



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

**Minutes of the adjourned Annual Statutory & Ordinary Full Council Meeting
held on Wednesday the 17th of May 2023
at 7:00pm in the Council Chamber and remotely by Microsoft Teams.**

PRESENT:

COUNCIL CHAMBER:

Cllr Malcolm Wilson, Cllr John Andrew, Cllr Alec Trousdell, Cllr Ian Watkins, Cllr Heather Weddell, Cllr Beverly Tonkin, Cllr Lianne Evans, Cllr Peter Carter, Cllr Rowena Harbour, Cllr Cecilia Hannigan-Davies, Vale of Glamorgan Cllr Charles Champion, Town Clerk Cathy Kennedy.

Cllr Geraint Baty and Cllr Gwen Baty arrived at 19:20.

MICROSOFT TEAMS: One member of the public.

THE MEETING WAS RECORDED

1. APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Terry Williams, Cllr David Breen, Deputy Town Clerk Sarah-Jane Marshall, PC Elson and PCSO Davies.

2. DECLARATIONS OF INTEREST

- a) Cllr Beverley Tonkin expressed a declaration of interest regarding planning item number 4 as she knows the applicants and lives in close proximity to the property.
- b) Cllr John Andrew expressed a declaration of interest on item 12 in the Town Hall Committee report as he is a member of Cowbridge Charter Trust.
- c) Cllr Ian Watkins expressed a declaration of interest on item 20, Cowbridge Pride as he is the founder of the charity.

3. MEETING ARRANGEMENTS 2023/24

It was noted that in accordance with standing orders, the Mayor and Deputy Mayor will be ex officio members of all committees.

The following Committee members were approved:

- a) **Leisure and Amenities'**; Cllr Wilson, Cllr Weddell, Cllr Williams, Cllr Tonkin, Cllr Hannigan-Davies, Cllr Watkins, Cllr Carter, Cllr Harbour.

- b) **Town Hall;** Cllr Wilson, Cllr Weddell, Cllr Gwen Baty, Cllr Geraint Baty, Cllr Andrew, Cllr Breen, Cllr Watkins.
- c) **Finance and Governance;** Cllr Wilson, Cllr Weddell, Cllr Gwen Baty, Cllr Geraint Baty, Cllr Evans, Cllr Tonkin.
- d) **Staffing;** Cllr Wilson, Cllr Weddell, Cllr Andrew, Cllr Trousdell, Cllr Carter.

A robust discussion took place on whether committee meetings would continue to be held bi-monthly or revert back to monthly. Cllr Andrew raised a concern that sometimes matters arise between meetings that cannot wait until the next meeting. The Town Clerk responded that on these rare occasions, the matters can be included on the ordinary council meeting agenda or an extraordinary meeting. Cllr Evans remarked that she would find it hard to commit, if the committee meetings were monthly, this was reiterated by other councillors.

4. EXTERNAL BODIES & COMMITTEES

A discussion took place regarding representation at external bodies and committees. Each one was discussed individually, with an explanation of the purpose of each group. The importance of ensuring representatives prepare written reports in a timely manner to be included in the supporting documents at ordinary full council meetings was emphasised.

The following councillors were approved as representatives

RESOLVED

- 4.1 Cllr Trousdell - One Voice Wales
- 4.2 Cllr Watkins - Chamber of Trade
- 4.3 Cllr Tonkin - Allotment & Recreation Ground Charity
- 4.4 Cllr Trousdell - Community Liaison Committee
- 4.5 Cllr Harbour and Cllr Gwen Baty – Trustees for Evans Jenkins Charity

5. COMMUNITY POLICE MATTERS

There were no community police representatives in attendance. The Town Clerk and Cllr Trousdell noted that parking issues outside primary schools in Cowbridge was currently an emotive subject on social media. The Police are aware and working with the community on a solution.

6. VALE COUNCILLOR REPORT

Cllr Champion reported the following:

- a) Cllr Champion informed the meeting that the Vale Councillors will no longer rotate attendance at meetings and that he would represent the Vale of Glamorgan Council in Cowbridge Town only.

