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| **CYNGOR CYMUNED TREGOLWYN**  **COLWINSTON COMMUNITY COUNCIL**  **ORDINARY MEETING**  Minutes of the meeting held on Monday 17th June 2024 at 7:00PM in Colwinston Village Hall | |
| **1.** | **Attendance:** The following members were present: Cllr’s G.Jones (Chairman), B Morris, C. Nightingale, C.Hadley, Ed Lewis, R,Cronin  Also present: VoGC Cllr C.Cave and J.Egan (Clerk)  **Apologies:** Cllr H.Thomas, PCSO A.Stone. |
| **2.** | **Declaration of Members’ Interests:** in the business to be discussed: None |
| **3.** | **The minutes of the ordinary meeting** held on 20th May 2024 were received and agreed for accuracy and approved |
| **4.** | **Matters arising** from meeting of 20th May 2024.  The Council agreed:  Correction of typographical error in Item 1.  That matters in Item 5, 9, 12, 13, 14, 15 were all addressed in the agenda,  Item 16 had been addressed with a change in the June Agenda.  Item 18 The Chairman and Vice Chairman still require access to Council Email. Cllr C.Hadley agreed to make appropriate changes. |
| **5.** | **Community Police Matters:** There were no crimes reported in the Colwinston area, during the period of this report. |
| **6.** | **Public Question Time:** No members of the public were present. |
| **7.** | **Vale of Glamorgan Matters:**  The VoGC Report had been circulated to members by VoGC Cllr C.Cave prior to the meeting. It was noted that the Vines still requires adoption by VoGC, no other points were raised.  VoGC Cllr C.Cave explained that the remaining Section 106 money related to Heol Cae Pwll had been raised with the VoGC, asking them to consider using this money to install drop curbs to the northern side of St David’s School, no final decision has been made. |
| **8.** | **Reports of Council’s Representatives on Outside Bodies**  Cllr C.Hadley reported that St David’s had appointed a new Deputy Head (Mr Andrew Morgan-Cudd), following recent interviews.  Cllr C.Nightingale reported from the Village Hall Committee; no decision about repairing the hall roof will be reached until after the General Election when similar grants may or may not be available. |
| **9.** | **Finance**   1. The bank reconciliation for May was presented and approved. Bank Account Balance (Date) report at meeting. Balance at 31st May 2024 is £9878.89 2. Payments were authorised as follows:  * A previously agreed sum of £5,710 was noted as paid to G.Smith and A.Walker for works at Little Hill. Works included removal of existing steps and handrail. The foundations for new steps and surrounding stonework has been completed, along with new steps and handrails. * The Council agreed to payment of £450 to G.Smith, for each of two cuttings of grass for the Old Ford Project. Cuttings will be completed in June and as appropriate towards the end of the cutting season. * £185 was agreed to be paid to H.A.Davies who carried out the 2023/24 internal audit for the Council. * £40 was agreed to pay for the Council Clerk to attend OVW Finance and Governance Training on 4th July 2024. * The Council agreed to payment for the Clerk’s office materials and £59.99 for Microsoft 365 software. * In the May meeting, the Council agreed and recorded in the minutes, to pay £154 + VAT to contractors Gemini for printing dog fouling leaflets and signs. This is now being paid.  1. Training: There were no training reports, 2. Approval of Annual Reports   The Annual Return for 2023/24 was presented. The recommendations (see below) from the auditor were accepted and will be implemented.  The meeting accepted the Annual Return, and the Chairman and Clerk signed the paperwork.  Recommendations included:   * Ensure all payments are agreed in minutes and clear * Any unclaimed VAT 23/24 will be claimed in 24/25 * The Council minutes will make clear the basis of the precept, prior to it being claimed. * The asset register will be maintained * Minutes will include the bank reconciliation.   The meeting thanked the Chairman for his work in drawing together the Council finances and completing documentation for the auditors. Cllr Jones then thanked Cllr Hadley for his assistance. |
| **10.** | **To Review Council Policies**  The Council has a number of policy documents (see below). Recommendations or alterations for several were discussed and approved by the Council. Cllr’s Gareth Jones and Carl Hadley will review the Financial Regulations and Standing Orders. Any recommendations will be made to the Ordinary Meeting in July 24. This will include changes to the statutory responsibilities of the RFO.  All documents will be updated to include review outcomes, after agreement by Council and document dates changed as appropriate.  Policy documents include:  CCC Expense  Welsh Language  Social Media  Privacy Notice  Bio Diversity  Training Plan  Equality  Financial Regulations  Public Question Time Protocol  Standing Orders  Risk Assessment |
