



Minutes of the Meeting of the Cowbridge with Llanblethian Town Council, Tuesday 28th October 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 Gwen Baty, Cllr Thomas, Cllr Champion, Cllr Ellis.

Also present in the Chamber:

Chief Officer Natasha Alexander (minutes), Deputy Chief Officer Clair Helen Davis, PC Richard Paskell SWP3506, two co-option candidates.

Present via Microsoft Teams videolink:

Cllr Hannigan-Davies, a member of the public, Standards Committee Observer.

The Mayor welcomes the Standards Committee Observer to the Full Council Meeting.

118/2025 APOLOGIES

There were apologies from Cllr Harbour and Cllr John.

119/2025 DECLARATIONS OF INTEREST

Cllr Sami declares an interest in being a friend of a candidate. He will refrain from discussions and voting.

120/2025 PUBLIC QUESTION TIME

There were no questions received from the public.

121/2025 MINUTES

The minutes from the previous Full Council meeting on 23rd September 2025 were APPROVED SUBJECT TO requested amendments to add the Aberthin Group to contact regarding the Town Hall Refurbishment (89C/2025) and to confirm that the School Governor position relates to the Ysgol Iolo Morganwg (99/2025). The above amendments are noted and will UPDATED imminently.

122/2025 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 has been delivered and is having further required works carried out before instructing the contractor to install the notice board.

123/2025 CO OPTION

Noting that one candidate has withdrawn, leaving 4 candidates. Two candidates are present at this meeting and will speak about themselves and answer questions; the remaining two candidates will have their Expressions of Interest considered.

The first candidate talks about themselves and why they wish to become a Councillor.
Questions from Councillors answered.

The second candidate talks about themselves and why they wish to become a Councillor.
Questions from Councillors answered.

The candidates, the Councillor who declared a public interest and the public are taken out of the meeting during Councillor discussions.

Three Councillors are nominated for a vote. Votes are held twice until there is a clear majority of Councillor votes.

It is announced that Nathaniel Board has been co-opted as Councillor.

Cllr Board signs the Declaration of Acceptance of Office and re-joins the remainder of the meeting.

124/2025 PROGRESS UPDATE

The progress update was NOTED.

It is REQUESTED that the Chief Officer changes the Progress Update title to be clearer and that ongoing updates are given an updated date for review. This is agreed.

125/2025 COMMUNITY POLICE MATTERS

The September 2025 police report is NOTED. PC Paskell is present as our new Neighbourhood Officer and introduces himself. It is REQUESTED that information provided within the monthly reports shows month-on-month trends. PC Paskell AGREES to provide this. The Chief Officer notes that it was discussed at the last meeting about criminal gangs dropping people off into Cowbridge to beg for money and that advice would be sought on this from the Police (105/2025). Confirming having discussed this with our PCSO Stephen Davies who has advised that if this is sighted, to report this to the Police on the non-emergency number, 101. DISCUSSING that this message should be confirmed on our social media to ensure that the community are aware.

126/2025 COMMUNITY LIAISON COMMITTEE

Cllr Wilson attended the Community Liaison Committee on 16th October 2025; he has drafted a written report for review.

127/2025 COMMITTEES

To DISCUSS and receive any RECOMMENDATIONS FOR APPROVAL from the Committee meetings of 21st October 2025:

A) Leisure & Amenities

The Chair of the Committee confirms that the Puddle was discussed and the owner of the land the tree is on state that the tree is not causing the issue with draining, so will not pay to deal with the matter. We need to work out how to progress from here. Dog fouling has been mentioned, but it is not a part of this Council's remit as the areas of concern are not on our land. There are a number of walls for discussion, these are included later in the agenda for discussion and CONSIDERATION.

B) Town Hall

The Chair of the Committee confirmed that the hirer's booking form and terms and conditions have been updated. Cllr Sami has researched some Operational Data, the document is in the folder, there is a heat map of occupancy to look into further later to work on increasing hirers in quieter periods. Moving the Defibrillator from inside to outside Town Hall was discussed, it has been considered that we need the defibrillator internally due to the large volume of hirers. Considering plans to use a key safe to allow 24/7 access to Town Hall. To be considered further.

