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| **CYNGOR CYMUNED TREGOLWYN**  **COLWINSTON COMMUNITY COUNCIL**  **MINUTES of ORDINARY MEETING**  Minutes of the meeting held on Monday 16th September 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.  Also present: J.Egan (Clerk), VoGC Cllr C.Cave, PCSO A.Stone  **Apologies:** Cllr’s C. Nightingale.  **Councillor Resignation** The Chairman on behalf of the Council has accepted the resignation of Cllr Rachel Cronin, received on 12th September 2024, and thanked Cllr Cronin for her contribution to the Council. The details have been passed to both the Democratic Services and the Election Services of the VoGC. |  |
| **2.** | **Declaration of Members’ Interests** in the business to be discussed: None |  |
| **3.** | **The minutes of the ordinary meeting** held on 15th July 2024 were received and agreed for accuracy and approved, with one minor amendment. |  |
| **4.** | **Matters arising** from minutes of meeting on 15thJuly 2024.The Council agreed:   * The matters in Items 4(pts’ I,5) 5, 8, 10, 11, 12, 13, 15, 16, 17, 20 are addressed in the agenda. * Item 4. Debit Card is now available to Council and with Clerk. * Item 15 Cllr C.Hadley had been to seek a quote to cut overgrown areas around Spinney Bank, but this work was completed by VoGC. * School Bus Shelter: An email was sent by Clerk to Andrea Howells, Passenger Transport Manager, Neighbourhood Services and Transport, VoGC. explaining disrepair of the bus shelter.   Andrea visited shelter in bad weather and reports no leaks, but  there is run-off from edge of curved roof. A job raised to clean  guttering out and clean windows, this has been completed. |  |
| **5.** | **Community Police Matters:** PCSO A.Stone reported no crimes in the Colwinston area, during the period of this report. PCSO Stone noted that lamping has started in the area again and advised anyone who sees these events to telephone 101 and report them. In a brief discussion regarding a van parked incorrectly in the village, the PCSO advised the owner had been asked to park in their own courtyard to prevent obstruction.  The Clerk was asked to contact the VoGC about the matter. | **Clk** |
| **6.** | **Public Question Time:** No member of public present, and no matters were raised. |  |
| **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. There were no questions raised about the report, but the following was noted on pages 4/5 of the report:   * Colwinston/Llangan/Llandow – Local Democracy Boundary Commission review of Town and Community Councils– letter of objection sent – response from the Welsh Government minister has not 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 – bags delivered (more available on request) * Colwinston – Section 106 money – request for bench to reflect Colwinston’s “Thankful Village”. Bench location and design decided and request to move bin by school – ongoing. * Colwinston/Llandow/Llangan –Work to repair the road access to the recycling centre completed   **Public Space Protection Orders** relating to dog control (Email 17.07.24).  VoGC C.Cave advised that she has asked that the field adjacent to the Village Hall is included in the Protection Order and she understands that would be the case. Cllr G.Jones asked if VoGC Cave could get details of the parameters of the order related to the level of control for dogs in the field, as this is an area frequented by dog owners and their dogs.  **Car Park at back of St Michaels Church**  As requested the Clerk contacted VoGC (Andrew Treweek) about the fence and the general condition e.g. overgrowth of hedges etc. in the car park. VoGC did send a technician to look at the park and have asked an inspector to look at the car park.. The VoGC have also been informed about vehicles, sited on the park, that have not moved in a considerable period of time.  The overgrowth of grass and other shrubbery have now been cut back, unfortunately not removed, but much better. The problems with the fence are now evident, the fence is largely rotten, with sections missing. The VoGC have a email which identifies the risk to children and others of potential falls due to condition of the fence. The hazard involved here is falls from height onto the car park below.  The long stay vehicles remain, both vehicles are registered with DVLA as SORN. No further details from VoGC about the fence or the cars.  The Clerk was asked to write to VoGC asking for the fence and long stay vehicles to be resolved and provide photographs which would help VoGC to see the problems.  **Phase 3 Electric Vehicle Chargers**  VoGC Cllr Cave had circulated and email related to Phase 3 installation of Electric Vehicle Chargers, two of which will be installed in the Village Hall car park. The Council found no reason to object to the proposal. However, the Council have asked that the VoGC bear in mind the difficulty some disabled people find when using such chargers and the devices should be disability friendly in use. | **C.C**  **CLK**  **CC** |
| **8.** | **Reports of Council’s Representatives on Outside Bodies:** There were no reports to present. |  |
