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| **CYNGOR CYMUNED TREGOLWYN**  **COLWINSTON COMMUNITY COUNCIL**  **MINUTES of ORDINARY MEETING**  Minutes of the meeting held on Monday 21st October 2024 at 7:00PM in Colwinston Village Hall. | | |
|  | | **Action** |
| **1.** | **Attendance:** The following members were present: Cllr’s G.Jones (Chairman), H.Thomas (Deputy Chairman), B Morris, C.Hadley, Ed Lewis, C. Nightingale.  Also present: J.Egan (Clerk), VoGC Cllr C.Cave, Mrs Karen Jacobs and one member of the public.  **Apologies:** PCSO A.Stone  **From Item 10** Cllr G.Jones requested the Council to bring forward co-opting a new member from Item 10.. This was agreed by all.  **Election of New Councillor:** The election process is presented here as briefly explained in the meeting. CCC notified the VoGC Elections Unit that Cllr Cronin had resigned, the Unit then gave CCC a process to follow to fill the vacancy.   1. The Elections unit provided a public notice which VoGC and CCC then placed on their websites and a paper copy was put on the village notice board, to inform people from the area of the vacancy and invite requests for an election. 2. The notice had a time limit, which expired at midnight on 11.10.24. At that point, having no request for an election, the CCC were free to co-opt a new member. 3. At the Council meeting (21.10.24), Cllr B.Morris explained that Karen Jacobs was interested in joining the Council and that she met the qualifications to become a Council member. He stated that Karen Jacobs had an excellent professional background and would be an asset to the Council. Cllr Morris proposed Karen Jacobs for the vacant post and this was seconded by Cllr G.Jones. The Council then voted on the matter and all agreed that Mrs K.Jacobs should be elected to the Council. Cllr K.Jacobs then duly signed her Declaration of Acceptance, and was then able to take part in the meeting. |  |
| **2.** | **Declaration of Members’ Interests** in the business to be discussed: None |  |
| **3.** | **The minutes of the ordinary meeting** held on 16th September 2024 were received and agreed for accuracy and approved, with one minor amendment. |  |
| **4.** | **Matters arising** from minutes of meeting on 16thSeptember 2024.The Council agreed:   * The matters in Items 5, 7,11,13, 14, 17, 18, 20, 21(3) are addressed in the agenda. * Item 15(3) All members were advised prior to meeting that absence would need a reason, unless other sub rules applied. * Item 15 (5) The defibrillator is currently on the national register confirmed by email (23.09.24) from [michelle@defib4life.co.uk](mailto:michelle@defib4life.co.uk) , via Cllr G.Jones. Location Sycamore Tree Inn, Coed Masarnen, Colwinston. CF71 7NG. * Item 15(11). This matter has been resolved (bird scarer) * Item 16 Planning Matters: The Clerk has sent an email to David Hunt and James Walker (VoGC) offering no objections to the bridleway (23.09.24). * Item 19 Remembrance Day Arrangements: Sunday,10th November 24 already agreed for Colwinston. Additional to this the Council agreed that Cllrs Morris and Nightingale will present readings, Cllr Lewis will read names of fallen. Cllrs Jones and Jacobs will give citations and the Clerk will lay a wreath. It was also agreed that the Clerk will invite Andy Thompson to attend as a guest. * Item 21 AOB (1,2) The new arrangement for presenting and distributing minutes has been implemented. | **Clk** |
| **5.** | **Community Police Matters:** PCSO A.Stone in her absence reported that there were no crimes in the Colwinston area, during the period of this report.  From Item 5 (16.09.24). The Council, in response to reports from villagers, asked the Clerk to contact the VoGC about a vehicle parked at a junction in the village and causing a potential danger. When reported to VoGC they advised that this was a police matter and to contact the area PCSO and report the matter through 101 by telephone or their email address.  PCSO A.Stone has advised that the vehicle parking issue should be on the 101 system before considering any further action. 101 received a report about the complaint with incident number 759 260924. PCSO Stone has also informed VoGC Enforcement Team about the parking and a crime number has also been generated (2400321983).  Cllr G.Jones proposed that the Clerk would write to the senior police officer responsible for the area, explaining this difficult situation related to the van parking on the junction. | **CLK** |
