



Minutes of the Meeting of the Cowbridge with Llanblethian Town Council, Tuesday 25th November 2025

Present in the Council Chamber:

Mayor Cllr Geraint Baty (chair), Cllr Hannigan-Davies, Cllr Williams, Cllr Carter, Cllr Ellis, Cllr Sami, Cllr Champion and Cllr Gwen Baty.

Also present in the Chamber:

Chief Officer Natasha Alexander (minutes), PC Richard Paskell SWP3506.

Present via Microsoft Teams videolink:

Cllr Bond (18:30 to 19:30).

156/2025 APOLOGIES

There are apologies from Cllr Harbour, Cllr John, Deputy Mayor Cllr Wilson, Cllr Thomas, Cllr Chapman and Cllr Board.

157/2025 DECLARATIONS OF INTEREST

There are no declarations of interest.

158/2025 PUBLIC QUESTION TIME

There are no questions received from the public.

159/2025 MINUTES

The minutes from the previous Full Council meeting on 28th October 2025 are APPROVED.

160/2025 MATTERS ARISING

There are no matters arising.

161/2025 PROGRESS UPDATE

The progress update is NOTED. There are no questions raised.

162/2025 STANDARDS COMMITTEE OBSERVATION UPDATE

It is NOTED by the Chief Officer that we have received an e-mail from last month's Standards Committee Observer indicating that we will receive a positive report of last month's meeting. The sound quality was raised as an issue, which I have advised that we are aware of and are considering solutions to this. The Chief Officer attended the Standards Committee Meeting on 20th November 2025 and notes that positive verbal comments made in addition to the e-mail. The report is awaited.

163/2025 COMMUNITY POLICE MATTERS

The October 2025 police report is NOTED. PC Paskell is present as our new Neighbourhood Officer. PC Paskell advises that he has not yet had the opportunity collage figures on the police monthly reports to detail trends, but intends to shortly.

PC Paskell confirms that the police are ready for the Reindeer Parade on Sunday, lead by PC Stuart Elson. In Twt Park, there was an incident involving children from a local school. This was fed back to the school and addressed immediately. There was a Local Neighbourhood Watch meeting in Clare Garden Village. Speeding was addressed in Clare Garden Village using a mobile speed camera. Around 20-30 cars were stopped doing 30 plus miles in a 20 mile per hour zone. Firstly the police gave education and verbal warnings; written warnings and fines will follow. The police are requesting for volunteers to assist with the speeding. There was some youth annoyance in the park when it was dark, this is been addressed. The police will be increasing their presence in shops nearer to Christmas to focus on shoplifting. It is confirmed that criminal incidents should be reported to 999 or if not an emergency, to 101 or report online. It is discussed that criminal gangs are begging on High Street, the advice is to report to 101.

164/2025 COMMUNITY LIAISON COMMITTEE

It is CONFIRMED that there has been no further Community Liaison Committee since the last Full Council Meeting. A new Western Vale Community Council Meeting is scheduled for Monday 15th December 2025.

165/2025 ONE VOICE WALES

A) This is NOTED.

B) Cllr Sami UPDATES on the last One Voice Wales Meeting held, which had a presentation on the Climate Change Risk Assessments, which are focussing on how climate change affects communities. A presentation was delivered from the Vale of Glamorgan discussing the Wellbeing and Future Generations Action, focussing on preventative measures rather than acute reactionary measures. Cllr Sami requests any feedback or comments to be put forward for the next meeting. It is requested that a copy of the next Agenda is forwarded on to review and consider any points to raise for discussion at the next meeting.

C) The Council APPROVE Cllr Sami and Cllr Wilson to attend and act as a reserve member at the One Voice Wales Annual Meeting on 21st January 2026.

166/2025 COMMITTEES

To DISCUSS and receive any RECOMMENDATIONS FOR APPROVAL from the Committee meetings of 18th November 2025:

A) Leisure & Amenities

The Chair of the Committee CONFIRMS that Dragon Play have carried out the remedial works required in Twt Park. When the monthly inspection is carried out, the works will be assessed to see review if there are any issues. The Limes Cemetery wall is well under construction. It is estimated that construction will be completed early December, weather-permitting. Regarding the Limes Court wall, a review of ownership is ongoing. The trees and potential of tree roots are also being looked into.

B) Town Hall

The Chair of the Committee CONFIRMS that the lift is now repaired. The roof is also repaired. The Council has supported the Community Events Group in the establishing of the cinema.

C) Finance & Governance

The Deputy Chair of the Committee CONFIRMS that there are no issues that arose from the committee meeting.

167/2025 WORKING GROUPS

To REVIEW updates and receive any RECOMMENDATIONS FOR APPROVAL from the following Working Groups:

A) Community Events (May Day & Christmas).