- b) Cllr Champion noted that he had submitted an expression of interest to join the Town Council. The Town Clerk responded that his interest had been submitted too late to include on the agenda and would be considered at the next ordinary full council meeting.
- c) Parking outside schools is an ongoing problem and a solution is being sought.
- d) The new flyover was scheduled to go ahead over the last school holiday period, however, no progress was made and it is hoped that work will commence over the summer holidays.
- e) He is working with the local MP to improve the mobile and Wi-Fi signal and has addressed concerns to Ofcom.

7. PUBLIC QUESTION TIME

There were no questions received in advance from members of the public.

8. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on the 18th of April 2023 were considered by members.

RESOLVED

The minutes were approved as a true and accurate record.

9. MATTERS ARISING FROM PREVIOUS MEETING

RESOLVED

To defer Item 106 to the June meeting of the ordinary full council.

10. FINANCIAL REPORT

The financial report presented by the Town Clerk was considered.

RESOLVED

The Financial Report ending 30th April 2023 was approved

11. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

The Town Clerk presented the AGAR and the internal auditor report to those present at the meeting. The recommendations of the internal auditor were discussed and noted by members.

RESOLVED

The annual governance and accountability return for 2022/23 was approved and signed by the Mayor of the Council.

12. COMMITTEE REPORTS

a) Town Hall

Recommendations from a meeting of the Town Hall Committee which took place on the 2nd May were considered:

It was reported that the faulty strike mechanism of the town hall clock is being addressed and motions are in place to repair or replace the mechanism.

The recommendation of the committee was to request a visit by Smith of Derby the manufacturers of the strike mechanism.

Cllr Andrew reported that since the committee meeting, further information had come to light and as a result he proposed to decline the recommendation and instead request that Les Kirk the Town Council's current clock engineer is called out to re-install the strike mechanism.

He went on to say that in the event that the strike cannot be fixed, that he proposed the council consider the purchase of a new strike mechanism.

RESOLVED

- I. To approve a maintenance visit from Les Kirk Clocks at a cost of £570, with a promise that any repairs will be carried out within 3 weeks of the visit. If the strike cannot be repaired, a cost will be sought for purchase of a replacement mechanism.
- II. The committee recommended that Vale Consultancy Services produce a costed scheme to return the newly refurbished lantern to the front of the Town Hall.

As part of the scheme a full assessment will be carried out free of charge on the cost of refurbishing the frontage of the Town Hal. The work will take place on behalf of Cowbridge Charter Trust and in partnership with the Town Council.

Preliminary proposals include an elevation of the front of the Town Hall, plus a drawing of all items in need to repair., Detailed plans will be provided, along with a schedule of works and budget estimates. Once the costings have been finalised and approved by the full council, it is expected that a tender process will be necessary.

b) Finance & Governance Committee

Recommendations from a meeting of the Finance & Governance Committee which took place on the 2nd May were considered:

RESOLVED

The minutes of the meeting held on the 2nd of May 2023, were approved as a true and accurate record.

13. THE MAYORS REPORT

The outgoing Mayor, Cllr Andrew was thanked for his consistent hard work over the last year.

14. TOWN CLERKS REPORT

The Town Clerk's report was presented and noted by members.

15. MEMBERS REPORTS

- a) Cllr Trousdell reported that Ysgol Iolo Morganwg are currently looking for grants to sustain the school.

- b) Cllr Gwen Baty reported on a meeting she attended of the Evans Jenkins charity. She highlighted that it was ex Mayors Jon Harris's last meeting, prior to his passing away.

16. PLANNING MATTERS

The following planning applications were considered:

- a) Town and Country Planning Act, 1990 (as amended)

Planning Application No. 2023/00265/FUL (WG)

Location: 54, Eastgate, Cowbridge

Proposal: Single storey garage extension to create proposed garden room/office

NO OBJECTION

- b) Town and Country Planning Act, 1990 (as amended)

No. 2023/00108/FUL

Location: 1, Radcliffe Walk, Ystradowen

Proposal: Proposed alterations to existing external openings and ground floor infill extension. Part conversion of garage to study and utility room

NO OBJECTION

- c) Town and Country Planning Act, 1990 (as amended) Planning Application

No. 2023/00080/LBC (HW)