| **11.** | **Clerk’s Report:**   1. The Council noted that the Clerk was now a signatory to the Council bank account. An application for a debit card was then discussed, Cllr Morris will make the application. It was proposed by Cllr E.Lewis that the card would be used for Council purchases up to a financial limit of £500, this was seconded by Cllr G.Jones and approved by the meeting. Evidence that such expenditure has been agreed by the Council will be provided by entries in the minutes of Council meetings. 2. The meeting discussed the keeping of financial records including copies of bank statements, invoices, annual returns etc’. The Chairman of the Finance Committee, Cllr G.Jones has agreed to keep these records on behalf of the Council, thus ensuring a secure and efficient system. |
| **12.** | **Village Maintenance**   * Little Hill: The work to replace the foundations, steps and handrails at Little Hill is now complete. The Council approved the quality of the work and agreed this was now a Council asset that was of value to the community.   The Council agreed that it would be beneficial to have an opening  ceremony for this work.   * Dog fouling poster campaign: Cllr R.Cronin discussed the method of payment for Gemini, the contractor who has agreed to print posters for this campaign. It was agreed that it can be paid by BACS, or cheque and Rachel will finalise payment (agreed in May Ordinary Meeting) with the RFO. See Item 9 for details.   A number of the Councillors and the Clerk agreed to assist Cllr R.  Cronin in the distribution of the leaflets. |
| **13.** | **20mph Speed restrictions in the Village**  Cllr E.Lewis said that the 20mph speed limit had been well received in the village, advising that he felt two things needed to change:   1. The road from the A48 on Crack Hill towards the village should revert back to its original national speed limit, this is the stretch of road from the A48 to the brow of the hill before Golygfa. From that point the 20mph speed limit should apply. 2. The road leading out of the village to the south, should have its 20mph zone extended, past the Old Ford Project area and finish at the end of the wooded area. This extension would be an advantage to the Old Ford seated area, allowing a safer passage to this area.   Both points were discussed and then agreed by Council.  The Clerk said that Ken Skates (Minister North Wales and Transport) had written to the Community and Town Councils asking for input about proposed changes to the 20mph, explaining the basis of the request.  The Clerk was asked to put together a submission, in response to a request from Ken Skates. Copies of the submission will be forwarded to Rob Thomas (VoGC), Ken Skates (Minister North Wales and Transport), Jane Hutt. |
| **14.** | **TWIG Grant Application Report:** The TWIG Grant Application had requested funding of £8327excluding VAT to further develop the Woodland area of the Old Ford Project, the application has been declined.  Cllr.E.Lewis has written to the case officer involved requesting the full reasons for the decision. This presents the Council with a major financial problem, in completing the future planning of necessary work in that area.  In the financial years 2021/22 and 2022/23 the Council spent £36,496 developing the Old Ford area of which £19,999 was recovered in grant aid. Nevertheless, the commitment of £16,596 from Council resources is substantial. It was agreed to invite representative (Pam Haines) of the Old Ford Project Group to the July meeting to discuss future planning and funding of the Old Ford Project. The Council Finance Committee, at their July meeting, will investigate whether notwithstanding the agreed budget of £5000 additional monies can be made available for the project. |
| **15.** | **National Forest of Wales Status Application:** Cllr E.Lewis explained that Colwinston Community Council had been invited to list their local woodlands as part of the National Forest of Wales. Cllr Lewis explained that in the long term this may be beneficial and will in the short term provide some signage for the woodlands.  As requested by the Council in their May meeting, Cllr Lewis had now completed the application form for the National Forest of Wales. The form was presented to the Council, and it was agreed that membership should be requested. The form was signed upon request by the Council, by the Clerk. |