| **9.** | **Finance:** The following matters were discussed at the meeting:  The bank reconciliation for 31.07.24 and 31.08.24 were presented and approved.   1. **Bank Reconciliation Report (31/07/24):**   Bank Account Balance (01/07/24) report at meeting was £9,412.09 and at 31.07.24 was £7671.29.  **Payments made:**   |  |  | | --- | --- | | * Cheque St. John's Ambulance | 50.00 | | * D M Payroll Services | 60.00 | | * Salary. J Egan | 1344.00 | | * HMRC (TAX) | 236.80 | | * One Voice Wales | 100.00 |   Total 1790.80  **a1. Bank Reconcilliation Report (31.08.24):**  Bank balance as at (01.08.24) was reported as £7671.29  **Income Received:**  6th August: Refund VAT £193.63  30th August: Vale of Glamorgan Council Precept of £6620.00.    Bank Total 14,484.92  **Payments Made**  1st august Salary £167.14  16th August. Audit Wales £350.00  16th August. Audit Wales £350.00 see both payments discussed below.  Total Payments £867.14  Balance as at 31st August 2024 = £13,617.78  **b. Payments Authorised and Agreed by Council:** The Council have agreed the following payments:     * A formal note: The Council received two invoices from Audit Office Wales, these are invoices for years 2019/20 & 2020/21, they were first issued to the Council on the 7th March 2023. After a search of documents and bank statements it was clear the invoices had not been paid. All members were sent the details and agreed to the payments being made. Two payments of £350 each were made on 16th August 24. * A payment of £20 + VAT was agreed to Hostworld for internet services. * Corrected Invoice from July meeting from Anstee L and TFC Ltd for tree felling operations in woodland at Old Ford Area. Work completed and satisfactory, requested payment on Invoice for £3,400 + £680 VAT = Total of £4,080.00 * Agreed to purchase equipment to provide remote access to Council Meetings at an approximate cost of £100, see Item 18. |  |
| **10.** | **Amended Council Policies, Orders, Guidance etc.**  From Item 13 in July 24 meeting.  In discussion it was agreed that all ColwinstonCommunity Council Policies, Orders, Guidance had been amended following work by Cllr G.Jones (Chairman) and Cllr C.Hadley.  The amended documents ensure that they reflect all up dated regulations and current Community Council working practices. All new policies, orders and guidance placed on Colwinston Council Website on 20.07.24 are now available. The policies include:  Expenses Public Questions  The Welsh Language Standing Orders  Social Media Financial Regulations  Privacy Training  Bio-Diversity Equality  Information and Data Protection  Privacy Notice General Public |  |
| **11.** | **Village Maintenance Reports**  **Dog Fouling Poster Campaign**  Cllr Rachel Cronin has circulated leaflets about dog fouling and has also erected the posters in locations across the village. There are 4 posters that need eyelets, this will be undertaken by Cllr Hadley. One poster has been placed into the village notice board. The leaflets and posters form the campaign by the Council to raise public awareness of the issues of dog fouling.  **New Benches**  The VoGC are to come back with final details of the benches, including final costs and installation costs. The installation costs may include minor works to remove existing benches and reposition the wastebin outside the school.  **Little Hill**  The overgrowth on the left hand side (ascending) of the steps needs to be cut back and cleared. It is planned to get this work undertaken at the same time as clearing the footpath leading from Church Lane to Twyn Yr Eglwys. A quote will be obtained for the work.  **Village Green**  The village green has had damage done to the support posts on the edge of the green by vehicles reversing too close. The broken and other rotten posts are to be replaced, and a quote has been received from Grant Smith for this work, the quote will be reviewed in the October 24 meeting.  Damage had been seen on the supports for the Christmas Tree, the work to repair the supports has been completed by Mr Lloyd. It was agreed by all, that the costs of this work should be repaid as the funding for the work had already been agreed by the Council. The costs will be reimbursed on receipt of an invoice.  A discussion took place regarding the purchase of the village Christmas Trees for 2024. It was noted that there had been issues last year with the trees. The meeting agreed that Julie Lloyd would purchase the trees on behalf of the Council, working within a budget (£155) set by the Council. All associated costs will be recovered when receipts are provided. |  |
|  | **CH**  **EL**  **EL** |
| **12.** | **20 mph Speed Restrictions in the Village:**  In answer to a request from the North Wales and Transport Minister, Mr Ken Skates, the Clerk had sent a letter to the Minister with a map of the village. The map shows the location of all current 20mph signage at the entry and exit points to the village. It also shows both requested changes that the Council have proposed to the signage. The letter explained the proposed changes and the rationale for each change. As requested by the Council, the documents were also sent to Jane Hutt, RT.Davies and Rob Thomas.  We now have supportive replies from all parties. The outcome is as follows:   1. The request to relocate the sign on the approach from Crack Hill (A48), will be considered within the next few months as part of the review of the 20mph speed limit. 2. The second request to extend the 20mph speed limit to include the road by the Old Ford Area and the next right hand bend going away from the Old Ford. This will not be included in the review; however it will be considered by the VoGC following the review. |  |