| **6.** | **Public Question Time:** There was one member of the public present, and the following matters were raised.  The photograph used to represent St Michaels Church on the Council website is not the correct church. The Council have agreed that this should be examined by Cllr C. Hadley and corrected.  The proposed spending on equipment for remote access to meetings was a waste of Council money, since there is no demand for this access. Cllr G.Jones explained that this was a mandatory responsibility placed on the Council and expenditure had been kept to a minimum.  The question raised about the tree in Coed Masarnen is addressed in minute 7. | **CH** |
| **7.** | **Vale of Glamorgan Matters:**  **The VoGC September 24 Report** had been sent to the Council by VoGC Cllr C.Cave and circulated to members prior to the meeting, who were asked to note the following matters on pages 4/5 of the report, there were no questions   * Colwinston/Llangan/Llandow – Local Democracy Boundary Commission review of Town and Community Councils– letter of objection sent – press briefed on issue – response from the minister has not yet been received – ongoing. * Colwinston – Adoption of The Vines – ongoing * Colwinston – Village Hall roof repairs and possible transfer of assets – ongoing * Colwinston – request to replenish green food waste bags – delivered * Colwinston – Parking of vehicle on bend - reported to VoG – ongoing * Colwinston – Section 106 money – bench to reflect Colwinston’s “Thankful Village” status – ongoing * Colwinston - Clarification of The Vale of Glamorgan Council’s Public Space Public Space Protection Orders (PSPOs) in relation to dog fouling in public open spaces. Information provided and consultation likely in the coming months. * Colwinston - Dangerous trees on the highway reported to VoG – ongoing   **Public Space Protection Orders** Cllr Cave explained that consultation will take place with dog owners and others prior to the parameters of the Protection Order being agreed.  **Car Park at back of St Michaels Church**  The Clerk explained that at the request of the Council in previous meetings, the Clerk contacted VoGC (Andrew Treweek), this resulted in all overgrowth of foliage in/around the car park being cut back. The Clerk had no response to further requests written or verbal to Mr Treweek and no action was taken to resolve the fence or resident vehicles.  Responding to a Council request, on 18.09.24 an email was sent to Andrew Treweek with photographs showing the poor repair of the fence around the car park and an outline assessment of risk to children and others. The matter was referred to Operations Manager Nick Bird and subsequently the Managed Car Parks (C1V Team, Case ID VOG-648014719). Since that time the car park fence has been repaired in parts. No action with resident vehicles.  Following further contact, another email (18.10.24) from VoGC Head of Housing and Building Services (Mike Ingram) has confirmed that 60m of the fence will be renewed by contractors between 25th and 30th Oct .24 to WHQS standard. Also, confirming that the resident vehicles in the car park will be followed up by the Housing Officer for the area. Also, informed by VoGC (Georgia Thomas) that enforcement are now dealing with the resident vehicle(s), also the Neighbourhood Assistant Gareth Downes, will initiate the abandoned vehicles procedure as this is Housing owned land.    CCC will monitor the situation.  **Hazardous Tree in Coed Masarnen**, Colwinston CF71 7NG. Email (30.09.24) Cllr Cave sent to bring up to date. The tree was subject of two visits by VoGC arbourists, but conflicting reports. The owner of a nearby house is concerned about split in the tree. Trees - VOG-640870932. Cllr C.Cave reported that VoGC feel matter is closed after latest report stating the tree is safe.  **Phase 3 Electric Vehicle Chargers**  The only concern raised by CCC was access to the charging facilities for people with disability. Cllr Cave said she will investigate further.  **Coffin Construction Pedestrian Stile**  It was noted, following a failed appeal (see Aug 24 minutes), that a 6-month period has been allowed for the owners of the land to the west of Village Farm to reconstruct the style using original materials. | **CC** |
