

Cowbridge with Llanblethian Town Council
Minutes of the Town Council Meeting
held in the Council Chamber, Cowbridge Town Hall,
on Tuesday 16th September 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, G A Cox,
Mrs E George, J R Harris, D G Morgan, Mrs N C Thomas, A T Trousdell
and T L Williams MBE.

In Attendance:

Town Clerk – Mr Andrew Davies
Administrative Assistant - Mrs J Griffin
PC Jamie Williamson
Revd Canon Belcher

Revd Canon Belcher preceded the meeting with a prayer.

Item 1: **Apologies for Absence.**
114/14 Councillors: Mrs A Burges, Mrs S M Cox and Mrs S Vaughan.

Item 2: **Declarations of Interest.**
115/14 Councillor Mrs E George - Item 5.1 of the report of the Planning Committee held on 1st September 2014.

Item 3: **The Financial Report.**
116/14 The Report was presented by Councillor J R Harris. The Receipts and Payments Account for the period 1st April 2014 to 31st August 2014 and statement of bank balance as at 31st August 2014 was circulated.

Balances as at 31st August 2014.

Current Account:	£ 8,000.00
Investment Gold Account:	£ 29,801.29
Money Market	<u>£ 60,000.00</u>
Total	£ 97,801.29
Less Outstanding Cheques	<u>£ 463.70</u>
	<u>£ 97,337.59</u>

Proposed by Councillor J R Harris seconded by Councillor D W Morris 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 22nd July 2014.**
117/14 **Proposed** by Councillor A T Trousdell seconded by Councillor T L Williams and **resolved** that the minutes of the Town Council Meeting held on 22nd July 2014 were confirmed as a correct record and duly signed.

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Item 5: **Matters arising from Town Council Meeting held on 22nd July 2014.**
118/14 No matters arising.

Item 6: **Community Police Matters.**

119/14 PC Jamie Williamson reported on the Crime figures for August 2014 and gave background details. A known offender from Barry has been arrested in respect of a recent dwelling house burglary. The 'theft other' category comprised mainly of shoplifting offences.

PC Williamson answered Councillor Mrs George's question concerning Antisocial Behaviour Orders and what happens should they be breached.

Councillor Mrs N C Thomas referred to recent thefts of agricultural machinery in the Rural Vale and related her own personal experiences when dealing with the police regarding the theft of a tractor.

PC Williamson advised on the action she should take should she wish to make a complaint.

Item 7: **Road Safety.**

120/14 Councillor Mrs M Arnold advised that she has received complaints regarding traffic entering and exiting Waitrose car park from and onto the High Street. In addition, she also referred to her experiences at the 'chicane' in Broadway.

Councillor G A Cox informed the meeting that, in his capacity as a Vale Councillor, he is due to meet with a Highways engineer from the Vale of Glamorgan Council to discuss the problems experienced by pedestrians crossing the entrance road to Waitrose with vehicles approaching and entering from three separate directions as well as those exiting.

Item 8: **Reports**

121/14 **a) Mayor**

Thursday 24th July – The Mayor and Mayoress attended the Officers' Mess Annual Reception at MOD St Athan.

Saturday 26th July – The Mayor and Mayoress attended Cowbridge Male Voice Choir's Annual Concert at Cowbridge Leisure Centre.

Saturday 2nd August – The Mayor and Mayoress hosted a Coffee Morning in the Mayor's Parlour in aid of the Mayor's Chosen Charity, Prostate Cancer.

Sunday 3rd August – The Mayor and Mayoress, with Members and Officers of the Town Council, attended Cowbridge & District Royal British Legion's Service of Commemoration of the Beginning of World War 1 at Holy Cross Church followed by refreshments at the Duke of Wellington.

Monday 4th August – The Mayor and Mayoress attended the 100th Anniversary of the Outbreak of the 1st World War at the Merchant Navy Monument outside the Vale of Glamorgan Council Offices for a branch wreath laying and dedication, followed by the dedication of a plaque commemorating the Mercantile Marine losses during the conflict in the Hall of Memory at Barry Memorial Hall, with light refreshments in the Glamorgan Suite, hosted by Merchant Navy Association of Wales, Barry Branch.

