

Cowbridge with Llanblethian Town Council
Minutes of the Town Council Meeting
held in the Council Chamber, Cowbridge Town Hall,
on Wednesday 20th May 2015 at 7.00pm.

Present: Mayor – Councillor D W Morris
Deputy Mayor – Councillor Mrs E A George
Councillors: Mrs M Arnold, Mrs G Baty, Mrs F Blomeley (arrived item 7),
Mrs A Burges, J R Harris, P J Knapp, D G Morgan, Mrs N C Thomas,
A T Trousdell, Mrs S Vaughan and T L Williams MBE.

In Attendance:

Town Clerk – Mr Andrew Davies
Administrative Assistant - Mrs Jackie Griffin
Reverend Edward Dowland Owen.

The Reverend Edward Dowland Owen preceded the meeting with a prayer.

Item 1: **Apologies for Absence.**
69/15 Councillors G A Cox and Mrs S M Cox.

Item 2: **Declarations of Interest.**
70/15 Councillor J R Harris made a declaration during the course of the Leisure and Amenities Report 9a (*item 9.1*) following advice given by the Clerk.

Item 3: **The Financial Report.**
71/15 The Report was presented by Councillor J R Harris. The Receipts and Payments Account for the period 1st April 2014 to 30th April 2015 and statement of bank balance as at 30th April 2015 was circulated.

Balances as at 30th April 2015.

Current Account:	£ 8,356.00
Investment Gold Account:	£ 64,765.92
Money Market	<u>£ 60,000.00</u>
Total	£133,121.92
Less Outstanding Cheques	<u>£ 9,980.45</u>
	<u>£ 123,141.47</u>

Proposed by Councillor J R Harris, seconded by Councillor T L Williams and **resolved** that the Receipts and Payments Account and statement of bank balance be accepted and adopted.

Item 4: **To confirm the minutes of Town Council Meeting held on**
72/15 **21st April 2015.**
Proposed by Councillor P J Knapp seconded by Councillor Mrs G Baty and **resolved** that the minutes of the Town Council Meeting held on 21st April 2015 were confirmed as a correct record and duly signed.

Item 5: **Matters arising from Town Council Meeting held on**
73/15 **21st April 2015.**
Referring to item 10.4, Councillor P J Knapp confirmed that a letter of congratulations has been sent to Ysgol Iolo Morganwg.

Item 6:
74/15

Community Police Matters.

PC Stuart Elston gave a verbal report on the crime figures for May and gave brief background details to the Members. The offences included five of theft and two of assault. PC Elston referred to the recent spate of grass fires in the area and advised that they are working closely with the fire service and stressed that communities should be vigilant and report any suspicious activities.

With regard to the Food and Drink Festival during the Spring Bank Holiday weekend PC Elston advised that there would be an additional police presence in the town between Friday and Monday.

Item 7:
75/15

Road Safety.

The following matters were raised:

- P C Elston referred to the Town Council meeting held in March, when the matter concerning vehicles parked on Church Hill was raised. He had visited the area on several occasions and acknowledged that when it was sometimes difficult to pass them, it was not impossible.
- The volume of traffic has increased at the junction of Llantwit Major Road as a result of the current temporary diversion and it was requested that traffic cones are used during the forthcoming Food Festival to prevent additional congestion as the result of vehicles parking in that area.
- Concerns were raised about the problem of cars parking along the Aberthin Road leading up to the Comprehensive School particularly at the start and the end of the school day. This has been exacerbated by the introduction of restrictive access into the school car park to allow students to alight to and from school buses. PC Elston advised that the police are aware of the problem and he is due to meet with the head teacher sometime before the next Town Council meeting.
- Mention was made about the road markings at the junction of Love Lane with Constitution Hill and the way motorists 'cut across' the junction to negotiate the turn. PC Elston was of the opinion that even if the highways department were to re-mark the junction, it would not necessarily improve motorist's driving habits or road sense.
- The two sets traffic lights at the Primrose Hill junction when approaching from Aberthin. The second set closest to the junction is confusing to motorists, some of whom stop adjacent to them, rather than at the first set which has the 'stop line'. PC Elston will look at the area. In addition, Councillor Mrs Arnold reported that she understood the Highways Department at the Vale of Glamorgan Council will be reviewing the junction sometime next month and PC Elston will follow up on this.

Item 8:
76/15

Reports

a) Mayor

Saturday 25th April – The Mayor and Mayoress hosted a ‘Fawlty Towers’ Dinner at the St Quentin Suite at the Bear Hotel in aid of the Mayor’s chosen charity ‘Prostate Cymru’.

