



Be kind



Byddwch yn garedig

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

Date: 14th December 2022

Dear Member of Cowbridge with Llanblethian Town Council,

You are summoned to attend a meeting of the Town Council on Tuesday the 20th of December 2022, 7.00pm, at the Cowbridge Town Hall Council Chamber or remotely by Microsoft Teams.

If you are unable to attend, you must inform the Town Clerk, prior to the meeting of the reason for your non-attendance.

Yours faithfully

Cathy Kennedy

Town Clerk, Responsible Financial Officer

Members of the Press and Public are welcome to attend the meeting in person or remotely. For remote joining instructions email townclerk@cowbridge-tc.gov.uk. Please note the meeting will be recorded and may be published on the Town Council website. The press and the public have no statutory right to take photographs or to use any means which would enable any person not present at a meeting to see or hear the meeting. Permission to record meetings in this way requires the specific approval of the Council.

AGENDA

1. OPENING REMARKS

2. APOLOGIES FOR ABSENCE

To note any apologies for absence from members.

3. DECLARATIONS OF INTEREST

To note any declarations of interest from members.

4. COMMUNITY POLICE MATTERS

To note the monthly Police report.

5. PUBLIC QUESTION TIME (24 HOURS NOTICE REQUIRED)

6. VALE COUNCILLOR REPORT

To note the monthly Vale Councillor report.

7. MINUTES OF PREVIOUS MEETING

To consider and approve the minutes from the meeting held on the 22nd November 2022.

8. MATTERS ARISING FROM PREVIOUS MEETING

To consider any matters arising from the meeting held on the 22nd November 2022.

9. FINANCIAL REPORT

To review the report ending 30th November 2022.

10. COMMITTEE REPORTS

To review reports for meetings of the Leisure & Amenities and Finance & Governance Committees held on the 6th of December 2022.

11. MAYORS REPORT

To note the monthly Mayor's report.

12. TOWN CLERK'S REPORT

To note the monthly Town Clerk's report.

13. EXTERNAL BODIES/COMMITTEES REPORTS

To note any report.

14. PLANNING MATTERS

To consider applications received since the last meeting.

15. CORRESPONDENCE

To note any salient items of correspondence received.

16. TO CONSIDER THE FOLLOWING RESOLUTION

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of item 17 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.

17. STAFFING MEETING REPORT

To note the report of the staffing committee meeting held on the 2nd December 2022.

18. DATE OF NEXT MEETING

17th of January 2023



Be kind



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

Minutes of the Town Council Meeting held on Tuesday the 22nd of November 2022 at 7:00pm in the Council Chamber and remotely by Microsoft Teams.

PRESENT: **Council Chamber:** The Mayor Cllr John Andrew, The Deputy Mayor Cllr Malcolm Wilson Cllr Gwen Baty, Cllr Beverly Tonkin, Cllr Heather Weddell, Cllr Terry Williams, Cllr Andrew Pritchard, Cllr David Breen, Cllr Lianne Brown, Cllr Peter Carter, Cllr Sarah-Jane Marshall.

Town Clerk & Responsible Financial Officer Cathy Kennedy

Also in attendance:

Mr Hendicott, the Vale of Glamorgan Standards Committee
One member of the public

Microsoft Teams: One member of the public.

THE MEETING WAS RECORDED

1. OPENING REMARKS

Cllr John Andrew opened the meeting expressing his concern regarding the amount of time spent on procedural items and the number of empty properties in the High Street. He suggested that where possible, councillors take the lead on particular initiatives as many already are.

2. APOLOGIES FOR ABSENCE

Apologies for absence noted from Cllr Geraint Baty, Cllr Alec Trousdell & Cllr Rowena Harbour.

3. DECLARATIONS OF INTEREST

Received from:

Cllr Williams and Cllr Wilson regarding item 16.

4. COUNCILLOR VACANCY

An expression of interest for the member vacancy in Cowbridge ward was considered.

RESOLVED

Members approved unanimously to appoint Cecilia Hannigan-Davies as new member of Cowbridge with Llanblethian Town Council for Cowbridge ward.

5. COMMUNITY POLICE MATTERS

The October crime figures were noted, along with information that PC Stuart Elson was on secondment to Cardiff City Council.

RESOLVED

The Town Clerk write to Inspector Jeff Lewis to request clarification of local arrangements following the secondment of PC Stuart Elson.

6. PUBLIC QUESTION TIME

There were no questions submitted in advance by members of the public.

7. VALE COUNCILLOR REPORT

A report from Cllr Robert Fisher (Vale of Glamorgan Council) was read out by the Mayor.

8. MINUTES OF THE PREVIOUS MEETING

RESOLVED

The minutes from the meeting of the Council held on the 18th of October 2022 were approved as a true and accurate record.

9. MATTERS ARISING

Cllr Tonkin asked if we were going ahead with a Christmas fete – The Town Clerk reported the calendar up to Christmas was already packed with local events, therefore, she was collaborating with local groups to organise events for Easter 2023 and Christmas 2023.

