



Be kind



Byddwch yn garedig

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

**Minutes of the Meeting of the Town Council held on the 15<sup>th</sup> of February 2022 at 7:00pm  
in the Cowbridge Town Hall and by Video Conference**

**PRESENT:** Councillor Siân Vaughan (Mayor)  
Councillor John Andrew (Deputy Mayor)  
Councillor Alec Trousdell  
Councillor Andrew Pritchard  
Councillor Beverly Tonkin  
Councillor Geoff Cox  
Councillor Sue Cox  
Councillor Gwen Baty  
Councillor Geraint Baty

Ms Cathy Kennedy -Town Clerk

PC Stuart Elson  
PCSO Stephen Davies

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**APOLOGIES:** Councillor Marian Arnold  
Councillor Malcolm Wilson  
Councillor Heather Weddell  
Councillor Rhys Watkins  
Councillor Nicola Thomas

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**ABSENT:** Councillor Russell Spencer-Downe

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**THE MEETING WAS RECORDED**

The Mayor called upon Councillor Geoff Cox to open the meeting with a prayer.

The Mayor announced that the meeting was being recorded and the press and public were not allowed to record without prior permission.

The Mayor welcomed Mr Jack Wynn from the Cowbridge Nub News and PC Stuart Elson and PCSO Steven Davies to the meeting.

1	<p><b><u>APOLOGIES FOR ABSENCE</u></b>  <b><i>Apologies were received and noted from:</i></b>  Cllr Wilson, Cllr Arnold, Cllr Weddell and Cllr Watkins</p> <p><b><i>Automatic apologies as per unique dispensation:</i></b>  Cllr Thomas</p> <p><b><i>The following councillor was absent with no apologies received:</i></b>  Cllr Russell Spencer-Downe</p>
2	<p><b><u>DECLARATIONS OF INTEREST</u></b>  There were no declarations of interest received from members.</p>
3	<p><b><u>COMMUNITY POLICE MATTERS</u></b>  <b><i>To receive a monthly crime report from PC Stuart Elson and PCSO Stephen Davies.</i></b></p> <ul style="list-style-type: none"> <li>➤ PC Elson briefed the meeting on the crime report for January 2022.</li> <li>➤ PCSO Steven Davies gave an update regarding graffiti and anti-social behaviour.</li> <li>➤ A discussion took place regarding a letter received from PCSO Steven Davies. Members agreed that the Council should be involved with the Community Payback Scheme as this would help with the removal of graffiti and litter picking.</li> <li>➤ Operation Snap was discussed and it was explained that photos were sent to an Officer whose role it is to assess what action, if any to take.</li> <li>➤ At this point Cllr Gwen Baty and Cllr Geraint Baty joined the meeting remotely.</li> <li>➤ The Mayor reported that she was approached by a member of the public with concerns regarding the speed of traffic in Westgate. It was noted that volunteers were required for a local volunteer group to monitor speed in the local areas.</li> <li>➤ PC Elson said he had not yet had the opportunity to write to the Vale of Glamorgan Highways regarding the proposed movement of the disabled bay outside Tesco on the High Street. He went on to say that he felt that work to move the bay and would be minimal that he would email the Town Clerk by the end of the week.</li> </ul>
4	<p><b><u>MINUTES RESOLVED</u></b>  The minutes of the Council Meeting held on Tuesday the 18<sup>th</sup> of January 2022 were approved as a true and accurate record.</p>
5	<p><b><u>MATTERS ARISING</u></b>  The Mayor briefed the meeting on the following;</p> <ol style="list-style-type: none"> <li>a. Land Registry – spreadsheet in progress</li> <li>b. Defibrillator update (Save a Life Cymru) – the AED has been approved with particular conditions attached.</li> <li>c. Cllr Arnold’s Resignation Letter has not yet been received.</li> <li>d. CCTV Working Group – meeting to be re-arranged due to lack of attendees.</li> </ol>

	<p>At this point Cllr Gwen Baty and Cllr Geraint Baty arrived in the Council Chamber.</p> <p>e. Bypass – Aberthin Road – A meeting of the working party to be arranged from early March.</p> <p>f. Community Plan Training – The Mayor reminded the meeting on the dates of the OVW training. Cllr Trousdell said he had attended the training and highly recommends it, particularly as it is now obligatory to prepare a community plan.</p>
6	<p><b><u>PUBLIC QUESTION TIME</u></b> To receive any questions from members of the public arranged 24 hrs in advance of the meeting.</p>
7	<p><b><u>REPORTS</u></b> a. The Mayor briefed the meeting on activities undertaken since the last meeting. b. The Clerk briefed the meeting on activities and projects since the last meeting.</p>
8	<p><b><u>THE FINANCIAL REPORT RESOLVED</u></b> The Financial Report for January 2022 was approved.</p>
9	<p><b><u>INTERNAL AUDITOR RESOLVED</u></b> Following the retirement of the previous internal auditor, a proposal for a new auditor was considered.</p> <p><b><u>RESOLVED</u></b> Kerry-Leigh Grabham to be appointed as the new internal auditor for Cowbridge with Llanblethian Town Council.</p>
10	<p><b><u>PRE-ELECTION PERIOD</u></b> A discussion took place on whether the Town Council should meet during the pre-election period.</p> <p><b><u>RESOLVED</u></b></p> <ul style="list-style-type: none"> <li>• Cancel May committee meetings.</li> <li>• No sensitive financial decisions to be made during the pre-election period.</li> </ul>
11	<p><b><u>QUEENS PLATINUM JUBILEE</u></b></p> <p><b>a. Letter received from the Vale of Glamorgan Council:</b> A letter from the Vale of Glamorgan Council asking Town Councils to report their Jubilee plans.</p> <p><b>b. An opportunity for members of the public and councillors to share ideas/plans:</b> A discussion took place around ideas for celebrating the Queens Platinum Jubilee.</p> <p><b>c. Letter received from St Hilary Village Hall:</b> A letter from the Secretary of St Hilary Village Hall requesting a collaboration for the Jubilee was discussed.</p> <p><b><u>ACTION</u></b> The Mayor and Deputy Mayor arrange a meeting inviting representatives from local community groups.</p>

