

**Cowbridge with Llanblethian Town Council**  
**Minutes of the Town Council Meeting**  
**held in the Council Chamber, Cowbridge Town Hall,**  
**on Tuesday 22<sup>nd</sup> July 2014 at 7.00pm.**

**Present:** Mayor - Councillor P J Knapp  
Deputy Mayor – Councillor D W Morris  
Councillors: Mrs M Arnold, Mrs G Baty, Mrs F Blomeley (*arrived item 3*),  
Mrs A Burges, G A Cox, Mrs E George, J R Harris, Mrs N C Thomas  
and T L Williams MBE.

**In Attendance:**

Town Clerk – Mr Andrew Davies  
Administrative Assistant - Mrs J Griffin  
PCSO H O'Callaghan  
Revd Canon Belcher

Revd Canon Belcher preceded the meeting with a prayer.

**Item 1:**           **Apologies for Absence.**  
**98/14**           Councillors: Mrs S M Cox, D G Morgan, A T Trousdell and Mrs S Vaughan.

**Item 2:**           **Declarations of Interest.**  
**99/14**           Councillor G A Cox – Item 9d Town Hall Committee Report (Trustee of  
Cowbridge and District Museum).

**Item 3:**           **The Financial Report.**  
**100/14**          The Report was presented by Councillor J R Harris. The Receipts and  
Payments Account for the period 1<sup>st</sup> April 2014 to 30<sup>th</sup> June 2014 and  
statement of bank balance as at 30<sup>th</sup> June 2014 was circulated.

Balances as at 30<sup>th</sup> June 2014.

Current Account:	£ 8,691.00
Investment Gold Account:	£ 50,446.21
Money Market	<u>£ 60,000.00</u>
Total	£119,137.21
Less Outstanding Cheques	<u>£ 482.70</u>
	<u>£118,654.51</u>

**Proposed** by Councillor J R Harris, seconded by Councillor  
Mrs N C Thomas and **resolved** that the Receipts and Payments Account and  
statement of bank balance be accepted and adopted.

**Item 4:**           **To confirm the minutes of Town Council Meeting held on 17<sup>th</sup> June 2014.**  
**101/14**          **Proposed** by Councillor J R Harris, seconded by Councillor Mrs E George  
and **resolved** that the minutes of the Town Council Meeting held on  
17<sup>th</sup> June 2014 were confirmed as a correct record and duly signed.

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**Item 5:**           **Matters arising from Town Council Meeting held on 17<sup>th</sup> June 2014.**  
**102/14**           No matters arising.

**Item 6:**           **Community Police Matters.**  
**103/14**           Crime figures had been circulated to Members and PCSO O'Callaghan gave some background information.

**Item 7:**           **Road Safety.**  
**104/14**           PCSO Hilary O'Callaghan advised Members that she has dealt with a number of issues raised at last month's Town Council meeting. 'Speed awareness equipment' is available for volunteers in the local community. This involves members of a local community, wearing high visibility jackets, monitoring the speed of traffic along roads in their area and those drivers exceeding the speed limit receiving warning letters from the police where appropriate.

PCSO O'Callaghan gave figures regarding a speed enforcement exercise in Aberthin during which 18 vehicles exceeded the 30mph speed limit.

A number of issues were raised as shown below:

- The increasing number of driver of vehicles performing 'three point turns' in the High Street.
- Caravan parked on Aubrey Terrace.
- Vehicles being parked inconsiderately, including the obstruction of driveways, in the vicinity of Y Bont Faen and Ysgol Iolo schools. This is especially bad at the end of the school day and when any special events take place. It was suggested that the Town Council writes to both schools asking them to request that parents park safely and with consideration. Councillor T L Williams, a Governor at both schools, reported that this is already carried out on a frequent basis. PCSO O'Callaghan confirmed that the Civilian Enforcement Officers have enforced parking in the area and will continue to do so when schools re-start in September.
- Overhanging branches along the Llantwit Major Road causing pedestrians having to walk into the road and also the speed of traffic within the 30mph speed limit. Councillor G A Cox advised that the Vale of Glamorgan Council had provided a lay-by for police to enforce the speed limit in that area.
- Concerns were raised regarding recent cycling events and their apparent lack of supervision.

