

**Cowbridge with Llanblethian Town Council**  
**Minutes of the Town Council Meeting**  
**held in the Council Chamber, Cowbridge Town Hall,**  
**on Tuesday 21<sup>st</sup> November 2017 at 7.00pm.**

**Present:** Mayor – Councillor Mrs S Vaughan  
Deputy Mayor – Councillor T L Williams MBE  
Councillors: J M Andrew, Mrs M Arnold, Mrs G Baty BEM, Mrs A Burges,  
G A Cox, Mrs S M Cox, R S Downe, C George, J R Harris & A T Trousdell.

**In Attendance:**  
Town Clerk – Mr David B Morris  
Assistant Town Clerk - Mrs Jackie Griffin  
Police Constable Stuart Elson  
Reverend Heather Weddell

Reverend Weddell preceded the meeting with a prayer.

*The Mayor thanked the Staff for all their additional work for Remembrance Sunday Parade and Service, and also the Police for controlling the traffic.*

**Item 1:**           **Apologies for Absence.**  
**165/17**           Councillors D W Morris BEM and Mrs N C Thomas.

**Item 2:**           **Declarations of Interest.**  
**166/17**

Name of Member	Agenda Item/Nature of Interest
Councillor Mrs S Vaughan	Item 9 - Reports of Committees. Item 9b Planning Report – Item 6.1 - Planning Application No. <b>2017/01001/FUL</b> (Friend of Applicant). Item 8 – Development of Darren Farm, Cowbridge (Resident with home address close to development).
Councillor J M Andrew	Item 9 – Reports of Committees. Item 9d Town Hall Report Item 10 – Review of Town Hall Conditions of Hire.
Councillor G A Cox	Item 10.16 – Vale Market Community Enterprise. (Wife is a Trustee of Charter Trust cio).
Councillor Mrs S M Cox	Item 10.16 – Vale Market Community Enterprise. (Trustee of Charter Trust cio).

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**Item 3:  
167/17**

**The Financial Report.**

The Report was presented by Councillor J R Harris. The Receipts and Payments Account for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> October 2017 and statement of bank balance as at 31<sup>st</sup> October 2017 was circulated.

Balances as at 31<sup>st</sup> October 2017.

Current Account:	£ 8,733.05
Investment Gold Account:	£ 42,735.67
Money Market	£ 60,000.00
Total	£ 111,468.72
Less Outstanding Cheques	£ 1,822.60
	<u>£ 109,646.12</u>

**Proposed** by Councillor J R Harris, seconded by Councillor T L Williams and **resolved** that the Receipts and Payments Account and statement of bank balance be accepted and adopted.

**Item 4:  
168/17**

**To confirm the minutes of Town Council Meeting held on 17<sup>th</sup> October 2017.**

**Proposed** by Councillor Mrs G Baty, seconded by Councillor A T Trousdell and **resolved** that the minutes of the Town Council Meeting held on 17<sup>th</sup> October 2017 be confirmed as a correct record and were duly signed.

**Item 5:  
169/17**

**Matters arising from Town Council Meeting held on 17<sup>th</sup> October 2017.**

Councillor Mrs M Arnold had observed that the article on the functions of the Town Council published by Gem had not listed all the assets that the Town Council is responsible for in its area. That in future it may be better to generalise and state that the Town Council is responsible for a number of assets throughout Cowbridge and Llanblethian.

**Item 6:  
170/17**

**Community Police Matters.**

Crime and incident figures for October 2017 were circulated to Members. The figures showed an increase for the same month compared to the previous year (23 in October 2017 compared to 17 in October 2016). PC Elson gave some background on the crimes and incidents. The majority of the increase was in relation to Anti-Social Behaviour concerning neighbour disputes and youth annoyance (12 for the month of October 2017 compared to 3 for October 2016).

**Item 7:  
171/17**

**Road Safety.**

Members raised the following items:

- Councillor J R Harris raised concerns with regard to the traffic lights in Eastgate at the junction with Aberthin Road, St Athan Road and Primrose Hill. The sequencing was not in order resulting in some motorists 'jumping' the lights, especially with the second set of lights for the pedestrian crossing adding extra confusion.

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**Item 7: Road Safety (Continued):**

It was also highlighted that the markings on the road have faded and as a consequence vehicles were stopping after the lights making it difficult for vehicles to turn in the junction.

PC Elson agreed to contact the Highways Department to request that the situation is monitored. Councillor G A Cox mentioned that he had previously reported these issues to Highways and he will follow up the matter.

