

**MINUTES OF THE LISVANE COMMUNITY COUNCIL MEETING HELD ON
13 OCTOBER 2025 AT LISVANE OLD SCHOOL COMMUNITY CENTRE**

PRESENT:

Cllrs S Finch, D Jones, E McNeil-Watson, J Rees and H Williams

In attendance: Mr H Davies (Clerk) and Mrs C Davies (Admin Officer).

Cllr Jones in the Chair

Min. No. 162/25: Public Representation

None

Min. No. 163/25: Declaration of Interests

None

Min. No. 164/25: Apologies for Absence

Cllrs R Banfield, S Best, C Bolton, V Hanson and R Kelly

Min. No. 165/25: Minutes of the Previous Meeting, held on 8 September 2025

The minutes of the previous meeting were **APPROVED**

Min. No. 166/25: Matters Arising

The Clerk confirmed that he had contacted Redrow regarding the promised link from the Council field behind St Denys Church to FP28 and arrangements are being made for a site visit to include the Cardiff Council PRoW Officer along with Lisvane Graig Protection Society.

All other matters arising were picked up under agenda items

Min. No. 167/25: Lisvane Old School Community Centre

a) LOSCC Report

In his absence the Chairman of LOSCC submitted a written report which gave a summary of his recent meeting with the café tenants.

Cllr Finch was concerned that staff should be entitled to be treated with respect by tenants and also hirers. Members agreed that in the event of staff being spoken to inappropriately then there is an expectation that the Trustees should deal with the matter. Members were also concerned that specific arrangements agreed relating to community events apparently are not now being fully adhered to by the café tenants. The Chairman commented that the Clerk is the principal manager for the centre and that he, along with the support of the Admin Officer, is effectively the main communicator with hirers and tenants. He added that the Chairman of Trustees is in a pivotal position to ensure there is agreement on matters of substance before discussions with a tenant.

The Admin Officer reported that:

- Next community film night is on the 24 October, followed by the Christmas film night on the 28 November when mulled wine and mince pies will be served.

- LOSCC will be putting on its first Christmas carol sing-along on 19 December, hopefully the first of many. It will be advertised in the December link and film night attendees will be emailed. Again, there will be mulled wine and mince pies on offer.
- Air Conditioning has now been installed in the committee room.
- A new robot Hoover has been purchased and is very effective, giving a much deeper clean to the floors.

b) Maintenance issues

- Work has been carried out on the boiler following the loss of hot water
- Both finger guards on the upstairs doors have been re-attached
- Door stoppers to the upstairs room have also been installed
- Toilet locks have been adjusted in the lady's toilet
- Lady's toilet door was dropping and has been adjusted
- There was also a toilet leak in the lady's toilet, which the local plumber kindly fixed without charge.
- A new handle has been installed in the boy's toilet in the annexe.
- A clock is now in the main hall, and positive comments have been received.

The Clerk also flagged that some improvements to the annexe will be needed (eg heating, flooring) and that the Trustees will need to consider which improvements are a priority. It's likely that LCC may need to cover some costs of a capital nature for which LCC has an adequate maintenance budget in place.

Min. No. 168/25: Village Plan

Cllr McNeil-Watson said that Cardiff Council has passed the Heol Y Delyn playing field proposals to their design team and a response is awaited. Cllr Finch has been looking at the calisthenics equipment at Victoria Park as a guide for what might be suitable. Any equipment installed is likely to be of a nature that would need low maintenance.

Numbers attending the Welsh Language group remain low with max 7 in attendance. The group is now meeting in the Library and intends to do so at least until Christmas.

Cllr Finch reported that the walking football group continues to be well supported. The group is now meeting at the all-weather football pitch at Maes Y Coed community centre for the next 18 weeks and the cost is being covered by participants. In recognition of the support provided to the group by Lisvane Primary School it was **AGREED** to provide a £50 Grant to the school.

Min. No. 169/25: Police Matters

JULY 2025:

None

AUGUST 2025:

- 24/08/2025 – Theft from insecure works vehicle parked outside Mill Farm House on St Mellons Road – Happened in the morning while driver was taking ladders to an electric pole. CCTV was negative. All lines of enquiry exhausted.

SEPTEMBER 2025:

- 14/09/2025. Vehicle stolen off driveway from Y Deri Duon. Vehicle subsequently purchased off Facebook market place from Birmingham. Stolen vehicle intercepted in Ross-On-Wye by West Mercia Police. Also rammed Police vehicle.

Driver made off. Vehicle recovered. Enquiries ongoing.