Cllr Sami gives a verbal UPDATE regarding the Community Events Group. The Cinema will have its second showing on 6th December 2025, showing Elf.

B) Placemaking Implementation (incorporating s.106 monies spend) Task & Finish Group.

Cllr Champion UPDATES on the Placemaking s106 Meeting on 12th November and the Cowbridge Place Board Meeting on 19th November. There was a presentation by the Vale Smart Towns Team regarding working on wi-fi for High Street. There is a revised section 106 protocol, the Town Council now has a say on where money is spent once planning is granted in respect of community facilities, working with the Vale of Glamorgan Council.

C) Town Hall Refurbishment.

The Town Hall Refurbishment Group have a meeting scheduled for early December to meet with Initiate Architects to run through their brief. This will then go before the Town Hall Committee Meeting in December and then onto Full Council for further consultation.

168/2025 FINANCIAL REPORTS

It is CONFIRMED that the financial reports for October 2025 were RECOMMENDED FOR APPROVAL in the Finance & Governance Committee Meeting on 18th November 2025 (138/F&G2025 of 18/11/2025). The financial reports were APPROVED by Full Council.

169/2025 BUDGET SETTING

It is CONFIRMED that we are holding Chairs Meetings for each Committee to discuss the budget. The Chief Officer will meet with the Deputy Chief Officer to put proposed figures together and hold a further Chairs meeting prior to the next Committee and Full Council Meeting.

170/2025 TOWN HALL REFURBISHMENT AND EOI

It is CONFIRMED that Initiate Architecture have completed their first draft of proposals. A Town Hall Refurbishment Meeting is being set up for early next month. This will then go to the Town Hall Committee then Full Council Meeting next month for full review.

171/2025 WALLS

The Chair of the Leisure & Amenities Committee confirms that:

A) Limes Cemetery Wall

This is discussed earlier in the L&A Committee section at 166A/2025.

B) Holy Cross Wall

It is CONFIRMED that officers are in the process of obtaining more quotes for the Holy Cross wall. To include in the budget in the next financial year. It is discussed that an asset transfer of the land owned by Centregreat next to Holy Cross is being considered. If acquire this land, the Council may have the wall removed rather than repaired.

C) Limes Court Wall

This is discussed earlier in the L&A Committee section at 166A/2025.

172/2025 PUDDLEGATE 2

The Council have not received any reports of the puddle for some time, despite having had heavy rainfall. To ASSESS following the next heavy rainfall.

173/2025 HEALTH & SAFETY AND COMPLIANCE

The Chief Officer provides an UPDATE on the positive Fire Risk Assessment Report received, which refers to fire doors in Town Hall. Quotes are being requested for remedial works.

Officers are working through the General Risk Assessment recommendations.

The compliance spreadsheet is provided for members to review showing the Health & Safety works that have been carried out. It is noted that a significant amount of works have been carried out in recent months.

174/2025 INTERNAL AND EXTERNAL AUDIT

The Chief Officer CONFIRMS that a response to the 2023-2024 External Audit has now been received and the appropriate notices displayed, however Audit Wales advise that the 2024-2025 External Audit is delayed until the new year due to staffing issues.

The Deputy Chief Officer has uploaded documents and responded to questions from the Internal Auditor. A further response is awaited.

175/2025 FIVE YEAR STRATEGY & MARKETING STRATEGY

The Chief Officer CONFIRMS that an invitation to members to join a Five Year Strategy and Marketing Strategy working group with a view to completing this by 1st April 2026 ready for the new financial year has been sent out. Cllr John, Cllr Sami and Cllr Thomas have agreed to attend this.

176/2025 SURGERIES, POP-UPS AND COMMUNITY ENGAGEMENT

DISCUSSING the next surgery is coming up next week on Saturday 29th November 2025. It was originally booked for Lesser Hall but will now be held in the Chamber due to Christmas markets taking over the space. People who arrive at Lesser Hall will be directed to the Chamber.

177/2025 WARM SPACES

DISCUSSING that the first Warm Space was held in Lesser Hall on Thursday 20th November, but was not attended. Discussing persevering with this throughout the winter months. Considering further ways to promote this, including promotion with community groups and charities such as Golden Oldies, Dementia Friendly and U3A. Potentially fliers to school for parents. To discuss with the Beacon Church and to look at warmwelcome.uk and the Vale of Glamorgan Warm Spaces. Discussing that the Vale Foodbank have also been spoken to for permission to request donations are raised in Cowbridge for our Warm Spaces, which they agree to and have agreed to promote our Warm Spaces in our nearest local foodbank in Llantwit Major.

178/2025 LIVED EXPERIENCE ON WEATHER IMPACTS

This is NOTED.

