes Wen Primary School. |
| 10. | **Standing Orders and Financial Regulations**<br>The amended financial and standing orders were proposed, seconded, and adopted. |
| 11. | **Review of the council's and staff subscriptions to other bodies:**<br>• One Voice Wales<br>• Society of Local Council Clerks<br><br>It was RESOLVED to continue membership of these organisations for 2025/26 |
| 12. | **Review of Risk Register**<br>It was RESOLVED that amendments should be made to the risk assessment schedule to increase Business Interruption to £25,000.<br><br>Village Hall Premises – any monies should be stored in a safe – Cllr COB to check with the St. Fagans Village Hall Association.<br><br>**Action:**<br>**Clerk to amend register and increase BI cover**<br>**Cllr COB to check that a safe is being used** |
| 13. | **Review of Asset Register**<br>Discussion regarding updating Asset Register. Clerk confirmed that items on the Asset Register do no depreciate in value, but when they reach the end of their life they are disposed of. |
| 14. | **Dates and Times of Meetings**<br>It was Resolved to continue to hold meetings on the first Monday of each week – bank holidays permitting. |

Chair's report 2024/5

It's been a funny old year. I sometimes think little has happened but then it appears we have made progress in many areas.

We have had several meetings with Cardiff and Mark Drakeford about traffic issues in the village. Not surprisingly, we got nothing from Cardiff – they set the bar very low and then fail to clear it! Mark Drakeford has been very supportive but as yet we have little to show for it. I take this opportunity to thank Chris O'Brien for his efforts in this area. We are hoping that Cardiff can come to some sort of agreement with Plymouth Estates regarding the pavement modifications at the East of the village.

Trees have been planted at the orchard, and a large diseased ash tree removed. Hopefully we can now make progress on the rest of the site, with emphasis on community involvement and biodiversity.

I thank Aneka and John for their efforts in hosting community events in Westfield Park. Several well supported events held, and just the sort of thing we need in the community. Let's hope that the design work on the famous 'slope' at Westfield results in progress on the ground next year. Thanks to John for his continued liaison with One Voice Wales on our behalf. It's good to know what's going on in other Community Council areas across Wales, and good to know we are one of the better ones!

There has been great community involvement in Rhydlafar too, over the year with group litter picks and general tidy ups. Thanks to Bethan for her involvement in this and also her sterling work with the St Fagans battlefield project, and her work on the Pentyrch surgery 'project'. Sadly, this was a case where the Community Council was rode roughshod over by the Health Board, and almost everyone else! Hopefully we can now look forward to much needed improvements to the playpark now that the scope of work and the finance for it has been agreed.

We, as a Council comment on most of the planning applications in our area – from projects involving hundreds of houses to garage conversions. Councillors not on the Planning Committee may not be aware of the sheer size of some of the paperwork involved with some of these applications – often running to over 100 documents. I thank Frances for her efforts and at times bloody mindedness in the face of the mountains of documents dealt with.
As I said at the start of the year, this is the best group of Councillors I have been associated with in terms of the spread over the community and in terms of talent (Chairman excepted). With 'newbies' Clare and Paul the range of talent now extends to Teaching and Policing. It's very important to have a range of different views on issues, and I am confident about the future.

Sadly, Bupendra resigned during the year, for reasons we fully understand, but this does leave Maes y Deri without a Councillor at this time. I thank him for his efforts in attending after long working days, and for his constant cheerfulness.

Finally, a big thank you to Hilary who has picked up the Clerk's job impressively quickly and manages to keep us all informed and in check. I hope she will put up with us for a long time yet.

**Councillor J Griffiths**
**Chair: 2024-2025**

---

The chair closed the meeting at 7.25 pm.

Confirmed as a correct record: Dated: 1 September 2025

_____

**Councill Chris O'Brien**
Chair