



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

Minutes of the Meeting of the Cowbridge with Llanblethian Town Council, Tuesday 23rd September 2025

Present in the Council Chamber:

Mayor Cllr Geraint Baty (chair), Deputy Mayor Cllr Wilson, Cllr Williams, Cllr Carter, Cllr Bond, Cllr Sami, Cllr Chapman, Cllr Harbour, Cllr Gwen Baty, Cllr Thomas, Cllr Champion, Cllr John and Cllr Ellis.

Also present in the Chamber:

Chief Officer Natasha Alexander (minutes), a member of the public.

Present via Microsoft Teams videolink:

Cllr Hannigan-Davies, a member of the public (18:50 to 19:15 approx).

77/2025 APOLOGIES

There were no apologies from members.

78/2025 DECLARATIONS OF INTEREST

There were no declarations of interest.

79/2025 PUBLIC QUESTION TIME

There were no questions received from the public.

80/2025 MINUTES

The minutes from the previous Full Council meeting, 22nd July 2025, were APPROVED.

81/2025 PROGRESS UPDATE

The progress update was NOTED. Cllr Champion offers to contact the Vale of Glamorgan Council Senior Planner Conservation to discuss the repairs grant.

82/2025 MATTERS ARISING

Members are reminded that matters raised under this item can be DISCUSSED, however, RESOLUTIONS CANNOT BE MADE without a specific agenda item and supporting documentation.

- Notice Board at Clare Garden Village – the Chief Officer UPDATES that the notice board is scheduled to be delivered this week.
- Defibrillator – the Chief Officer UPDATES that the Council have been gifted a defibrillator from the Freemasons. This is still in the same place, under the stairs, but the Council are now responsible for changing the pads and batteries. We have made the location of the defibrillator clearer by installing signage around Town Hall and have registered the defibrillator with The Circuit, a national defibrillator network. When someone locally calls 999, the emergency operator will notify the caller of the location of the defibrillator, which is available within office hours. A query is raised as to whether the defibrillator can be kept outside to allow 24/7 access to it. The Chief Officer will look into this and report back.

83/2025 CASUAL VACANCY

The Chief Officer provides a verbal UPDATE. Congratulating Cllr Ellis following the election, following Cllr Weddell's passing. The second vacancy following Cllr Evans' resignation is not eligible for election as 10 signatures were not received, so will go to a co-option. The Notice of Co-option inviting expressions of interest has a deadline of 3rd October. Likely for co-option meeting to be included in the next Full Council meeting on 28th October.

84/2025 FINANCIAL REPORTS

It is CONFIRMED that the financial reports for July and August 2025 were RECOMMENDED FOR APPROVAL in the Finance & Governance Committee Meeting on 16th September 2025 (108/F&G2025 of 16/09/2025). The financial reports were APPROVED by Full Council.

85/2025 MARKETING STRATEGY

Thanking Cllr John for delivering the presentation on the Marketing Strategy. DISCUSSING the Marketing Strategy Presentation delivered by Cllr John. Considering the benefits of developing a Marketing Strategy, we have a lot to offer historically, but to keep the costs down. Important to engage heavily with the Vale of Glamorgan Council and the Traders to market and increase footfall. Discussing the importance of keeping in touch with the community to inform what the Council are doing and find out what the needs of the community are; engagement is the most

important. Discussing that the biggest threat is ensuring delivery within an acceptable timeframe. Considering the need for building a consensus with the Council, local businesses, residents, focus groups. Looking objectively. Considering questions such as the purpose, who this is for, the cross-over with the Placemaking Plan, the selling aspiration and what the experience could be. Considering whether it is aimed at residents of Cowbridge, potential visitors outside of Cowbridge or the economy. Considering the need to agree on the end product. Reviewing how success is measured; key performance indicators, footfall, funding. It is important to consider what makes us unique. It is requested that recommendations are sent to the Chief Officer and the matter will be considered and reviewed further. The Chief Officer will distribute the presentation slides to Full Council.

86/2025 COMMUNITY LIAISON COMMITTEE

Noting that there has not been a further Community Liaison Committee Meeting since the last Full Council Meeting. Awaiting a new date.

