



Be kind



Byddwch yn garedig

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

MINUTES OF THE ANNUAL STATUTORY MEETING OF THE TOWN COUNCIL

Held in Cowbridge Town Hall Council Chamber and remotely by Microsoft Teams.

Wednesday 22nd May 2024, 6:30pm.

Present: Council Chamber, The Mayor Cllr Heather Weddell, Deputy Mayor Cllr Geraint Baty, Cllr Malcolm Wilson, Cllr John Andrew, Cllr Alec Trousdell Cllr Gwen Baty, Cllr Peter Carter, Cllr Lianne Evans, Cllr Rowena Harbour, Cllr Charles Champion, Cllr Biga John.

Also in attendance: Town Clerk Cathy Kennedy.

There were no remote attendees.

2024/1 APOLOGIES

Apologies were noted from Cllr Breen and Cllr Watkins.

2024/2 DECLARATIONS OF INTEREST

There were no declarations of interest from members.

2024/3 MEETING ARRANGEMENTS

A report was received proposing that the town council hold two Full Council meetings per month, replacing the Finance & Governance, Town Hall, and Leisure & Amenities Committees. The Mayor invited all councillors to share their opinions on the advantages and disadvantages of having two Full Council meetings versus Committee meetings.

RESOLVED

The Finance & Governance Committee were assigned the task of considering the replacement of committee meetings with two full council meetings each month. Until a decision is reached, committee meetings will continue as scheduled on the first Monday and Tuesday of each month: Leisure & Amenities on Monday, and Town Hall and Finance & Governance on Tuesday. The approved committee members are as follows: **Leisure & Amenities:** Cllr Heather Weddell, Cllr Geraint Baty, Cllr John Andrew, Cllr Terry Williams, Cllr Cecilia Hannigan-Davies, Cllr Biga John, and Cllr Rowena Harbour; Cllr Peter Carter. **Town Hall:** Cllr Heather Weddell, Cllr Geraint Baty, Cllr John Andrew, Cllr Alec Trousdell, Cllr Gwen Baty, Cllr Malcolm Wilson. **Finance & Governance:** Cllr Heather Weddell, Cllr Geraint Baty, Cllr Alec Trousdell, Cllr Lianne Evans, Cllr Biga John, Cllr John Andrew, Cllr Malcolm Wilson, Cllr Gwen Baty. **Staffing:** Cllr Heather Weddell, Cllr Geraint Baty, Cllr Malcolm Wilson, Cllr Peter Carter, Cllr Terry Williams.

2024/4 TERMS OF REFERENCE

A discussion took place regarding the Terms of Reference for the four Working/Task and Finish Groups, as well as the Staffing Committee. Members were reluctant to approve the Terms of Reference for the Staffing Committee and requested that they be reviewed at the first staffing meeting.



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RESOLVED

The Terms of Reference for the Community Event, Place Planning and Town Hall Maintenance Working/Task and Finish groups were approved. It was noted that the S106 working group terms of reference would be examined and generalised by the Working Group and would return to the Full Council for final approval.

2024/5 STANDING ORDERS

RESOLVED

The Standing Orders were approved for the ensuing Mayoral year.

2024/6 FINANCIAL REGULATIONS

RESOLVED

The Financial Regulations were approved for the ensuing Mayoral year.

2024/7 MANAGEMENT RISK REVIEW

RESOLVED

The Management Risk Review was approved for the ensuing Mayoral year.

2024/8 INSURANCE

RESOLVED

The insurance policy was approved for the ensuing year.

2024/9 ANNUAL REPORT

RESOLVED

The Annual Report was approved for the Mayoral year 2023/24.

2024/10 TRAINING PLAN

RESOLVED

The Training Policy and Plan were approved.

2024/11 EXTERNAL BODIES & COMMITTEES

The following representatives were agreed:

One Voice Wales – Cllr Malcolm Wilson & Cllr Alec Trousdell as Reserve.

Chamber of Trade – It was agreed to defer as the CoT is going through a restructure.

End of Annual Statutory Meeting



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MINUTES OF THE FULL COUNCIL MEETING

Held in the Council Chamber and remotely by Microsoft Teams, Wednesday 22nd May 2024 at 7:00pm.

Present: Council Chamber, Mayor Cllr Heather Weddell, Deputy Mayor Cllr Geraint Baty, Cllr Gwen Baty, Cllr Alec Trousdell, Cllr Terry Williams, Cllr John Andrew, Cllr Malcolm Wilson, Cllr Peter Carter, Cllr Rowena Harbour, Cllr Lianne Evans, Cllr Cecilia Hannigan-Davies, Cllr Charles Champion, Cllr Biga John.

Also, in attendance; Town Clerk Cathy Kennedy.