10. FINANCIAL REPORT

RESOLVED

The Financial Report ending 31st of October 2022 was approved.

11. COMMITTEE REPORTS

a. Town Hall Committee

It was reported that quotes for repair of the remaining roof would be provided by the contractors that fitted the new Mayors Parlour and Lesser Hall roofs.

RESOLVED

The recommendations from the meeting held on Tuesday the 8th of November 2022 were approved.

b. Finance & Governance Committee

Item 6 – A discussion took place regarding item 8 a, grant for the Llanblethian baby and toddler group.

RESOLVED

a. The recommendations with the exception of item 8a from the meeting held on Tuesday the 8th of November 2022 were approved.

b. Refer this item back to the Finance & Governance Committee to request further information prior to any grant being paid.

12. THE MAYORS REPORT

The Mayor's report submitted in advance of the meeting was noted by members.

13. THE TOWN CLERKS REPORT

The Town Clerk's report submitted in advance of the meeting was noted by members.

14. EXTERNAL BODIES/COMMITTEES REPORTS

The following verbal reports were received;

Verbal reports were received from Cllr Weddell and Cllr Williams.

15. GRANT APPLICATIONS

An application from the Thaw Valley group was considered.

RESOLVED

The Town Council declined the grant on this occasion and agreed to request further information regarding the scope and coverage of the protected area.

16. REMEMBRANCE SUNDAY FEEDBACK

Several emails and verbal positive feedback were noted. A debriefing meeting will be held in due course. It was reported that the Police Band were not available this time, however, have confirmed their attendance for 2023 and 2024. It was noted that the Armistice service on the 11th of November is organised by the Royal British Legion, therefore any enquiries regarding the details of the service should be directed to them. The Mayor summarised the discussion to say that on the whole feedback had been very positive and the Town Clerk had spent considerable time organising the event. Cllr Williams thanked the Parade Marshall as he 'always turns up and always does a good job'.

17. TOWN COUNCIL CITIZEN OF THE YEAR AWARDS

It was noted that Llantwit Major Council recently held an awards event and a discussion took place to consider resurrecting this historical event for Cowbridge with Llanblethian Town Council.

RESOLVED

It was agreed to form a working group. The following Councillors volunteered; Terry Williams, Heather Weddell, Gwen Baty and David Breen.

18. CHRISTMAS LIGHTS

It was reported that the Town Hall and Llanblethian lights will be turned on Saturday the 26th November and a date for Aberthyn was imminent. The Chamber of Trade have indicated that they wish the Town Council to take on total responsibility for 2023 and beyond.

RESOLVED

- a. Set up a Christmas lights working group.
- b. Contact the Chamber of Trade to request a letter regarding a takeover of the High Street lights.

19. PLANNING MATTERS

1. Town and Country Planning Act, 1990 (as amended) Planning Application No. 2022/00927/FUL (GW)

Location : Glanavon, Piccadilly, Llanblethian, Cowbridge

Proposal : Second storey extension on top of existing garage on the left elevation and second storey extension on existing first storey on the right elevation, Juliet balcony to the rear.

Addition of rear single storey extension and porch with roof overhang to the front of the property. Widening the front drive. Creating outdoor sitting area with pergola and outdoor kitchen at the rear.

[Vale of Glamorgan Council \(planning-register.co.uk\)](https://planning-register.co.uk)

RESOLVED

No objections

2. Town and Country Planning Act, 1990 (as amended) Planning Application No. 2022/01084/FUL (HW)

Location : New House, Pantwilkin Stables, Aberthin

Proposal : Formation of event parking area for equestrian use (part retrospective)

[Vale of Glamorgan Council \(planning-register.co.uk\)](http://planning-register.co.uk)

RESOLVED

Disappointed retrospective, but no objections.

3. Town and Country Planning Act, 1990 (as amended) Planning Application No. 2022/01103/FUL (GG)

Location : Rhoscelyn, 36 Eastgate, Cowbridge

Proposal : Proposed reinstatement of chimney

[Vale of Glamorgan Council \(planning-register.co.uk\)](http://planning-register.co.uk)

RESOLVED

No objections

4. Town and Country Planning Act, 1990 (as amended) Planning Application No. 2022/01189/FUL (GW)

Location : Land adjacent to The Windmills, St. Athan Road, Cowbridge

Proposal : Retrospective planning application for amended upgraded agricultural access with inclusion of barrier vehicle restraint system.

[Vale of Glamorgan Council \(planning-register.co.uk\)](http://planning-register.co.uk)

RESOLVED

Disappointed retrospective, but no objections.

5. Planning Application No. 2022/01155/LBC (GG)

Location : H S B C, 61, High Street, Cowbridge

Proposal : Various minor internal and external works, consisting of: Replacement of the existing external ATM machine with new model. Replacement of existing external ATM signage with new. Replacement and removal of existing internal self -service machines. Associated making good and decorations

[Vale of Glamorgan Council \(planning-register.co.uk\)](http://planning-register.co.uk)

RESOLVED

No objections

6. Planning Application No. 2022/01197/FUL (GG)

Location : Broadshoard House, 13, Westgate, Cowbridge

Proposal : Construction of extended rear bedroom over ground floor kitchen and replacement of existing pitched roof over bathroom with new pitched roof

[Vale of Glamorgan Council \(planning-register.co.uk\)](http://planning-register.co.uk)

RESOLVED

No objections

b. Process for Planning Applications

A discussion took place regarding the current process of considering planning applications in the full council meeting versus the merit of holding a separate planning committee.