DISCUSSING that the Chief Officer and the Representative of the Community Liaison Committee, Cllr Wilson arranged a meeting of the Western Vale Community Councils, also attended by Cllr Sami. The consensus was that the meetings would be improved by face-to-face meeting and the need for better communications. There were some good suggestions raised and the group would like to meet again and move forward positively from here.

87/2025 COMMITTEES

To DISCUSS and receive any RECOMMENDATIONS FOR APPROVAL from the Committee meetings of 16th September 2025:

A) Leisure & Amenities

REVIEWING the minutes of Committee meeting, it is raised that the minutes do not reflect votes carried out during the meetings. There are no recommendations for approval of any matters.

B) Town Hall

There are no recommendations for approval of any matters.

C) Finance & Governance

Discussing that there are recommendations for approval discussed in the Committee meeting, however these are included later in the agenda for discussion and CONSIDERATION.

D) Staffing

The Chief Officer updates following the last Staffing Committee Meeting held on 30th July 2025, it was recommended that advice be sought from our HR Consultants, Council HR & Governance Support. A further Staffing Committee Meeting is in the process of being scheduled by October. Request that discussions on the Staffing Committee Meeting are deferred to the October Full Council Meeting for a further update.

88/2025 EXPRESSION OF INTEREST

The Agenda Brief was noted. DISCUSSING the three quotes obtained for an Architect to provide proposals for a refurbishment of Town Hall and illustrations to submit with our Expression of Interest application for grant funding from the Heritage Lottery. Discussing the allocation of funds for this, for the preparation of enhanced drawings to support the Heritage Lottery grant application to increase our chances of successfully gaining grant funding. It is considered that Initiate Architecture will provide enhanced drawings demonstrating the vision for moving forward. The refurbishment works are expected to be in the region of £1.5 million to £2 million. It is acknowledged that with the Initiate Architecture fee of £5,950 plus VAT, the VAT will be claimed back. Discussing sharing and consulting on plans with residents when the Expression of Interest is ready for submission. This has been RECOMMENDED FOR APPROVAL in the Finance & Governance Committee Meeting on 16th September 2025 (109/F&G2025 of 16/09/2025); it will also be a possibility to use allocated funding from the Heritage Room budget, with the remainder to use towards touch screens. It was APPROVED by Full Council to instruct Initiate Architecture to proceed with the illustrations. The Chief Officer will notify Initiate Architecture of the Council's decision.

89/2025 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. This group is now separate for the Council. The group are in the process of setting up their own bank account. The plans for Christmas include live reindeers behind Town Hall and the animatronic reindeer.

There will be a light show and a tribute to our late Mayor, Heather Weddell. The Town Hall Cinema's first showing is being arranged for 31st October with a family Halloween film. Going forward, these will be on the last Thursday of the month, except for holiday months. There will be a Christmas film shows on 6th December. Cllr Sami will upload the minutes of the Community Events Group meetings going forward.

It is UPDATED that discussions are ongoing with the Vale of Glamorgan Council regarding re-installing wires to enable us to put our Christmas lights up following the Vale of Glamorgan Council taking them down without consultation and subsequently losing the wires necessary to install the lights. This has come at a cost in the region of £13,000.

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

- The Council to consider approval of an All-Weather Pitch.

The Vale of Glamorgan Council have considered this request and do not consider the Bear Fields to be a suitable site for this. To continue further discussions with s106 and consider alternative locations such as Police Fields. Cllr Champion has written to the Senior Planner and the Neighbourhood Services Manager at the Vale of Glamorgan Council about this. Works are ongoing at the Bear Fields skate park.

- The Council to approve the nomination of Cllr Wilson to attend Place Board, as recommended.

The nomination for Cllr Wilson to attend the Place Boards, as recommended at the Placemaking Implementation Task & Finish Group was AGREED by Full Council. Discussing that the first Place Board Meeting is pencilled in to start on 14th October 2025.

Regarding the Terms of Reference being drafted by the Vale of Glamorgan Council, Cllr Wilson considering that it does not allow enough involvement for Community Councils, would like to discuss this further with the Council. Discussing writing to the Senior Planner with these concerns.

C) Town Hall Refurbishment.