7.1               Letter received from the Vale of Glamorgan Council confirming the making of an order under The Vale of Glamorgan Council (Prohibition and Restriction of Waiting and Loading and Parking Places) (Civil Enforcement) (Amendment) (No 1) Order 2014 in relation to Druids Green, Cowbridge.  
**Noted.**

Item 8:  
105/14

**Reports**

**a) Mayor**

**Tuesday 24<sup>th</sup> June** – The Deputy Mayor attended Churches Together Leavers' Service at the United Free Church with the Deputy Mayor handing out booklets to the Year 6 Students.

**Sunday 29<sup>th</sup> June** – The Mayor and Mayoress attended Llantwit Major Town Council's Civic Service at St Illtud's Church, Llantwit Major, followed by refreshments at Llantonian Hall.

**Saturday 5<sup>th</sup> July** – The Mayor and Mayoress hosted a Coffee Morning in the Mayor's Parlour in aid of Prostate Cymru.

The Deputy Mayor and Deputy Mayoress attend Cor Bro Ogwr's Concert performance with the London Welsh Chorale in All Saints Church, Porthcawl.

**Sunday 6<sup>th</sup> July** – The Mayor and Mayoress attended the Mayor of the Vale of Glamorgan Council, Councillor H. Hamilton's Civic Service at All Saints Church, Barry, followed by Lunch at the Marquee, Dyffryn Gardens.

**Sunday 13<sup>th</sup> July** – The Mayor, Mayoress, Fellow Councillors and invited dignitaries and guests attended the Mayor's Civic Parade and Service at the Holy Cross Church followed by refreshments at the Town Hall.

**Saturday 19<sup>th</sup> July** – The Deputy Mayor and Deputy Mayoress attended Cardiff County and the Vale of Glamorgan Music Services' Youth Orchestra Concert at Hoddinott Hall, Wales Millennium Centre, Cardiff Bay.

The Mayor expressed thanks to the Town Hall Staff and Councillors who attended Civic Sunday.

**b) Town Clerk**

- Citizen of the Year Award  
The Town Clerk advised that the Committee had met on 11<sup>th</sup> July and considered two applications for the award and gave details of the recommendation from that Committee which was approved by the Town Council members.
- To fix Date for Civic Sunday 2015  
The Town Council considered the date to be set for 2015 and agreed upon Sunday, 12<sup>th</sup> July. The Town Clerk will write to the Chief Constable of South Wales Police to request the attendance of the South Wales Police Band once again.

**Dates for your Diaries:**

Sunday 3<sup>rd</sup> August 2014 (11am) – Cowbridge and District Royal British Legion – World War 1 Service of Commemoration at Holy Cross Church  
Sunday 9<sup>th</sup> November 2014 – Remembrance Sunday.

Payment of the accounts to be ratified  
Expenses totalling £11,151.30 to be paid.

**Proposed** by Councillor Mrs N C Thomas, seconded by Councillor T L Williams, that the payment of the accounts be ratified.

**Resolved** as proposed.

**Item 9:  
106/14**

**Reports of Committees.**

**a. Leisure & Amenities.**

Councillor Mrs M Arnold reported on the meeting held 7<sup>th</sup> July 2014 and highlighted the following:

- The company who supplied the 'Rocking Rockette' is due to visit the Twt Park to repair the equipment.
- Southgate Park and Emms Cottage have now been 'weeded'.

Concern was expressed at the condition of a number of footpaths which have become overgrown. The Town Clerk requested that Members identify those footpaths and notify him of the details by Monday, 28<sup>th</sup> July, at the latest in order that the information can be forwarded to the Public Rights of Way Officer at the Vale of Glamorgan Council.

Councillor Mrs G Baty requests that her thanks be noted to the Amenity Supervisor on the current appearance of the Limes Cemetery, especially the floral displays and this was supported by Councillor T L Williams.

**Proposed** by Councillor Mrs M Arnold, seconded by Councillor Mrs G Baty, that the report be accepted and adopted.

**Resolved** as proposed.

**b. Planning.**

Councillor P J Knapp reported on the meeting held on 7<sup>th</sup> July 2014. Reference was made to item 6.2 regarding the Town Council making the local community more aware of its 'stance' in relation to the Local Development Plan and any proposals for large scale developments. The Town Clerk advised that presently, copies of the minutes of meetings are already available on the Town Council website and copies are deposited with the Glamorgan Gem and Cowbridge library. They can also be seen at the Town Clerk's office.

**Proposed** by Councillor D W Morris, seconded by Councillor J R Harris, that the report be accepted and adopted.

**Resolved** as proposed.

**c. Finance and General Purposes.**

Councillor J R Harris reported on the meeting held 8<sup>th</sup> July 2014 and referred to Item 9 in respect of the additional inscription to be added to the War Memorial. Mossfords Monumental Masons have quoted a cost of £325 plus VAT for the work to be carried out. The Town Council has already approved that the additional inscription.

