



Be kind



Byddwch yn garedig

<p>COWBRIDGE (ANCIENT BOROUGH) with LLANBLETHIAN TOWN COUNCIL CYNGOR TREF Y BONTFAEN (Bwrdeistref Hynafol) gyda LLANFLEIDDAN</p>
--

COWBRIDGE WITH LLANBLETHIAN TOWN COUNCIL

Minutes of the Meeting of the Town Council held on 21st December 2021, 7:00pm at Cowbridge Town Hall and by Video Conference

PRESENT: Councillor Siân Vaughan (Mayor)
 Councillor John Andrew (Deputy Mayor)
 Councillor Alec Trousdell
 Councillor Marian Arnold
 Councillor Gwen Baty
 Councillor Andrew Pritchard
 Councillor Rhys Watkins
 Councillor Heather Weddell
 Councillor Beverly Tonkin
 Councillor Malcolm Wilson

Cathy Kennedy - Town Clerk

APOLOGIES: Councillor Nicola Thomas (Dispensation)
 Councillor Geoff Cox
 Councillor Sue Cox
 Councillor Geraint Baty

ABSENT: Councillor Russell Spencer-Downe (Dispensation)

THE MEETING WAS RECORDED

The Mayor called upon Reverend Councillor Weddell to open the meeting with a prayer.

1	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>a. Automatic apologies were noted from Cllr Nicola Thomas as per unique dispensation arrangement.</p> <p>b. Apologies were noted from Cllr Geoff Cox, Cllr Sue Cox and Cllr Geraint Baty.</p> <p>c. A message was received from Cllr Rhys Watkins to say he may be a little late attending due to heavy traffic.</p>
---	--

2	<p><u>DECLARATIONS OF INTEREST</u> There were no personal or prejudicial declarations of interest received from Members in accordance with the code of conduct.</p>
3	<p><u>COMMUNITY POLICE MATTERS</u> PC Stuart Elson was in attendance and briefed the meeting on the month's crime statistics.</p> <p>a. Following PC Elston's report regarding an RTC in Llanblethian, Cllr Arnold raised her concern regarding the prior removal of a street light at the bottom of Church Hill, close to the junction with Bridge Road.</p> <p>b. PC Elson suggested moving the disabled parking bay outside Tesco on the High Street further down the street as he felt this would alleviate a lot of the illegal parking. He went on to say that the space outside Tesco is a natural pull in and it would make sense to move the bay down next to the other disabled spaces further down the street.</p> <p><u>ACTIONS</u></p> <p>a. The Town Clerk to contact the Vale of Glamorgan Highways regarding the light.</p> <p>b. The Town Clerk to contact the Vale of Glamorgan Council regarding the suggested moving of the disabled bays.</p>
4	<p><u>MINUTES RESOLVED</u> The minutes of the Town Council meeting held at 7:00pm on the 16th of November 2021 were approved as a true and accurate record of events.</p>
5	<p><u>MATTERS ARISING</u></p> <p>a. The Town Clerk updated Members to say that she was in the process of preparing a spreadsheet of land owned and possibly owned by the Town Council. She went on to thank Councillors who had responded to her email requesting information.</p> <p>b. The Town Clerk updated Members to say that she had now taken delivery of a defibrillator and heated cabinet. Installation will be as approved by Council in the archway of the United Free Church in January 22.</p>
6	<p><u>PUBLIC QUESTION TIME</u> There were no questions from members of the public arranged 24 hrs in advance of the meeting.</p>
7	<p><u>MAINTENANCE</u> <i>The Town Clerk requested Members note the usual tasks outlined in the Maintenance Report, plus one-off tasks detailed below;</i></p> <p>a. The maintenance and repair of play equipment in Twt Park.</p> <p>b. The replacement of 2 corroded benches in Twt Park.</p> <p>c. Action taken to remove a storm damaged fallen tree in the Limes Cemetery</p>

	d. Cllr Weddell offered thanks to Councillors and Staff who acted quickly in calling out ESA Tree Care to deal with the fallen tree in the Limes Cemetery.
--	--