12	<p><b><u>MAINTENANCE</u></b> The report of maintenance activities carried out since the last meeting was noted.</p>
13	<p><b><u>COMMITTEE RECOMMENDATIONS</u></b></p> <p><b><i>a. Town Hall Committee</i></b> <b><u>RESOLVED</u></b> The Recommendations from the Town Hall Committee Meeting which took place on Tuesday the 1st February 2022, were approved.</p> <p><b><i>b. Finance &amp; Governance Committee</i></b> <b><u>RESOLVED</u></b> The Recommendations from the Finance &amp; Governance Committee Meeting which took place on Tuesday the 1st of February 2022, were approved.</p> <p><b><i>c. Leisure &amp; Amenities Committee</i></b> <b><u>RESOLVED</u></b> The Recommendations from the L&amp;A Committee Meeting which took place on Monday the 7<sup>th</sup> of February 2022, were approved. The Mayor asked for a minor amendment to the minutes in that she had contacted 4 companies, met with 3 and received 2 quotes for attending the 11 trees in need of prompt attention and for the stump removal required in the Limes Cemetery.</p> <p><b><i>d. Planning Committee</i></b> <b><u>RESOLVED</u></b> The Recommendations from the Planning Committee Meeting which took place on Monday the 7<sup>th</sup> of February 2022, were approved.</p>
14	<p><b><u>EXTERNAL BODIES/COMMITTEES</u></b> Cllr Trousdell said he will circulate the notes from a One Voice Wales meeting he attended, the focus of which was on biodiversity.</p>
15	<p><b><u>CORRESPONDENCE</u></b></p> <p><b><i>a. Waitrose Car Park (Litter)</i></b> A letter received from a local litter picking group regarding the continued state of Waitrose car park, plus the issue of a broken post at the entrance to Poplars Park was noted. The state of paving slabs in the car park was also raised.</p> <p><b><u>ACTION</u></b></p> <p>a) Cllr Andrew to discuss the matter with the manager at Waitrose and contact the Vale Council.</p> <p>b) Cllr Geoff Cox to follow up the broken bollard with the Vale of Glamorgan Council.</p> <p><b><i>b. Winter of Wellbeing (Vale of Glamorgan)</i></b> A letter from the Vale of Glamorgan offering funding to support wellbeing of communities was discussed. It was noted that the closing date of March 31<sup>st</sup> was too tight for any action to be taken.</p> <p><b><i>c. Speed Restrictions (Vale of Glamorgan)</i></b> The new speed restrictions in the local area were noted.</p> <p><b><i>d. 2021 Cowbridge Music Festival Report</i></b> The annual report, along with thanks for the grant received from the Town Council were noted.</p>

	<p><b><i>The following items of correspondence not on the agenda were discussed:</i></b></p> <p><b><i>e. The Old Girls School</i></b> An email from Cowbridge Comprehensive Trustees was noted, followed by an explanation of the brief history of the matter of the Old Girls School presented by Cllr Andrew.</p> <p><b><u>ACTION</u></b> write to all parties involved expressing the view that the existing proposal for demolition should not go ahead without exploring all other options.</p> <p><b><i>f. Council Insurance</i></b> A letter received from the Councils Insurers recommending a listed building evaluation of the Town Hall was discussed.</p> <p><b><u>ACTION</u></b> To contact chartered surveyors regarding a professional reinstatement value of listed buildings.</p>
16	<p><b><u>DOCUMENTS FOR SEALING</u></b> <b>Grant of Exclusive Right of Burials - The Limes Cemetery</b> <b><i>To following documents for sealing were noted:</i></b></p> <ol style="list-style-type: none"> <li>1. Purchase of Plot F15 by Linda Anderson, Grant Number C437</li> <li>2. Purchase of Plot F17 by Margaret Furby, Grant Number C438</li> </ol>
17	<p><b><u>CONFIDENTIAL</u></b> <b><i>To approve the following Resolution for Item 18:</i></b></p> <p>By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the full item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>
18	<p><b><u>STAFFING MATTERS</u></b> The Mayor briefed the meeting on the minutes of the Staffing Committee Meeting held on Thursday the 10<sup>th</sup> of February 2022.</p> <p><b><u>RESOLVED</u></b> The recommendations of the Staffing Committee were approved.</p>
19	<p><b><u>DATE OF NEXT MEETING</u></b> Tuesday the 15<sup>th</sup> of March 2022.</p>

The meeting ended at 8.25pm.