Sunday 10th August – The Mayor and Mayoress attended the Vale of Glamorgan Agricultural Society's Church Service in Llancarfan Church followed by light supper in the Fox and Hounds, Llancarfan.

Item 8:

Reports

a) Mayor (continued)

Wednesday 13th August – The Mayor and Mayoress attended the 2014 Vale of Glamorgan Agricultural Society at Fonmon Castle Grounds where the Mayor was a Vice President of the Show. The Mayor and Mayoress attended a Reception in the President's Marquee, followed by Luncheon in the Members' Marquee and later, Afternoon Tea in the Vale of Glamorgan Council's Civic Marquee.

Thursday 28th August – The Mayor and Mayoress attended the Preview Evening of World War 1 Photographs and Memorabilia relating to Aberthin and Cowbridge with the changes in land ownership in the area and the effect of the war on agriculture in Glamorgan. The event was held in Aberthin Village Hall.

Wednesday 3rd September – The Deputy Mayor attended the 75th Anniversary of the Start of World War II at the Merchant Navy Monument outside the Vale of Glamorgan Council Offices for a branch wreath laying and dedication and light refreshments in the Glamorgan Site, hosted by The Merchant Navy Association of Wales, Barry Branch.

Saturday 6th September – The Mayor and Mayoress hosted a Coffee Morning in the Mayor's Parlour in aid of the Mayor's Chosen Charity, Prostate Cancer.

Sunday 7th September – The Mayor and Mayoress attended Barry Town Council's Civic Service at the Memorial Hall and Theatre, followed by a buffet reception in the Bedwas Hall.

Wednesday 10th September – The Mayor and Mayoress attended the Opening Concert of the Cowbridge Music Festival at the Holy Cross Church. The Deputy Mayor and Deputy Mayoress attended the Annual Sports Presentation Evening at Cowbridge Comprehensive School.

Saturday 13th September – The Mayor and Mayoress attended the Piano Recital by Llyr Williams at Holy Cross Church as part of the Cowbridge Music Festival.

The Mayor advised that he will present the Organiser of the Cowbridge Music Festival with a bouquet of flowers at the last concert to show the appreciation of the Town Council for planning the highly successful event.

Proposed by Councillor J R Harris, seconded by Councillor Mrs N C Thomas and **resolved** that the Town Council fully support this course of action.

b) Town Clerk

- Citizen of the Year Award – The Town Clerk advised that the winner of the award does not wish to accept it.
Proposed by Councillor J R Harris, seconded by Councillor A T Trousdell, that no award is made for 2014.
Resolved as proposed.
- Civic Sunday 2015 – A request had been received from the Church that the Service starts at 11.00am instead of the usual time of 10.45am, which will be more convenient and assist in the scheduling of the other services in the Benefice to ensure that clergy can be present at the Civic Service.
The Town Council agreed to the request.

Item 8:

Reports

b) Town Clerk (continued)

- Letter received from the Chief Constable, acknowledging the letter of thanks sent from the Mayor on behalf of the Town Council praising the performance of the South Wales Police Band at this year's Civic Sunday Parade. The letter advised that the request for the band to perform again next year's Civic Service will be passed onto those responsible for the band's appearances.
- Code of Conduct – Outstanding forms relating to Notification by Member of a Local Authority of Financial and other interests. Members were requested to send their completed form to the Town Clerk by the end of the week.

Dates for your Diaries:

Big Screen – The Grand Budapest Hotel – 25th September 2014.
Sunday 9th November 2014 – Remembrance Sunday.

Payment of the accounts to be ratified
Expenses totalling £28,385.97 to be paid.

Proposed by Councillor T L Williams, seconded by Councillor Mrs G Baty, that the payment of the accounts be ratified.

Resolved as proposed.