| **8.** | **Reports of Council’s Representatives on Outside Bodies:**  **Village Hall Committee:**  Cllr Jones who had planned to attend,as Cllr Nightingale was unavailable was himself unable to do so. However, on contact with David Frost, Village Hall Committee Chairman, he confirmed that there was no progress on the transfer of ownership of the Village Hall.  **Community Liaison Committee:** Cllr C.Hadley and VOGC C.Cave were both in attendance. The outcomes included:   * The people responsible for lamping in the area were known, they have now received a warning to stop this activity. * Shop lifting and vandalism were real problems in the Vale area. * The Committee agreed to examine the structure of membership, to include Community Council members, it was noted that Cllr C.Hadley had been proposed. |  |
| **9.** | **Finance:** The following matters were discussed at the meeting:  Cllr Morris (RFO) reported that Lloyds Bank were to introduce additional charges, including a monthly fee. Cllr E.Lewis commented that banks were striving to drive cash out of the system and the Clerk was asked to write to the Vale Member of Parliament regarding this matter. Cllr Lewis to assist.  The bank reconciliation for 30.09.24 was presented and approved.   |  |  |  |  | | --- | --- | --- | --- | | **Bank Reconciliation September 2024** |  |  |  | |  |  |  |  | |  |  | *£* |  | | **Bank balance as at 1st September** |  | **13,617.78** |  | | **Income Received** |  | 0 |  | |  |  |  |  | | **Total** |  | **13,617.78** |  | | **Payments Made** |  |  |  | | September salary j Egan | 282.00 |  |  | | Anstee Landscapes | 4080.00 |  |  | | Speakers Ankers Technology | 49.00 |  |  | |  |  |  |  | | **Total Payments 1202.68** | | **4411.00** |  | |  |  |  |  | | Balance as at 30th September |  | **9,206.78** |  |   The Financial Statement 1st April 24 to 30th September 24 was presented and approved.  **Financial Statement 1st April 24 to 30th September 24**   |  |  |  |  | | --- | --- | --- | --- | | **Financial Statement 1/4/2024 to 30/9/2024** | |  |  | |  |  |  |  | |  |  |  | £ | | **Opening Funds at 1/4/2024** |  |  | 10784.33 | | **Income Received** |  |  |  | | Precept Payment 6620.00 | | 13240.00 |  | | 2023/24 Vat Claim |  | 193.63 | 13433.63 | | **Total Funds Available** |  |  | **24217.96** | | **Expenditure** |  |  |  | | Salaries & HMRC |  | 2056.80 |  | | Assets |  | 243.73 |  | | Administration Costs |  | 645.93 |  | | Audit |  | 885.00 |  | | Environment |  | 229.00 |  | | Grants |  | 50.00 |  | | Little Hill |  | 5710.00 |  | | Old Ford Project (not including tree marker) |  | 4280.00 |  | | VAT |  | 910.72 |  | | **Total Expenditure** |  |  | **15011.18** | |  |  |  |  | | **Funds Available as at 30/9/2024** |  |  | **9206.78** |   The Financial Budget 1st October 24 to 31st March 25 was presented and approved.  **Financial Budget 1st October 24 to 31st March 25**   |  |  |  |  | | --- | --- | --- | --- | | **Financial Budget 1/10/2024 t0 31/3/2025** |  |  |  | |  |  |  |  | |  |  |  | £ | | **Opening Funds at 1/10/2024** |  |  | **9206.78** | | **Income Received** |  |  |  | | Precept Payment due 31/12/2024 |  |  | 6620.00 | |  |  |  |  | | **Total Funds Available** |  |  | **15826.78** | | **Expenditure** |  |  |  | | Salaries & HMRC |  | 2240.00 |  | | Assets |  |  |  | | Administration Costs |  | 100.00 |  | | Audit |  | 350.00 |  | | Environment |  | 2310.00 |  | | Grants |  | 540.00 |  | | Members' Allowance |  | 1014.00 |  | | Old Ford Project |  | 3540.00 |  | |  |  |  |  | | **Total Expenditure** |  |  | **10094.00** | |  |  |  |  | | **Funds at 31/3/2025** |  |  | **5732.78** | |  |  |  |  |   Cllr Jones asked the Council to consider any matters of expenditure to be brought for agreement prior to the end of the financial year. Cllr Lewis said that some additional work was needed by the Cardiff Volunteers in the woodland adjacent to the Old Ford. Also Cllr’s Morris and Lewis to determine with C.Anstee (tree surgeon) if additional trees, in the woodland, need felling for safety reasons.  Cllr H.Thomas suggested that some of the trees could be used to create sculptures or similar artefacts. This was supported by other members of the Council. It was suggested by VoGC Cllr Cave that match funding may be available for such projects. Cllr’s Thomas and Lewis will explore this proposal.  **b. Payments Authorised and Agreed by Council:** The Council agreed the following payments:     * 01.10.24 - CCC invoice from Anstee L and TFC Ltd for the supply and fixing of a footpath in woodland adjacent to Old Ford Area. Agreed price of £1,130.00 + VAT = £1356.00 * 04.10.24 – CCC invoice from Anstee L and TFC Ltd for the supply and fixing of a play area in woodland adjacent to Old Ford Area. Agreed price of £600.00 + VAT = £720.00 * 09.10.24 – CCC invoice from G.Smith and A.Walker for supply and repair of bollards in Village Green. Agreed price of £295.00 * CCC have agreed in keeping with Item 13, the payment to Logsmart of 2 x £395 and 2 x £150 = £1090 + VAT if applicable. * 20.10.24 – CCC invoice from Cllr Carl Hadley Anker PowerConf S330 USB Conference Speaker for Remote Access to Meetings. Value £40.83 + VAT = £49.00   **Support for Printing the Village Newsletter**  Email (30.09.24) Cllr G.Jones noted that the Village Newsletter believe they need to print copies to support the digital presentation. This may need CCC support as previous. The meeting had a long discussion on the requirement for printed copy and the location for the printed newsletter to be available.  There were a range of views on this matter, but the Council agreed their support for the Newsletter and asked if Rhian Cleaver could attend the next meeting and present the expected demand for paper copies, costs etc’ for the printed materials. Rhian will be invited by Cllr G.Jones. | **EL &**  **CLK**  **EL & BM**  **HT & EL**  **GJ** |
| **10.** | **Council Matters**   * **Election of New Council Member:** see above in Item 1 * **OVW Code of Conduct (August 24) and Members Declarations**   The Code had been sent to all members prior to the meeting.  The Code was noted by all members and the Council agreed it was to be adopted.  The Council agreed that members will provide reasons when they are absent from meetings, these will be stated in the form of professional or personal reasons.   * **Independent Remuneration Panel for Wales’s draft Annual Report 2025 to 2026.**   The report had been sent to all members prior to the meeting.  The content was noted by all members.  **Signing of Declaration Of Acceptance of Office**  The newly elected councillor Karen Jacobs signed her declaration alongside other members who undertook to re-sign their declarations. |  |
| **11.** | **Village Maintenance Reports**  **Dog Fouling Poster Campaign**  Cllr Hadley provided the additional eyelets in the posters, and these were erected in the village by the Clerk. The agreed campaign including household leafletting and erection of posters is now complete.  **New Benches**  Cllr E.Lewis has organised with VoGC officers for the erection and installation of three new benches in the village. The purchase and installation costs will be paid using the remaining Section 106 money from the Heol Cae Pwll development. Two of the new benches will replace existing benches at both the Village Green and outside St David’s School. A third bench will be erected in the Old Ford area.  The existing benches which are being removed will be offered to other organisations within the village.  **Little Hill**  The overgrowth of foliage in the area of the steps needs to be cut back and cleared. It was agreed that Cllr Lewis will obtain a quote for the work from Grant Smith who will also be asked to quote for the inspection and possible cut back of trees at Spinney Bank.  **Village Green**  The work to repair the bollards which support the green area has been completed by Grant Smith, the work is to a good standard and request for payment is in the finance item of this meeting. |  |
|  | **EL**  **EL** |
| **12.** | **Public Transport in Rural Wales (Colwinston)**  Email (23.09.24) Young People and Public Transport in the Rural Vale – Colwinston. Sent by Colwinston Youth Club and circulated to all members.  This was discussed by members who noted the difficulties of public transport to this and other rural villages in the vale area. It was noted that the X2 bus service serves both ends of the village at Twmpath and Crack Hill, on the A48. Cllr Jacobs did note the difficulty of crossing the A48 to get the Cardiff bound X2.  It was generally agreed that Green Links also provided a service to the village, that needed to be booked. The service from Green Links was used by some people in the village, but the organisation had suffered from problems in the recent past, not least the recruitment of volunteer drivers. Cllr Lewis suggested it would be useful to ask Green Links for more information about their service. |  |