- Councillor Mrs M Arnold expressed concern at the inconsiderate parking on Church Road and on Broadway in Llanblethian, especially with vehicles travelling at speed along these roads.
- Councillor T L Williams complemented PCSO Roberts on her monitoring of the schools traffic which has improved the situation. PC Elson advised that letters have been issued to parents requesting their support and consideration to ease issues with school traffic especially with dropping off and picking up. That at present the Police are attempting to avoid enforcement action but this may be necessary if the problems persist. A scheme is currently being 'piloted' in Llantwit Major whereby school children are acting as 'Junior PCSO's' and issuing 'warning tickets' (letters) to inconsiderate motorists. The scheme requires the engagement of the school, students and a risk assessment, that is why it's currently being trialled in Llantwit Major before it can be considered for Cowbridge.
- **Proposed** by Councillor Mrs M Arnold, seconded by Councillor A T Trousdell and **resolved** that a letter is sent to Vale of Glamorgan Council Highways Department asking that the street light at the junction of Castle Hill and Bridge Road is reinstated.
- Councillor Mrs S Vaughan requested that bollards are placed at the junction of Westgate with Llantwit Major Road on 'Reindeer Sunday' to ease conjunction through the town and avoid parking right on the junction itself.

**Item 8:  
172/17**

**Reports.**

**a) Mayor**

**Thursday 19<sup>th</sup> October** – The Mayor and Consort and the Deputy Mayor and Deputy Mayoress attended 'Music in the Vale's' Winners Concert at the Pierhead Building, Cardiff Bay.

**Friday 20<sup>th</sup> October** – The Mayor and Consort attended a Drinks Reception to mark the 'Accreditation of Cowbridge and District Museum' in the Lesser Hall.

**Saturday 21<sup>st</sup> October** - The Mayor and Consort hosted a Coffee Morning in the Mayor's Parlour in aid of the Mayor's chosen charity 'Cancer Research Wales' and thanked the 'Cowbridge in Bloom' Team for their watering efforts over the summer.

**Thursday 2<sup>nd</sup> November** – The Mayor and Consort attended the Bingo Social Evening in the Lesser Hall.

**Item 8: Reports (Continued):**  
**a) Mayor (Continued):**

**Saturday 4<sup>th</sup> November** - The Mayor and Consort hosted a Coffee Morning in the Mayor's Parlour in aid of the Mayor's chosen charity 'Cancer Research Wales'.

**Tuesday 7<sup>th</sup> November** – The Mayor and Consort attended '24<sup>th</sup> Understanding Disability Awards Presentation 2017' at Future Inn Hotel, Cardiff Bay.

**Friday 10<sup>th</sup> November** – The Mayor and Consort attended Armistice Day Commemoration at the Merchant Seamen Memorial, Civic Office Forecourt, Barry hosted by the Mayor of the Vale of Glamorgan Council, Councillor Mrs J Charles.

**Saturday 11<sup>th</sup> November** - The Mayor and Consort and some Members of the Town Council attended a Remembrance Service at the War Memorial. The Service included a Dedication to the additional five names of servicemen lost during World War I.

**Sunday 12<sup>th</sup> November** - The Mayor, Consort and some Members of the Town Council attended a Service of Remembrance at St John's Church, Llanblethian. The Mayor, Consort and Members of the Town Council along with the Royal British Legion and Mayor's Guests attended the Remembrance Sunday Parade and Service.

**Thursday 16<sup>th</sup> November** – The Mayor and Consort attended Cowbridge Art Society's Annual Christmas Art Exhibition at the Old Hall with the Mayor officially opening the Exhibition. Light refreshments and drinks were served.

**Friday 17<sup>th</sup> November** – The Mayor and Consort met School Children from Dinas Powys Primary and Ysgol Y Ddraig (Years 2-5) at the Glamorgan Gem Office and the Mayor was interviewed by the Children.

**b) Town Clerk**

**(i) *Dates for your diary 2017:***

Thursday 23<sup>rd</sup> November – Big Screen Showing 'Their Finest'.

Sunday 26<sup>th</sup> November – Reindeer Parade & Xmas Lights Switch On.

Monday 4<sup>th</sup> December – L&A and Planning Committees

Tuesday 5<sup>th</sup> December – F&GP and Town Hall Committees

Saturday 9<sup>th</sup> December – 'Aladdin' Pantomime in the Town Hall.

Thursday 14<sup>th</sup> December – Big Screen Showing 'Going in Style'.

Tuesday 19<sup>th</sup> December – Full Council Meeting.

