



Be kind



Byddwch yn garedig

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 18th of April 2023
7:00pm in the Council Chamber and remotely by Microsoft Teams.

PRESENT: **Council Chamber:** The Mayor Cllr John Andrew, Cllr Gwen Baty, Cllr Alec Trousdell, Cllr Geraint Baty, Cllr Heather Weddell, Cllr Beverly Tonkin, Cllr Terry Williams, Cllr David Breen, Cllr Lianne Brown, Cllr Peter Carter, Cllr Rowena Harbour, Cllr Cecilia Hannigan-Davies, Town Clerk Cathy Kennedy, Cllr Charles Champion (Vale Councillor).

Microsoft Teams: One member of the public.

AGENDA

1. OPENING REMARKS

There were no opening remarks from councillors.

2. APOLOGIES FOR ABSENCE

Apologies were noted from Deputy Mayor Cllr Wilson, Cllr Watkins and the Deputy Town Clerk Sarah-Jane Marshall.

3. DECLARATIONS OF INTEREST

There were no declarations of interest from members.

4. COUNCILLOR CO-OPTION

There were no expressions of interest to consider.

5. COMMUNITY POLICE MATTERS

Apologies were noted from PC Stuart Elson and PCSO Stephen Davies and a crime report for March 2023 was considered.

Cllr Andrew said that he was particularly sad to see the report of vandalism at Llanfrynach Church. He went on to discuss the matter of lead stolen from the Town Hall roof and said that PC Elson had reported to him that despite CCTV footage clearly showing a car and its registration number, the Police have not been able to charge anyone with the offence.

Cllr Trousdell reported that he had received several complaints regarding irresponsible parking at Borough Close. Cllr Gwen Baty said she felt sad that there are as many as 20 items listed on the crime report. She went on to say that she had received several complaints regarding cyclists speeding on the footpath between the Town Hall car park and the Comprehensive school.

Cllr Charles Champion said that during a meeting with Mike Clogg the Highways Officer, and a PCSO, he had requested double yellow lines near the school at Borough Close.

Highways responded that for this a traffic order would be required, and with costs running into thousands of pounds, it was unlikely to happen anytime soon. He went on to say that there is an issue with students parking in Druids Green and no cycling signs were to be located on the footpath between the Town Hall car park and the Comprehensive school.

6. PUBLIC QUESTION TIME

There were no questions from members of the public.

7. VALE COUNCILLOR REPORT

Cllr Champion said that he had not received any further correspondence regarding the proposed outdoor market organised by Green Tops. He went on to say that he had been in contact with a member of the public regarding the issue of sixth form parking and despite being informed that the issue would be sorted over Easter, no action had taken place to date. He will follow this up with the site agent.

8. MINUTES OF PREVIOUS MEETING

a. The minutes of the meeting held on the 21st of March were considered. Cllr Tonkin noted that item 18 should state Woodland Trust not Wildlife Trust.

RESOLVED

The minutes from the meetings held on the 21st of March were approved pending the amendment to item 18.

b. The minutes of the meeting held on the 3rd of April were considered.

RESOLVED

The minutes from the meeting held on the 3rd of April 2023 were approved.

9. MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising from the meetings held on the 21st of March & the 3rd of April 2023 and not on the agenda.

10. AUDIT INFORMATION

The Town Clerk presented a report regarding additional information requested by the Wales Audit Office for the 2021/22 full audit. Cllr Andrew stated that he felt auditors were unaware of the lack of resources in small councils and made a point that it is easy for auditors to ask additional questions, often causing undue pressure for staff having to gather information sometimes dating back a few years. Cllr Trousdell agreed with Cllr Andrew and highlighted that 2021/22 was a full audit as is carried out by the Wales Audit Office in 3-year cycles and 2022/23 is a normal audit year.

11. SECTION 106

Cllr Andrew reminded members that it had been agreed at the last meeting that all members would look at the report and ideas would be submitted in time for this meeting. He said that he had not received any ideas submitted in advance and would like to propose that section 106 monies be used to find a solution to the flooding issue behind Waitrose and adjacent to Twt park. Cllr Williams suggested that the multi-use play area on the Bear field could be refurbished using 106 monies.