179/2025 FUTURE GENERATIONS REPORT AND THE AUDIT WALES REPORT

This is NOTED.

180/2025 WALES REGIONAL ENERGY STRATEGIC PLANS (RESP)

This is NOTED.

181/2025 ACTIVE TRAVEL NETWORK MAP CONSULTATION

DISCUSSING that there is a planned bus strike on 8th December. However the Active Travel consultation is about walking and cycle and footpaths and cycle routes. There are NO REPRESENTATIONS to put forward.

182/2025 CONSULTATION ON CHANGES TO LOCAL GOVERNMENT ELECTIONS

This is NOTED.

183/2025 FIRE CONSULTATION

This is NOTED. There are no representations to make, save that it is recognised that the Fire Service do a great job and we trust them to carry on doing so.

184/2025 GOVERNOR AT COWBRIDGE COMPREHENSIVE SCHOOL

It is DISCUSSED that the Chief Officer has been contacted by the Director of School Governance Solutions to advise that the Cowbridge School have a vacancy for a minor authority representative on their governing body.

Cllr Sami also confirms that he has been approached by a teacher from Cowbridge School inviting him to be a governor based on him working to set up a Youth Council.

This is APPROVED by Full Council.

185/2025 POPLAR PARK ART WORK

The Council are pleased with the proposed art work. Cllr Champion confirms that in his role as Vale Councillor he has seen and approved the art work and replied requesting a path to the back of the art work, as there is a desire line there. The Council agree with this and will re-iterate Cllr Champion's request. It is confirmed that the art work is APPROVED IN PRINCIPLE.

186/2025 CHRISTMAS WIRES AND CHRISTMAS LIGHTS

The Chief Officer UPDATES that a refreshed copy of the Vale of Glamorgan Council's Licence has been requested after a number of amendments were discussed and agreed. There are also a few questions raised which remain outstanding. It is advised that a response will be sent to us shortly. The Risk Assessment and Method Statement has been received from the separate

contractor; we returned to them to request clarity on the safety aspects which have since been updated, this has been forwarded it on to the Vale of Glamorgan Council for approval. We have now received the 10th and final consent, which allows for 5 sets of wires to be installed.

It is discussed that it is considered that one contractor, who is a lighting specialist, is safest to install the wires and the lights. These are also the Vale of Glamorgan Council's preferred contractors. This also minimises any risk in terms of liability. The contractor is unable to install the Christmas lights until Tuesday 2nd December, which is just after the Reindeer Parade on Sunday 30th November. There is an option available to instruct a separate contractor to install the lights prior to the parade, subject to the Licence being sent over and agreed within the next couple of days and the wires being installed. It is discussed that the Council do not want to compromise on people's safety.

A motion is passed and seconded for a vote on whether to request one contractor installs the wires and lights, which is APPROVED by the Council with 7 votes in favour and 1 against.

It is discussed that the Council are keen to receive the Licence from the Vale of Glamorgan Council for agreeing as soon as possible to get the wires installed then for the same contractor to put the lights up on Tuesday 2nd December. It is acknowledged that there may be negative PR and complaints as the lights are scheduled for after the Reindeer Parade, however safety must still be the priority.

Regarding the Christmas lights, there have been issues with the new hired lights over the past two years. It is considered that the original lights are the safest as they are smaller and lighter. However to risk assess all of the lights with the contractor prior to installation. It is agreed that the Chief Officer will liaise with Festive Lighting about hiring alternative lights next year.

187/2025 WELSH LANGUAGE POLICY

It is discussed that it has been raised to a Councillor whether we have a Welsh Language Policy in place. It is CONFIRMED that this is being worked on. Further updates to be provided in due course.

188/2025 PLANNING MATTERS

***Note:** Councillors are reminded of the importance of not disclosing personal information relating to an applicant, resident or property owner.*

A) To CONSIDER Planning Applications notified by the Vale of Glamorgan Council (listed under Open Applications on the Planning spreadsheet) and agree responses.

1. Application number: 2025/00787/FUL (SDB)
2. Application number: 2025/00804/FUL (ANH)
3. Application number: 2025/01054/FUL (GW)
4. Application number: 2025/01032/LBC (GW)
5. Application number: 2025/01069/FUL (WG)
6. Application number: 2025/01068/LBC (WG)
7. Application number: 2025/01008/RG3 (SDB)
8. Application number: 2025/01085/FUL (WG)
9. Application number: 2025/01086/FUL
10. Application number: 2025/01020/FUL (ANH)
11. Application number: 2025/01074/FUL (WG)
12. Application number: 2025/01116/FUL (MK)
13. Application number: 2025/01020/FUL (ANH)
14. Application number: 2025/00940/LBC (LCH)

DISCUSSING that there are no objections raised.