Councillor J R Harris then referred to Item 11 regarding a new town guide to replace the existing one from 2010.

**Proposed** by Councillor J R Harris, seconded by Councillor G A Cox, that the report be accepted and adopted.

**Resolved** as proposed.

**Item 9: Reports of Committees (Continued).**

**d. Town Hall**

Councillor Mrs E George reported on the meeting held 8<sup>th</sup> July 2014 and advised that work is to start on the Town Hall Roof tomorrow.

**Proposed** by Councillor Mrs E George, seconded by Councillor Mrs N C Thomas, that the report be accepted and adopted.

**Resolved** as proposed.

**Item 10: Reports of Representatives & Other Committees.**

**107/14**

10.1

**Cowbridge and Llanblethian United Charities.**

Councillor D W Morris reported the meeting and AGM held on 16<sup>th</sup> July. At the meeting various grants were awarded to applicants. It was noted that the number of applications has decreased over recent years especially under the categories of 'vocational education' and 'general benefit' of the area.

The Town Clerk advised that details of the various trusts are posted on the notice board outside the Town Hall and application forms are held in the Town Clerk's office. It was agreed that similar information could be included in the next newsletter.

10.2

**Evan Jenkins Charity.**

Councillor Mrs M Arnold reported on a recent meeting at which the stockbroker, Brewers Dolphin, gave a presentation to the trustees.

10.3

**Cowbridge Institute Charity.**

Councillor Mrs G Baty reported that the charity has moved its investments to a different company, Charles Stanley, who are based in Cardiff.

10.4

**One Voice Wales.**

Councillor Mrs E George reported on the AGM and meeting held 21<sup>st</sup> July. A presentation was given by Superintendent Paul James on the NATO Summit taking place in Newport during September. Other items were discussed including a report on the Glamorgan Heritage Coast, Town and Community Council Charters and the White Paper, which is out for consultation.

It was reported that One Voice Wales is experiencing problems with its website which should be remedied soon.

10.5

**Cowbridge and District Museum Trust.**

Councillor G A Cox reported on the AGM and meeting held 26<sup>th</sup> June. The trustees are seeking a new curator and are undertaking a number of projects where the Trust's own funds will be utilised.

10.6

**Cowbridge Town Twinning Association.**

No meeting.

10.7

**Joint Liaison Association on Footpaths.**

Next meeting 18<sup>th</sup> September 2014.

- Item 10: Reports of Representatives & Other Committees (Continued)**
- 10.8 **Governing Body of Y Bont Faen Primary School.**  
Councillor T L Williams reported on a number of recent meetings and was pleased to advise recent successes at the school in sport and theatrical work which included participation in a Shakespearean play at the Sherman Theatre.
- 10.9 **Governing Body of Ysgol Iolo Morganwg.**  
Councillor Mrs G Baty advised that she had resigned as the Minor Authority Representative Governor at the school mainly due to the problem of all training for governors taking place in Barry during the evening. Work has commenced on the construction of a classroom in the roof space at the school.
- 10.10 **Cowbridge Chamber of Trade.**  
Councillor Mrs N C Thomas advised that she has been unable to attend recent meetings due to her workload.
- 10.11 **Cowbridge in Bloom.**  
Councillor T L Williams advised that although there has not been a meeting, the watering rota is in place but more volunteers to assist would be welcome.
- 10.12 **Best Kept Village.**  
Councillor Mrs E George reported that Gileston had won the 'Best Kept Village' competition with Ystradowen winning the John Curteis Cup. There were ten entries in the Primary Schools section. A workshop is to be held by the Committee to discuss the future of the competition and particularly how to attract more entries.
- 10.13 **Community Liaison Committee.**  
Councillor J R Harris advised that he had been unable to attend. The Town Clerk reported that he had given Councillor Harris' apologies and had requested by e-mail that Councillor Mrs A Burges attend as reserve in his place. Councillor Mrs A Burges stated that she had not received the e-mail and therefore did not attend.
- 10.14 **Age Connect 'Good Neighbour Scheme'.**  
No meeting.  
Councillor Mrs A Burges reported that she will be hosting a Coffee Morning in the Lesser Hall on 13<sup>th</sup> September.  
Councillor T L Williams reported that sixth formers had taken part in a debate with members of the community attending the 'Intergenerational' events held at Cowbridge Comprehensive School.
- 10.15 **Cowbridge Charter Trust.**  
No representative.
- 10.16 **Food and Drink Festival Committee**  
No representative.
- 10.17 **Vale Market Community Enterprise.**  
Councillor Mrs G Baty reported on behalf of Councillor Mrs S Vaughan and advised that the last meeting had clashed with the last Town Council meeting.