RESOLVED

It was approved to continue reviewing planning applications in the full council meeting.
7 in favour, 3 abstentions.

c. The Local Development Plan

Cllr Andrew stated that he would attend the workshop on the 15th December and encouraged other councillors to attend.

20. CORRESPONDENCE

A thank you card from Buckingham Palace was noted, copies of which have been displayed in the town hall notice board.

21. THE FOLLOWING RESOLUTION WAS APPROVED:

RESOLVED

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of item 22 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.

22. STAFFING MEETING REPORT

The Staffing Committee report dated the 17th November 2022 was received.

23. DATE OF NEXT MEETING

The next meeting of the council will be held on the 20th December 2022.

Cowbridge with Llanblethian Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/11/2022		
	Cash in Hand 01/04/2022		94,893.07
	ADD Receipts 01/04/2022 - 30/11/2022		188,273.62
	SUBTRACT Payments 01/04/2022 - 30/11/2022		283,166.69
	Cash in Hand 30/11/2022 (per Cash Book)		131,557.43
B			151,609.26
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2022	0.00	
	Business Investment Account 30/11/2022	144,488.27	
	01 Current Account 30/11/2022	8,024.99	
			152,513.26
	Less unrepresented payments		936.00
B			151,577.26
	Plus unrepresented receipts		32.00
	Adjusted Bank Balance		151,609.26
	A = B Checks out OK		

Cowbridge with Llanblethian Town Council
RECONCILIATION - 01 Current Account

From Accounts	£7,120.99
Payments not cashed Add	£936.00
Receipts not entered Subtract	£32.00
Statement should be	£8,024.99

Cowbridge with Llanblethian Town Council
RECONCILIATION - Business Investment Account

From Accounts	£144,488.27
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£144,488.27
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Cowbridge with Llanblethian Town Council - Quarter 1
(01/04/2022 to 30/06/2022 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
1 Administration						
11 Precept	53,398.25	72,776.00	19,377.75			
13 HMRC		5,280.71	5,280.71			
14 Interest	75.00	3.01	-71.99		7.00	-7.00
15 Museum	28.00		-28.00			
101 Salaries				28,750.03	7,000.00	21,750.03
102 Stationery				75.00	89.23	-14.23
103 Postage				50.00	9.50	40.50
104 Printing				625.00	363.00	262.00
105 Subscriptions				300.00	2,463.49	-2,163.49
106 Legal Fees				375.00		375.00
107 Elections				2,500.03		2,500.03
109 Travel				49.97		49.97
110 Training				375.00	120.00	255.00
111 Sundries	124.97		-124.97	75.00		75.00
112 Audit				625.03	982.58	-357.55
113 Telephones				499.97	400.67	99.30
503 Insurance				2,125.03	5,811.37	-3,686.34
515 Personnel					137.50	-137.50
517 Health & Safety				124.97		124.97
519 ICT				49.97	107.58	-57.61
6531 Software Costs				250.03	75.00	175.03
6532 Maintenance Vehicle				874.97	626.49	248.48
6534 Cleaning Materials						
6535 Mileage					12.60	-12.60
6538 Photocopier				625.00	112.41	512.59
6539 Maintenance Vehicle Fuel					363.46	-363.46
Sub Total for 1 Administration	53,626.22	78,059.72	24,433.50	38,350.00	18,681.88	19,668.12
2 Leisure and Amenities						
12 Limes Shed	875.00		-875.00			
41 Allotment	17.50	18.43	0.93			
42 Cemetery	2,000.00	660.00	-1,340.00		40.08	-40.08
43 Church						
402 Holy Cross Church						
404 Southgate Park				62.53		62.53
510 Tree						
511 Grounds Maintenance				625.03	308.16	316.87
512 Sundries						
513 Memorial Bench	400.03	1,620.00	1,219.97			
514 Equipment				375.00	730.28	-355.28
516 Bench Maintenance				49.97		49.97
529 Bio diversity				250.03		250.03
6522 Play Equipment Maintenance				375.00		375.00
6533 Grass Cutting Annual Contract				2,500.00	900.00	1,600.00
6536 Annual Inspection Charge					70.00	-70.00
6537 Bin Collection				750.00	583.79	166.21
6541 Cowbridge in Bloom		2,530.41	2,530.41			
Sub Total for 2 Leisure and Amenities	3,292.53	4,828.84	1,536.31	4,987.56	2,632.31	2,355.25
3 Town Hall						
51 Main Hall	3,750.00	2,939.50	-810.50			
52 Lesser	1,400.00	2,186.00	786.00			
53 Chamber		200.00	200.00			
54 Robing Room						
108 Marketing				25.00		25.00
501 Business Rates				4,375.03	1,629.50	2,745.53
502 Maintenance Town Hall				499.97	989.99	-490.02
504 Equipment				124.97		124.97
505 Caretaker				250.03		250.03
506 Utilities		150.00	150.00	1,875.00	4,316.88	-2,441.88