**Item 9:
122/14**

Reports of Committees.

a. Leisure & Amenities.

Councillor Mrs M Arnold reported on the meeting held 1st September 2014 and highlighted a number of items.

Councillor G A Cox referred to item 10.1, the path that connects the end of the improved footpath behind Millfield Drive with the Aberthin Road.

Councillor G A Cox confirmed that a new footpath is to be constructed with the cost being met from S106 monies arising out of the Town Mill Road and Waitrose developments.

Councillor Mrs M Arnold referred to item 8 in relation to S.106 funding amounting to £20,000, resulting from the Town Mill Road development and allocated to the Town Council towards the cost of replacing some of the play equipment in Twt Park. Three individual playground equipment companies were approached, each of whom were asked to draw up schemes and following this, a public consultation exercise was held in the Lesser Hall in April. As a result, the most popular scheme was identified and the company responsible contacted. Since then, a number of revisions have been made to the scheme in order to try and accommodate views put forward during the consultation exercise which included the retention of one existing item that is extremely popular.

Details of the final revision were circulated at the beginning of this meeting setting out the final cost of the scheme amounting to £32,527.00 and will be subject to a 4% price increase from 1st October. Over 50% of the cost will be met from the S106 funding and depending on the outcome an outstanding CASH grant application, which a previous communication received has indicated is unlikely to be unsuccessful, the balance will be met from the Leisure and Amenities Committee's current budget and any deficit met from Town Council reserves.

Item 9: Reports of Committees.

a. Leisure & Amenities (continued).

Councillor Mrs M Arnold then spoke about the second part of item 8 which referred to the possibility of there being a small grant available from Creative Rural Communities. Since the committee meeting, the Town Clerk has had it confirmed that monies are available and has been in contact with the play equipment company who have produced a 'stand alone' scheme for two pieces of equipment, safety surfacing and installation. Details of the costs of scheme amounting to £7,143.00 were circulated at the beginning of the meeting and as before this is subject to a price increase of 4% from 1st October.

The majority of the cost of the scheme, 70% will be met from the grant and will be 30% match funded by the Leisure and budget balance will be met from the Leisure and Amenities Committee's existing budget. The condition of this grant is that the scheme must be completed by the end of November 2014 otherwise the grant monies will be returned to the Welsh Government. The Town Clerk advised that despite the strict time constraints he has been assured by the playground equipment company that this is achievable and now that the final revision has been received, he should be in the position of being able to submit the completed grant application this week.

Councillor A T Trousdell, Vice Chair of Leisure and Amenities Committee, provided additional information regarding the benefits of progressing both schemes at this meeting.

Councillor J R Harris advised, as Chairman of the Finance and General Purposes Committee, that the Town Council had sufficient reserves to meet any deficit in the funding of the larger Section 106 part of the project.

Proposed by Councillor T L Williams, seconded by Councillor A T Trousdell that the Town Council should proceed with both schemes with deposits paid to avoid any price increase and that in the event of the CASH grant application being unsuccessful, which the Town Clerk is to pursue, the funding is met by the Leisure and Amenities budget with any deficit being met from the Town Council's reserves.

Resolved as proposed.

Councillor G A Cox referred to item 9.2 and advised that there has been a recent public consultation regarding the provision of allotments in the Vale and following this, a report should be published shortly by the Vale of Glamorgan Council.

Proposed by Councillor Mrs M Arnold, seconded by Councillor A T Trousdell, that the report be accepted and adopted.

Resolved as proposed.

Councillor Mrs E George left the meeting for the duration of item 5.1 in the report for 1st September.

Item 9: Reports of Committees (Continued)

b. Planning.

Councillor D G Morgan reported on the meetings held on 28th July and 1st September 2014.

Councillor D G Morgan advised that the planning applications dealt with on 28th July were straight forward and no questions were asked. He then referred to Item 8 in respect of the Primrose Hill Public Enquiry and the recommendation made by the Planning Committee for him to attend.