8	<p><u>REPORTS</u></p> <p><i>a. <u>The Mayors Report</u></i></p> <p><i>Cllr Vaughan asked Members to note her report and highlighted the following;</i></p> <ul style="list-style-type: none"> ➤ The next Mayors Coffee Morning scheduled for the 5th of February 22. ➤ Civic Sunday scheduled for the 24th of April 22. <p><i>a. <u>The Town Clerks Report</u></i></p> <p><i>The Town Clerk summarised her report as follows;</i></p> <ul style="list-style-type: none"> ➤ Completed submission of Listed Building Consent Application to replace the Lesser Hall Roof and the Mayors Parlour Roof with Spanish or Canadian slate. She thanked Cllr Andrew for preparing a Heritage Impact Assessment to accompany the application. ➤ Completed submission of an Application to CADW for funding support with replacement of the Lesser Hall and Mayors Parlour Roofs. <p><i>The following response to the Town Clerks Report was received;</i></p> <ol style="list-style-type: none"> a. Cllr Arnold asked the Town Clerk for details of the Contractors who provided quotes for roof repairs and went on to ask her to explain why she was considering the use of Spanish or Canadian slate instead of Welsh slate. b. The Town Clerk responded that one of the Contractors had been recommended to her by Llantwit Major Town Council following the replacement of their Listed Building Roof. c. Cllr Arnold told the Town Clerk that she was not interested in Llantwit Major and in her opinion a Structural Engineer should be asked to quote. The Town Clerk responded that the cost of Welsh slate was double the cost of Spanish and Canadian slate and that she had spoken with the Conservation Officer who was content that Spanish Slate was an acceptable alternative and was regularly used on Listed Buildings. d. The Town Clerk confirmed for Cllr Arnold the name of the Contractors who had quoted for the works. e. Cllr Weddell reported that the church roof was originally Welsh slate and when refurbished a couple of years ago with Canadian slate, the Conservation Officer was content with the work and the roof was now deemed secure and safe.
9	<p><u>THE FINANCIAL REPORT</u></p> <p><u>RESOLVED</u></p> <p>The October 21 financial report was approved.</p>

10	<p><u>THE ANNUAL BUDGET</u></p> <p>a. Cllr Arnold stated that she did not agree with the Annual Budget and in her opinion the projected figures had not received any thought.</p> <p>b. Cllr Trousdell noted that in his opinion the Budget was very conservative and achievable and he would not put his name to it if he felt it was unrealistic.</p> <p>c. Cllr Andrew commended the Town Clerk and the Chair of the Finance & Governance Committee on the clarity of the Budget Report and said he felt the Report was very helpful in supporting Members to make an informed decision. He went on to say that the Budget had been reviewed by the separate committees and he was content to support it.</p> <p>d. In raising a point of order Cllr Andrew requested that Cllr Arnold not make comments under her breath and respect other Councillors in not taking up more than her fair share of speaking time.</p> <p>e. Cllr Arnold responded that she had not had the opportunity to discuss the Budget as she was a Member of the Leisure & Amenities Committee, not the Finance & Governance Committee or the Working Group.</p> <p>f. The Mayor responded to Cllr Arnold's comment above to say that the Leisure & Amenities Committee had reviewed the Budget in the December committee meeting and that there was no Working Group.</p> <p>g. Cllr Arnold announced that she was 'calling it a day and would tender her written Resignation in the New Year'.</p> <p>h. At 8.02pm Cllr Arnold left the meeting.</p> <p>RESOLVED</p> <p>a. The Annual Budget for 2022/23 was approved.</p> <p>b. The Ear Marked Reserves for 2022/23 were approved.</p>
11	<p><u>THE PRECEPT</u></p> <p>a. The Mayor briefed Members on the recommendations of the Finance & Governance Committee. She also reported that although originally, she had voted for Option B - 3.5% increase in the Precept - she had revisited her decision and due to the expected 6% inflation rate in April 22, plus increasing costs faced by the Town Council, on reflection she wished to vote for Option C – 5% increase in the Precept.</p> <p>b. Cllr Trousdell confirmed that he wished to stay with his original vote of Option C – 5% increase.</p> <p>c. Cllr Pritchard thanked Cllr Andrew and Trousdell for helping him to understand the Precept and confirmed that he would like to Second Cllr Trousdell's proposal of Option C.</p>