Cowbridge with Llanblethian Town Council - Quarter 1
(01/04/2022 to 30/06/2022 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
507 Clock				100.03		100.03
509 Big Screen	124.97		-124.97			
6523 Temporary Staff				250.03		250.03
6524 Window Cleaning				62.53		62.53
6525 PPE						
6526 Lift				250.03		250.03
6527 Roof Repairs/Replacement					110.00	-110.00
6528 Hygiene & Cleaning					352.66	-352.66
6529 Boiler Service/Maintenance				250.03		250.03
6530 Marriage Licence				300.00		300.00
6540 Locks					477.58	-477.58
6542 Security System CCTV				375.00		375.00
6543 Projector				49.97		49.97
6544 Lounge Floor Renovations				1,249.97		1,249.97
Sub Total for 3 Town Hall	5,274.97	5,475.50	200.53	10,037.59	7,876.61	2,160.98
4 Health & Safety						
531 Health & Safety				750.00		750.00
Sub Total for 4 Health & Safety				750.00		750.00
5 Civic						
201 Mayor				1,062.47	720.48	341.99
202 Civic				874.97	49.98	824.99
203 Special Events				625.03	33.47	591.56
Sub Total for 5 Civic				2,562.47	803.93	1,758.54
6 Grants						
31 Grants	1,000.00		-1,000.00		1,500.00	-1,500.00
302 Financial Assistance				874.97	229.98	644.99
Sub Total for 6 Grants	1,000.00		-1,000.00	874.97	1,729.98	-855.01
7 Christmas						
518 Christmas				1,375.03		1,375.03
Sub Total for 7 Christmas				1,375.03		1,375.03
8 PROJECTS						
301 Community Support Fund				2,000.00		2,000.00
523 WIFI				500.00		500.00
524 Signage				124.97		124.97
526 Bins				75.00		75.00
527 Benches						
528 Community Consultation				49.97		49.97
530 Cremation Wall				1,000.03		1,000.03
601 Town Hall Roof				250.00		250.00
602 Boiler Replacement				1,250.00		1,250.00
603 Exterior Painting				1,500.00		1,500.00
604 Restore stone floors				500.00		500.00
605 Restore old doors				100.00		100.00
607 Southgate Park				375.00		375.00
608 Cemetery Map				100.00		100.00
609 Limes Cemetery Boundary Fence				500.00		500.00
6519 Roofing						
6520 Llanblethian Playing Fields						
Sub Total for 8 PROJECTS				8,324.97		8,324.97
9 PRIOR YEAR COSTS						
6106 Legal fees						
6502 Maintenance						
6506 Utilities						
6515 Temporary Staff						
6518 Christmas Costs						

Cowbridge with Llanblethian Town Council - Quarter 1
(01/04/2022 to 30/06/2022 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Sub Total for 9 PRIOR YEAR COSTS						
War Memorial						
6521 War Memorial				106.22		106.22
Sub Total for War Memorial				106.22		106.22
TOTALS.....	63,193.72	88,364.06	25,170.34	67,368.81	31,724.71	35,644.10
NET Variance Quarter 1						60,814.44

Cowbridge with Llanblethian Town Council - Quarter 2
(01/07/2022 to 30/09/2022 - All Cost Centres and Codes)