Councillor D G Morgan referred to an e-mail originally sent to the Mayor concerning a 'Vale Villages Together Network' established this summer. A forum is being held on Sunday 21st September at 2.30pm with the aim of discussing the LDP Housing proposals and including the Alternative Sites Register. Neither the Mayor or Deputy Mayor can attend and nor can the Chairman or Vice Chairman of Planning. It was agreed that a representative from this council might attend as an observer rather than a participant and as it concerned the Local Development Plan, the Code of Conduct must be adhered to especially with regard to any personal or pecuniary interests. Councillor Mrs N C Thomas did show an interest in attending.

Proposed by Councillor D G Morgan, seconded by Councillor T L Williams, that the report be accepted and adopted.

Resolved as proposed.

c. Finance and General Purposes.

Councillor J R Harris reported on the meeting held 2nd September 2014.

Proposed by Councillor J R Harris, seconded by Councillor T L Williams, that the report be accepted and adopted.

Resolved as proposed.

d. Town Hall

Councillor Mrs E George reported on the meeting held 2nd September 2014 and referred to item 6 and the excellent WW1 Exhibition that was put on in the Council Chamber and museum cells and was organised by Mrs Pamela Robson with help from her husband Percy. The exhibition included a number of items and article contributed by members of Cowbridge and local communities. This was complimented by the Western Front Association who their own displays and exhibits in the Lesser Hall and supported by a re-enactment group dressed in replica military uniforms who attracted much interested when they appeared outside the front of the Town Hall during the day.

Proposed by Councillor G A Cox, seconded by Councillor T L Williams and **resolved** that the Town Council should congratulate both Mrs Pamela Robson and The Western Front Association for all their efforts to make such a successful day that attracted hundreds of visitors to both exhibitions.

Councillor Mrs E George then reported on item 8 and advised that the nest in the main hall roof void has been removed and wire mesh has been fixed on the inside of the vent to prevent a reoccurrence in future years. A numbers of items were recovered from the nest and photographs were passed round by Members for their information.

Item 9: Reports of Committees

d. Town Hall (Continued)

Councillor Mrs E George made reference to item 10.2 in relation to the current contracts at the Town Hall for the gas and electricity supplies were due to end and that as a result of contact and negotiation with both suppliers resulted in a lower reduced fixed price contract for the next two years than had been originally offered. Councillor Mrs E George thanked Councillor J R Harris for his assistance and input into the matter. Councillor T L Williams thanked Councillor Mrs E George for her time and effort.

Proposed by Councillor Mrs E George seconded by Councillor Mrs G Baty that the report be accepted and adopted.

Resolved as proposed.

Item 10: Reports of Representatives & Other Committees.

123/14

10.1 Cowbridge and Llanblethian United Charities.

No meeting.

10.2 Evan Jenkins Charity.

No meeting.

10.3 Cowbridge Institute Charity.

No meeting.

10.4 One Voice Wales.

No meeting.

10.5 Cowbridge and District Museum Trust.

Councillor G A Cox reported on the meeting held on 11th September and advised that the Museum Trust is still actively trying to find and appoint a new Curator.

10.6 Cowbridge Town Twinning Association.

No meeting.

10.7 Joint Liaison Association on Footpaths.

Next meeting 18th September 2014 at 6pm.

10.8 Governing Body of Y Bont Faen Primary School.

Next meeting October 2014.

10.9 Governing Body of Ysgol Iolo Morganwg.

Next meeting October 2014.

The Town Clerk advised that Councillor Mrs G Baty had resigned as the Minor Authorities Representative because of her difficulty in attending training in Barry with no direct public transport from Cowbridge.

This is a shared representation with Llantwit Major Town Council and Llanmaes Community Council. At this time, it is not known whether either Council is putting forward a representative and in the event that neither does, the Town Clerk suggested the Town Council puts forward a representative at tonight's meeting rather than waiting until October.