- d. Cllr Andrew reiterated that despite Cllr Arnold's comments there was no Budget Working Party and the Budget was the work of the Town Clerk with assistance from the Chair of the Finance & Governance Committee. He went on to say that the various committees had all had the opportunity to review and amend their specific budgets during the December Committee Meetings.
- e. Cllr Andrew confirmed that due to many residents experiencing difficult financial circumstances that his preference was and still is Option B.
- f. Cllr Gwen Baty reiterated Cllr Andrew's comment and confirmed that she wished to Second Option B.
- g. Cllr Watkin's stated that if the Town Council continually increase the Precept below inflation, this would have a detrimental effect on the long-term financial position of the Council. He went on to say that he was comfortable with 3.5 or 5% and content to support the majority vote.
- h. Cllr Tonkin said that she had recently been involved with several development projects and noted that expenses had been far higher than in previous years, bringing her to the conclusion that Option C may be a prudent choice.
- i. Following proposals for Option B (a 3.5% increase) and Option C (a 5% increase), a vote took place.

RESOLVED

Option C was approved by a majority vote, resulting in an increase of 5% in the Annual Precept for 2022/23, as detailed in the below table.

	Option C
Precept required	£213,593
Council tax base rate	£2,788
Band D Precept	£78.31
£ increase in Precept	£3.72
% increase in Precept	5%
Precept Generated	£218,328
Shortfall/Surplus	£4,735

- 12 **COWBRIDGE FLORAL DISPLAY**
- a. The Mayor reminded councillors that a discussion took place last year regarding the floral display and Members had agreed they would revisit at this time.
 - b. The Town Clerk briefed Members on the details of meetings and correspondence between her and the Chair of Cowbridge in Bloom.
 - c. The Town Clerk stated that it is usual for Town and Community Councils to take responsibility for community floral displays.

- d. She went on to say that town traders no longer contribute to the annual display and as funding from the United Charity Trust is unlikely to increase it seems inevitable that unless the Town Council take on responsibility that Cowbridge will no longer have an annual floral display.
- e. She imparted the details of the existing floral arrangements with Cowbridge in Bloom and reassured Members that following discussions with the maintenance staff and by working in partnership with volunteers from the Fire Service, there was indeed capacity for the Town Council staff to take on responsibility for the maintenance of the floral display.
- f. Cllr Weddell suggested promoting opportunities for local business and/or individuals to sponsor a basket and/or purchase Memorial Baskets.
- g. Cllr Vaughan supported Cllr Weddell's suggestion of Memorial Baskets and reminded Members that the Chamber of Trade no longer contributes to the floral display, whilst the Town Council and United Charity Trust provide annual grants.
- h. Cllr Watkins said he was in agreement with Cllr Vaughan that businesses and individuals do not have the available funds to sponsor baskets and the Town Council should take responsibility for the baskets.
- i. Cllr Andrew responded he was of the opinion that the Town Council should support the floral display and thanked the Town Clerk for looking into the details of the costs involved.
- j. Cllr Trousdell suggested that if watering was carried out early in the mornings, it would alleviate traffic and parking issues. He also noted that window cleaners have specialist equipment in the back of their vans and it may be possible to offer a contract for watering. He went on to say that the baskets would be an example to residents of a tangible and visible contribution by the Town Council.
- k. Cllr Vaughan thanked Members for their comments and said it would be helpful if CIB volunteers could support the maintenance of the baskets when the Town Council staff are on holiday.
- l. Cllr Gwen Baty suggested that Council look for sponsorship from builders involved in local development.
- m. Cllr Andrew and Cllr Wilson highlighted the importance of drawing up an official transfer agreement with Cowbridge in Bloom.

ACTION

The Town Clerk inform Cowbridge in Bloom of an agreement in principle and request detailed information regarding ongoing costs and the proposed transfer of assets from CIB to CTC.