Location: 73, Eastgate, Cowbridge

Proposal: Minor design changes to the plans and elevations. approved under listed building consent 2020/01585/LBC:

Renovation of Grade II Listed vacant shop at 73 Eastgate and installation 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

NO OBJECTION

- d) Town and Country Planning Act, 1990 (as amended) Planning Application

No. 2023/00427/FUL (SDB)

Location: Glanville House, Town Mill Road, Cowbridge Proposal : Further extension to existing dwelling

NO OBJECTION

- e) Town and Country Planning Act, 1990 (as amended) Planning Application

No. 2023/00424/FUL (WG)

Location: The Acorns, Maendy Road, Aberthin

Proposal: Replacement single storey side extension

NO OBJECTION

- f) Town and Country Planning Act, 1990 (as amended) Application No.

2022/01197/FUL

Location: Broad Shoard 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

NO OBJECTION

g) Town and Country Planning Act, 1990 (as amended) Application No.
2023/00290/FUL

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.

NO OBJECTION

h) Town and Country Planning Act, 1990 (as amended) Application No.
2022/01274/LBC

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. Replacing roof to match current detail reusing existing slates.

NO OBJECTION

17. TOWN HALL CLOCK

Matter discussed under item 12.

18. CORONATION OF KING CHARLES III

The Town Clerk reported that there had been an amazing reaction from the public with an abundance of positive feedback. The Coronation working group which consisted of councillors, town council officers and members of the public were thanked and recognised for their hard work in arranging the event.

Cllr John Andrew relayed that he had received donations of £840 from the vendors and monies had been passed to the two mayors' charities – Barnados and Atal Y Fro.

19. CIVIC SUNDAY 2023

The date of the event will be publicised once the police band have confirmed their availability.

20. COWBRIDGE PRIDE

Cllr Watkins reported that, Cowbridge Pride 2022 was a very successful event and raised a total of £20,000. All funds were used to provide local schools with LGBTQ resources.

He went on to say that the local schools are playing a significant role in the organisation of Cowbridge Pride Week 2023.

There will be competitions, a song to celebrate inclusivity.

There will be a film festival in the main hall and proceeds raised will be donated into a film fund, to give local filmmakers, actors, directors an opportunity to take part in future festivals.

The Vale of Glamorgan Council have pledged to donate a rainbow bench to the town of Cowbridge.

Cllr Watkins stated that he would like to resume talks with the Vale of Glamorgan Council regarding a possible asset transfer of the bench outside the Town Hall, to Town Council's ownership. This will be included on the June agenda of the ordinary full council.

Cllr Watkins went on to say that he had applied to the Town Council for a grant of £1000 to help with a road closure.

Finally, he noted that Pride Week will be launched at the Mayor's coffee morning on the 3rd of June 2023.

At this point Cllr Watkins left the room to allow an open discussion regarding the Pride grant application and Town Council support of the pride events.

RESOLVED

a) A grant of £1000 was approved, on the understanding that Cowbridge Pride would apply to be a constituted charity and endeavour to become self-funding.

b) Members approved to support Cowbridge Pride week and associated events.

In accordance with standing orders, due to the meeting running out of time to discuss all items on the agenda, the following was approved:

RESOLVED

To suspend standing orders, allowing the meeting to continue for an additional 30 minutes, taking the finish time to 9.30pm.

21. CHRISTMAS 2023

The following was approved:

Cllr Weddell to chair meetings of the working group and meetings to be advertised widely though-out the community.

The first official meeting will take place on the 31st of May 2023 and future meetings will be held every second week alternatively on Wednesday and Thursday evenings at 6:30pm.

Cllr Geraint Baty, Cllr Gwen Baty, Cllr Lianne Evans, Cllr Dave Breen, Cllr Alec Trousdell, Cllr Ian Watkins and Cllr Malcolm Wilson volunteered to support the meetings.

22. CORRESPONDENCE

There were no salient items of correspondence to report.

**23. CONFIDENTIAL MATTERS
RESOLVED**

The following resolution was approved:

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of item 24 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.

24. STAFFING MATTERS

Verbal reports of the staffing committee meetings held on the 3rd and 22nd of May respectively were received.

25. DATE OF NEXT MEETING

20th June 2023