6 December 2022 (2022-2023)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
1 Administration												
11 Precept	53,398.25	72,776.00	19,377.75				106,796.50	72,776.00	-34,020.50			
13 HMRC												
14 Interest	75.00	12.12	-62.88				150.00	12.12	-137.88		7.00	-7.00
15 Museum	28.00		-28.00				56.00		-56.00			
101 Salaries				28,749.99	12,840.46	15,909.53				57,500.02	19,840.46	37,659.56
102 Stationery				75.00	207.80	-132.80				150.00	297.03	-147.03
103 Postage				50.00		50.00				100.00	9.50	90.50
104 Printing				625.00	44.16	580.84				1,250.00	407.16	842.84
105 Subscriptions				300.00	774.00	-474.00				600.00	3,237.49	-2,637.49
106 Legal Fees				375.00		375.00				750.00		750.00
107 Elections				2,499.99		2,499.99				5,000.02		5,000.02
109 Travel				50.01		50.01				99.98		99.98
110 Training				375.00	315.00	60.00				750.00	435.00	315.00
111 Sundries	125.01		-125.01	75.00	489.33	-414.33	249.98		-249.98	150.00	489.33	-339.33
112 Audit				624.99		624.99				1,250.02	982.58	267.44
113 Telephones				500.01	589.26	-89.25				999.98	989.93	10.05
503 Insurance				2,124.99		2,124.99				4,250.02	5,811.37	-1,561.35
515 Personnel											137.50	-137.50
517 Health & Safety				125.01		125.01				249.98		249.98
519 ICT				50.01	977.76	-927.75				99.98	1,085.34	-985.36
6531 Software Costs				249.99		249.99				500.02	75.00	425.02
6532 Maintenance Vehicle				875.01	760.03	114.98				1,749.98	1,386.52	363.46
6534 Cleaning Materials					43.97	-43.97					43.97	-43.97
6535 Mileage					31.50	-31.50					44.10	-44.10
6538 Photocopier				625.00	530.65	94.35				1,250.00	643.06	606.94
6539 Maintenance Vehicle Fuel					395.33	-395.33					758.79	-758.79
Sub Total for 1 Administration	53,626.26	72,788.12	19,161.86	38,350.00	17,999.25	20,350.75	107,252.48	72,788.12	-34,464.36	76,700.00	36,681.13	40,018.87
2 Leisure and Amenities												
12 Limes Shed	875.00		-875.00				1,750.00		-1,750.00			
41 Allotment	17.50		-17.50				35.00		-35.00			
42 Cemetery	2,000.00	440.00	-1,560.00		54.00	-54.00	4,000.00	440.00	-3,560.00		94.08	-94.08
43 Church												
402 Holy Cross Church												
404 Southgate Park				62.49		62.49				125.02		125.02
510 Tree					1,940.00	-1,940.00					1,940.00	-1,940.00
511 Grounds Maintenance				624.99	258.92	366.07				1,250.02	567.08	682.94
512 Sundries												
513 Memorial Bench	399.99		-399.99		2,466.51	-2,466.51	800.02		-800.02		2,466.51	-2,466.51
514 Equipment				375.00	54.16	320.84				750.00	784.44	-34.44

Cowbridge with Llanblethian Town Council - Quarter 2
(01/07/2022 to 30/09/2022 - All Cost Centres and Codes)

6 December 2022 (2022-2023)

2nd Quarter							Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
516 Bench Maintenance				50.01	338.00	-287.99				99.98	338.00	-238.02
529 Bio diversity				249.99		249.99				500.02		500.02
6522 Play Equipment Maintenance				375.00		375.00				750.00		750.00
6533 Grass Cutting Annual Contract				2,500.00	1,800.00	700.00				5,000.00	2,700.00	2,300.00
6536 Annual Inspection Charge											70.00	-70.00
6537 Bin Collection				750.00	395.10	354.90				1,500.00	978.89	521.11
6541 Cowbridge in Bloom					1,602.50	-1,602.50					1,602.50	-1,602.50
Sub Total for 2 Leisure and Amenities	3,292.49	440.00	-2,852.49	4,987.48	8,909.19	-3,921.71	6,585.02	440.00	-6,145.02	9,975.04	11,541.50	-1,566.46
3 Town Hall												
51 Main Hall	3,750.00	904.50	-2,845.50		120.00	-120.00	7,500.00	904.50	-6,595.50		120.00	-120.00
52 Lesser	1,400.00	2,683.00	1,283.00				2,800.00	2,683.00	-117.00			
53 Chamber		200.00	200.00					200.00	200.00			
54 Robing Room					166.91	-166.91					166.91	-166.91
108 Marketing				25.00		25.00				50.00		50.00
501 Business Rates				4,374.99	4,896.00	-521.01				8,750.02	6,525.50	2,224.52
502 Maintenance Town Hall				500.01	571.06	-71.05				999.98	1,561.05	-561.07
504 Equipment				125.01	110.07	14.94				249.98	110.07	139.91
505 Caretaker				249.99		249.99				500.02		500.02
506 Utilities				1,875.00	1,043.83	831.17				3,750.00	5,360.71	-1,610.71
507 Clock				99.99	1,590.00	-1,490.01				200.02	1,590.00	-1,389.98
509 Big Screen	125.01		-125.01				249.98		-249.98			
6523 Temporary Staff				249.99		249.99				500.02		500.02
6524 Window Cleaning				62.49	127.40	-64.91				125.02	127.40	-2.38
6525 PPE												
6526 Lift				249.99		249.99				500.02		500.02
6527 Roof Repairs/Replacement											110.00	-110.00
6528 Hygiene & Cleaning					359.74	-359.74					712.40	-712.40
6529 Boiler Service/Maintenance				249.99	72.00	177.99				500.02	72.00	428.02
6530 Marriage Licence				300.00		300.00				600.00		600.00
6540 Locks					13.50	-13.50					491.08	-491.08
6542 Security System CCTV				375.00		375.00				750.00		750.00
6543 Projector				50.01		50.01				99.98		99.98
6544 Lounge Floor Renovations				1,250.01		1,250.01				2,499.98		2,499.98
Sub Total for 3 Town Hall	5,275.01	3,787.50	-1,487.51	10,037.47	9,070.51	966.96	10,549.98	3,787.50	-6,762.48	20,075.06	16,947.12	3,127.94
4 Health & Safety												
531 Health & Safety				750.00	21.98	728.02				1,500.00	21.98	1,478.02
Sub Total for 4 Health & Safety				750.00	21.98	728.02				1,500.00	21.98	1,478.02
5 Civic												
201 Mayor				1,062.51	40.00	1,022.51				2,124.98	760.48	1,364.50

