**COLWINSTON COMMUNITY COUNCIL**

MINUTES OF THE MEETING HELD IN THE SYCAMORE TREE PUBLIC HOUSE COLWINSTON ON TUESDAY SEPTEMBER 10TH 2013 AT 7.30PM

1. **ATTENDANCE**

Councillors:

G.W. Bates Chairman

E.H. Lewis Deputy Chairman

Mrs H. Maclehose

Mrs J Horton

Jane Corwin Clerk

Apologies:

Councillor Austin

Councillor Bellin

Councillor Kennard

County Councillor Thomas

One member of the public was present.

1. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the July meeting, which took place on Tuesday July 9th 2013 had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Councillor Lewis and seconded by Councillor Horton that they be accepted. The Minutes were then signed as a true and accurate record by the Chairman and the Clerk. These will be placed on the website in due course. A hard copy will be available if requested.

The Minutes of the two additional Community Council meetings that followed the Village Meetings on July 23rd and August 18th had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Councillor Austin and seconded by Councillor Maclehose that they be accepted. The Minutes were signed by the Chair and the Clerk as a true and accurate record. Copies will be placed on the website in due course and hard copies are available on request.

1. **DECLARATIONS OF INTEREST**

None

1. **MATTERS ARISING**

Defibrillator: Following the presentation at the July meeting, Marc Allen had reported that he had approached Welsh Hearts who were sending him an application for a grant.

Little Hill: the Clerk reported that she had obtained quotes for the work that is needed to the ash tree on Little Hill and that after consulting the Chair and Vice Chair, had accepted the quote of £720 +VAT from JV Treeservices. This firm are on the Vale of Glamorgan’s list of recommended contractors for work of this type. The quote includes the removal of the remaining stump and that from the tree removed earlier in the year. The necessary forms have been completed requesting permission to carry out the work- as it is in the conservation zone- and permission from the Tree Officer is awaited.

Thankful Village Signs: the Clerk reported that she had contacted Mike Toozer again and he had agreed to contact the relevant Department at the Welsh Assembly Government to seek permission for a variation to the permitted wording on name signs to allow Colwinston to have the dates 1914-1918 on the proposed new signs as well as the wording Thankful Village. She had sent a note giving the reasons Colwinston has for wanting to do this and Mike Toozer will forward this to the WAG with his letter. A letter, drafted by Councillor Lewis, had also been sent to Jane Hutt, requesting her assistance with this issue and an acknowledgement has been received.

Update: shortly before the meeting, Mike Toozer contacted the Clerk to say that the WAG Department has now agreed to the request. Proposed designs for the signs have been sent to the Clerk. These were discussed by Councillors and the design accepted. The Clerk will let Mike Toozer know this and ask for the costs of the new signs to be confirmed. Three signs will be needed on the entrances to the village. It was suggested that planters should be installed adjacent to the new signs, with poppies in them next year.

The Clerk has also made enquiries about funding from the Heritage Lottery Fund for WW1 Commemorations and funding could be available from that source. It is likely that funding will be more easily obtained if a project involving young people in the village could be put together. The Chairman will approach the school to see if they might be interested in working on the development of an information board for the village which would explain the meaning of the title ‘Thankful Village’. Councillor Lewis reported that Philip Jones may have already done some research on families in the village round the First World War and their present day descendants which might be useful in the development of a project.

The Chairman raised the question of a site for the location of the slate plaque presented to the village by the Bike Ride recently. Possible sites include the churchyard, where permission would be needed from the Diocese, or the Village Green. It could be combined with an information board and as the village has no official War Memorial, it might be possible to also have something created for that purpose. Four residents of the village were killed during the Second World War.

The Clerk had contacted the Community Council Clerks at Herbrandston and Llanfihangel-y-Creuddyn to ask if they have any plans for next year and they have shown some interest in joining in a joint approach to this. The Clerk will let them know that permission for the road signs has been obtained, should they wish to do something similar. It was felt that preparing a joint bid for Lottery Funding for a project covering all 3 villages might be too complicated and that individual bids might be more appropriate.

Stile: Councillor Lewis has continued to chase for a response from the County Treasures Department but they were concentrating in the Llantwit Major area at present.

Footpath at Hen Cartref: there has been no response as yet to our application for the registration of the Public Footpath across the field adjoining Hen Cartref. Councillor Lewis will write to the Chief Executive about the lack of action on this matter.

Hospital Services:

The final response of the Community Council to the Review of services in South Wales was sent to the review team as agreed at the last meeting. The Consultation Process is taking longer than expected.