| **13.** | **Old Ford Project**  In Item 5 in July 24 meeting, the Council asked the Old Ford Project Group to provide ongoing proposals for development with projected costs to be presented in the September Ordinary Meeting.  Cllr C. Hadley, the member who represents the Council with the Old Ford Project Group, presented a Strong Communities Grant Fund (SCGF) Bank Reconciliation and CCC Budget for the Old Ford Area, which were agreed in the meeting.  Cllr G.Jones suggested that any carry forward of work may constitute a problem for the Council and it is better that proposed work for 2024/25 is completed within that period, the Council agreed with this proposal. The Council estimate the cost of works in the Old Ford Area and woodland to be approximately £10,000.  The Project Group wish to erect bird boxes in the woodland adjacent to the Old Ford Area, they will pay for the work to be completed. The request to the Council to complete the work was agreed by all. | **CH** |
| **14.** | **National Forest of Wales Application:**  Cllr Ed Lewis reported the following:  The application for the woodland adjacent to the Old Ford Area to become part of the National Forest of Wales has been submitted and is being progressed to the next stage. An Assessor will now be sent to examine the woodland, and we await the report, if the outcome is successful then the woodland will become part of the National Forest of Wales.  Membership of the forest would provide signage in the woodland and also a descriptive panel which would aid knowledge and understanding of the woodland.  The Council will maintain ownership of the woodland, but being part of the National Forest of Wales may help to gain maintenance grants for the woodland. |  |
| **15.** | **Correspondence**  In discussion at the meeting, the Clerk explained that there is a large body of general information that comes to the Council via email e.g. where grants can be raised for projects etc’. The Council has no natural outlet to the public for the information, as such the Clerk had talked to Joanne Foxall who maintains the village website. Joanne is willing to place general interest (not confidential) materials on the website. The Council agreed that this was acceptable and may be helpful to groups and organisations within the village.  **Correspondence included:**     1. Keep Wales Tidy-Free Garden packages: This was circulated as public interest document. This document would aid local groups to gain help organising public areas.      1. At the VoGC meeting of 6th March, 2023 it was resolved that the Council becomes a member of the City of Sanctuary Local Authority Network and works towards accreditation as a County Council of Sanctuary for all and to use its platform to promote welcome and inclusion across the wider local community.   To enable the Council to formally seek accreditation as a County of  Sanctuary.  An email from the organisation was circulated to all members  (29.07.24) to enable members to determine any involvement that they  would wish for CCC. This may be a VoGC activity, but it was  circulated “for information”.   1. **OVW Email (Attendance by Members – the 6 Month Rule** This was circulated to members. Members absent for 6-months automatically cease to be a member of council (immediate effect), unless absence approved by council.   Attendance includes full council or sub-committee meetings, or attendance as council representative at other groups.  **CHANGES for Council**: Apologies must be presented in meeting minutes with reason for absence. A number of sub text to this rule.   1. **OVW Email (21.08.24) Guidance Note 6 on Policies and Powers which relate to Local Councils.** Thismatter was discussed and it was agreed that if any Member (only) wishes to receive a copy by email, then please ask the Clerk.      1. **OVW Email** (15.8.24) As part of partnership project with Save a Life Cymru. An article to promote defibrillators and the importance of registering them on the Circuit. OVW is an important link for Save a Life Cymru to help reach Welsh community and town councils that look after lifesaving defibrillators within communities.   The Clerk will investigate nation registration of the Council defibrillator which is placed outside the Sycamore Tree Inn. However, following discussion, the Council are clear that they already have a maintenance program in place for the device and that they wish the device to remain in the current unlocked storage unit, which provides ease of access in an emergency.   1. Email OVW (15.08.24) Forwarding the Draft Minutes of the OVW Meeting held on 15th July 2024. 2. Email OVW (05.09.24) Invitation to OVW National Conference on 16th October in Royal Welsh Showground. Details provided. 3. Emails (19.07.24 Cllr G.Jones and 20.07.24 Cllr C.Hadley) Identified all changes made to Colwinston Community Council policies, orders and guidance made on 20.07.24. Copies of Colwinston Financial Regulations, Colwinston Standing Orders and changes to the remaining policies etc’ were provided. Advised that reviewed documents available on Colwinston Council website 4. Email (29.07.24) Cyber Resilliance Training, this is an issue raised by OVW and others as an important issue for council systems. Here CPD courses were offered and circulated to members. 