Cowbridge with Llanblethian Town Council - Quarter 2
(01/07/2022 to 30/09/2022 - All Cost Centres and Codes)

6 December 2022 (2022-2023)

2nd Quarter							Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
202 Civic				875.01		875.01				1,749.98	49.98	1,700.00
203 Special Events				624.99	257.29	367.70				1,250.02	290.76	959.26
Sub Total for 5 Civic				2,562.51	297.29	2,265.22				5,124.98	1,101.22	4,023.76
6 Grants												
31 Grants	1,000.00		-1,000.00		1,000.00	-1,000.00	2,000.00		-2,000.00		2,500.00	-2,500.00
302 Financial Assistance				875.01		875.01				1,749.98	229.98	1,520.00
Sub Total for 6 Grants	1,000.00		-1,000.00	875.01	1,000.00	-124.99	2,000.00		-2,000.00	1,749.98	2,729.98	-980.00
7 Christmas												
518 Christmas				1,374.99		1,374.99				2,750.02		2,750.02
Sub Total for 7 Christmas				1,374.99		1,374.99				2,750.02		2,750.02
8 PROJECTS												
301 Community Support Fund				2,000.00		2,000.00				4,000.00		4,000.00
523 WIFI				500.00		500.00				1,000.00		1,000.00
524 Signage				125.01		125.01				249.98		249.98
526 Bins				75.00		75.00				150.00		150.00
527 Benches												
528 Community Consultation				50.01		50.01				99.98		99.98
530 Cremation Wall				999.99		999.99				2,000.02		2,000.02
601 Town Hall Roof				250.00		250.00				500.00		500.00
602 Boiler Replacement				1,250.00		1,250.00				2,500.00		2,500.00
603 Exterior Painting				1,500.00		1,500.00				3,000.00		3,000.00
604 Restore stone floors				500.00		500.00				1,000.00		1,000.00
605 Restore old doors				100.00		100.00				200.00		200.00
607 Southgate Park				375.00		375.00				750.00		750.00
608 Cemetery Map				100.00		100.00				200.00		200.00
609 Limes Cemetery Boundary Fence				500.00		500.00				1,000.00		1,000.00
6519 Roofing												
6520 Llanblethian Playing Fields												
Sub Total for 8 PROJECTS				8,325.01		8,325.01				16,649.98		16,649.98
9 PRIOR YEAR COSTS												
6106 Legal fees												
6502 Maintenance												
6506 Utilities												
6515 Temporary Staff												
6518 Christmas Costs												
Sub Total for 9 PRIOR YEAR COSTS												
War Memorial												
6521 War Memorial				106.26		106.26				212.48		212.48

Cowbridge with Llanblethian Town Council - Quarter 2
(01/07/2022 to 30/09/2022 - All Cost Centres and Codes)

6 December 2022 (2022-2023)

2nd Quarter							Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Sub Total for War Memorial				106.26		106.26				212.48		212.48
TOTALS.....	63,193.76	77,015.62	13,821.86	67,368.73	37,298.22	30,070.51	126,387.48	77,015.62	-49,371.86	134,737.54	69,022.93	65,714.61
NET Variance Quarter 2						43,892.37	NET accumulative variance to END of Quarter 2.....					16,342.75



Be kind



Byddwch yn
garedig

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

Minutes of the Leisure & Amenities Committee meeting held in the Council Chamber and remotely on Tuesday the 6th of December 2022 at 7.00pm.

PRESENT:

Council Chamber;

Cllr Tonkin (Chair of the Committee)
Cllr Weddell (Deputy Chair of the Committee)
Cllr Trousdell
Cllr Carter

Town Clerk Cathy Kennedy
Temporary Admin Officer Sarah-Jane Marshall
Finance Consultant Kerry Leigh-Grabham

MICROSOFT TEAMS: Cllr John Andrew, Cllr. Wilson (Deputy Mayor of the Council) & Cllr Andrew Pritchard.

THE MEETING WAS RECORDED

Committee Members: Cllr Beverly Tonkin (Chair of the Committee), Cllr Heather Weddell (Deputy Chair of the Committee) The Mayor Cllr John Andrew, Cllr Malcolm Wilson (Deputy Mayor of the Council), Cllr Alec Trousdell, Cllr Terry Williams, Cllr Rowena Harbour, Cllr Andrew Pritchard, Cllr Peter Carter and Cllr Cecilia Hannigan-Davies.

1. APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Rowena Harbour & Cllr Cecilia Hannigan-Davies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

RESOLVED

The minutes of the meeting held on the 4th of October 2022 were approved.

4. MATTERS ARISING

- a. Cllr Trousdell reported that he was in the process of writing a report on park benches around the town and this would be presented at the next committee meeting.
- b. Cllr Tonkin reported that she had met with local tree contractors ESA regarding Ash Dieback and the estimated cost was £500 for Twt Park and £800 for Llanblethian Park

5. FINANCIAL REPORT

RESOLVED

The Financial Report ending 30th November 2022 was approved.