B) To NOTE Planning Applications Approved and Refused by the Vale of Glamorgan Council.

These are NOTED by the Council.

C) Other Planning matters.

To CONSIDER setting up a Planning Committee.

It is DISCUSSED that we can do more with planning. We used to have an efficient planning committee, details would be put on the screen for review of the maps and plans. It is noted that a number of members cannot commit to the additional time commitment of an additional committee. Consideration that if there are any objections, this is discussed at length. It is felt that this is not necessary. It is noted that some members have requested discussion of a planning committee who have given their apologies today. It is agreed to include this in next month's agenda for further discussion.

189/2025 VALE COUNCILLOR REPORT

Cllr Champion DISCUSSES following his written report that there have been quick wins regarding accessibility on beaches. He is attending a Transforming Towns Conference on 2nd December. He is working on mobile signal and wi-fi using the reports from dustcarts travelling

through all streets. There should be a new EE mast installed soon. The Vale of Glamorgan Council have given positive reports about Cowbridge Placemaking.

190/2025 MAYOR'S REPORT

CONSIDERING the Mayor's written report. There are no questions.

191/2025 CHIEF OFFICER'S REPORT

CONSIDERING the Chief Officer's written report. There are no questions.

192/2025 MEMBER REPORTS

It is STATED by Cllr Baty that the Cowbridge Institute Educational Trust charity need a new Secretary and are looking for applicants.

It is STATED by Cllr Sami that he took photographs of the Maesteg Town Hall and Llantrisant Town Hall refurbishment. This evening there is an open evening for St John's Ambulance.

It is STATED by Cllr Williams that Liz George who runs The Memory Jar and Golden Oldies is holding a lunch for 40 people in the Duke just before Christmas.

193/2025 EVAN JENKINS

It is advised that the Evan Jenkins charity will hold a meeting next week, which is NOTED.

194/2025 TRAINING

The Chief Officer CONFIRMS that staff are continuing to work through the programme of training.

195/2025 CORRESPONDENCE

There is no correspondence for review: an e-mail thread is included in the folder, which was discussed earlier regarding the school governor vacancy in 184/2025 Governor at Cowbridge Comprehensive School.

196/2025 DOCUMENTS FOR SEALING

The Grant of Exclusive Right of Burial reference C398 was sealed.

The Initiate Architecture deed will be sealed, as per our Standing Orders.

197/2025 DATE OF NEXT MEETING

6:30pm on Tuesday 23rd December 2025.

No.	Action Arising	Agenda Ref.	By Who	By When
1	Notify the Vale of Glamorgan Council of the planning decisions.	188/2025	Deputy Chief Officer	28/11/2025
2	Continue liaising with the Vale of Glamorgan Council and contractor regarding installation of the catenary wires and Christmas lights.	186/2025	Chief Officer	02/12/2025
3	Review and consider proposed budget figures for the next financial year and invite Chairs to a meeting to review and discuss.	169/2025	Chief Officer & Deputy Chief Officer	15/12/2025
4	Instruct Contractor to erect notice board in Clare Garden Village when notice board is ready	82/2025	Deputy Chief Officer	16/12/2025
5	Take new van launch photos and publicise	94/2025	Chief Officer	16/12/2025
6	Review ownership of Limes Court Wall and Council owned trees and tree roots regarding damage caused to wall.	166A/2025	Deputy Chief Officer & Amenities Supervisor	16/12/2025
7	Obtain two further quotes for Holy Cross Church repairs.	171B/2025	Deputy Chief Officer	16/12/2025
8	To assess puddle area after heavy rainfall for further review.	172/2025	Amenities Supervisor	16/12/2025
9	Obtain three quotes for remedial work to doors to ensure fire safe.	173/2025	Chief Officer	16/12/2025
10	Set up the 5 Year and Marketing Strategy meeting.	175/2025	Chief Officer	16/12/2025
11	Arrange next Warm Space.	177/2025	Chief Officer	16/12/2025
12	Provide response to the Fire Consultation.	183/2025	Chief Officer	16/12/2025
13	Inform Director of School Governance Solutions that Cllr Sami has been voted to fill the minor authority representative vacancy.	184/2025	Chief Officer	16/12/2025
14	Confirm that the proposed artwork is approved in principle and re-consider Cllr Champion's comments requesting an additional path.	185/2025	Chief Officer	16/12/2025
15	Continue works on Welsh Language Policy	187/2025	Chief Officer	16/12/2025
16	Update One Voice Wales as to who will attend Annual Meeting and who is reserve.	165C/2025	Chief Officer	23/12/2025
17	Continue working through programme of training.	194/2025	All staff	31/12/2025
18	Send next One Voice Wales Agenda to Full Council for consideration of points to raise.	165B/2025	Chief Officer	When received