Monday 8<sup>th</sup> January 2018 – L&A and Planning Committees

Tuesday 9<sup>th</sup> January 2018 – F&GP and Town Hall Committees

**(ii) *Darren Farm Development Phase 1 – Naming and Numbering of Roads.***

Request received from Vale of Glamorgan Council, Highways Department for suggestions from the Town Council to name the new roads being built as part of Phase 1 Darren Farm Development and, in addition, a name for the new Link Road. Two suggestions already being considered are 'Clisson' after the town Cowbridge is twinned with and 'Brynach' in line with the church adjacent to the site. Suggestions to be submitted by 26<sup>th</sup> November 2017.

**Item 8: Reports (Continued):**  
**b) Town Clerk (Continued):**

(iii) ***Letter Received from Plimsoll Productions***  
Seeking potential parents to take part in a BBC Wales Documentary production.  
***Noted***

(iii) ***Approval of Payment of Accounts***  
Council are asked to approve the Payment of the Accounts from 18<sup>th</sup> October to 21<sup>st</sup> November 2017 to be circulated at the meeting.  
**Proposed** by Councillor T L Williams, seconded by Councillor Mrs S M Cox that payment of the accounts totalling £14,475.96 is ratified.  
**Resolved** as proposed.

**Item 9: Reports of Committees.**  
**173/17 a. Leisure & Amenities.**

Councillor A T Trousdell reported on the meeting held on 6<sup>th</sup> November 2017. Reference was made to Item 8.1(ii), a request to pre-purchase a cremation plot in the Limes Cemetery. The Town Council is very sympathetic to the request but it was agreed that Rule No.5 from the Cemetery Rules and Regulations, which was introduced approximately ten years ago, was introduced to prevent advancing purchasing of burial spaces which could not then be utilised and therefore the Rule should not be changed.

**Proposed** by Councillor A T Trousdell, seconded by Councillor J R Harris, that the report of the meeting held on 6<sup>th</sup> November 2017 be accepted and adopted.

**Resolved** as proposed.

**b. Planning.**

Councillor Mrs S M Cox reported on the meeting held on 6<sup>th</sup> November 2017.

**Proposed** by Councillor Mrs S M Cox, seconded by Councillor C George, that the report of the meeting held on 6<sup>th</sup> November 2017 be accepted and adopted.

**Resolved** as proposed

**c. Finance & General Purposes.**

Councillor J R Harris reported on the meeting held on 7<sup>th</sup> November 2017. Reference was made to Item 4, RAF 100<sup>th</sup> Birthday 2018 and the 80<sup>th</sup> Birthday of RAF St Athan and the request made by MOD St Athan Station Commander, Squadron Leader H Jones, for the RAF to exercise their right as Freeman to March through the town and have a Church Service on Sunday 17<sup>th</sup> June 2018. It was agreed that the date for the event was acceptable and that it will be accounted for in the 2018/19 budget.

**Item 9: Reports of Committees (Continued):**  
**c. Finance & General Purposes (Continued):**

**Item 11 - Draft Town Council Disciplinary Policy.**

**Proposed** by Councillor T L Williams, seconded by Councillor A T Trousdell, that the draft Town Council Disciplinary Policy be accepted.  
**Resolved** as proposed.

**Proposed** by Councillor J R Harris, seconded by Councillor T L Williams, that the report of the meeting held on 7<sup>th</sup> November 2017 be accepted and adopted.

**Resolved** as proposed.

**d. Town Hall.**

Councillor T L Williams reported on the meeting held on the 7<sup>th</sup> November 2017.

It was agreed that Item 10, Review of Town Hall Conditions of Hire, should be referred back to the Town Hall Committee along with the Amenity Supervisor's job description to clarify the putting out of tables and chairs for events.

**Proposed** by Councillor T L Williams, seconded by Councillor A T Trousdell, that the report of the meeting held on 7<sup>th</sup> November 2017 be accepted and adopted.

**Resolved** as proposed.

**Item 10: Reports of Representatives.**  
**174/17**

10.1

**Cowbridge and Llanblethian United Charities.**

The Trustees have appointed a new Clerk and the next meeting is scheduled for 22<sup>nd</sup> November 2017.

10.2

**Evan Jenkins Charity.**

Councillor Mrs M Arnold reported on a recent meeting at which a new Trustee was welcomed and a minute's silence was held in memory of Mr David Pugh. Grants to young people were approved.

10.3

**Cowbridge Institute Charity.**

Next meeting 22<sup>nd</sup> November 2017

10.4

**One Voice Wales.**

The draft minutes of the meeting held 23<sup>rd</sup> October had been circulated with the agenda and are available on the Town Council's website.