12. It was agreed to include this item on the agenda for the next meeting.

13. CORONATION OF KING CHARLES III

The Mayor reminded members of the agreement to prepare a photo montage for the council chamber and that it would be arranged for councillors to have photos taken in their robes at the Mayor Making event. He went on to say that all councillors have received notes from the fortnightly working group meetings, summarised as follows; Friday 5th May, Dinner Dance at the Bear Hotel, Saturday 6th May to Monday 8th May, Museum and exhibition, Sunday 7th May – High Street parade led by the Aberthin Tractor Boys with members of the public being encouraged to dress up and follow the Parade. A road closure has been arranged. He will ask Jon Wilkes the Town Crier to lead the parade. The Parade will be followed by a Picnic on the Bear field. Cllr Brown has arranged a stage and entertainment and Cllr Weddell has arranged food and drink stalls. People are encouraged to bring their own picnics. On Monday 8th May there will be a community litter pick arranged by the local litter pick group, with more people being encouraged to volunteer. Advance notice of attendance is appreciated as pickers will need to be provided. The pick will commence 10am behind the Town Hall on Monday.

14. FINANCIAL REPORT

The report for the financial year 2022/23 was considered. Cllr Trousdell thanked the Town Clerk for all her hard work.

RESOLVED

The report for the year ending 31st March 2023 was approved.

15. COMMITTEE REPORTS

a. The recommendation of the Leisure & Amenities Committee held on the 4th of April 2023 were considered.

RESOLVED

The recommendations were approved as follows;

- Approve the financial report ending 28 March 2023.
- Cllr Andrew contact the Vale Council regarding the lack of monthly playground reports.
- Replace the broken bench at Llanblethian Playing Fields.
- Cllr Trousdell prepare a report on the possible increase of the Limes Cemetery fees.

b. Cllr Andrew reported that the puddle behind Waitrose and adjacent to Twt Park had been getting steadily worse and as a result discussions have been taking place with the estates people at Waitrose and the Vale of Glamorgan (VoG) Council.

The VoG believe that the flooding part of the pathway is the responsibility of Waitrose.

He went on to say that Twt Park is the Town Council's responsibility, but not the adjacent footpath which was constructed when Waitrose was built and that he had spoken to an estates person at Waitrose based in London. The estates person said he would consult with Waitrose' lawyers.

In the meantime, the area was a serious hazard to members of the public, therefore, the Town Clerk had arranged for grounds staff to carry out a clean-up of the area which had made a significant, albeit temporary improvement.

Cllr Andrew suggested that the Town Council employ an engineering consultant to develop a solution with an estimated cost to be put out for tender and present the solution to the Vale Council, requesting 106 monies cover the costs.

He offered to write to the Vale Council reserving the Town Council's position and stating that the Town Council will be looking at recovering costs.

He said that he had been in contact with Vale Consultancy, a local company that have carried out work on behalf of Cowbridge Charter Trust.

The estimated budget fee is £950 plus third-party fees of £400, with another possible £1000.

RESOLVED

Delegate a budget of £2,500 to the Town Clerk and Cllr Andrew to contract the professional services of Vale Consultancy.

c. The recommendations of the Finance & Governance Committee meeting held on the 4th of April 2023 were considered.

RESOLVED

The recommendations were approved as follows;

- To approve the financial report ending March 2023.
- To approve JDH Business Services Ltd to audit the Town Council end of year accounts for 2022/23 at a cost of £895 + VAT.
- To replace all 4 lanterns in the park with new ornamental LED lanterns at an approximate cost of £520 each.

16. MAYORS REPORT

The monthly Mayor's report was noted.

17. TOWN CLERK'S REPORT

The monthly Town Clerk's report was noted.

18. EXTERNAL BODIES/COMMITTEES REPORTS

Members noted two reports from Cllr Trousdell and one report from Cllr Andrew.

19. PLANNING MATTERS

Applications received since the last meeting were considered as follows;

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

Planning Application No. 2023/00330/FUL (HW)

Location : 73, Eastgate, Cowbridge

Proposal : Works to bring vacant shop back into use, including first floor original window openings facing onto Eastgate being reinstated, a modern ceiling being removed, and new floor installed at the height of the original first floor to form a separate office space with rear external staircase access.

