



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 19<sup>th</sup> October 2021,  
7:00pm at Cowbridge Town Hall and by Video Conference**

**PRESENT:** Councillor Sian Vaughan (Mayor)  
 Councillor John Andrew (Deputy Mayor)  
 Councillor Alec Trousdell  
 Councillor Marion Arnold  
 Councillor Gwen Baty  
 Councillor Gus Baty  
 Councillor Andrew Pritchard  
 Councillor Rhys Watkins  
 Councillor Heather Weddell  
 Councillor Beverly Tonkin

Cathy Kennedy - Town Clerk  
 Adam Davies - Assistant Town Clerk

PC Stuart Elson  
 Jane Hodge – Age Connects Shopping Project  
 Ellyn Wright – Cowbridge Nub News

-----  
**APOLOGIES:** Councillor Nicola Thomas, Councillor Geoff Cox & Councillor Sue Cox

**NOTE:** Councillors Geoff & Sue Cox attempted to attend the meeting remotely, however, their internet connection was unstable resulting in them being unable to join proceedings.

-----  
**ABSENT:** Councillor Russell Spencer-Downe, Councillor Malcolm Wilson.  
 -----

### **THE MEETING WAS RECORDED**

The Mayor called upon Councillor Reverend Weddell to open the meeting with a prayer, followed by 1 minute silence to mark the death of MP Sir David Amess.

The Mayor opened the meeting expressing her disappointment that the previous full council meeting was recorded by a member of the press without gaining prior approval.

She went on to say that the council was not granting permission for any member of the public and/or press to record this meeting and that a recording policy was in the process of being prepared.

The Mayor reminded councillors of the virtual meeting protocol.

The Mayor explained that contrary to tradition, councillors would not be required to stand when speaking as this would hinder use of the microphones linked to the electronic equipment, enabling remote attendance and recording of meetings.

1	<p><b><u>APOLOGIES FOR ABSENCE</u></b> Apologies received and noted from Cllr Nicola Thomas, Cllr Geoff Cox &amp; Cllr Sue Cox.</p>
2	<p><b><u>RECORDING POLICY</u></b> This item was deferred to the next meeting.</p>
3	<p><b><u>DECLARATION OF ACCEPTANCE OF OFFICE</u></b> The Mayor welcomed Beverly Tonkin to her first meeting of the Full Council. The Mayor reported that following Beverly’s election to the office of Member for Llanblethian East Ward on the 30<sup>th</sup> of September 21, she had attended the Town Hall and signed the declaration of acceptance in the presence of the Town Clerk.</p>
4	<p><b><u>DECLARATION OF INTERESTS</u></b> There were no personal or prejudicial declarations of interest received from members in accordance with the code of conduct.</p>
9	<p><b><u>COMMUNITY POLICE MATTERS</u></b> <b>NOTE:</b> The Mayor welcomed PC Stuart Elson and informed the meeting that following a discussion with PC Elson and guest speaker Paula Hodge, it was agreed to bring forward <b>Item 9</b>.</p> <p>PC Stuart Elson presented the meeting with the crime report for September 21 and confirmed the figures on the report reflect Cowbridge instances only. The Mayor thanked PC Elson and allowed 5 minutes for questions.</p> <p><b><u>QUESTIONS</u></b></p> <ol style="list-style-type: none"> <li>a. Cllr Trousdell raised the issue of a vehicle parked at the bottom of Castle Hill making it difficult to see up towards Broadway. PC Elson responded that he had driven around the area and could not find an issue.</li> <li>b. Cllr Pritchard highlighted parking as a major issue and asked for advice on whether anything could be done regarding dangerous</li> </ol>

