



Be kind



Byddwch yn garedig

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

MINUTES OF THE FULL COUNCIL MEETING

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

Tuesday 15th October 2024, 7:00pm

ATTENDEES: Mayor Cllr Rev'd Weddell, Deputy Mayor Cllr Geraint Baty, Cllr Wilson, Cllr Andrew, Cllr Gwen Baty, Cllr Evans, Cllr Harbour, Cllr Hannigan-Davies, Cllr Carter, Cllr Champion (Town and Vale), Cllr Bond, Cllr John.

ALSO IN ATTENDANCE: PC S Elson, three members of the public and the Chief Executive Town Clerk C Kennedy.

97/2024 APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Watkins and Cllr Williams.

98/2024 DECLARATIONS OF INTEREST

There were no declarations of interest received.

99/2024 MEMBER RESIGNATION

Members acknowledged the resignation of Alec Trousdell, a dedicated councillor since 2013 and former Mayor in 2019. His valuable contributions were recognised with sincere appreciation. Cllr Champion proposed a formal vote of thanks for Alec's hard work and suggested that the Mayor honour his significant contributions at a future Citizen Award ceremony, to be held during the Mayor's coffee morning and, in keeping with the tradition of recognising the dedication of long-serving councillors.

100/2024 CO-OPTION

The co-option notice for the appointment of a new member for the Llanblethian West Ward was noted.

101/2024 COMMUNITY POLICE MATTERS

PC Elson summarised his report as follows:

In September 2024, Cowbridge reported one incident of violence and six incidents of violence without injury. Most cases were finalised without formal complaints. A common assault was reported between two drivers, and a verbal argument between two sisters occurred at Cowbridge School. The month also saw one commercial burglary at the former Barclays Bank. There were no reports of domestic burglary.

102/2024 VALE COUNCILLOR REPORT

The monthly report from the Vale Councillor was received.



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103/2024 PUBLIC QUESTION TIME

No questions were received within the required notice period.

104/2024 CORRESPONDENCE

The following correspondence was discussed:

- The condition of paving slabs on Cowbridge High Street was raised. The matter has been referred to the Vale Council.
- An email regarding signposting in the Town Hall car park was discussed, and it was reported that the Vale Council will liaise directly with the complainant. A member of the public present at the meeting was given the opportunity to speak on this issue. Members expressed sympathy for the concerns raised, and the Town Clerk confirmed that she had reported the matter, along with Vale Cllr Champion. Members requested that, in addition, a letter be sent to the Vale Council on behalf of the Town Council, urging an urgent improvement in the signage. They emphasised that this is a serious issue, negatively impacting the town by discouraging return visits.
- A letter concerning traffic speed in Broadshoard was considered, with the issue referred to the Vale Council.

105/2024 MINUTES

RESOLVED

The minutes from the meeting held on the 17th September were reviewed and approved subject to the following amendments;

- a) To correct Cllr Hannigan-Davies' name which had been spelt incorrectly throughout the minutes.
- b) To correct 78/2024 where Cllr Champion was referred to as Cllr Charles.

106/2024 MATTERS ARISING

Matters raised from the previous meeting were discussed, but no resolutions were made as they were not specific agenda items.

107/2024 DRAFT BUDGET

The draft budget for 2025/26 was reviewed. Members discussed further adjustments, which will be referred back to committees in November for further consideration.



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108/2024 FINANCIAL REPORT

RESOLVED

The payments/receipts report and financial management report were reviewed and approved.

109/2024 COMMITTEES

Recommendations from the following committee meetings held on 1st October were reviewed and approved as follows:

RESOLVED

a) Leisure & Amenities

The Council approved Dragon Play as the preferred contractor for the installation of new play equipment in Twt Park, to be funded by Section 106 monies.

b) Town Hall

The Council agreed to earmark £37,500 for the Town Hall roof in the 2025/26 budget.

The Council agreed to approve local contractor Nick Renwick to oversee the retrospective listed building consent for the new office boiler.

c) Finance & Governance

The Council approved the payments, receipts, and management report ending 25th September.

110/2024 WORKING GROUPS

Updates and recommendations from the following working groups were received:

a) Community Events

An update was received from the Town Clerk regarding the progress of the testing of the cross street wires in preparation for the installation of the Christmas lights, and the delivery and subsequent storage of Lumi the LED Reindeer.

b) Place Making

An update was received from Cllr Willson regarding the progress of the draft Place Making report. He confirmed that the draft report is scheduled to be published on 7th November, and there will be an exhibition held in the Town Hall.

c) Town Hall Project

Cllr Wilson reported that he and Cllr Andrew had met with a representative from the Lottery, who provided them with a clear path for funding.



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111/2024 SECTION 106

RESOLVED

- A draft procedural flow chart for the allocation of Section 106 monies, prepared by the Town Clerk in collaboration with the Section 106 Officer, was reviewed and approved.
- Cllr Champion provided an update on the tender process for the Twt play park project. Three quotes were considered and as per agenda item 109/2024 (a) full council approval was given to proceed with the Section 106 working group recommended contractor "Dragon Play".