C) Finance & Governance

The Chair of the Committee confirmed 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 Chair of the Committee confirmed that a Staffing Committee was held on 22nd October, minutes are available. The Committee have still not voted on an a Chair as waiting for all members of the Committee to be present.

128/2025 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 first showing this Friday, showing Hocus Pocus on Halloween. The Cinema will then run monthly, noting the December Christmas showing will be earlier in the month due to the Christmas Panto. Noting that there are challenges with the Lumi reindeer for the Christmas parade, although the Council have made contact with the chair of the Community Events Group as there is budget for this. The Chief Officer has a further update on the Christmas lights, this is included later in the agenda for update and discussion.

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

It is discussed that Cllr Wilson and the Chief Officer attended the first Place Board with the Vale of Glamorgan Council on 14th October 2025. It is UPDATED that Cowbridge will receive

a quarter of the Transforming Town Funds, which are being split between each of the four Town Councils in the region. It was discussed purchasing screens to advertise events and local businesses. Parking in the Cattle Market was discussed, with temporary measures lasting 2-3 years being considered by the Vale of Glamorgan council. The replacement Skate Park is going out to tender for works to start. Discussing the scheme which will be initially funded by the Vale of Glamorgan Council regarding street cleansing of High Street and areas in need, with grant money to taper off over time with a plan for it to be run by volunteers. To link in with other volunteer and community groups, such as Keep Wales Tidy and volunteer litter pickers. Discussing the prioritisation of projects is being worked on by the Creative Communities Team at the Vale of Glamorgan Council. The Placemaking and s106 Working Group is scheduled for 12th November, this will be chaired by Cllr Champion in Cllr Wilson's absence.

C) Town Hall Refurbishment.

We are awaiting the Expression of Interest and drawings to be completed ready to apply to the Heritage Lottery. In the meantime, we are continuing to do further research, including attending Llantrisant Guildhall to discuss their refurbishment on their grade II listed building to a community hub and museum.

D) Heritage Room Project Group.

Discussing that the Heritage Room Project Group have had a meeting and agreed to merge with the Town Hall Refurbishment Group as the museum has become a bigger part of the Town Hall refurbishment plans.

129/2025 FINANCIAL REPORTS

It is CONFIRMED that the financial reports for September 2025 were RECOMMENDED FOR APPROVAL in the Finance & Governance Committee Meeting on 21st October 2025 (121/F&G2025 of 21/10/2025). The financial reports were APPROVED by Full Council.

130/2025 BUDGET SETTING

It is CONFIRMED that we are holding Chairs Meetings for each Committee to discuss the budget. Requesting all members inform us if there is anything they feel should be added to the budget for next year, to ensure it is included. Discussing that we need to consider re-building our reserved over time.

131/2025 TOWN HALL REFURBISHMENT AND EOI

It is CONFIRMED that Initiate Architecture have been instructed and we are currently discussing the contract. We will be meeting to review their works carried out as we go. It is anticipated that the EOI will be ready for submission around January 2026.

132/2025 WALLS

The Chair of the Leisure & Amenities Committee confirms that:

A) Limes Cemetery Wall

The L&A Committee have RECOMMENDED FOR APPROVAL the cheapest quote. This is APPROVED by Full Council.

B) Holy Cross Wall

A quote has been received from Llandaff Cathedral's recommended contractors; we are working to receive a grant for this. We are awaiting a quote for the tree to be removed from the wall. Discuss that we would also like to acquire ownership of the 'no-mans-land' area. This could become a good route into the Churchyard.

C) Limes Court Wall

A Health & Safety issue has been raised. We are presently looking into ownership of the wall, as we are not convinced that this is our wall. The Deputy Chief Officer will look at the Land Registry to see if we can establish ownership. To respond formally to the complainant to advise that we are looking into the matter.

133/2025 PUDDLEGATE 2

The drainage issue on the path is being discussed and solutions CONSIDERED.

134/2025 HEALTH & SAFETY AND COMPLIANCE

The Chief Officer provides an UPDATE on the positive Fire Risk Assessment completed and the General Risk Assessment recommendations, which are being worked on.

It is requested that a compliance spreadsheet showing works carried out is provided at the next Town Hall Committee. It is confirmed that this is prepared and will be shared with the Town Hall Committee at the November meeting.