PC Hughes has confirmed that SW Police will again be assisting with traffic management at the War Memorial for Remembrance Sunday

PACT meeting has been arranged for 2pm on 13 November 2025 at LOSCC

Min. No. 170/25: Highways

Cllr Rees raised a concern about overgrown trees on Cherry Orchard Road opposite Cefn Onn Meadows. This is potentially affecting driver's visibility approaching and exiting the junction with the Old Cottage public house and it was **AGREED** to report the matter to the Cardiff Council Parks Dept.

Cllr Rees was also concerned about the inadequate car park facilities at Lisvane and Thornhill station as parked cars have spilled onto the roads around the station and are causing problems. It was **AGREED** to ask the County Councillors whether they are aware any plans to extend the car park failing which an approach will be made to TFW.

The Chairman explained a new surface has recently been installed on the boardwalk between Millrace and Clos Llysfaen but that this is regularly being used by horses which is likely to damage the surface. It was **AGREED** to raise the matter with Cardiff Council.

Min. No. 171/25: Parks

a) Heol y Delyn playing field

No issues

b) Alexander Gardens

Cllr Williams (Governor of Lisvane Primary School) has raised the issue of the school being involved with Alexander Gardens or the herb patch and she confirmed that it's something they are considering

c) Field at rear of St Denys Church

No issues

Min. No. 172/25: Planning

a) Weekly Planning Schedule

W/C 1 SEPT	15 Millrace Close First floor rear and side extension with hipped roof and juliet balcony
W/C 8 SEPT	None
W/C 15 SEPT	None
W/C 22 SEPT	1 Wood Close Silver birch in the front garden of 1 wood close, 1-2m crown reduction.
W/C 29 SEPT	None.
W/C 6 OCT	None

b) Planning Decisions

W/C 1 SEPT	Forest Lyn Old Mill Road T1 and T2 sycamores located in front garden - work as detailed in submitted tree report GRANTED 4 Llwyn Y Pia Road
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	Demolition of garage and conservatory. Construction of single storey rear extension and 2 storey side extension. GRANTED
W/C 8 SEPT	20 Rowan Way Two storey side extension, remodelling of front roof and new single garage. GRANTED
	Wheatham Cherry Orchard Road Proposed construction of detached dwelling with associated amenity space and off road parking. GRANTED
W/C 15 SEPT	12 Holly Grove Retrospective application to retain enclosure construction. GRANTED
W/C 22 SEPT	None
W/C 29 SEPT	114 Mill Road Part single, part two-storey front and rear extensions with other general remodelling. GRANTED
W/C 6 OCT	1 Wood Close Silver birch in the front garden of 1 wood close, 1-2m crown reduction. GRANTED
	11 Holly Grove Single storey front extension and side and front first floor extension. GRANTED
	6 Church Close Front and rear dormer roof extensions GRANTED

Min.No. 173/25: Reports

a) Friends of Coed-y-Felin

Cllr Jones advised that the Friends group met on 24 September 2025 and the Minutes have been shared with Members. Water pollution is a concern but so far the testing has produced good results although testing will continue.

b) Friends of Cefn Onn

The notes of the June 2025 meeting have been shared with Members

Min. No. 174/25: Welsh Government Consultations/Other Consultations

a) Draft Annual Remuneration Report 2026-27

The Democracy and Boundary Commission Wales draft report was shared with Members. The Clerk observed that the allowances for Community and Town Councils are unchanged.

Min. No. 175/25: Correspondence

None

Min. No. 176/25: External Auditors Report for 2024-25

a) To receive the External Audit Report

The Clerk presented the External Auditors Report which confirms an “unqualified” audit and no “issues” raised. This was approved and accepted.

b) Internal Audit 2025-26

The Clerk explained that our Internal Auditor is no longer undertaking audit work and that a new Internal Auditor will need to be appointment for the year 2025-26. He gave three possible options which are currently being explored.

Min. No. 177/25: Finance

a) S137 requests

None

b) Accounts to 30 September 2025 including quarterly monitoring report

The Clerk presented the Accounts to 30 September 2025 including the bank reconciliation and quarterly monitoring report and these were **APPROVED**

c) Increase Audit and 50+ Club budgets by £500 and £50 respectively and reduce Maintenance budget by £550

The Clerk explained that all expenditure was within budget apart from the agreed budgets for Audit and the 50+ club – both due to the timing and amounts of invoicing. It was **AGREED** to increase Audit and 50+ Club budgets by £500 and £50 respectively and reduce Maintenance budget by £550

d) Approval of Payment Schedule

The Payment Schedule was presented to and **APPROVED** by Members and the following cheques were signed

Cheque Number	Payee	Amount
401179	H W Davies - pay	1,222.94
401180	C M Davies - pay	838.97
401181	Cardiff Council - employee/employer pension contributions	602.30

Min. 178/25: Date of Next Meeting

The next meeting of the Community Council will be held on 10 November 2025 commencing at 7.30pm at Lisvane Old School Community Centre.