<https://vonline.planning-register.co.uk/Planning/Display/2023/00330/FUL>

Commend applicant for the quality of their Heritage Impact Statement which includes a large amount of historical research.

No objections.

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

Planning Application No. 2023/00318/FUL (HW)

Location : 73, Eastgate, Cowbridge

Proposal : Minor design changes to the plans and elevations. approved under planning permission 2020/01584/FUL: Renovation of Grade II Listed vacant shop and installation of mezzanine structure. Renovation of rear cottage to create two apartments. Renovation and extension of rear coach house to create a new family dwelling. Provision of associated access, parking, landscaping and amenity space.

<https://vogonline.planning-register.co.uk/Planning/Display/2023/00318/FUL>

No objections.

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

Planning Application No. 2023/00349/FUL (WG)

Location : Dunelm, Factory Road, Llanblethian, Cowbridge

Proposal : Proposed off road parking for existing domestic dwelling.

<https://vogonline.planning-register.co.uk/Planning/Display/2023/00349/FUL#undefined>

No objections.

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

Planning Application No. 2023/00275/FUL (GG)

Location : 10, Downs View, Aberthin

Proposal : Proposed remodel of the dwelling, plus a ground floor rear extension to form a new kitchen, dining area, and an open plan family room.

<https://vogonline.planning-register.co.uk/Planning/Display/2023/00275/FUL>

No objections in principle, however, members noted correspondence from a neighbour of the applicant.

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

Planning Application No. 2023/00290/FUL (GW)

Location : 15A, High Street, Cowbridge

Proposal : Change of use of first floor from its current use of Financial Service A2 to a D1 private medical clinic.

<https://vogonline.planning-register.co.uk/Planning/Display/2023/00290/FUL>

No objections

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

Planning Application No. 2023/00213/FUL (GG)

Location : HSBC, 61, High Street, Cowbridge

Proposal : Minor internal and external works to accommodate for branch closure. Removal of external ATM, with internal and external apertures infilled with matching materials. Removal of external signage and CCTV equipment. Removal of internal branch furniture / equipment.

<https://vogonline.planning-register.co.uk/Planning/Display/2023/00213/FUL>

Still no documents so unable to comment.

20. NOMINATIONS FOR MAYOR & DEPUTY MAYOR 2023/24

Cllr Andrew briefed the meeting on the process of nominations for Mayor and Deputy Mayor. He highlighted that even though nominations take place today, the Mayor and Deputy Mayor for 2023/24 will not be officially elected until the Mayor Making/Annual Statutory meeting which will take place on the 16th and 17th May 2023.

RESOLVED

Cllr Geraint Baty proposed Cllr Malcolm Wilson to be Mayor of Cowbridge with Llanblethian Town Council for the ensuing year 2023/24. The proposal was seconded by Cllr Terry

Williams and approved by a unanimous vote of all those present.

Cllr Terry Williams proposed Cllr Heather Weddell to be Deputy Mayor of Cowbridge with Llanblethian Town Council for the ensuing year 2023/24. The proposal was seconded by Cllr Rowena Harbour and approved by a unanimous vote of all those present.

21. CORRESPONDENCE

Correspondence received from a member of the public Dana Christie was noted – Cllr Terry Williams and Cllr Alec Trousdell declared an interest.

A thank you letter from former Mayor Norman Williams was noted.

22. Public Bodies (Admission to Meetings) Act 1960

RESOLVED

To exclude the press and public 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. Any member of the public or press in attendance either in person or remotely are asked to leave the meeting prior to the following discussion.

23. STAFFING MEETING REPORT

Cllr Andrew gave a verbal report from a meeting held on the 29th of March 2023, highlighting the following;

- a. The engagement of professional services at a cost of £1,750 plus VAT & expenses to resolve an issue that had arisen. This action resulted in a positive outcome.
- b. The Deputy Town Clerk has been unwell and is currently on a phased return to work.

24. DATE OF NEXT MEETING

Mayor Making/Annual Statutory Meeting 16th May 2023 at 7.30pm.

Annual Statutory Meeting/Ordinary Full Council Meeting 17th May 2023 at 7pm.