- Item 10: Reports of Representatives & Other Committees**
10.9 **Governing Body of Ysgol Iolo Morganwg (Continued)**
Proposed by Councillor T L Williams, seconded by Councillor Mrs G Baty, that Councillor A T Trousdell be the Minor Authorities Representative provided that neither Llantwit Major Town Council or Llanmaes Community Council puts one forward.
- 10.10 **Cowbridge Chamber of Trade.**
Councillor Mrs N C Thomas advised that due to late notification, she had missed the meeting but has requested information of what was discussed prior to the minutes being prepared but nothing has been received.
- 10.11 **Cowbridge in Bloom.**
No meeting.
- 10.12 **Best Kept Village.**
No meeting.
- 10.13 **Community Liaison Committee.**
Councillor J R Harris reported that a special meeting has been called for 17th September to discuss the savings and cuts that face the Vale of Glamorgan Council.
- 10.14 **Age Connect ‘Good Neighbour Scheme’.**
No representative.
- 10.15 **Cowbridge Charter Trust.**
No representative.
- 10.16 **Food and Drink Festival Committee**
No representative.
- 10.17 **Vale Market Community Enterprise.**
Report circulated to Members.
- 10.18 **Llanblethian Community Group.**
No information.
- 10.19 **Destination Management Group.**
Report circulated to members.
- 10.20 **Local Action Group (LAG).**
Councillor Mrs G Baty reported on a recent long and complex meeting at which the re-organisation was discussed which has resulted in a number of posts being removed and those in post having to re-apply for their jobs.
- Item 11: Approval of Annual Return for year ended 31st March 2014.**
124/14 Letter received from Mazars which reported on the recent audit and findings.
Proposed by Councillor J R Harris, seconded by Councillor T L Williams that the Annual Accounts be approved and the auditor's letter noted.
Resolved as proposed.

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- Item 12:** **Welsh Government White Paper – Reforming Local Government**
125/14 (responses by 1st October) (Members have been circulated with the Welsh Government website link).
 Also article from ‘The Clerk’.
 The Members present at the meeting agreed that individual responses should be submitted by Councillors and that it must be made clear that it is not the ‘corporate’ view of the Town Council.
- Item 13:** **Correspondence.**
126/14
- 13.1 Letter received from Cowbridge Charter Trust regarding the untidy state of the Cattle Market Area in Cowbridge. The letter asks whether the Town Council can bring some pressure to bear for action to be taken.
 Councillor G A Cox reported that there had been a recent meeting between local residents, a officer from the Vale of Glamorgan Council and a representative from HRT the agents for the lessees. Resulting from the meeting, the areas of concern have now been cleared and the appearance of the market greatly improved.
- 13.2 E-mail received from Vale of Glamorgan Council regarding the extension of a bridleway within the Vale by 11.4 kilometres. A small section of the bridleway referred to as Penllyn Estate Bridleway, lies within the Cowbridge with Llanblethian Town Council’s area. Funding for the project is being sought through the ‘Pride in our Services’ grant programme managed by Creative Rural Communities and funded through the Rural Development Plan for Wales 2007-2013.
 Members of the Town Council have no objection to the scheme proposed.
- 13.3 E-mail received from Vale of Glamorgan Council regarding an application for a Premise Licence which has been received from the Co-op, for 57 High Street, Cowbridge. The proposed off sales of alcohol are between the hours of 06.00 to 23.00, seven days a week.
 Any observations must be made by 27th October 2014 in writing to the Licensing Department at the Civic Offices, Barry. Any representations against the application must be made in relation to one of the four licensing objectives.
 No objections were raised by the Members.
- 13.4 E-mail received from Vale of Glamorgan Council regarding an application for a Premise Licence which has been received from Beagles Country Store, Cowbridge. The proposed off sales of alcohol are between the hours of 08.00 to 23.00, seven days a week.
 Any observations must be made by 13th October 2014 in writing to the Licensing Department at the Civic Offices, Barry. Any representations against the application must be made in relation to one of the four licensing objectives.
 No objections were raised by the Members.
- 13.5 E-mail received from One Voice Wales in respect of the Conference and AGM which is to be held on Saturday 4th October 2014 at the Royal Welsh Showground, Llanelwedd, Builth Wells.
 Noted.