And: PC Stuart Elson and PCSO Steven Davies attended the meeting at 7:00pm and left at 7:30pm.

2024/12 APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Breen and Cllr Watkins.

2024/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

2024/14 COMMUNITY POLICE MATTERS

The Community Police Report was received from PC Stuart Elson and PCSO Steven Davies.

2024/15 VALE COUNCILLOR REPORT

The Vale Councillor Report was received from Cllr Charles Champion.

2024/16 PUBLIC QUESTION TIME

There were no questions from members of the public.

2024/17 CORRESPONDENCE

Two items of correspondence were noted.

2024/18 MINUTES

RESOLVED

The minutes from the 23rd April and the 30th April were approved pending two amendments. Popular Park should be Poplars Park and majority vote should be unanimous vote.

2024/19 COMMITTEE REPORTS

There were no committee reports to note; these will be presented at the next meeting.

2024/20 MATTERS ARISING

There were no matters arising.



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2024/21 FINANCIAL REPORT

It was noted that the Financial Report ending 31st April 2024 had been approved by the Finance & Governance Committee, however, had not been copied over to the Full Council documents.

2024/22 INTERNAL AUDIT REPORT

The internal audit report was noted.

RESOLVED

The appointment of the internal auditor JDH Business Services Ltd was approved for 2024/25.

2024/23 ANNUAL RETURN

RESOLVED

The annual return was approved pending two amendments, change reinstated to restated and add the recent Hiraeth invoice to Creditors.

2024/24 PLANNING MATTERS

Members discussed the following planning applications:

- a) **2024/00272/FUL** Llandough House, Llandough, Cowbridge The proposal is for the creation of a series of 3 wildlife ponds in the floodplain adjacent to the River Thaw but not connected to the Thaw River.
RESOLVED
No objection
- b) **2024/00338/FUL (TN)** 31 The Broad Shoard, Cowbridge, Conversion of garage to form accessible ground floor bathroom and utility room, together with glazed rear dining area extension and front carport.
- c) **2024/00332/LBC(HM)** The Poplars, Southgate, Cowbridge, single stored pitched roofed side extension. Internal structural modifications.
RESOLVED
No objection
- d) **2024/00347/FUL (ANH)** Factory House, Factory Road, Llanblethian, Cowbridge Renovation and extension of existing single-storey garage and conversion into 1-bedroom holiday cottage (C5 Dwellinghouses, used other than as sole or main residences), including addition of semi-subterranean single-storey rear bathroom extension with access to existing amenity space and car parking.
RESOLVED
No objection



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- e) **2024/00325/FUL (TN)** Ivy Dene, Pen y lan Road, Aberthin, Cowbridge. Re-slate new roof.
RESOLVED
No objection.
- f) **2024/00385/FUL (TN)** Curload, Factory Road, Llanblethian, Cowbridge. Urgent demolition and rebuilding of house chimney using existing bricks if possible.
Rebuilding is urgently required due to severe ingress of water into attic space
RESOLVED
No objection.
- g) Cllr Andrew proposed a new process for handling planning applications. The process involves continuing to use the spreadsheet, reinstating the comments column, and delegating the responsibility for sending comments to the Vale Council Planning Officers to Cllr Andrew and the Deputy Town Clerk, Clair Davis. If either Cllr Andrew or the Deputy Town Clerk identifies an issue, they would bring the application to the full council. However, the full council would still need to add their comments to the spreadsheet.
RESOLVED
The proposal that the review of new planning applications be delegated to Cllr Andrew in collaboration with the Deputy Town Clerk was approved.

2024/25 PRE-APPLICATION CONSULTATION

A discussion took place regarding a pre-application consultation for the proposed development of land at Cowbridge Police Station.

RESOLVED

The proposal was well presented, and the council would like to be provided with further information.

2024/26 PLACEMAKING

The group meets tomorrow, and following this meeting, there will be further updates. The timetable indicates that the project will be completed by autumn. The consultants recently visited, and all departments at the Vale of Glamorgan Council appear to be engaged. Plans are in place to engage with underrepresented groups, such as businesses and individuals in their 30s and 50s. This may involve door-to-door outreach to businesses. Local primary schools have been consulted, but it was challenging to engage with sixth formers, who reported that they did not have time. Year 7 students were easier to engage. Thanks were given to Cllr Malcolm Wilson for his hard work, and it was recommended that members read Appendix One. It was agreed that this is a very exciting time for the project.

2024/27 MAYORS REPORT

The Mayors Report was noted.

2024/28 TOWN CLERKS REPORT

The Clerk's Report was noted.

2024/29 MEMBERS REPORT

There were no Members' Reports to note.



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2024/30 DOCUMENTS FOR SEALING

There were no documents for sealing.

2024/31 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 18th June 2024.