	<p>parking on the High Street. PC Elson responded, on the South Wales Police website there is access to the Operation Snap Portal, through which photos and videos can be sent for assessment.</p> <p>c. He also said to send any photos and videos to him and PC Owain Reynolds, who would follow up when time allowed.</p> <p>d. Cllr Weddell reported a vehicle parked for 6 hours on the pavement outside the dog grooming business on the High Street and said she would also report this matter through Operation Snap Portal. PC Elson said that parking issues are normally dealt with by enforcement officers, however, if he is in the right place at the right time, he would have 'no hesitation dealing with the matter'.</p> <p>e. Cllr Watkins informed PC Elson, he had submitted several reports regarding an abandoned black Hyundai on Druids Green. PC Elson said that he was unaware of the report and would follow up.</p> <p>f. Cllr Andrew stated, 'there seemed to be a high number of thefts on the report'. PC Elson agreed, and it would be monitored on completion of the October figures.</p> <p>The Mayor thanked PC Elson and granted permission for him to leave the meeting.</p>
5	<p><b><u>AGE CONNECTS CARDIFF &amp; VALE SHOPPING PROJECT</u></b></p> <p>The Mayor welcomed Paula Hodge to the meeting.</p> <p><b><i>Paula Hodge thanked the Mayor for allowing her to address the meeting as follows;</i></b></p> <p>'Age Connects are in the process of recruiting additional volunteers in the Western Vale and would be grateful for help in disseminating the message to the public. If anyone knows someone who needs shopping support, whether an emergency, one off or regular support, they can be referred to the project.</p> <p>The service started 5 weeks before the first lockdown and they had quite a few clients in Cowbridge requiring support. The charge is £5 a shop and there are currently volunteers with capacity, therefore, if anyone is struggling to do their shopping, please refer them to the project. The Good Neighbours scheme provides befriending services for people feeling isolated. Befriending was by telephone only during lockdown and now also takes place face to face. The scheme also offers transport to hospital and doctor's appointments'.</p> <p>The Mayor responded she was very pleased to hear there was transport provided for older people especially as she had been disappointed to hear people from Cowbridge were being called to Llantwit Major for their Covid booster jabs.</p>

	<p>Cllr Weddell asked for transport contact details, Paula said she would forward this information.</p> <p>Cllr Weddell informed the meeting, over 18 months ago they set up the Cowbridge Coronavirus Volunteer Group, which is still an ongoing service.</p> <p>Cllr Arnold requested the telephone number for Age Connects.</p> <p>Cllr Pritchard highlighted to the meeting that people who feel they cannot travel for the booster can phone the number on the appointment letter and arrange to receive the vaccination at home.</p> <p>Cllr Gwen Baty said that she had benefited from the Greenlinks transport service.</p> <p>Paula Hodge thanked Cllr Baty for her comments and highlighted there is no age limit to the service.</p> <p>The Mayor thanked Paula Hodge for attending.</p>
6	<p><b><u>MINUTES RESOLVED</u></b></p> <p>The minutes of the Town Council meeting held at 7:00pm on the 21<sup>st</sup> of September 2021 were approved as a true and accurate record of events.</p>
7	<p><b><u>MATTERS ARISING</u></b></p> <p><i>Item 9</i> – The Town Clerk explained that the bank balance and bank reconciliation showed different balances at the last meeting as they had been printed out on different dates.</p> <p><i>Item 16</i> – The Mayor informed the meeting she had not realised she was President of the Twinning Association. Cllr Weddell said it was an Honorary position and she was now sending meeting invites via the Town Clerk. Cllr Gwen Baty highlighted when she was Mayor, coffee was provided to visitors from France in the Mayors Parlour, but as she was also a member of the Twinning Association she would have been aware of the Honorary position.</p> <p>There were no other matters arising from the Town Council Meeting held on Tuesday, 21<sup>st</sup> of September 2021.</p>
8	<p><b><u>PUBLIC QUESTION TIME</u></b></p> <p>There were no questions from members of the public.</p>
10	<p><b><u>MAINTENANCE REPORT</u></b></p> <p>a. The maintenance report was noted.</p> <p>b. A discussion took place regarding the potential lease of a maintenance vehicle as follows:</p>