Item 13: Correspondence (Continued)

- 13.6 Letter received from One Voice Wales giving details of the eight Motions being put forward at the One Voice Wales AGM in October
Noted.
- 13.7 One Voice Wales Training Programme circulated to all members of the Town Council.
Noted.
- 13.8 Letter from Mr A Foyle regarding the continued absence of a Post Office in Cowbridge. Mr Foyle put forward a solution which he had observed whilst on holiday where in the town of Hawes the post office was located in the local library and perhaps similar consideration could be applied for Cowbridge.
Noted.
The Town Clerk advised that he had e-mailed the Post Office again last week for an update on the current position regarding the re-establishment of a post office service in Cowbridge and is still awaiting a reply. The person originally dealing with the matter is no longer working for that organisation.
- 13.9 E-mail received from Mrs R Exley on behalf of the Llanblethian Community Group regarding a 'history trail' in the village and the possibility of signage being erected in relation to it, including one at Emms Cottage. The e-mail contained various exchanges of information between Mrs Exley and the Vale of Glamorgan Council's Planning Department and the final advice that had been received was that there is no permitted allowance for the development/signs if the Vale of Glamorgan Council or other local authority are not actually doing the work.
The signs are being funded through Creative Rural Communities, with match funding being made by Y Bont Faen Primary School, Cowbridge History Society and the Llanblethian Community Group.
After due consideration, the Town Council decided that further information should be requested and the matter referred to the next Planning Committee meeting in October.
The Town Clerk pointed out that a hard copy of the e-mail sent by Mrs Exley showed that the e-mail had been sent on 2nd July 2014 but had never been received because the e-mail address used was incorrect.
- 13.10 E-mail received from Eliza Faulkner, Affordable Housing Enabler at Vale of Glamorgan Council regarding a new Local Housing Market Assessment that is to be carried out during the coming months. There is a need to gather this information about housing from as many people as possible covering social rented, low cost home ownership and other affordable housing options in the Rural Vale. The writer asks if there are any suggestions or regular groups that meet within Cowbridge Community who she could talk to e.g. parent and toddler groups, U3A, coffee mornings and the W.I. Any contact details would be appreciated and would help with the engagement with people in the local community.
Noted.

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- Item 13: Correspondence (Continued)**
13.11 E-mail received from 'Change Step' which is a CAIS led peer monitoring advice service for military veterans and others with post traumatic stress disorder or probable substance misuse issues who want to make positive changes to their lives. The organisation aims to work collaboratively with statutory bodies and other relevant organisations and forms a contact point for veterans, family members and carers. If the Town Council is interested in finding out more about the organisation, the writer can be contacted and arrangements can be made to discuss matters further.
Noted.
- Item 14: Publications.** (All held by the Town Clerk unless otherwise stated).
127/14
14. 1 Clerk and Councils Direct – July 2014 Edition
14.2 The Clerk – July 2014 Edition
14.3 Public Ombudsman for Wales - Annual Report 2013/2014
- Item 15: Documents for sealing.**
128/14
15.1 Grant of Exclusive Right of Burial for Cremation Plot D46 in the Limes Cemetery, purchased by Mrs E Northway, 14 St Athan Road, Cowbridge.
15.2 Grant of Exclusive Right of Burial for Cremation Plot D48 in the Limes Cemetery, purchased by Mr J D Morgan, 14 Grays Walk, Cowbridge.
15.3 Grant of Exclusive Right of Burial for Cremation Plot D47 in the Limes Cemetery, purchased by Mrs E Overton, 2 Middlegate Court, Cowbridge.
Documents sealed.
- Item 16: Date and time of next Meeting.**
129/14 Tuesday 21st October 2014 at 7.00pm.

Councillor D W Morris
Deputy Mayor.

Date minutes signed.