- Discussing the need to review the existing Terms of Reference, which made reference to our late Mayor, Cllr Weddell. Discussing increasing members, noting that Cllr Williams has recently agreed to join the group. It is discussed that the Charter Trust, History Society and Traders have also been invited. It is considered that the Llanblethian Group may also

attend; Mayor Cllr Baty knows a contact of the group and will write to them. Considering events to consult on Clare Garden Village's view.

D) Heritage Room Project Group.

- Considering that now the Heritage Room is going to be refurbished in line with the general Town Hall Refurbishment, it may be worth the Heritage Room Project Group merging with the Town Hall Refurbishment Group. The two groups have a lot of the same members. To hold a meeting with the Heritage Room Project Group to discuss this further.

90/2025 HEALTH & SAFETY AND COMPLIANCE

To REVIEW and reach a DECISION on the following:

A) Compliance Spreadsheet;

The Compliance Spreadsheet is APPROVED by Full Council. Thanks given to the Chief Officer for work bringing Health & Safety and Compliance up-to-date.

B) Town Hall Risk Assessment;

The Town Hall Risk Assessment is APPROVED by Full Council.

C) Leisure & Amenities Risk Assessment;

The Leisure & Amenities Risk Assessment is APPROVED by Full Council.

D) Asbestos Management Plan.

The Asbestos Management Plan is APPROVED by Full Council.

91/2025 POLICY REVIEW

To REVIEW and reach a DECISION on the following:

A) Health and Safety Policy;

Cllr Ellis advises that the Policy Statement can be reviewed annually, but the remainder of the document can remain as it is, which is NOTED. The Health & Safety Policy is APPROVED by Full Council.

B) Social Media for Councillors Policy;

The Social Media for Councillors Policy is APPROVED by Full Council.

C) Schedule of Policies for Review document.

Noting that this is mainly HR Policies, there may be others for review. Once adopted and approved, many may only need review every 3 years. To consider the ones which will require review annually.

Cllr Ellis discusses the forthcoming Employment Rights Bill and the changes required for this. This is something Cllr Ellis has knowledge of from her career and offers to assist the Chief Officer with managing these changes, which is accepted.

92/2025 BUS REFORM

Cllrs Wilson and Sami discuss having attended a presentation on this at a One Voice Wales Meeting. Discussing the unreliability of the local bus times, routes and apps. It is noted that public transport services have improved with time and should be supported. Cllr Champion has raised concerns with the local X2 bus to a Vale of Glamorgan Council Officer and is awaiting a response. Considering that the development of the Metro in Cardiff may be having a temporary impact on our buses and routes.

93/2025 DEVELOPMENT PLANS

A Summary has been provided for information for review.

94/2025 NEW VAN LAUNCH

The Agenda Brief and plans for the new van launch are NOTED. Considering that we can write a piece for local media.

95/2025 TOWN HALL OPENING HOURS

The Agenda Brief was NOTED. It was DISCUSSED that Town Hall open for an hour longer, from 9:30am – 2pm, which will allow for increased accessibility for the community to drop in to Town Hall during their lunch hour. This was APPROVED by Full Council.

96/2025 STREET COLLECTION LICENCE

This matter was discussed previously and an Agenda Brief has been drafted for consideration. This is more a matter for charities to consider. Obtaining a Street Collection Licence is not required and this was NOT APPROVED by Full Council.

97/2025 NEW WARDS

The Agenda Brief was NOTED regarding Councillors per ward and forthcoming proposals to change wards next year.

98/2025 STANDARDS COMMITTEE INDEPENDENT MEMBER OBSERVATION

The Agenda Brief regarding an Observation from an Independent Member of the Standards Committee at the next Full Council Meeting was NOTED.

99/2025 SCHOOL GOVERNOR

DISCUSSING the need to appoint a new school governor following a resignation. Mayor Cllr Baty nominates himself, this is APPROVED by Full Council.

100/2025 WELSH GOVERNMENT RECYCLING CONSULTATION

DISCUSSING that the Vale of Glamorgan Council are leaders in recycling. Cllr Champion updates that the Vale of Glamorgan Council are looking into recycling soft plastics and small electrics and batteries which can be on top of bags for recycling. Considering that we can respond to the Consultation positively in support of recycling measures. It is agreed for the Mayor to liaise with the Chief Officer regarding completion of the consultation on behalf of the Council.