135/2025 POLICY REVIEW

A) Social Media for Employees Policy

The Social Media for Employees Policy is RECOMMENDED FOR APPROVAL by the Finance & Governance Committee. This is APPROVED by Full Council.

B) Gifts & Hospitality Policy

The Gifts & Hospitality Policy is RECOMMENDED FOR APPROVAL by the Finance & Governance Committee. This is APPROVED by Full Council.

C) Harassment & Bullying Policy

The Harassment & Bullying Policy has a RECOMMENDATION from the Finance & Governance Committee to add in paragraphs in the event of staff being bullied by a Counsellor or bullied by the Chief Officer. To make amendments and take to the next Finance & Governance Committee in November for further review. It is discussed that upcoming changes in the law with the Employment Rights Act will require a specific policy information and training.

136/2025 INTERNAL AND EXTERNAL AUDIT

The Chief Officer confirms that a response to the External Audit has not yet been received from Audit Wales, which we are aware is also the case with other community councils in the area.

We are currently in the process of uploading documents to the portal for the Internal Audit.

137/2025 FIVE YEAR STRATEGY & MARKETING STRATEGY

The Chair of the Finance & Governance Committee confirms that it has been agreed that a working group will be set up, with a view to completing this by 1st April 2026 ready for the new financial year. To include a Corporate Strategy and ensure that it is cohesive and consistent with what we already have in place. Discussing that the Chief Officer will e-mail Full Council to set up a Working Group.

138/2025 SURGERIES, POP-UPS AND COMMUNITY ENGAGEMENT

DISCUSSING the previous surgery held in September run by Cllrs Sami, Bond and Chapman. An Agenda Brief has been provided. DISCUSSING issues raised regarding parking on Bear Field, as a result, Cllr Chapman raised this with the manager of within the Vale of Glamorgan Council, who are considering measures to stop parking on the field. In addition, Mayor Cllr Baty has raised

the issue of parking to the rugby club, DISCUSSING potential measures such as putting a steward out and signs prohibiting parking.

For the next surgery on 29th November 2025 in Lesser Hall, Cllrs Hannigan-Davies, Baty, Ellis and Chapman AGREE to run this. Cllrs Sami and Bond also agree to attend, however discussing that too many Councillors present may be intimidating and unnecessary. A rota system has also been suggested to allow each Councillor to have a turn running the surgery. Cllrs Sami and Bond agree to step in to cover the November surgery if it is required.

DISCUSSING that continued promotion of the surgeries are important. New posters and leaflets have been ordered for handing out locally, to display posters in shop windows and promote on our website and social media.

139/2025 WARM SPACES

DISCUSSING the Agenda Brief. The proposal to set up a Warm Space for vulnerable adults within the community is agreed. The Chief Officer to set this up as soon as possible and report back to the Council.

140/2025 COMMISSION'S PROPOSALS REPORT FOR ELECTORAL ARRANGEMENTS

DISCUSSIONS regarding the proposed changes and the additional 5 Councillors proposed. NOTING that we do not have any control over this and cannot make any changes. Discussed that the Council have provided feedback over the years to consultations. Raised that there is a concern regarding the expenditure of 5 additional Councillors and the unnecessary expense, although not agreed by all. It is also raised that Cowbridge will now have 2 Councillors down from 3, however noted that we are not losing a Vale Councillor, the boundaries of areas are being amended. It is discussed that this will have no impact on our precept. A vote is called on whether to provide a response to the proposals: 6 for, 1 against, several abstained. To respond stating that the Council 'do not agree with the expenditure of 5 additional Councillors'.

141/2025 VALE OF GLAMORGAN (VARIOUS ROADS 20MPH AND 30MPH SPEED RESTRICTION) REVOCATION AND AMENDMENT ORDER PROPOSALS

DISCUSSING the proposals. The proposed changes are NOTED, with no response required.

142/2025 PUBLIC SERVICE BOARD

This is NOTED.

143/2025 CIET TRUSTEE

DISCUSSING the need to nominate a need member for the Charter Institute of Educational Trust following the resignation of the current Councillor representative. Discussing that it is a hard-working committee. Cllr Sue Bond is nominated and this is APPROVED by the Full Council.