Saturday 2nd May – The Mayor and Mayoress hosted a Coffee Morning in the Mayor’s Parlour in aid of the Mayor’s chosen charity ‘Prostate Cymru’.

Saturday 2nd May The Mayor and Mayoress attended the Mayor of Llantwit Major’s Charity Casino Night at the Llantonian Hall in aid of Vale Plus and Teenage Cancer Trust.

Monday 4th May – The Mayor and Mayoress attended the Llantwit Major and Cowbridge Lions Club Community May Fair at the Bear Field. The Mayor officially opened the Fair.

Sunday 17th May – The Deputy Mayor and Deputy Mayoress attended Llandough Community Council’s Civic Service at St Dochdwy’s Church, Llandough, followed by refreshments at Llandough War Memorial Institute.

Monday 18th May – The Deputy Mayor attended the Mayor of Barry, Councillor Emma Pritchard’s Coffee Morning at Ty Hapus, in aid of the Mayor’s chosen charities, Ty Hapus and MNDA Cardiff and Vale of Glamorgan.

b) Town Clerk

- Planning Aid Wales – Training Workshop on 17th June at the Dock Offices, Barry.

The Town Clerk advised Members of Training that is being made available Town and Community Councillors on 7th June in Barry. Places are limited and will be dealt with on a ‘first come first serve’ basis. Councillors Mrs N C Thomas and Mrs A Burges put their names forward at the meeting.

- Public Service Ombudsman for Wales – Revised guidance on The Code of Conduct for members of local authorities in Wales - Guidance for members of community councils. www.ombudsman-wales.org.uk

The Town Clerk referred to the Guidance document which all members have received a copy of and were requested to bring along to the meeting. The Town Clerk went through each of the principles of the Code (page 10) which draws on the 7 principles in Public Life as set out in the Nolan report ‘Standards of Conduct in Local Government in England Scotland and Wales’ and to which three more have since been added.

The Town Clerk then referred to the paragraph headed ‘When does the code apply’ which at the end makes reference to it applying in conversation, in writing or in use of electronic media. Even if councillors do not refer to your role as councillor your comments may have the effect of bringing your office or authority into disrepute and could therefore breach part of the Code.

Dates for your diary:

Tuesday 19th May – Mayor Making.

Wednesday 20th May – Adjourned AGM.

Thursday 21st – Big Screen presents ‘The Theory of Everything’

Sunday and Monday 24th & 25th May – Food & Drink Festival

Thursday 18th June – Big Screen presents ‘The Imitation Game’.

Sunday 12th July 2015 – Civic Sunday.

Sunday 8th November 2015 – Remembrance Sunday.

Payment of the accounts to be ratified

Expenses totalling £13,058.04 to be paid.

Proposed by Councillor Mrs N C Thomas, seconded by Councillor T L Williams, that the payment of the accounts be ratified.

Resolved as proposed.

**Item 9:
77/15**

Reports of Committees.

a. Leisure & Amenities.

Councillor Mrs M Arnold reported on the meeting held 5th May 2015. Item 9.1 was raised in relation to a change of rules for the Limes Cemetery, regarding placement of memorial stones on cremation plots. A lengthy discussion ensued during which a declaration of interest was made by Councillor J R Harris who then left the Chamber for the remainder of the item. Following further debate, it was agreed by the majority of those Members present that the change of rule should be referred back to the Leisure and Amenities Committee as an agenda item and further consideration.

Proposed by Councillor A T Trousdell, seconded by Councillor Mrs N C Thomas, that the report, apart from item 9.1 which shall be referred back to the Leisure and Amenities Committee, be accepted and adopted.

Resolved as proposed.

b. Planning.

Councillor D G Morgan reported on the meeting held on 5th May 2015.

Proposed by Councillor D G Morgan, seconded by Councillor Mrs G Baty, that the report be accepted and adopted.

Resolved as proposed.

c. Finance and General Purposes.

Councillor J R Harris reported on the meeting held 6th May 2015 and highlighted a number of items.

Proposed by Councillor J R Harris, seconded by Councillor Mrs S Vaughan, that the report be accepted and adopted.

Resolved as proposed.

d. Town Hall

Councillor Mrs E George reported on the meeting held 6th May 2015 and highlighted a number of items.

Proposed by Councillor Mrs E A George, seconded by Councillor D G Morgan, that the report be accepted and adopted.

Resolved as proposed.