13	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p>a. <u>Leisure & Amenities (L&A) Committee 6th of December 21</u> Cllr Trousdell (Deputy Chair of the Committee) requested an update on the gathering of quotes for stump removal of the fallen tree in the Limes Cemetery - the Mayor responded to say she was waiting for a response from contractors.</p> <p><u>RESOLVED:</u> The Recommendations from the L&A Committee meeting which took place on Monday the 6th of December 21 were approved.</p> <p>b. <u>Planning Committee 6th of December 21</u> In the absence of Cllr Sue Cox, the Deputy Mayor - Cllr Andrew proposed Members accept the Recommendations of the Planning Committee.</p> <p><u>RESOLVED:</u> The Recommendations from the Planning Committee meeting which took place on Monday the 6th of December 21 were approved.</p> <p>c. <u>Town Hall Committee 7th of December 21</u> Cllr Wilson - Chair of the Committee requested that Members delegate authority to the Town Clerk in liaison with himself to contract a company to carry out the urgent boiler replacements in the Mayors Parlour and the main Boiler Room. A third quote was expected this week and if a decision was made by Friday the 24th of December, the boilers could be ordered and fitted by the end of January 22.</p> <p><u>RESOLVED:</u></p> <ul style="list-style-type: none"> ➤ The Recommendations from the Town Hall Committee Meeting which took place on Tuesday the 7th of December 21, were approved. ➤ Delegated authority was approved for the Town Clerk in liaison with the Chair of the Town Hall Committee to contract a company to replace the domestic boiler in the Mayors Parlour and the Commercial boiler in the main boiler room, up to a maximum spend of £10,000. <p>d. <u>Finance & Governance (F&G) Committee 7th of December 21</u></p> <ul style="list-style-type: none"> ➤ Cllr Trousdell briefed the meeting on the Recommendations of the F&G Committee. ➤ Cllr Gwen Baty thanked the F&G Committee for their work on the Annual Budget. Cllr Vaughan agreed with Cllr Baty and highlighted that the Town Clerk had worked in partnership with the Committee. <p><u>RESOLVED:</u> The Recommendations from the F&G Meeting held on Tuesday the 7th of December 21 were approved.</p>
14	<p><u>EXTERNAL BODIES/COMMITTEES</u> <i>Members reported the following;</i></p> <p>a. Cllr Andrew noted a Chamber of Trade (CoT) Meeting took place on the 25th of November; however, he was unable to attend.</p> <p>b. Cllr Wilson reported that the aforementioned meeting's emphasis was around the Vale of Glamorgan's approach for revitalising the town centres. He stated that he would circulate the minutes once completed.</p>

	<p>c. Cllr Weddell reported that on the back of Covid advice, a scheduled Town Twinning event was cancelled and visitors were scheduled for October 22.</p> <p>d. Cllr Trousdell reported his attendance at a Governors Meeting for Iolo Morgannwg on the 24th of November. He stated that the main subject was a new prospectus planned for 2023 with an emphasis on human relationships.</p>
15	<p><u>CORRESPONDENCE</u> <i>There were no items of correspondence to report.</i></p>
16	<p><u>DOCUMENTS FOR SEALING</u> Grant of Exclusive Right of Burials – The Limes Cemetery <i>There were no documents for sealing to note.</i></p>
17	<p><u>CONFIDENTIAL</u> <i>The following Resolution was approved for relating to Item 18;</i></p> <p>By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are discussion of the full item on the basis that disclosure thereof would be prejudicial to the p of the confidential nature of the business to be transacted.</p>
18	<p><u>STAFFING MATTERS</u> <u>RESOLVED</u> <i>The Recommendations of the Staffing Committee were approved as follows;</i></p> <p>a. Contact the Vale of Glamorgan Council Human Resources Department.</p> <p>b. Approve delegated powers allowing the Staffing Committee to make decisions regarding the confidential matter discussed.</p> <p>c. Cancel all Committee Meetings scheduled for January 2022.</p>
19	<p><u>DATE OF NEXT MEETING</u> Tuesday 18th of January 2021 at 7:00pm</p>

Cllr Siân Vaughan (Mayor)