6. LEISURE & AMENITIES BUDGET

The draft budget for Leisure & Amenities was considered and amendments were noted by the

Finance Consultant.

7. TWT PARK

- a. The monthly report was noted and discussions took place with regards to increasing the budget for Ash Die back accessible play equipment. These items were noted by the Finance consultant.

ACTION

- Cllr Trousdell write to the Vale Council to request extra lighting in the area.
- Councillors raised the idea of a water fountain with Waitrose at the next 3-month meeting.

8. LLANBLETHIAN PLAYING FIELDS

- a. The monthly report was noted.
- b. It was noted that the 2023/24 budget would need to take into account Ash Die Back.

9. SOUTHGATE PARK

It was reported that the Town Clerk had submitted a grant to support rewilding of some areas and that she would liaise with maintenance staff to organise scarifying of the grounds.

10. LIMES CEMETERY

The Town Clerk reported that the cemetery hedge had been pruned by an external contractor and positive feedback reports received.

11. MEMORIAL BENCHES

The Town Clerk reported that she had been in correspondence with Highway maintenance to discuss a possible acquisition of the Town Hall bench, plus the addition of a further bench to be located next to the chamber door. She confirmed that she was waiting to hear back regarding a final decision.

12. GREEN NETWORKING

It was agreed that Cllr Beverly Tonkin would represent the council on the One Voice Wales Places for Nature Green Networking group.

13. DATE OF NEXT MEETING

Tuesday the 7th of February 2023.



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

Minutes of the Meeting of the Finance & Governance Committee held in the Council Chamber and remotely using Microsoft Teams at 8.00pm on Tuesday the 6th of December 2022.

Present: Chair of the Committee, Cllr Alec Trousdell, Deputy Chair of the Committee Cllr Beverly Tonkin, Cllr Lianne Brown.

Microsoft Teams: Cllr Malcolm Wilson (Deputy Mayor of the Council), Cllr John Andrew (Mayor of the Council)

Town Clerk Cathy Kennedy
Temporary Admin Officer Sarah-Jane Marshall
Finance Consultant Kerry Leigh-Grabham

Apologies: Cllr Geraint Baty, Cllr Gwen Baty.

THE MEETING WAS RECORDED

Committee Members: The Chair of the Committee Alec Trousdell, Deputy Chair of the Committee Beverly Tonkin, the Mayor of the Council Cllr John Andrew, the Deputy Mayor of the Council Cllr Malcolm Wilson, Cllr Gwen Baty, Cllr Geraint Baty and Cllr Lianne Brown.

The Chair of the Committee welcomed Kerry Leigh-Grabham the Council's new Finance Consultant to her first meeting and requested all attendees introduce themselves.

APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Geraint Baty and Cllr Gwen Baty.

DECLARATIONS OF INTEREST

There were no declarations of interests.

CO-OPTION OF EXTERNAL CONTRACTOR

Following the appointment of KLG Associates to carry out finance activities on behalf of the council, the following resolution was approved:

RECOMMENDATION

Co-opt KLG Associates to the committee for the purpose of providing financial information.

MINUTES

RESOLVED

The minutes of the meeting held on Tuesday the 8th of November 2022 were approved.

MATTERS ARISING

There were no matters arising from the meeting held on the 8th of November 2022.

MONTHLY FINANCIAL REPORT

RECOMMENDED

The monthly financial report ending 30th November 2022 was approved.

BUDGET

The draft budget for 2023/2024 was considered and the following was recommended;

RECOMMENDED

To hold a special meeting of the Finance & Governance Committee on 11th January 2023 to approve the final budget for 2023/24.

COMMUNITY BOUNDARIES REVIEW

RECOMMENDED

It was agreed that Cllrs; Andrew, Wilson and Trousdell would represent the committee on the Communities Boundaries Review.

THE VALE OF GLAMORGAN COMMUNITY REVIEW

The Vale of Glamorgan Community Review report was noted.

SECTION 137

The Section 137 Expenditure Limit for 2023-24 was noted.

WAR MEMORIAL

RECOMMENDED

It was agreed to defer this item to the next meeting.

THE FINANCE GOVERNANCE TOOLKIT

Guidance from One Voice Wales and the Society of Local Council Clerks was noted.

BULLYING & HARASSMENT IN COUNCILS

Guidance from One Voice Wales and the Society of Local Council Clerks was noted.

ELECTORAL ADMINISTRATION AND REFORM WHITE PAPER

The White Paper was noted.

GRANT APPLICATION

A late application for an elf trail was received from the Chamber of Trade.

RECOMMENDED

Due to the application only being received a matter of hours prior to the meeting, the majority of committee members had not been able to consider the request, therefore, this item was deferred to the next meeting and it was agreed that it would be considered retrospectively.

DATE OF NEXT MEETING

Tuesday the 10th of January 2023

The meeting ended at 9pm.