10.5

**Cowbridge and District Museum Trust.**

No meeting.

**Item 10: Reports of Representatives (Continued):**

10.6 **Cowbridge Town Twinning Association.**

A meeting was held on 20<sup>th</sup> November during which the following items were discussed:

- Christmas Get-Together to be held on 8<sup>th</sup> December.
- Arrangements for a school exchange with Clisson.
- A visit from Clisson to take place between 19<sup>th</sup> to 21<sup>st</sup> June 2018.

10.7 **Joint Liaison Association on Footpaths.**

Councillor Mrs M Arnold reported on a meeting held 9<sup>th</sup> November. The steps on footpath 44/45 (Cae Rex Allotments) are to be repaired with the placing of a new step. Whilst the work is taking place the footpath will be closed for one day. The issue of the flooding on the footpath at Waitrose was discussed and it was agreed that the level of the path is the problem. Councillor Simkiss of Llanfair Community Council raised the issue of horses being exercised on St Hilary Down.

10.8 **Governing Body of Y Bont Faen Primary School.**

Councillor T L Williams reported that the next meeting will be held on the 23<sup>rd</sup> November. The trees on the border between the school and Cae Rex Allotments will be re-examined with a site visit by the Vale of Glamorgan Council.

10.9 **Governing Body of Ysgol Iolo Morganwg.**

Next meeting in two weeks.

10.10 **Cowbridge Chamber of Trade.**

Councillor C George reported on the last meeting of the Chamber at which the following items were discussed:

- The Chamber is most grateful to the Town Council for the donation towards the purchase of the new Christmas lights. There have been some technical issues with the lights but these have been resolved.
- There was a presentation from the Rotary Club on 'Dementia mats' for use in business premises.
- There was a discussion on the disruption caused by the 'Coffee and Cars' event held in September. The suggestion of an 'Events Co-ordinating Committee' to be set up for Cowbridge facilitated by the Town Council was agreed.
- A very successful fundraising breakfast, proceeds towards the purchase of the Christmas Lights, was held in Bar 44 on 19<sup>th</sup> November.

10.11 **Cowbridge in Bloom.**

No meeting.

10.12 **Community Liaison Committee.**

Councillor J R Harris reported on a recent meeting at which there was a presentation by the Glamorgan Voluntary Services.

**Item 10: Reports of Representatives (Continued):**

- 10.13 **Age Connect ‘Good Neighbour Scheme’.**  
No meeting. Arrangements for the Clients’ Christmas Party are progressing.
- 10.14 **Cowbridge Charter Trust.**  
No meeting.
- 10.15 **Food and Drink Festival Committee**  
No meeting.
- 10.16 **Vale Market Community Enterprise.**  
Councillor Mrs S Vaughan reported on a meeting held 16<sup>th</sup> November. Negotiations are ongoing with the Vale of Glamorgan Council and the project has changed. The Group would like to meet with the Town Council to update Members on the project. It was suggested that the meeting take place pre next Full Council on the 23<sup>rd</sup> January 2018. It was also suggested that with the permission of the VMCE a representative from the Chamber of Trade is also invited to the meeting.
- 10.17 **Llanblethian Community Group.**  
No update.
- 10.18 **Vale of Glamorgan Destination Management Partnership**  
Councillor A T Trousdell reported on a recent meeting of the Partnership. A copy of the draft Destination Management Plan for the Vale of Glamorgan was circulated to all Members with the agenda and is available on the Town Council’s website. Councillor A T Trousdell drew Members’ attention to Section 6 Destination Framework and was particularly concerned that the Eastern Vale is not included in the plan, it appeared to be very Barry and Penarth centric. He had made his views known to the Vale of Glamorgan Council Destination Management Team.
- 10.19 **Local Action Group (LAG).**  
Next meeting 27<sup>th</sup> November.
- 10.20 **Dementia Steering Group.**  
Councillor T L Williams reported that two meetings have taken place recently. An Action Plan is being drawn up. Training on a ‘Dementia Friendly’ Town is being offered and is open to all. ‘Dementia Friendly’ mats are available for businesses to purchase and were on display in the Chamber. **Proposed** by Councillor G A Cox, seconded by Councillor C George and **resolved** that the Town Council sets aside £100 to purchase two mats for use in the Town Hall.

**Item 11: Well-being of Future Generations (Wales) Act 2015.**

**175/17**

- 11.1 Report from Working Group – Town Council 5-Year Strategic Plan and Annual Report – Councillor C George.