**Item 10:
78/15**

To appoint members to serve on the following Committees for 2015/2016.

Leisure and Amenities	Planning
Cllr Mrs M Arnold	Cllr Mrs M Arnold
Cllr Mrs G Baty	Cllr Mrs G Baty
Cllr Mrs A Burges	Cllr Mrs A Burges
Cllr D G Morgan	Cllr Mrs S M Cox
Cllr Mrs N C Thomas	Cllr D G Morgan
Cllr A T Trousdell	Cllr Mrs N C Thomas
Cllr T L Williams	Cllr A T Trousdell
	Cllr T L Williams

Item 10: To appoint members to serve on the following Committees for 78/15 2015/2016 (Continued).

Finance & General Purposes	Town Hall Committee
Cllr Ms F Blomeley	Cllr Ms F Blomeley
Cllr G A Cox	Cllr G A Cox
Cllr Mrs S M Cox	Cllr J R Harris
Cllr J R Harris	Cllr P J Knapp
Cllr P J Knapp	Cllr Mrs S J Vaughan
Cllr Mrs S J Vaughan	

Proposed by Councillor J R Harris, seconded by Councillor Mrs N C Thomas, that the committees shown above be appointed for the forthcoming year.

Resolved as proposed.

Item 11: Reports of Representatives.

79/15

- 11.1 **Cowbridge and Llanblethian United Charities.**
No meeting.
- 11.2 **Evan Jenkins Charity.**
No meeting.
- 11.3 **Cowbridge Institute Charity.**
Councillor Mrs G Baty reported that a short meeting was held on 13th May.
- 11.4 **One Voice Wales.**
No meeting.
- 11.5 **Cowbridge and District Museum Trust.**
No representative.
- 11.6 **Cowbridge Town Twinning Association.**
Councillor Mrs G Baty advised that the Members are visiting Clisson next week.
- 11.7 **Joint Liaison Association on Footpaths.**
Councillor Mrs M Arnold reported on the meeting held 23rd April, the Minutes for which are held by the Town Clerk. A site meeting was held on 12th May at the Footpath 45 when a number of items were discussed including the grass cutting of the grass verge of the section of the path running through the Cae Rex Allotments.
- 11.8 **Governing Body of Y Bont Faen Primary School.**
Councillor P J Knapp reported that a number of meetings had taken place, one of which included the Central South Consortium and related to the decision to rate the school as ‘Amber’.
A new head teacher has been appointed and it is the current Deputy head teacher, Mrs Adams.

- Item 11: Reports of Representatives (Continued)**
- 11.9 **Governing Body of Ysgol Iolo Morganwg.**
Councillor A T Trousdell reported on a meeting held 13th May at which a marketing plan was discussed in order to try and maintain student numbers in the school.
- 11.10 **Cowbridge Chamber of Trade.**
Councillor D G Morgan reported on a meeting held 5th May. Items discussed included Food & Drink Festival arrangements, Sunday opening, efforts to increase membership, concern at the number of shops closed or due to close and an update on the Post Office.
- 11.11 **Cowbridge in Bloom.**
No meeting.
- 11.12 **Best Kept Village.**
Councillor Mrs E A George reported that the deadline for entries for the Best Kept Village Competition is 28th May 2015.
- 11.13 **Community Liaison Committee.**
Next meeting 2nd June.
- 11.14 **Age Connect 'Good Neighbour Scheme'.**
No meeting.
- 11.15 **Cowbridge Charter Trust.**
No representative.
- 11.16 **Food and Drink Festival Committee**
No representative.
- 11.17 **Vale Market Community Enterprise.**
No meeting.
- 11.18 **Llanblethian Community Group.**
No report.
- 11.19 **Cowbridge Town Team.**
No meeting.
- 11.20 **Local Action Group (LAG).**
Next meeting 11th June.

Item 12: To appoint Representatives to serve on various bodies for the year 80/15 2015/2016.

One Voice Wales.

Councillors: A T Trousdell and P J Knapp (reserve).

Cowbridge Town Twinning Association.

Councillors: Mrs G Baty and Mrs S M Cox.

Joint Liaison Association on Footpaths.

Councillors: Mrs M Arnold, Mrs A Burges, Mrs E A George, A T Trousdell, Mrs N C Thomas and T L Williams.

Cowbridge Chamber of Trade.

Councillors: P J Knapp, D G Morgan and A T Trousdell.

Cowbridge in Bloom.

Councillors: Mrs A Burges and Mrs E A George.

Best Kept Village.

Councillor Mrs E A George.

Community Liaison Committee.