Grass cutting:

The Chair met the person in charge of the grass cutting at the Vale and the area at Beech Park has now been cut twice and is on the regular schedule. The Clerk will thank Phil Beamon and his team for their work. When speaking to him, the Clerk will request that the northern side of the car park above the Church and the adjacent footpath be cut back as this has not been done for some time.

Strimming:

The Chairman has an invoice form Grant Smith for both the first cut and the subsequent one, totalling £170.00, which he will send to the Clerk for payment. It was agreed that no further work would be needed this summer in view of the dry weather.

Best Kept Village:

Councillor Lewis reported that he had not yet had any feedback from the competition judges. It was suggested that a group from within the village be set up to work on presentation for next year’s event. It was suggested that some new planting boxes should be made for various locations around the village, including adjacent to the new road signs. The Clerk will contact the local Young Farmers’ Club to ask if they would be able/willing to make up to 6 large timber planters. Councillor Maclehose suggested that there should be a concrete apron underneath each of the new signs to prevent weed growth as this frequently obscures the signs.

Website:

Councillor Lewis had successfully applied for the £500 grant from the Vale to upgrade and enhance Community Websites. The Domain name has been registered and the work actually done to improve the appearance and functionality of the site, at a total cost of £399.00. It was agreed that the balance of the grant should be used to pay for the renewal of the hosting for the next five years.

Public Service Delivery:

Councillor Lewis reported that he had completed and submitted the questionnaire on this subject, with input from fellow Councillors. He will copy it to Alun Cairns and to the Assembly Members for The Vale.

Well/ Footbridge:

The well has not yet been added to the Ordnance Survey Map of the village, and CADW have taken an interest in the footbridge and are investigating its history.

Publications Policy:

Councillor Lewis had obtained a template for such a policy from the Information Commissioner’s Office, which he had circulated to members. It was agreed unanimously that this should be adopted by the Community Council.

The Clerk will ask Democratic Services at The Vale if email addresses for Community Councillors have to be made available to the public.

Register of Interests:

The Clerk is pursuing this further.

1. PLANNING MATTERS

4.1 Waterton Lodge: Following the Village meeting on July 23rd, the Clerk submitted by email a formal objection to the Planning Application based on the points made at the meeting and at the Community Council Meeting which immediately followed it. Photographs of the drainage issues were also submitted. An acknowledgement of receipt from the Vale Planning Department was received. It is understood that the application will not now be heard in September as originally thought.

4.2 Wind Turbine: a second Village Meeting was held on August 19th, at which representatives of G2 were present to give details of their forthcoming application to install a wind turbine on MB Jones farm at Corntown. 20 residents attended the meeting and were able to ask a number of questions about the proposals. Following the village meeting, the Community Council met briefly (see separate minutes) and the Clerk has contacted G2 to ask for clarification of a number of points that were raised. It is expected that the application will be submitted shortly.

4.3 Other Planning Matters:

 - an email was received from the Public Rights of Way section at the Vale of Glamorgan Council re an order to create a Public Bridleway along the track running south from Crack Hill to the adopted highway beside Golygfa. The Community Council had no adverse comments to make about this, having previously agreed to the proposal.

- approval by Vale Planners of internal reordering at Pwllywrach had been received.

* notification from OVW of changes to Householder Permitted Development Rights
* Letter re the Vale of Glamorgan Local Development Plan 2011-2026. There is now a revised Delivery Agreement and timetable for the LDP which was approved by the Vale Council and by WAG on June 28th. Details are available on the VoG website.
* Letter from Bridgend CBC re Bridgend Local Development Plan. The Inspector’s Report has been received and a full copy is available on the council website. Final revisions to the plan are now being made and will be presented to the Council for formal adoption on September 18th.
1. CLERK’S REPORT:

The Clerk reported receipt of the following emails and correspondence:

- notification of payment of grant re website development from democratic Services at The Vale

- notification of appointment of Members to the Wales Programming Committee

- notification of Appointment of members to the Advisory Panel to Welsh Ministers about Public Policy Institute

- notification of Appointment of Chair of Betsi Cadwalladr University Health Board

- details of the Scams and Swindles Campaign being run by Age Cymru to alert older people to these dangers.

- list of Courses being run by OVW during the autumn, details of which were circulated to Councillors.