Town Clerk Report 20th December 2022

There have been 2 power cuts to deal with at the Town Hall, the local electrician and the boiler contractors had to be called out to remedy the situation, however, the hall continues to be kept cosy and warm and hirers are more than happy with the temperature of the rooms.

The Christmas Lights on the Town Hall, Aberthin and Llanblethian are now in place and there has been plenty of positive feedback from members of the public. There have been questions on social media asking why the council has not provided lights on the 22 trees at Westgate, the simple answer is that the lights at Westgate were historically provided by the Chamber of Trade as are the High Street lights. The Chamber of Trade approached the Town Council in November 2022 to ask if we could provide lights at Westgate. I arranged a meeting with a local electrician and priced up the cost of lighting up the trees, however, the cost was prohibitive and there is no independent electric supply. The battery lights used by the CoT only lasted 2 years, therefore any future lights should be electric. I have been speaking with the Vale Council to see if we can use electric from the lamp-post columns for future years.

I attended a cemetery compliance course which I found extremely useful and will consequently be arranging an inspection of the Holy Cross Churchyard. First aid training has been arranged for 1 member of staff and other members of staff will also be attending in due course.

A temporary administration officer has been employed on a 3-month fixed term contract to support me during this busy period of budget setting and whilst a review of the Town Hall Officer position takes place.

I am on leave from the 20th to 23rd December and the new officer will be covering the office during this period.

CHRISTMAS & NEW YEAR OFFICE OPENING HOURS

The office will be closed on 26th & 27th and open as normal on the 28th, 29th & 30th December. Then closed on the 2nd January and open as normal the rest of the week.

Happy Christmas & New Year.

Planning Applications to consider at Council Meeting 20th December 2022

1. Town and Country Planning Act, 1990 (as amended)

Planning Application No. 2022/01254/FUL (GW)

Location : The Old Orchard, Bridge Road, Llanblethian, Cowbridge

Proposal : Two storey pitched roofed extension

The above planning application has been received and I should be obliged if you would advise me whether you wish to make any observations on the proposal.

[Vale of Glamorgan Council \(planning-register.co.uk\)](http://planning-register.co.uk)

2. Town and Country Planning Act, 1990 (as amended)

Planning Application No. 2022/00927/FUL (GW)

Location : Glanavon, Piccadilly, Llanblethian, Cowbridge

Proposal : Second storey extension on top of existing garage on the left elevation and second storey extension on existing first storey on the right elevation, Juliet balcony to the rear. Addition of rear single storey extension and porch with roof overhang to the front of the property. Widening the front drive. Creating outdoor sitting area with pergola and outdoor kitchen at the rear.

I have previously forwarded to you details of the above planning application together with a request for your observations.

I have now received amended / further details in respect of this matter. I should be grateful if you would forward your observations on the amended / further details to me within by 20 December 2022. Observations should be submitted through the Council's on line register.

[Vale of Glamorgan Council \(planning-register.co.uk\)](http://planning-register.co.uk)

3. Town and Country Planning Act, 1990 (as amended)

Planning Application No. 2022/01236/FUL (WG)

Location : Thorn Cottage, Westgate, Cowbridge

Proposal : Demolish existing rear single storey structures and patio area. Proposed two storey side extension with front porch structure. Proposed part two storey, part single storey rear extension(s). Proposed single storey outbuilding to rear to be used ancillary to main dwelling all with associated external works including retention of proposed boundary wall(s) and ground level adjustments.

[Vale of Glamorgan Council \(planning-register.co.uk\)](http://planning-register.co.uk)

4. Public ROW Proposed Changes Pant Wilkin Stables (supporting documents attached)

5. Town and Country Planning Act, 1990 (as amended)

Planning Application No. 2022/01260/FUL (HW)

Location : Pantwilkin Stables, Aberthin

Proposal : Variation of Condition 2 (Approved Plans) of Planning Permission

2019/00075/FUL: Erection of stables and associated works

The above planning application has been received and I should be obliged if you would advise me whether you wish to make any observations on the proposal.

[Vale of Glamorgan Council \(planning-register.co.uk\)](http://planning-register.co.uk)

6. Town and Country Planning Act, 1990 (as amended)
Planning Application No. 2022/01270/FUL (GG)
Location : Rose Cottage, South Gate, Cowbridge
Proposal : Dismantling of chimney stacks, installing a lead DPC tray and rebuilding the stacks to match current details, re-using the existing stone as far as possible. Replacing roof to match current detail reusing existing slates.
<https://vogonline.planning-register.co.uk/Planning/Display/2022/01270/FUL>

7. Town and Country Planning Act, 1990 (as amended)
Planning Application No. 2022/01293/FUL (VI)
Location : Glanville House, Town Mill Road, Cowbridge
Proposal : Extension to existing dwelling.
<https://vogonline.planning-register.co.uk/Planning/Display/2022/01293/FUL>

8. Town and Country Planning Act, 1990 (as amended)
Planning Application No. 2022/01305/FUL (HW)
Location : Pantwilkin Stables, Aberthin
Proposal : Equine rehabilitation building
<https://vogonline.planning-register.co.uk/Planning/Display/2022/01305/FUL>