Councillors: J R Harris and Mrs N C Thomas (reserve).

Age Connect

Councillor Mrs A Burges.

Vale Market Community Enterprise

Councillor Mrs S Vaughan.

Cowbridge Town Team.

Councillors: Mrs S Vaughan and A T Trousdell.

Proposed by Councillor P J Knapp, seconded by T L Williams, that the above representatives are appointed for the forthcoming year.

Resolved as proposed.

Item 13: To approve the Meeting Dates for 2015/2016.

81/15

June 2015 – June 2016

LEISURE AND AMENITIES

MONDAYS AT 7.00pm

(unless stated)

2015

1st June

6th July

7th September

5th October

2nd November

7th December

2016

4th January

1st February

7th March

4th April

3rd May (Tuesday)

6th June

PLANNING

MONDAYS AT 8.00pm

(unless stated)

2015

1st June

6th July 27th July (Extra)

7th September

5th October

2nd November

7th December

2016

4th January

1st February

7th March

4th April

3rd May (Tuesday)

6th June

Item 13:	To approve the Meeting Dates for 2015/2016 (Continued)	TOWN HALL
	FINANCE & GENERAL PURPOSES	TUESDAYS AT 8.00pm
	TUESDAYS AT 7.00pm	(unless stated)
	2015	2015
	2 nd June	2 nd June
	7 th July	7 th July
	8 th September	8 th September
	6 th October	6 th October
	3 rd November	3 rd November
	8 th December	8 th December
	2016	2016
	5 th January	5 th January
	2 nd February	2 nd February
	8 th March	8 th March
	5 th April	5 th April
	4 th May (Wednesday)	4 th May (Wednesday)
	7 th June	7 th June

FULL COUNCIL MEETINGS

TUESDAYS AT 7.00pm. (unless stated) (N.B. start times can vary)

2015	2016
16 th June	19 th January
21 st July	16 th February
22 nd September	22 nd March
20 th October	19 th April
17 th November	17 th May – Mayor Making
22 nd December	18 th May (Wednesday) – Adjourned AGM
	21 st June

Proposed by Councillor Mrs N C Thomas, seconded by Councillor T L Williams, that the dates of the meetings for the forthcoming year as shown above are approved.

Resolved as proposed.

Item 14: Statutory Guidance – Access to Information on Community and Town Councils.

82/15

<http://gov.wales/docs/dsjlg/publications/localgov/150430-access-to-information-en.pdf>

The Town Clerk gave Members a brief résumé of the requirements under Section 55-58 of the Local Government (Democracy) (Wales) Act 2013 which relates to information being made available on Community and Town Councils websites.

Item 15: Best Practice Guide – Community Asset Transfers in Wales.

83/15

<http://gov.wales/docs/dpsp/policy/1504010-cat-guidance-en.pdf>

The Town Clerk referred to the Best Practice Guide advising Members that parts were relevant to Community and Town Councils and reminded Members that an e-mail communication had been sent to them all and referred to an event being held at Barry Memorial Hall on Wednesday 10th June 2015 in relation to the issue of Community Asset Transfer.

Item 16: **Correspondence.**
84/15 None.

Item 17: **Publications.**
85/15

- 17.1 'The Voice' – Publication from 'One Voice Wales' – Issue 26
 - 17.2 'The Clerk' – Publication from 'Society of Local Council Clerk's –
May 2015
 - 17.3 'Clerk and Councils Direct' - May 2015
- Noted.**

Item 18: **Documents for sealing.**
86/15

- 18.1 Grant of Exclusive Right of Burial for Cremation Plot E7 in the Limes
Cemetery purchased by Mrs N J Butler, 79 Geraints Way, Cowbridge.
 - 18.2 Grant of Exclusive Right of Burial for Grave No. N190 in the Limes
Cemetery purchased by Mr N John, Stone Acre, Primrose Hill, Cowbridge.
 - 18.3 Duplicate Grant of Exclusive Right of Burial for Cremation Plot B11 in the
Limes Cemetery purchased by Ms S Evans, 64 Oxford Road, Baie D'Urfe,
Quebec, H9X 2T5, Canada.
 - 18.4 Grant of Exclusive Right of Burial for Grave No. N191 in the Limes
Cemetery purchased by Mrs R Yarrow, 36 Borough Close, Cowbridge.
- All documents sealed.**

Item 19: **Date and time of next Meeting.**
87/15 Tuesday 16th June 2015 at 7.00pm.

Councillor D W Morris
Mayor.
Date minutes signed.