- i. Cllr Pritchard said a safety check may be needed by the Vale Council and requested clarification on whether the council could afford the costs involved. Cllr Vaughan (Mayor) responded, even though leasing a van had not been taken into account within the current budget, the increased reserves can be utilised and ongoing costs considered when setting future budgets.
- ii. Cllr Andrew agreed with Cllr Vaughan in that he felt the town council could afford the costs and also highlighted, without a vehicle it would be difficult for the parks and town hall to be maintained by council staff.
- iii. Cllr Andrew asked for clarification regarding insurance. The Town Clerk responded she had checked with the town council's insurance provider and been informed they could take out a policy to allow all staff and councillors to drive the vehicle. This would not render any tax implications for individuals.
- iv. Cllr Watkins asked if there was a balloon payment at the end of the lease. He also asked if not taking out a maintenance contract would invalidate the warranty. The Assistant Town Clerk confirmed there was no balloon payment with the lease and he would check regarding the warranty.
- v. Cllr Trousdell agreed with the Assistant Town Clerk that it would not be cost efficient to take out a maintenance agreement costing £20 per month for a brand-new vehicle, however, it would be prudent to check this decision would not affect the warranty. He went on to say, new tyres are not usually included in maintenance agreements and a service is approximately £100.
- vi. Cllr Arnold stated it was important to take out fully comprehensive insurance and council must be aware of the maintenance costs. The Town Clerk assured Cllr Arnold that only fully comprehensive insurance was being considered.
- vii. All were in favour of leasing a van, with the exception of Cllr Arnold who abstained from the vote.

**RESOLVED**

- 1) To enter a 3-year lease agreement at a cost of £208.83 per month, plus an up-front payment of £626.49. It was also agreed that Van insurance would be arranged with the council's current insurance providers.
- 2) The Town Clerk enquire with the Vale of Glamorgan Council if a new vehicle safety check would be required.

	<p>3) The Assistant Town Clerk to check with the lease company regarding any warranty implications of not taking out the maintenance agreement.</p>
11	<p><b><u>REPORTS</u></b></p> <p>a) <b><u>Mayors Report</u></b> The Mayor presented her monthly report to the meeting.</p> <p>b) <b><u>Town Clerks Report</u></b> The Town Clerk presented her monthly report to the meeting.</p>
12	<p><b><u>THE FINANCIAL REPORT</u></b></p> <p>The Town Clerk informed the meeting, following the Finance &amp; Governance Committee meeting the cost centre report had been adjusted to reflect the Llanblethian Playground spend under Grants/Projects instead of Leisure &amp; Amenities.</p> <p><b><u>RESOLVED</u></b></p> <p>The financial report for September 21 was approved.</p>
13	<p><b><u>REPORTS OF COMMITTEES</u></b></p> <p>a) <b><u>Leisure &amp; Amenities</u></b></p> <p>In the absence of the Chair of the Committee, Cllr Andrew (Deputy Mayor) briefed the meeting on the recommendations of the committee and apologised for a misspelling of Cllr Pritchard's name. He also reported a very poor attendance at the meeting.</p> <p><b><i>Item 4 a – Sensory Equipment</i></b> - Cllr Arnold pointed out 'replacement of the sensory equipment had still not been completed by the contractors.</p> <p><b><i>Item 5 – Llanblethian Play Park</i></b> - Cllr Andrew clarified it was a misconception that the existing slide in Llanblethian play park was to be included in the restoration of the new playground. Cllr Gwen Baty noted the rainbow bench recently painted by council staff had been very well received.</p> <p><b><i>Item 7 – Limes Cemetery</i></b> - Cllr Andrew informed the meeting; following a site meeting to which the L&amp;A Committee were invited, it had been decided that a section of the rotten fence would be removed and not the whole fence as stated in the minutes. Removing part of the fence is a trial and hedge growth will be monitored.</p> <p>Cllr Arnold responded to say; the fence was only supposed to be in place for 15 years to stabilise the bank. She said the fence is in a bad state and that she was unhappy the decision had been made to remove only a section of the fence. She went on to say that she felt the whole fence should be replaced to avoid leaving the cemetery open to humans and animals and the bank vulnerable to slippage.</p> <p>Cllr Trousdell responded to say, following his attendance at the Limes Cemetery site meeting he did not see any evidence of bank subsidence.</p>

He also said it was very disappointing that only he and Cllr Andrew attended the L&A site meeting arranged by the Assistant Clerk, despite the whole L&A Committee being invited.