**Item 11: Well-being of Future Generations (Wales) Act 2015 (Continued):**

Members considered the updated Town Council 'Improving the Well Being of Cowbridge with Llanblethian for Future Generations' 5 Year Strategic Plan that was circulated.

As a result of the working group meeting on the 16<sup>th</sup> November, Strategic Aims had been identified with Prioritised Actions and Priority Classifications. Next steps are to identify lead Councillors and/or Committees to take forward the actions and produce time scales.

Next meeting of the working group is Friday 15<sup>th</sup> December 2017 at 10.30am.

**Item 12: Correspondence.**

**176/17**

12.1

E-mail from the Welsh Government regarding the following Consultations:

(a) Consultation by the Equality, Local Government and Communities Committee on Local Approaches to poverty reduction:

The Well-Being of Future Generations Act and Public Service Boards.

Evidence can be submitted by e-mail to

[SeneddCommunities@assembly.wales](mailto:SeneddCommunities@assembly.wales) by 6<sup>th</sup> December 2017.

Further information is available at

<http://www.senedd.assembly.wales/mgConsultationDisplay.aspx?id=281&RPID=1509491563&cp=yes>

(b) Consultation by the Equality, Local Government and Communities

Committee on the general principles of the Public Services Ombudsman (Wales) Bill which sets out new powers for the Ombudsman.

Evidence can be submitted by e-mail to

[SeneddCommunities@assembly.wales](mailto:SeneddCommunities@assembly.wales) by 1<sup>st</sup> December 2017.

<http://senedd.assembly.wales/mgConsultationDisplay.aspx?ID=279>

(c) Revised Local Government Scheme 2017. Full details available at:

<http://gov.wales/topics/localgovernment/partnership-with-local-government/lgps08/?lang=en>

**Noted.**

**Members can forward their own responses to all three consultations.**

12.2

Information on One Voice Wales Innovative Practice National Awards 2018 to showcase Community and Town Councils, the services they provide to local communities and commitment and work of Councillors and Staff.

**Noted.**

12.3

Letter from the Vale of Glamorgan Council giving details of a proposal to introduce 'No Waiting at any time around the Town Hall Square' (Prohibition and Restriction of Waiting and Loading and Parking Places) (Civil Enforcement) (Amendment) (No 11) Order 2017.

**Noted.**

....Continued

**Item 13: Publications received.** (All held by the Town Clerk)

**177/17**

- 13.1 Clerks & Councils Direct – November 2017
- 13.2 GVS e-Bulletin Service - Voluntary Sector News – 7<sup>th</sup> and 15<sup>th</sup> November 2017.
- 13.3 South Wales Fire and Rescue Service Authority Improvement Plan 2017-2018. [http://www.southwales-fire.gov.uk/English/aboutus/Documents/2434%20Improvement%20Plan%202017-2018\\_ENGLISH.pdf](http://www.southwales-fire.gov.uk/English/aboutus/Documents/2434%20Improvement%20Plan%202017-2018_ENGLISH.pdf)
- 13.4 OVW News Bulletin – October 2017  
<http://mailchi.mp/5104eb82e71d/un-llais-cymru-one-voice-wales-bwletin-newyddion-oydref-2017-october-2017-news-bulletin-427613?e=ec575ab637>
- 13.5 Play for Wales issue 49 – Autumn 2017.
- 13.6 War Memorials Trust Bulletin – November 2017

**Item 14: Documents for sealing.**

**178/17**

- 14.1 Transfer of Exclusive Right of Burial for Cremation Plot No. D43 in the Limes Cemetery to Mr Richard Davies, 70 Ember Lane, Esher, Surrey, Mr Robert Davies, 57 Heol Llanishen Fach, Rhiwbina, Cardiff and Ms Cathryne Lee, Park House, Chiddingfold, Surrey.

**Documents sealed.**

**Proposed** by Councillor A T Trousdell, seconded by Councillor R S Downe, and **resolved** that due to the nature of the following Item 15 – Staff Matters, under Standing Order 33 regarding an employee of the Council, Standing Order 64 shall be invoked. That the following item should be a ‘Part 2’ item –

*“That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.”*

**Item 15: Standing Order 33 – Staff Matters.**

**179/17**

*Confidential Appendix 1 refers to matters concerning staff welfare.*

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

**180/17**

Tuesday 19<sup>th</sup> December 2017 at 7.00pm.

Councillor Mrs S Vaughan  
**Mayor.**

Date minutes signed.