| **16.** | **Correspondence**   1. GVS newsletter (17/06/24) sent to Council with opportunities for funding e.g. Community Action and another fund for Youth Volunteering Project 2. OVW letter (12/06/24) Multi Location Meetings. This is a detailed document that will need to be studied / discussed by Council. Includes remote access for members/others.  * It was agreed by the Council that Cllr C.Hadley will investigate the IT facilities in the village hall, to determine the ability to provide remote access to meetings. Cllr Hadley will report back to the July meeting.  1. VoGC Cllr C.Cave email (11/06/24) report on hedgerow problems:  * Two dwellings in Heol Cae Pwll have been the subject of VoGC Planning discussions. * One dwelling had application 2023/00037/FUL refused 22.05.24. Here a fence & base to be removed, hedge to be reinstated. * The second dwelling had a similar problem related to the boundary and has therefore similar requests from planning.   If requested action is not completed, then it may be followed by  planning enforcement.   1. Letters of support from Senedd members related to proposed Council boundary changes, advising that members will take concerns of Colwinston residents into account, letters include two sent (05/06/24) from Julie James to local residents. 2. Letter (05/06/24) regarding proposed 20 MPH speed limit changes, sent from Ken Skates Cabinet Secretary North Wales and Transport. The letter details are in Item 13. 3. Decision letter 05/06/24 regarding TWIG application. See Item 14. 4. Agenda items for VoGC Planning Committee received 13/06/24. |
| **17.** | **Planning matters-**Update on current planning applications.   1. Rockcliffe application: Remove Sycamore Tree (preservation order on tree) and replacement with another tree in garden.  * Council offered no objections.   Council decisions that were submitted to planning during last month:   1. Town and Country Planning Act 1990 (As Amended) - Section 174 Appeal Council Reference: ENF/2023/0053/PRO Planning Inspectorate Reference: CAS-03205-M0V5N2 Appeal Start Date: 17 May 2024 Site: Big Mews, Hilton Farm, Colwinston Proposal: Without planning permission, the construction of a single storey conservatory extension on the northwest side of the converted barn, and a porch extension on the southeast side, together with the occupation of the barn for residential purposes. Appeal by: Mr C Gough  * Council Decision…… No additional comment from previous comments, submitted 08/06/24.  1. Town and Country Planning Act 1990 (As Amended) - Section 78 Appeal Council Reference: 2023/00589/FUL Planning Inspectorate Reference: CAS-03181-X4H2C9 Appeal Start Date: 17 May 2024 Site: Big Mews, Hilton Farm, Colwinston Proposal: Retain the use of the redundant building for holiday accommodation and retain a front porch and rear extension Appeal by: Mr G Gough  * Council Decision…… No additional comment from previous comments, submitted 08/06/24.  1. Town and Country Planning Act, 1990 (as amended) Planning Application No. 2024/00244/FUL (ED) Location : Pantiles, Colwinston Proposal : To build a shed faced in natural stone with pantiled roof to replace existing steel framed shed  * Council Decision…… No objections were raised and submitted 31/05/24  1. Town and Country Planning Act, 1990 (as amended) Application No. 2023/00037/FUL Location : 44, Heol Cae Pwll, Colwinston Proposal : Take down existing boundary fencing and renew, increasing height as indicated to 1900mm  * Council Decision a VoGC decision to refuse, see earlier comments in correspondence.  1. Town and Country Planning Act 1990 (As Amended) Planning (Listed Buildings & Conservation Areas) Act 1990 Council Reference: 2023/01029/CAC Planning Inspectorate Reference: CAS-03210-R5F4Q5 Appeal Start Date: 16 April 2024 Site: Field access to the West of Village Farm House, Colwinston Proposal: Retention of the existing stone wall, reusing existing stone, and widening of field access with new gate Appeal by: Mr and Mrs James and Chelsea Prichard  * Council Comments of objection sent 21/11/23, no further comments were submitted on 13/05/24 for appeal. No information at present, potential outcome soon.  1. Town and Country Planning Act, 1990 (as amended) Planning Application No. 2024/00394/FUL (HUD) Location : 5, Maes Y Bryn, Colwinston Proposal : Single storey flat roof extension to rear of property to create diner/family room overlooking garden. Side double storey extension to accomodate upstairs bathroom and downstairs study. Driveway/off road parking.  * Council Decision ………. No objections were raised and submitted 08/06/24.  1. Affordable Housing Amendments to Vale of Glamorgan Affordable Housing Supplementary Housing Guidance.  * A detailed document of 54 detailed pages. This can be made available to all members. |
| **18.** | **AOB**   1. Annual Report: Cllr’s E.Lewis and Cllr H.Thomas are working to produce the report, ready for next meeting. 2. Bus Shelter (School): The shelter is in poor repair, with leaking roof etc’. The shelter is very rarely used, even when raining. This will be discussed at next meeting. 3. The Council assets currently include Little Hill and land to the west side of the Old Ford Project. The Council did apply for possession of the Village Green, but this has been refused. |
| **19.** | **Date & Time of next meeting:** Monday July 15th, 2024, at 7pm  The meeting closed at 9.00pm. |