101/2025 WELSH GOVERNMENT BROADCASTING MEETINGS CONSULTATION

It is agreed for the Mayor to liaise with the Chief Officer regarding completion of the consultation on behalf of the Council.

102/2025 INTERNAL AND EXTERNAL AUDIT

The Chief Officer confirms that a response has not yet been received. The documents have been uploaded to the portal and the portal has since been closed.

103/2025 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: 2025/00923/FUL (GW)

3. Application number: 2025/00748/LBC (LCH)

DISCUSSING that there were no objections raised.

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

These are NOTED.

C) Other Planning matters.

- Publicity and Consultation Before Applying for Planning Permission – land east of Dunraven Close, Cowbridge, CG71 7FJ, for Ysgol Iolo Morganwg.

DISCUSSING the consultation before applying for planning permission. The current Welsh school is not fit-for-purpose. A query is raised regarding what is happening regarding the original proposal. It is considered that some section 106 monies have been spent on the school, however progression has been slow awaiting funding. It is understood that the site will not be sold to a housing developer, discussing that the site will be retained for educational purposes, such as adult education. Noting that adult education is already run in Old Hall. CONSIDERING representations to make; query regarding parents' drop-off and whether this would increase congestion in the area. Request a traffic plan. Is there a one-way system proposed? It is noted that responses are due by 25th September. The Chief Officer will respond with the Council's representations and queries ahead of the deadline.

104/2025 TOWN HALL ROOM NAMING

DISCUSSING that there is little support for the room names to be changed in Town Hall. There are many good examples of people to name and some people would be left out and there is the risk of offending others. Also a change of name is likely to cause confusion. Considering that the only appropriate room name change should be the Mayor's Parlour to the Heritage Room. Considering that it would be worth considering further a heritage trail and publicising and celebrating former Mayors and historical figures. It is voted with 14 members against and 1 member for. A changing of Town Hall room names is therefore NOT APPROVED.

105/2025 COMMUNITY POLICE MATTERS

The police reports of June, July and August 2025 are reviewed and noted. DISCUSSING gangs dropped people off into Cowbridge to beg for money, unsure if people are aware that this is going

on. Discussing the need to raise awareness, however conscious about the need to understand who is genuine and who is not. To seek advice on this from the Police.

106/2025 FIVE YEAR STRATEGY

DISCUSSING reviewing what has been achieved within the past 5 years and what we want to achieve within the next 5 years. This will include the Placemaking Plan, the Marketing Plan, Corporate Plan and Financial Plan. The Chief Officer will consider this further.

107/2025 VALE COUNCILLOR REPORT

Cllr Champion gives a verbal report. On 3rd October 2025 he will be meeting with the representative from Vodafone who are now linked up with 3 about improving our signal in Cowbridge. He has taken pictures of the HSBC pub planting and raised a complaint.

108/2025 MAYOR'S REPORT

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

109/2025 CHIEF OFFICER'S REPORT

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

110/2025 MEMBER REPORTS

Cllr Williams' written report did not send by e-mail, so a verbal report given regarding the Dementia Friendly open day on Friday, providing important information for carers and those with Dementia. Thanks given to the Town Council for allowing Dementia Friendly to use Town Hall for their event. Also looking for volunteers for selling poppies.

Cllr Sami gives a verbal report regarding some information having been received regarding safeguarding training which he is following up on. He is setting up a youth group evening including the Rotary Club, PCSO etc. Cllr Sami thanks Cllr Williams for the support of the Rotary Club. Congratulations are given to Cllr Sami for taking on the youth initiative. The Community Cinema set-up has been discussed already. Discussing the visits to other Town Halls regarding their refurbishments, he considers that at the next visit he will take photos to enable all members to have a vision of changes made and plans for Cowbridge Town Hall.

Cllr Baty gives a verbal report requesting support of the Council for the Llanblethian Residents Group to put signs up regarding the safety of hedgehogs. Discussing that the Council has no jurisdiction for signage. The Council are in favour of the signage regarding the safety of

hedgehogs, however it is noted that this is a matter for the Vale of Glamorgan Council Highways Department to grant permission.