Cllr Vaughan agreed the site meeting attendance was very disappointing and she had been unable to attend due to being away.

Cllr Trousdell thanked the Mayor for arranging the official opening of Llanblethian Playing Fields highlighting that very few councillors were in attendance.

**Item 9 - Southgate Park** – Cllr Andrew reported, the owners of the adjacent property were in the process of building a garage ‘which is changing the look of the whole boundary’. He suggested members may wish to reconsider the council’s stance on the boundary line.

Cllr Trousdell reported, a member of the public contacted him to say they had seen a wheelchair user parked in the space meant for a memorial bench. Consequently, the member of the public suggested that the space be left free for wheelchair users. Cllr Vaughan said it was a positive comment and thanked Cllr Trousdell for bringing this to members attention.

**Item 11 – Tree Survey** – Cllr Andrew reported, the proposed site meeting was specifically meant to look at trees and in particular for Cllr Arnold to share her experience and knowledge with members and officers.

**RESOLVED:** The recommendations from the L&A Committee meeting held on the 4<sup>th</sup> of October 2021 were approved by all except Cllr Arnold who wished for her objection to be recorded on the basis she did not agree with Cllr Andrew’s comments regarding Limes Cemetery Hedge.

#### **b) Planning**

In the absence of the Chair of the Committee, Cllr Andrew briefed the meeting on the planning minutes, starting with the following statement “the meeting was poorly attended and brief”.

The committee agreed objections to three of the planning applications as follows:

1. The first objection relates to 14a High Street regarding the proposed installation of three signs on the outside of the building. The objection should say ‘the signs are inappropriate, not in keeping with the area and could cause distraction’, however, the draft minutes say ‘the signs may cause disruption’.
2. The next objection relates to the proposed dog breeding kennels at Pant Wilkin Stables.
3. There are three objections already in place from Cadw, Welsh Water and the Vale of Glamorgan Rights of Way Officer. The Committee

agreed to support all three objections, however, only the Cadw objection is mentioned in the minutes. The minutes should say that council support all three objections and wished to call in the application to be dealt with by the Vale of Glamorgan Planning Committee. Cllr G Cox in his role as Vale of Glamorgan Councillor has requested the application be called in.

4. The Committee wished to request the Vale of Glamorgan Council to consider what other legislation, such as animal welfare, might apply to this application.”
5. The third objection relates to a building at the entrance to the Verlands. The word ‘overdevelopment’ is missing from the objection and should be included.

### **RESOLVED**

The recommendations from the Planning Committee meeting held on the 4<sup>th</sup> of October were approved subject to the above amendments.

#### **c) Town Hall**

- i. In the absence of Cllr Wilson (Chair of the Town Hall Committee), Cllr Gwen Baty (Deputy Chair of the Town Hall Committee) stood in to Chair the meeting. Cllr Gwen Baty apologised to members that due to internet issues she had missed part of the meeting, therefore, requested that Cllr Andrew (Deputy Mayor) who had kindly continued the Chairing of the meeting brief the council for her.
- ii. Cllr Andrew stated that he had little to report regarding the Town Hall recommendations, except that Cllr Pritchard had requested an amendment to the draft minutes.
- iii. The Town Clerk read out an extract from the amended recommendations regarding the placement of defibrillators in the community.
- iv. Cllr Weddell informed the meeting that Calon Heart were offering funding for defibrillators.
- v. Cllr Pritchard informed the meeting, there is currently no public access defibrillator available in the community. Responding to an enquiry by Cllr Arnold, he went on to say, no training was required to use defibrillators as the machines talk the user through operation.
- vi. Cllr Trousdell asked if the list of defibrillators had been updated recently.
- vii. The Assistant Town Clerk responded, an updated list was on the website and would be added to the Town Hall notice board.