112/2024 PLANNING MATTERS

RESOLVED

a) Planning applications notified by the Vale of Glamorgan Council were considered and responses agreed as follows:

STATUS	APP NUMBER	ADDRESS	PROPOSAL	DECISION
Consult	2024/00849/FUL (MK)	Glynderi, 32 Broadway, Cowbridge	Single storey extension	No objection
Consult	2024/00851/FUL (MK)	9 Seys Close, Cowbridge	Side extension	No objection
Consult	2024/00721/FUL (MK)	Thimble Cottage, Castle Hill, Llanblethian, Cowbridge	Dormer to northern elevation.	No objection



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Consult	2024/00854/FUL (ANH)	Pantwilkin Stables, Aberthin	Formation of Event Parking Area for Equestrian Use (retrospective) plus change of use of adjoining Ménage for Equine Events to allow more than 28 days usage per year	This is effectively a resubmission of application 2022/01084/FUL which was refused in September 2023 for the following reasons: the loss of good quality agricultural land and harmful to the rural character of the area. The Town Council submitted "no objection" to that application. The council see no reason to object to this one. In fact they support it. The applicant is seeking to grow their business which supports the local economy, provides employment, attracts visitors etc.
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b) Planning applications approved and refused by the Vale Council were noted: [112a,b,c Planning Consultations.xlsx](#)

c) Other planning matters discussed.

There were no other matters discussed.

**d) The Vale of Glamorgan Replacement Local Development Plan was noted.
[112d Vale of Glamorgan Replacement Local Development Plan 2021-2036.pdf](#)**



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113/2024 COWBRIDGE CINEMA

A report was received from the Town Clerk regarding the successful procurement of an £8,500 Lottery grant to advance the cinema project. The Mayor acknowledged a letter from former volunteers of the previous 'Big Cinema,' expressing their disappointment with the Report's suggestion that there was a lack of volunteers post-COVID. The Town Clerk clarified that the statement in the report was in response to a letter received from the volunteers post-COVID, indicating they no longer wished to be involved in the cinema arrangements. She offered an apology for any misunderstanding that may have occurred, emphasising that she was merely responding to the letter. Cllr Wilson stated that his recollection of events aligned with the Town Clerk. Cllr Andrew expressed thanks to the Town Clerk for her efforts in securing the grant. Members acknowledged the significant contributions of previous volunteer committees, which were highly valued by both the Town Council and the community. They also extended an invitation to any former volunteers who wish to participate in the revamped project.

RESOLVED

To source quotes from external management companies.

114/2024 COMMUNITY BOOK EXCHANGE

The telephone box on High Street outside Greggs has been decommissioned and is available for adoption, pending support from a local council or charity. A member of the public has expressed interest in taking responsibility for setting up and managing the project, which involves using the box to create a community book exchange. They have a collection of books ready and are confident in sourcing more donations.

RESOLVED

The proposal was approved.

115/2024 REMEMBRANCE SUNDAY

An update on arrangements was received from the Town Clerk.

116/2024 MACEBEARER

Cais Thomas-Jenkins has agreed to continue serving as Macebearer. He possesses the necessary experience and equipment for the role. More advance notice will be provided for key events, particularly Civic Sunday and Mayor Making.

117/2024 MAYORS REPORT

The Mayor presented a verbal report to the meeting.



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118/2024 SENEDD INQUIRY/CHIEF EXECUTIVE TOWN CLERKS REPORT

a) A report on the Senedd Inquiry into the role, governance, and accountability of the community and town council sector prepared by the Town Clerk following her attendance at a One Voice Wales Senedd Inquiry Debate was received. The Town Clerk informed the meeting that she will be representing the Town Council at a round table discussion in the Senedd on the 23rd October and that if members would like to attend she will forward them the information. A draft response to the Senedd inquiry prepared by the Town Clerk was considered.

RESOLVED

The draft response was approved, with the condition that an emphasis on placemaking be included and for it be noted that not all the recommendations from the 2017 report into the governance of community and town councils by the Independent Review panel had yet been implemented.

119/2024 MEMBERS REPORTS

Reports from Cllr Williams and Cllr Andrew were received.

120/2024 DOCUMENTS FOR SEALING

There were no documents for sealing.

121/2024 DATE OF NEXT MEETING

The date of the next meeting was confirmed as 19th November 2024.

122/2024 PART TWO

RESOLVED

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from discussions on item 123/2024 due to the confidential nature of the business.

123/2024 STAFFING MATTERS

A report from the Staffing Committee Meeting held on 3rd October 2024 was received. It was noted that the Community Engagement Officer Tom Hope has resigned and that his last day of work will be the 8th November.

The meeting ended at 9pm.

Minutes prepared by Chief Executive Town Clerk C Kennedy

Minutes signed by Mayor Cllr Rev'd H Weddell

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