| **13.** | **Old Ford Project**  **Pathways and New Play Area**  The meeting discussed the purchase of benches and tables for the woodland area adjacent to the Old Ford Area. The Council have agreed to purchase from Logsmart, 2 x Table/benches £395 each and 2 x rustic benches £150 each, delivered to the woodland.  This is the inclusive cost of these materials. The company are donating an extra bench free of charge. This would be in keeping with agreed expenditure from the September 24 meeting.  Cllr C.Hadley reported that the benches were now under construction. Cllr Hadley had created distinctive wooden labels for the benches, with the name Colwinston CC.  **Other Work In Old Ford Area** Cardiff Volunteers have completed their work in the area, but are due back in January for additional work. |  |
| **14.** | **National Forest of Wales Application:**  Cllr Ed Lewis reported that the application from the Council had been well received by the National Forest of Wales, there were no hints of any problems. It is a matter of waiting for a ministerial announcement and Cllr Lewis suggested that the Council may wish to consider how they would mark the event. |  |
| **15.** | **Correspondence**  The Council discussed the method of presenting this section of the minutes, it was agreed by all that in future this section would declare that correspondence had been received and circulated to all members.  Members would then be able to raise any points they felt were important from the circulated materials in meetings  It was noted by members that in recent times the number of members with direct access to the Council emails had been increased, these included Cllr’s G.Jones (Chairman), H.Thomas (Deputy Chairman) and C.Hadley.  It was agreed that the Clerk would generally circulate materials but that the other members with access will also raise any email content of importance if not already circulated.  **Correspondence included:**     1. Email (20.09.24) from  [InfrastructureConsenting@gov.wales](mailto:InfrastructureConsenting@gov.wales) The Infrastructure (Wales) Act 2024 provides a new consenting process to enable Welsh Ministers to determine applications for significant infrastructure projects. The Act contains the framework for the overall process, finer details in the Regulations.   Input is requested via a consultation paper that describes the finer details by setting out the whole consenting process, from project identification to amendments, consents and revocation. Feedback to these proposals will enable the finalisation of the Regulations.    **If the Council or members** wish to be involved the Clerk will forward  the email, response required by 13 December 2024.   1. Email (23.09.24) Elections Unit (Legal) VoGC. Hayley Henman in answer to request from Clerk, sent details of process required to replace a Member (Rachel Cronin) who resigned. Details in Item 1. 2. Email (23.09.24) OVW Funding from Vale Nature Partnership: information circulated to members offering funding to help nature projects. 3. Email (23.09.24) Young People and Public Transport in the Rural Vale – Colwinston. Sent by Colwinston Youth Club and circulated to all members and included for discussion in Item 12. 4. Email (30.09.24) Asking Council to remind villagers that waste should be placed outside for collection at 7pm the evening before it is due for collection. At present it complains materials are being left out several days early. The Council agreed to state the general requirement of placing materials out the evening before collection.Cllr H.Thomas agreed to complete this. 5. Email (30.09.24) Robert Gatlis requesting Council to move January 25 meeting from 20.01.25 to 27.01.25, to facilitate Pantomime. Agreed by Council and Cllr G.Jones will inform Robert Gatis. 6. Email (30.09.24 & 06.09.24) Cllr G.Jones sent email’s to members regarding village newsletter, discussed in Item 10. 7. Email (30.09.24) VoGC Cllr C.Cave to update Trees - VOG-640870932. Discussed in Item 7. 8. Email (03.10.24) Amberol Ltd: Grant funding available for local authorities and community organisations to improve access to green space. Circulated to all members. Also, posted on village facebook. 9. Email (04.10.24) OVW : Independent Remuneration Panel for Wales – Draft Annual Report 2025-2026. The Panel would appreciate if you could make your members aware of the content of the report. **The consultation will close on 29 November 2024.**   Circulated to members and agreed for discussion, see Item 10.   1. Email (04.10.24) from VoGC presenting the Replacement Local Development Plan 2021-2036, on 30.09.24 RLDP agreed at Full Council meeting. This was circulated to all members. Initial Consultation Report, Full Council endorsed actions set out in the document and granted approval to use the Preferred Strategy towards the Deposit Stage. In consultation the site promoters must consult local communities in next few months. It is emphasised that the purpose of the exercises is not to revisit the principle of developing 2. Email (04.10.24) OVW Welsh Government are offering Free Places on core training modules. Open to councillors only and circulated to all members, with request for response to Clerk if anyone wished to make a training application. 