



Be kind



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COWBRIDGE (ANCIENT BOROUGH)
with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda

Minutes of the Leisure & Amenities Committee held by Video conference on Monday the 7th of February 2022 at 7.00pm, in accordance with the Local Government and Elections (Wales) Act 2021

PRESENT: Cllr A Trousdell (Deputy Chair of the Committee)
Cllr S Vaughan (Mayor)
Cllr J Andrew (Deputy Mayor)
Cllr B Tonkin

Ms C Kennedy (Town Clerk)

IN ATTENDANCE Mr T Stevens (Grounds Staff)

APOLOGIES: Cllr A Pritchard
Cllr M Arnold
Cllr N Thomas

ABSENT: Cllr R Spencer-Downe

THE MEETING WAS RECORDED

1	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>a. Apologies were received from Cllr A Pritchard & Cllr M Arnold.</p> <p>b. Automatic apologies were received from Cllr N Thomas as agreed by dispensation granted in February 2019.</p> <p>c. Cllr Trousdell commented that it was important that even those with dispensations gave apologies for absence to avoid any quorate issues.</p>
2	<p><u>DECLARATIONS OF INTEREST</u></p> <p>There were no declarations of Interest in accordance with the Code of Conduct.</p>
3	<p><u>MINUTES RESOLVED</u></p> <p>The minutes of the meeting held on Monday the 6th of December 2021 were approved as a true and accurate record.</p>
4	<p><u>MATTERS ARISING</u></p> <p>There were no matters arising from the minutes of the meeting held on Monday the 6th of December 2021.</p>



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<p>5</p>	<p><u>THE FINANCIAL REPORT</u></p> <p>There were some errors in the numbers presented. Time had not allowed a full investigation but there are some recurring errors with Scribe reporting. Projects were being analysed separately, but in future those relevant to this committee would be included in the report. A discussion ensued on the possibility of setting up direct debits for regular payments.</p> <p><u>ACTIONS</u></p> <ol style="list-style-type: none"> a. Cllr Trousdell to investigate errors with Scribe and send corrected report to committee. b. Cllr Trousdell to contact the bank to see if the Council could set up direct debits for regular incoming receipts. c. Projects relevant to the Committee would be included in future reports. <p><u>RESOLVED</u></p> <p>The Financial Report was approved.</p>
<p>6</p>	<p><u>COWBRIDGE IN BLOOM</u></p> <p>It was confirmed that the South Wales Fire Service would continue to keep the bowser at Cowbridge Fire Station and water the planters every Wednesday throughout the Summer months and at other times when required.</p> <p>Cowbridge in Bloom had approximately £1,200 cash in the bank after paying for this year's plants. This would be transferred to the Town Council with the bowser and assorted planters by way of a letter agreeing the asset transfer.</p> <p>A discussion took place around the possibility of having plants that reflected the Queen's Platinum Jubilee - red, white and blue, purple.</p> <p><u>ACTIONS</u></p> <p>Investigate availability of appropriately coloured flowers in view of the fact that much planting would already have been carried out.</p>
<p>7</p>	<p><u>GRASS CUTTING</u></p> <p>A member of the Council Grounds staff reported to members that he felt time would allow him to incorporate grass-cutting with his other work. He estimated that it would take a day and a half per week. This would need to be planned in and time allocated by the Town Clerk to avoid any clashes. Doing the work in-house gave a greater degree of control, as grass could be cut, when necessary, rather than to a schedule and interim cuts could be carried out if needed for special occasions.</p> <p>The issue of storage was raised and it was confirmed that the shed in the Limes Cemetery would need to be cleared and the old equipment repurposed or sold.</p>



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	<p>A discussion ensued on the merits of contracting out against moving the work in house.</p> <p><u>RECOMMENDED</u> The Town Clerk prepare and publish a tender document for grass cutting - inviting quotes for 1, 2 and 3 years.</p>
8	<p><u>PLAYGROUND INSPECTION</u> <i>There were two items mentioned in the report from the Vale of Glamorgan Council.</i></p> <p>The shackles on the spinning basket in the Twt Park had now been replaced.</p> <p><u>ACTION</u> The arm of the wooden multi-coloured bench in Llanblethian Playing Field was rotten and this would be replaced by Council staff.</p>
9	<p><u>THE LIMES CEMETERY</u></p> <ul style="list-style-type: none"> a. The Mayor said she would report on the matter of stump removal in item 14. b. A request had been received for exhumation of a cremation urn. The applicant had been sent the details of the procedure and will be advised of the fee which is £1,000 as approved by the Council in 2018. <p>The Mayor reported that the new cremation plots at the top of the cemetery are too widely spaced and need to be closed up.</p> <p><u>ACTION</u></p> <ul style="list-style-type: none"> a. Review the space around the new cremation plots. b. To advise the applicant of the cost of exhumation.
10	<p><u>THE LIMES SHED</u> It was reported that the tenant was now up to date with the rent.</p> <p><u>ACTION</u> Cllr Trousdell approach the tenant to discuss the possibility of payment by Standing Order.</p>
11	<p><u>TWT PARK</u></p> <ul style="list-style-type: none"> a. It was reported that council grounds-staff had placed gravel around the litter bin nearest Waitrose to alleviate the flooding problem and that the Town Clerk had reported the matter to the Vale of Glamorgan Council. b. Cllr Andrew suggested that all of the litter bins in the Twt could be surrounded by (same material that is near the zip wire).



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	<p><u>ACTION</u> Investigate the possibility of placing floor covering around the bins.</p>
12	<p><u>LLANBLETHIAN PLAYING FIELD</u> Pictures of the play equipment were included in the papers and it was noted that the work to improve the bank around the slide was now complete.</p>
13	<p><u>SOUTHGATE PARK</u> It was noted that 2 memorial benches ordered for the park had not yet arrived.</p>
14	<p><u>TREE SURVEY</u></p> <p>The Mayor reported that following a recent survey of trees carried out by herself and Cllr Tonkin, there were a number of trees which require immediate attention, particularly the ash trees on the boundary with the school which will need to be felled in the future and need to be budgeted for in 2023/24. Grants may become available for ash die back issues. I did approach 4 companies for quotes met 3 and one of these declined to quote</p> <p>Other trees have branches hanging over the paths which need to be pruned and a member of the public had reported to the Mayor that there were branches hanging off a Robina tree in the Limes Cemetery which require some attention. This area had been cordoned off by the staff today.</p> <p>The Mayor went on to say that the Grounds staff today found that tree 754 in the Limes Cemetery had fallen, which they immediately cleared. Additionally, she advised that the trees in Twt Park would need attention in the near future.</p> <p>The Mayor reported that she approached 4 companies and met with 3. She went on to say that 1 of the 3 she had met declined to quote for the 11 trees needing immediate attention and to remove a tree stump from the Limes Cemetery.</p> <p><u>RECOMMENDED</u> To approve offering the company with the lowest quote (also the company that carried out the initial tree survey) the contract to attend the 11 trees, along with the removal of the tree stumps.</p>
15	<p><u>DATE OF NEXT MEETING</u> Monday the 7th of March 2022.</p>

Cllr Alec Trousdell, Deputy Chair of the Committee