144/2025 MEMORIAL FOR HEATHER

DISCUSSING that we are waiting on a date from our Twin Town (Clisson, France) to visit Cowbridge, we will arrange a plaque to put on a bench in Twt Park. Cllr Williams to liaise with Clisson about the timing of their visit. Discussing that we will speak to the late Mayor Cllr Weddell's family regarding the wording on the plaque.

145/2025 CHRISTMAS WIRES

The Chief Officer updates that challenges are ongoing. The Highways Team in the Vale of Glamorgan Council who removed and lost the wires from large load which passed through Cowbridge have now agreed to replace the wires necessary to hang the Christmas Lights. They have elected to use their own contractors. Their contractors have stated that there are a safety issues with the existing fixings in place and will therefore require these to be replaced before the wires can be installed. This requires us to obtain consents from the 10 property owners the fixings are on plus listed building consent from the Vale of Glamorgan Council. The Highways Team advise that once the fixings are deemed safe, they will install the wires quickly, then we can instruct our own contractor to install the lights.

146/2025 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: 2025/00182/FUL (MK)
2. Application number: 2025/01010/ADV (SA)
3. Application number: 2025/01020/FUL (ANH)
4. Application number: 2025/01025/FUL (SA)

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.

A Public Notice of an Application for a Grant of Premises Licence has been applied for. There are no objections raised.

Correspondence has been received from a resident expressing concern over a property who intend to put solar panels on, the Vale of Glamorgan Council have issued a Certificate of Lawful Development, meaning no planning consent is required. This is NOTED by the Council.

147/2025 VALE COUNCILLOR REPORT

Cllr Champion gives a verbal report. On 6th November he will be meeting with the Digital Representative from the Cardiff Capital region. He has also invite Phil Chappell from the Vale of Glamorgan Council to the meeting. He will report back at the next Full Council Meeting.

148/2025 MAYOR'S REPORT

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

149/2025 CHIEF OFFICER'S REPORT

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

150/2025 MEMBER REPORTS

It is CONFIRMED that Dementia Friendly Cowbridge have now paid for our late Mayor Cllr Heather Weddell's memorial bench. They will be meeting this Thursday. Reporting the Cowbridge Male Voice Choir had an excellent and successful trip to Bavaria this month.

151/2025 EVAN JENKINS

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

152/2025 TRAINING

The Chief Officer CONFIRMS that staff are working through the programme of Health & Safety training. The Sight Cymru Awareness Training was positive, with considerations of work we can

do to become more inclusive and accessible for our community with sight impairments. This is summarised within the Agenda Brief and slides of the training have also been made available.

153/2025 CORRESPONDENCE

There is no correspondence for review.

154/2025 DOCUMENTS FOR SEALING

There are no documents for sealing.

155/2025 DATE OF NEXT MEETING

6:30pm on Tuesday 25th November 2025.

No.	Action Arising	Agenda Ref.	By Who	By When
1	Discuss proposals for late Mayor Cllr Weddell's tribute plaque	144/2025	Chief Officer	29/10/2025
2	Write to Llanblethian Group inviting them to attend the Town Hall Refurbishment Meeting	103/2025 A)	Chief Officer	07/11/2025
3	Take new van launch photos and publicise	94/2025	Chief Officer	07/11/2025
4	Instruct contractor of Limes Court Wall	132A/2025	Amenities Supervisor	07/11/2025
5	Set up Warm Space	139/2025	Chief Officer	07/11/2025
6	Raise awareness on our social media pages to report any suspected illegal begging in Cowbridge to the police via 101	125/2025	Chief Officer	07/11/2025
8	Respond to Electoral Arrangement proposals	140/2025	Chief Officer	12/11/2025
9	Ascertain ownership of Limes Court wall through Land Registry	132C/2025	Deputy Chief Officer	14/11/2025
10	Write to complainant of Limes Court wall	132C/2025	Chief Officer	14/11/2025
11	Set up Strategy Working Group	137/2025	Chief Officer	14/11/2025
12	Instruct Contractor to erect notice board in Clare Garden Village when notice board is ready	82/2025	Deputy Chief Officer	For review 14/11/2025
13	Share Compliance Spreadsheet with Town Hall Committee	134/2025	Chief Officer	18/11/2025
14	Liaise with Vale of Glamorgan Council regarding installation of wires for Christmas Lights	145/2025	Chief Officer	23/11/2025