5. Email (23.07.24) from VoGC Legal Services, this email included the signed agreement with the CCC. 6. Email (10.09.24) community question, related to a bird scarer which has been evident 24hrs/day for 4 days as reported. The email asks if CCC is active on this matter. The meeting asked the Clerk to contact VoGC Environmental Department regarding the issue raised. 7. Email (15.07.24) Cllr H.Thomas sent email with draft Annual Report for comment. See Item 20. 8. Email (16.07.24) OVW offering training and information for local community and town councils.   The Clerk has circulated a number of training events, just to raise  these with members.   1. Email OVW (19.07.24) for information. The Boundary Commission has published data regarding potential new boundary arrangements and access to the material. 2. Email (25.07.24) Your Invitation to join the Cowbridge   Christmas Parade from Cathy Kennedy (Clerk). Invite for  Neighbouring councils to join after-dark parade on Sunday, 24th  November, with a float. Please contact for details  **17.**Email (30.08.24) Villager with concerns over van parking at top of  road by Sycamore Inn. Reported 3 near misses and danger of this  now blind junction due to proximity of van to junction. Please see  Item 5. | **ALL**  **CLK**  **CLK** |
| **16.** | **Planning Matters – Update on Current Applications**   * Two Email’s (29.07.24 & 08.08.24)) from Sandra Thomas, VoGC Public Rights of Way Assistant, Sustainable Development, Directorate of Place.   The email proposed creating a bridleway along the lane between the A48 and Golygfa, Colwinston. They are aware that this proposal has been suggested before. This request is from “The Great Glamorgan Way Project”  The Council discussed the proposal, agreeing that this was an important and ancient access route to the village. The Council agreed it would not offer an objection to the proposal. The Clerk was asked to write to the VoGC with the decision. | **CLK** |
| **17.** | **Council Land Assets:**  For some years the Community Council has attempted to prove ownership of the Village Green via the Land Registry but has been unsuccessful, and the records at Land Registry do not show ownership to the Council.  An email received recently form Lucy Butler of the Vale of Glamorgan Council is as follows:  The village green is not registered at Land Registry but the Register of Commons and Village Greens held by this Council as Commons Registration Authority shows the owner as Colwinston CC.  The Register of Village Greens predates compulsory land registration in the then Sooth Glamorgan(1988) and so I suspect what has happened here is that Colwinston CC,which has existed since 1972 (or its predecessor authority-probably Colwonston(Civil) Parish Council) put this land forward or nominated for registration as village green during the process of registering common land and village greens following the Commons Registration Act 1965 and that is why Colwinston CC appears on the Register of Commons and Village Greens but they have not subsequently registered the land at Land Registry,I suspect that this is commonplace.  It was agreed that the clerk make contact with the Vale of Glamorgan Council to enquire whether they could see a method of transferring the right of ownership for the Village Green by Colwinston Community Council to the Land Registry. | **CLK** |
| **18.** | **Plan for Equipment: to provide remote access to meetings.**  Cllr C.Hadley presented three options to purchase equipment to meet the requirement to provide remote access to Council meetings.  The options ranged in price and complexity. After a detailed discussion, it was agreed that the lower cost option, offered best value for the Council. The speakers etc’ were to be purchased by Cllr Hadley at an approximate cost of £100, this to be referred back to finance section of these minutes. | **CH** |
| **19.** | **Remembrance Day Arrangements**.  The Council have agreed that Sunday, the 10th November 24 will be the date for Remembrance in Colwinston. Cllr H.Thomas will be unable to attend. |  |
| **20.** | **Annual Report**  From Item 12 of July 24 Minutes:  Cllr H.Thomas reported that a draft version of the report has now been circulated (17.07.24) to members, he thanked Cllr E.Lewis for his help with the foreword.  Cllr Thomas said that the document was now complete and would be provided for the website on the 17th September 2024. | **HT** |
| **21.** | **AOB**   1. Draft Minutes not to be published as agreed. Request that these are sent to members only at point of production and as draft copy, so members can identify any actions against their names in good time. 2. To add a third column to the future minutes, this would contain initials or names of members who have actions in any area of the minutes. Allowing members to easily identify where they have responsibilities. 3. OVW Code of Conduct (update August 24) to be covered in October meeting. This will be sent to all members to update themselves prior to discussion.   Declaration of Office: Renew all declarations at October 24 meeting following previous discussion related to code of practice. | **CLK**  **CLK**  **CLK**  **ALL** |
| **22.** | **Date & Time of next meeting:** Monday 21st October 2024, at 7pm  The meeting closed at 9.00 pm. |  |