- Item 10:**        **Reports of Representatives & Other Committees (Continued)**  
10.18            **Llanblethian Community Group.**  
No report.
- 10.19            **Destination Management Group.**  
Report to be given at the next meeting.
- 10.20            **Local Action Group (LAG).**  
Councillor Mrs G Baty reported on the first meeting of 'LAG' (Local Action Group) at which Rachel Connor and Mandy Davies were elected as officers. Various workshops were held on different topics following the meeting. There is a reduced budget for this financial year but it is hoped that this area will have an allocation of £1.4 million.
- Item 11:**        **Consultation Document – Access to Information on Community and**  
**108/14**            **Town Councils.**  
The Town Clerk referred to the consultation document which has been circulated to all members of the Town Council. The document concentrates on the availability, to members of the public, of information through electronic means i.e. websites. Grants have been provided for all Town and Community Councils to set up websites and the time period has been extended to the end of this financial year. The guidance stipulates the minimum requirement of information that is expected to be made available and includes the register of interests, agendas and related papers, councillors details including political allegiances and position held on the council, minutes and details of meeting dates.  
The closing date for responses to the consultation document is 4<sup>th</sup> August and it was agreed that individual councillors should submit these direct if they wish to do so.  
Forms relating to the content of the Register of Interests have been circulated to all Members for completion and these must be returned either at or before September's Committee meetings. This is a requirement of the Code of Conduct to which all Members of the Town Council sign up to when making their respective Declaration of Acceptance of Office.
- Item 12:**        **Welsh Government White Paper – Reforming Local Government.**  
**109/14**            This is a consultation document that requires a response by 1<sup>st</sup> October 2014 and has been circulated to all Members. The document concentrates upon the future reduction of unitary authorities within Wales following the 'Williams Report' and also makes reference to Town and Community Councils in a similar manner.  
It was agreed that the matter should be discussed fully at September's meeting by which time all Members will have considered the document's content to enable the Town Council to give an informed response.

**Item 13: Correspondence.**

**110/14**

13.1 Letter received from Mrs Jan Ferris regarding the Former British Legion Site and its condition. Mrs Ferris has already raised the matter through the Glamorgan Gem newspaper and also sent copies to the Vale of Glamorgan Council Cowbridge Ward Members. Mrs Ferris has received a response from the Vale of Glamorgan Council via Cowbridge Ward Member, Councillor Hunter Jarvie, which includes that there appears to be very little that the Council can do although if there is any particular aspect of the site that Mrs Ferris has concerns about, then she can bring this to the attention of Councillor Jarvie who will, in turn, pass it on to the Appeals and Enforcement Officer within the Planning Department. The Town Clerk reminded Members that a similar response had been received from the Vale of Glamorgan Council's Planning Department following concerns having been raised last year.  
It was agreed that a response to Mrs Ferris should be sent from the Town Council.

13.2 Letter received from CADW concerning the organisation seeking a reliable person to take on the responsibility for checking St Quentin's Castle on a daily basis. The post involves locking and unlocking the car park gate and gatehouse amongst other duties.  
This had been circulated previously by e-mail to Members and required a response by 4<sup>th</sup> July.  
**Noted.**

13.3 E-mail received from One Voice Wales attaching the following document: Information Commissioner's Office – Data Protection Good Practice Note (Advice for the Elected and Prospective Members of Local Authority) and Social Networking and Online forums – when does the DPA apply?  
**Noted.**

**Item 14: Publications.** (All held by the Town Clerk unless otherwise stated).

**111/14**

14.1 Clerk and Councils Direct – July 2014.  
14.2 The Clerk – July 2014.  
14.3 Public Ombudsman for Wales – Annual Report 2013/2014.

**Item 15: Documents for sealing.**

**112/14**

Grant of Exclusive Right of Burial (Transfer of Deed) – for Grave No. 167 in the Limes Cemetery, transferred to Mrs C M Parsons, 17 The Verlands, Cowbridge.  
**Document sealed.**

**Item 16: Date and time of next Meeting.**

**113/14**

Tuesday 16<sup>th</sup> September 2014 at 7.00pm.

Councillor P J Knapp  
**Mayor.**

Date minutes signed.