3. Email (04.10.24) Invitation to remote Community Liaison Committee on 10.10.24 from Paula Westall. Circulated to appropriate members. 4. Email (07.10.24) OVW One Voice Wales National Conference 16.10.24 at the Royal Welsh Showground.  This year will be a celebration of both 50 years of Community and Town Councils and One Voice Wales’ 20-year anniversary. 5. Email (08.10.24) OVW Senedd Inquiry into the role, governance and accountability of the Community and Town Council sector.   On 1 October 2024, Councils took part in a consultation event organised by One Voice Wales. The discussions will help One Voice Wales prepare a response to the inquiry. Brief details of the issues discussed are attached. We encourage all Councils to submit their views to the inquiry direct. **The closing date for responding to the inquiry is 18 October 2024.**    One Voice Wales will also produce a response to the inquiry.   1. Email (08.10.24) One Voice Wales Nature Hwb for Community and Town Councils across Wales. Invitation to join which was circulated to all members. 2. Email (10.10.24) IMPACT - Llais monthly newsletter, this was circulated for information to all members. | **Clk**  **HT**  **GJ** |
| **16.** | **Planning Matters – Update on Current Applications**   * **Town and Country Planning Act, 1990 (as amended) Planning Application No. 2024/00645/FUL (HUD)**   Location : Old School House, Colwinston for Old Ford Project.  Proposal : Construction of a small pedestrian footbridge alongside  existing cross, which is now unusable to allow access between pond  area and meadow area without need to return to highway. the foot  bridge will enable local school children to use the area for outdoor  classes and extended use for visitors, villagers and wildlife groups.    Council asked for decision to be provided on/before 24.10.24.  **Council Decision**: No objections were offered.   * **Town and Country Planning Act, 1990 (as amended) Planning Application No. 2024/00865/FUL (DE)**   Location : Ty Gardd, Colwinston  Proposal : Rear conservatory to be removed and replaced with  single storey extension.    Side garage to be converted along with first floor extension over  Chimney to be removed  Details circulated to all members prior to the meeting.  Council asked for decision to be provided on/before 30.10.24.  **Council Decision**: No objections were offered. | **Clk**  **Clk** |
| **17.** | **Council Land Assets:**  **The Village Green**  The Clerk contacted the Land Registry, as requested by Council, about the ownership of the Village Green, who subsequently sent an email (24.09.24). The email identified mechanisms to transfer ownership onto Land Registry, content included in brief:  Expected that owners wishing to register their ownership with Land Registry will have the **original**deeds and documents proving ownership for at least the last 15 years. There is also Practice Guide 2 or Practice Guide 5 , for those without deeds etc’. Clerk has details.  The Clerk also reported an email (17.10.24) from Lucy Butler (VoGC Planning Department), which contained a certificate of ownership for VG15 which had been forwarded by VoGC Legal Services. The certificate was from The Register of Village Greens and Common Grounds, showing that CCC was granted ownership of the Village Green, confirmed on 18th March 1985. The words Village Green are not used in the document.  The Clerk is to seek clarity on the meaning of VG15 from VoGC. | **Clk** |
| **18.** | **Plan for Equipment: to provide remote access to meetings.**  Following discussion and agreement from CCC in the September 24 meeting, Cllr Carl Hadley has now purchased a microphone/ speaker system at £49 from Amazon.  The Council requested that this equipment and the equipment for the tree assessments, in possession of Clerk and Cllr Morris should be logged as Council Assets | **Clk & BM** |
| **19.** | **Annual Report**  Cllr Thomas said the Annual Report is now complete and has been placed on the Council Website. |  |
| **20.** | **AOB**  No Other business was discussed. |  |
| **21.** | **Date & Time of next meeting:** Monday 18th November 2024, at 7pm  The meeting closed at 9.00 pm. |  |