111/2025 ANNUAL REPORT

The Annual Report has been completed. The Report is APPROVED by Full Council. It is discussed that it should be noted that the Wards and Councillors were amended this year. Discussing printing copies of the Annual Report for Town Hall. These can also be take to the Library and used in the Surgeries. The Chief Officer will look into printing costs and decide how many to print.

112/2025 SURGERIES, POP-UPS AND COMMUNITY ENGAGEMENT

DISCUSSING that the first Councillor Surgery is coming up this Saturday 27th September, 11am to 1pm in Old Hall. This first surgery will be led by Cllrs Sami, Bond, Champion and Mayor Cllr Baty. Intending to draw up a rota for remaining surgeries, which will be held in different locations with different discussion points with residents.

113/2025 EVAN JENKINS

It is RAISED by Cllr Baty that she resigned from the Evans Jenkins board for 12 years. A new representative for Evan Jenkins has been appointed from outside of the Council. Discussing that the representative was considered and approved by Full Council at the last meeting in Cllr Baty's absence.

114/2025 TRAINING

The Chief Officer UPDATES that a One Voice Wales training schedule is available. Requesting that Councillors sign themselves up for training, but notify an Officer of this so the attendance on the course can be logged.

Confirming that Sight Cymru Awareness Training is scheduled for staff and Councillors on Monday 13th October between 2-4pm in the Council Chamber. Cllr Williams gives his apologies, he had hoped to attend but will be away.

Confirming that a programme of training has been developed for all staff on Health & Safety courses.

115/2025 CORRESPONDENCE

Correspondence is NOTED.

The Chief Officer informs that PCSO Stephen Davies has completed a sponsored bike ride to raise money for our late Mayor Cllr Weddell's chosen charity, MEDSERVE Wales. Informing that donations can be made to PCSO Stephen directly. However, of course, no donations can be made via the Council systems.

116/2025 DOCUMENTS FOR SEALING

The Exclusive Right of Burial for C392 and C393 were noted for C395, C396 and C397.

117/2025 DATE OF NEXT MEETING

6:30pm on Tuesday 25th November 2025.

No.	Action Arising	Agenda Ref.	By Who	By When
1	Notify Initiate Architecture that fee to proceed with RIBA 1 EOI is approved	88/2025	Chief Officer	24/09/2025
2	Respond to Publicity and Consultation document	103/2025 C)	Chief Officer	25/09/2025
3	Respond to Planning Applications with responses	103/2025 A)	Deputy Chief Officer	26/09/2025
4	Send copy of Health & Safety Policy, Social Media for Councillors Policy and Risk Assessments to all staff and councillors	90/2025 – 91/2025	Chief Officer	03/10/2025
5	Instruct Contractor to erect notice board in Clare Garden Village	82/2025	Deputy Chief Officer	03/10/2025
6	Write to Senior Planner expressing concern regarding the draft Place Board Terms of Reference	89/2025 B)	Cllr Wilson	03/10/2025
7	Write to the Llanblethian Group inviting them to attend the Town Hall Refurbishment Meeting	89/2025 C)	Mayor Cllr Baty	03/10/2025
8	Arrange a meeting with the Heritage Room Project Group to consider a merge with the Town Hall Refurbishment Group	89/2025 D)	Chief Officer	03/10/2025
9	Distribute the Marketing Strategy slides	85/2025	Chief Officer	03/10/2025
10	Write to School to notify that Mayor Cllr Baty will become a school governor	99/2025	Chief Officer	03/10/2025
11	Complete the Welsh Government Recycling Consultation	100/2025	Chief Officer & Mayor	03/10/2025
12	Complete the Broadcasting Meetings Consultation	101/2025	Chief Officer & Mayor	03/10/2025
13	Liaise with PCSO regarding illegal begging	105/2025	Chief Officer	03/10/2025
14	Publish Annual Report online and print off copies for display	111/2025	Chief Officer	03/10/2025
15	Take new van launch photos and publicise	94/2025	Chief Officer	21/10/2025
16	Consider installing Defibrillator outside	82/2025	Chief Officer	21/10/2025
17	Review putting together a Five Year Strategy	106/2025	Chief Officer	21/10/2025