- list of Events in The Vale of Glamorgan in August and September

- information from OVW re Energy Efficiency interest free loans for Councils

- copy of the Ombudsman’s Case Book Issue 13

- information from the HSE via WAG re Plant protection Products (Sustainable Use) regulations 2012. The Clerk will pass this onto Grant Smith, who does the strimming work within the Village, even though he is an independent contractor rather than an employee.

- details of the Open Access Mapping review in Wales.

- creation of Public Bridleway no 22 – information from the Public Rights of Way Department at the Vale of Glamorgan Council

- report from PCSO Steven Thomas that there had been no crimes in the Colwinston area in the previous month.

- information from OVW re Badger Vaccination Grants which will be available shortly to farmers.

* notification from OVW of appointments to the Wales Tourism Advisory Board.
* a link to details of services available from the Office of the Older Persons’ Commissioner for Wales and a copy of their Annual report
* advertisement for vacancies on Community Health Councils including Abertawe Bro Morgannwg
* copy of Ministerial Letter from WAG re the Consultation on Designated persons Local Government Measure 2011
* details of the Vale Local Service Board Forum event on October 18th
* a call for evidence from the Expert Group on Local Government Diversity
* a change of date for the next Community Liaison Group meeting
* details of the Appointment of an Independent Member to the National Delivery Group (Dept of Health and Social Services)
1. FINANCE REPORT

6.1The Clerk reported that she had received a letter from Mazars, confirming that they had carried out the necessary audit of the Community Council’s Annual Return for the year ended 31st March 2013. There were no issues in respect of which they propose to qualify their audit opinion. They have asked for an incorrect figure on the return (Section 1 Box 9) to be corrected and have stated that the issue of an Asset register for the Council should be addressed in 2013-14.

6.2 The Clerk, as the Responsible Financial Officer, then certified Section 3 of the Annual Return, as is required by Regulation 8B of the regulations.

6.3 The Council formally approved the Annual return unanimously and the Chairman then signed and dated Section 3, in accordance with Section 9 of the regulations.

The Clerk will send the original document back to Mazars who will then complete the Audit Certificate and return the form to the Clerk for public display.

6.4 Invoices for payment: the Clerk had only one invoice for payment from Plexus for £399.00 for the redevelopment of the Community Council Website. This was unanimously approved for payment and the cheque signed by the Chair and the Clerk. The Chairman will forward an invoice from Grant Smith for the cutting/strimming work he has done to the Clerk and it was agreed unanimously that it should be paid.

6.5 The balances in the Council’s bank accounts as at 31/08/13 were:

Current Account: £3106.18 credit

Deposit Account: £8180.24 credit

6.6 Information had been received from OVW on the final salary award for Clerks, applicable from April 1st 2013. The Clerk will include details of this when submitting her next set of timesheets.

1. TRAINING COURSES

The Clerk had circulated email copies of the One Voice Wales list of courses for the autumn to councillors.

Councillor Maclehose is attending a course on Planning Matters in Barry shortly.

1. ANY OTHER BUSINESS

8.1 Councillor Maclehose has researched possible species of tree to be planted on the bank at the Spinney as previously discussed. It was agreed that a Crab Apple should be planted. Councillor Maclehose will also ask the residents of Maes y Bryn if they would like a tree there as well and subject to the approval of the Vale, she will acquire the tress and Grant Smith will be asked to plant them. The Clerk will check with Phil Beamon that he is happy with this proposal.

8.2 The Chairman has had a letter from Mr Colin Jones concerning the road signs that state that the roads through the village are unsuitable for HGVs. When these were installed, long poles were used so that the then experimental signs that indicate that drivers should not follow Satnav instructions could be installed in due course. These have been successful in other areas – e.g. St Hilary- and it was agreed unanimously that the Council should ask the Highways Department at the Vale if they could now be installed in Colwinston as there are still incidences of lorries entering the village and getting stuck.

8.3 The Clerk reminded Councillors that she would be unable to attend the next meeting of the Council, which was due to take place on October 8th. Councillor Lewis had kindly offered to take the minutes at the meeting but will now be abroad on business. In the circumstances, it was agreed to hold the meeting on Tuesday October 1st instead. The Clerk will check with Cardiff Conservation Volunteers if they are still able to attend.

1. DATE OF NEXT MEETING

The next meeting of the Council will take place on Tuesday October 1st at 7.30pm.

SIGNED…………………………………………………………………

CHAIRMAN, COLWINSTON COMMUNITY COUNCIL

DATE…………………………………………………………………….

SIGNED…………………………………………………………………

CLERK, COLWINSTON COMMUNTY COUNCIL

 DATE……………………………………………………………………