

**Cowbridge with Llanblethian Town Council
Minutes of the Leisure & Amenities Committee
on Tuesday 4th May 2021 at 7.00pm**

The meeting was remote using Microsoft Teams during the Covid-19 pandemic. It was also recorded.

Present: Mayor – Councillor S Vaughan
Councillors: J Andrew and M Arnold

Chair: Councillor V Ellis

In Attendance: Town Clerk – Cathy Kennedy
Temporary Assistant Town Clerk (Minute taker) – Amanda Pallister
Assistant Town Clerk (in post from 17th May) – Adam Davies

Item 1: **Apologies for Absence**
Councillors A Pritchard, R Spencer-Downe and R Watkins.

Item 2: **Declarations of interest**
None.

Item 3: **Matters arising from the meeting held on 6th April 2021:**
There were no matters arising.

Item 4: **Vale Council Parks Playground Monthly Inspection Maintenance Report**
Councillor Ellis thanked the Town Clerk for investigating the existence of a Service Level agreement (SLA), however no SLA document has been found.
RESOLVED: The Town Clerk will look in the files at the Town Hall (noted it was written 20 years ago and the Town Clerk recommended this is renewed anyway).

The playground report was circulated prior to the meeting.

RESOLVED: Councillor Ellis would like to move forward with the red items marked on the report (the new Maintenance Person will begin working on them). Councillor Vaughan added that the current Handyman / Contractor has completed some of the amber items, and recommended an interim solution is agreed for the slide at Llanblethian (it is being replaced as part of the Llanblethian Playing Fields Play Project). Was agreed the area should be cordoned off in the interim.

Item 5: **Grass cutting contract**
The only tender submitted by the closing date was from the current contractor.
RESOLVED: Councillor Arnold proposed this tender is accepted, which was seconded by Councillor Ellis. There were no objections.

Item 6: Llanblethian Playing Fields Play Project

Councillor R Watkins was unable to attend but did provide a written update to the Town Clerk. The play equipment is being delivered to Adventure Play Wales week commencing 17th May 2021. They will commence work on 14th May 2021, with plans to complete by Whitsun week.

A plan for communicating the closure of the park and informing residents who live near the park was discussed.

RESOLVED: Councillor J Andrew will draft a response updating residents about the proposed start dates (those living near the park will also receive a leaflet).

Item 7: Limes Cemetery

The Town Clerk proposed ordering hanging baskets etc. and was in receipt of a quote totalling £157.20 plus VAT. The Town Clerk explained that the grass cutting contract had come under budget, and therefore this cost could be allocated under this part of the budget. Councillor Arnold noted the importance of supporting local businesses; all agreed but due to shortages of staff at Council there was no time to go out to tender (too late in the season / short notice as most plants have now been ordered for the Summer).

RESOLVED: Councillor Vaughan proposed this quote is accepted due to tight timescales, but to source quotes from local businesses next year. This was seconded by Councillor Andrew. Councillor Arnold abstained from the vote.

Item 8: Twt Park

Nothing to report.

Item 9: Emms Cottage

Nothing to report.

Item 10: Factory Road / Picadilly

Nothing to report.

Item 11: Southgate Park

Correspondence has been received from a member of the public regarding the boundary fence. The Town Clerk and Councillor Ellis have discussed this and informed the member of the public this will be discussed fully, and a solution found once new staff have commenced in their posts.

RESOLVED: This will be fully investigated / prioritised once the new Assistant Town Clerk and Maintenance Person are in post. Updates will be communicated to the member of the public by the Town Clerk and Councillor Ellis.

Item 12: Holy Cross Churchyard

Nothing to report.

Item 13: Ash Die back

A 52-page report outlining this Council's responsibility to tree's was noted.

RESOLVED: This will need discussion and prioritisation, and there is likely to be an impact on Council's budget. The Town Clerk, new Assistant Town Clerk, Maintenance Person and Councillor Ellis will be discussing this and reporting back to this committee with an action plan.

Item 14 Bins

The Town Clerk reported the bins were emptied over the bank holiday and the parks were very clean and tidy.

Item 15 L & A Expenditure / Budget

Councillor Ellis noted the budget may need to be revisited once the action plan covered in item 13 is agreed.

Item 16 Date and time of next meeting

To be confirmed at the Council AGM, but provisionally Monday 7th June at 7pm.