- viii. Cllr Vaughan (Mayor) mentioned contacting the Vale about putting a defibrillator on the wall of the public toilets at rear of Town hall.
- ix. Cllr Arnold commented, defibrillators must be made available to the public 24/7, not just inside buildings such as the Town Hall.
- x. Cllr Gwen Baty agreed with Cllr Pritchard and suggested the practice of having a defibrillator in the Llanblethian Telephone Box in Llanblethian should be repeated in the main town of Cowbridge.

**RESOLVED**

The recommendations from the Town Hall Committee Meeting held on the 5<sup>th</sup> of October were approved.

**d) Finance & Governance**

Cllr Trousdell (Chair of the F&G Committee) briefed the meeting on the recommendations of the committee as follows;

We have been working on the reserves policy and will put it to F&G at the next meeting. There are large amounts of spending required on the Town Hall as being a Grade 2 listed building its upkeep is essential. Cost centres will be looked at and some adjustment is required to reflect the councils spending more transparently. We are starting to look at forward spending to be considered with the next budget and it could be a good idea to arrange a public consultation giving members of the public the opportunity to suggest where they would like money to be spent.

If councillors take the annual members allowance, it is a statutory requirement to put the payment this through PAYE.

Cllr Arnold said that opening up budget discussions to the public was not a 'good idea' as the majority of the public do not understand the responsibilities of the Town Council and the Vale Council.

Cllr Vaughan said that a public consultation is something the council has done in the past and it is imperative to consult the public before formulating next year's budget.

**RESOLVED:** The recommendations from the F&G Meeting held on the 5<sup>th</sup> of October were approved.

**e) Strong Communities Working Group**

The Mayor briefed the meeting on the notes and recommendations from the meeting; to form an application requesting funding of under £25,000. She explained that the application requirements are very detailed and complicated and she would have to report on that another time.

	<p>Cllr Arnold said she was ‘astounded’ that a member of Llanfair Community Council asked her what Cowbridge Town Council were doing by considering tarmacking or cobbling the Roman Road between Llanblethian and Llanfair’. She also asked why a member of Llanfair Community Council was present at the strong Communities Working Group Meeting. She went on to say that Cllr Thomas requested the Roman Road be considered for improvement and the last thing the council should do is tarmac the road. Cllr Gwen Baty responded that not at any anytime during the meeting did anyone suggest tarmacking or cobbling the road and the discussion that took place at the working group meeting was about making the road more accessible.</p> <p>Cllr Vaughan reiterated Cllr Batys’ comments that tarmacking or cobbling the road was not at any point mentioned and that there was no representative from St Hillary at the working group meeting. Cllr Baty also confirmed that there was no representative from St Hillary at the meeting. Cllr Weddell said she was in attendance at the meeting and wished to reinforce what Cllr Baty said, in that they discussed Cllr Thomas’ suggestion that the road was sign-posted and the history of the area detailed on information boards, there was never any suggestion of tarmacking or cobbling the road. Cllr Vaughan mentioned the Council need to allocate monies in next year’s budget for match funding any project.</p>
14	<p><b><u>REPORTS FROM BODIES/COMMITTEES</u></b> Cllr Trousdell informed the meeting that last Monday he attended a One Voice Wales meeting and will circulate the notes to all Councillors in due course.</p>
15	<p><b><u>CORRESPONDENCE</u></b> There was no important correspondence to report.</p>
16	<p><b><u>DOCUMENTS FOR SEALING</u></b> The burial rights listed were signed and sealed.</p>
17	<p><b><u>DATE AND TIME OF NEXT MEETING</u></b> The date and time of the next Town Council Meeting was confirmed for 16th November 2021 at 7:00pm.</p>
18	<p><b><u>APPROVAL OF THE FOLLOWING RESOLUTION</u></b> <b><u>RESOLVED</u></b> <b><i>The following resolution was approved;</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 items 19 &amp; 20 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>
19	<p><b><u>APPLICATION FOR A DISPENSATION</u></b> An application from Councillor Spencer-Downe for dispensation from attending meetings up to April 22 was approved.</p>

20

**STAFFING MATTERS**

The recommendations of the staffing committee minutes from the meeting held on the 14<sup>th</sup> of October 21 were approved.

***Councillor S Vaughan (Mayor)***