**COLWINSTON COMMUNITY COUNCIL**

MINUTES OF THE MEETING HELD IN THE SYCAMORE TREE PUBLIC HOUSE COLWINSTON ON WEDNESDAY FEBRUARY 12TH 2014 AT 7.30PM

1. **ATTENDANCE**

Councillors:

G.W. Bates Chairman

E.H. Lewis Vice Chairman – joined the meeting at 8.15pm by Skype from Albania

Mrs H. Maclehose

W. Bellin

B. Kennard

Mrs. J. Horton

Clerk: Jane Motte

Mrs C. Roach

One member of the public was present.

1. **APOLOGIES:**

 County Councillor Ray Thomas

1. **CO-OPTION OF NEW COUNCILLOR**

Following the resignation of Councillor Austin at the end of last year, The Clerk confirmed that she had followed the process set down by the Vale of Glamorgan for the filling of Casual Vacancies. There had been no call from residents in the village for an election and therefore notices indicating that interested parties could put themselves forward for co-option had been displayed. As a result of this, one person had come forward and expressed an interest in the role, Mrs Christine Roach of 2 St Michael’s Close. She had met with Councillor Kennard and as a result of that meeting it was felt by him that Mrs Roach would make a valuable addition to the Community Council. The Chairman welcomed Mrs Roach to her first Community Council meeting and she then signed the Declaration of Acceptance of Office. The Clerk also gave Mrs Roach a copy of the Code of Conduct for Councillors and the Register of Members’ Interests Form. Councillor Roach thanked the Council for her co-option and said she was looking forward to working with her fellow Councillors in the best interests of the village community to which she had a real connection.

1. **DECLARATIONS OF INTEREST:**

 None

Councillors Maclehose and Bellin returned their completed forms. Councillor Roach will return her form next month.

1. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the January meeting, which took place on Tuesday January 14th 2013 had been previously circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Councillor Kennard and seconded by Councillor Bellin 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.

1. **MATTERS ARISING**
* Defibrillator: Nothing further has been heard from Mark Allen and it is assumed that he is awaiting a delivery date for the equipment. Councillor Roach will apply to be trained as a First Responder.
* Little Hill: The stumps have now been ground out and the Clerk has received an invoice from JV Tree Services for all the work –see Finance item below. When permission for the removal of the trees was given by the Vale Tree Protection Officer in the autumn, she stated that they must be replaced by a standard size oak at the bottom of the steps and an acer griseum- a paper bark maple- by the bench. The Clerk will send Councillor Maclehose a copy of the list of nurseries recommended by the Tree Protection Office and she will compare the costs of the trees with those available from Trees by Post, which she used recently for the new tree planted on Spinney Bank. It was agreed unanimously that Councillor Maclehose be authorised to spend up to £150.00 for the purchase of the trees and that in due course, Grant Smith should be asked to plant them.
* Stile: nothing further has been heard yet about this matter. Councillor Lewis is continuing to pursue it.
* Footpath at Hen Cartref: Councillor Lewis is still pursuing this matter and has been advised that the Vale Council expects to take a decision in 6-8 weeks.
* Standing Orders: the Chair and the Vice Chairman had reviewed the amended Standing Orders for Community Councils. A copy has also been passed to Paul Griffiths, internal auditor to the Council, for him to consider and these will be discussed at the next meeting.
* As agreed, the Clerk had sent the letter drafted by Councillor Lewis to the Local Democracy and Boundary Commission Wales Review body on the Council’s behalf. The reply that had been received was read out to the meeting and passed to Councillor Lewis for further consideration. Copies had also been sent to the local AMs and to Alun Cairns who had responded in a neutral way to the points put forward. The responses have been passed to Councillor Lewis, who will keep this item under review. The Western Mail and The Gem have both become interested in the issue.
* Shoebox Appeal – no response has been received as yet.
* Cardiff Conservation Volunteers have contacted Councillor Lewis and the dates that they have suggested will be fine for the work. Councillor Lewis suggested that they be asked firstly to clear the undergrowth around the well, both inside and out and then repoint the footbridge, replacing missing stones in the walkway and rebuilding the wall to a suitable height. If they have any time to spare after those tasks, they could also be asked to carry out weed and twig clearance on Little Hill, after which the whole area should have weed retardant material spread on the earth with bark chips on top. The Clerk will contact CCV and ask them to confirm their charges and it was agreed that the Chairman and Vice Chairman could sanction this before the next meeting if necessary.
1. **PLANNING MATTERS**

**Waterton Lodge:**

* nothing further has been heard on this matter recently.

 **Other Applications:**

* The Clerk had received details of a planning application within the village from the Vale as follows:
* 2014/00073/FUL Brocastle Barn
* Details of the application had been circulated to Councillors who had no objections to the proposals.

**Local Development Plan:**

* Alun Cairns had emailed Councillor Maclehose a copy of a general letter, giving a measured response to the LDP proposals.
* Councillor Kennard reported that the Vale of Glamorgan Planning website contained details of an application by Jonathan Edwards for 3 small wind turbines at Ty Maen. The Clerk confirmed that she had not so far received any information about this at all. Further enquires revealed that the decision so far was that a full environmental impact survey would not be required to accompany the actual application when it is made.
* Hospital Services Review: Councillor Lewis reported that the announcement of the outcome of the Review will be made on February 13th. Option 3 is the one likely to be chosen but the recent Williams Report may have an impact on it if the proposal to merge the Vale and Cardiff authorities is accepted. Councillor Lewis asked the Clerk to contact other Community Councils in the Western Vale to ask if they received a letter from the Community Health Council in December about their decision not to support Option 3. The CHC has maintained that such a letter was sent but, so far, neither the Clerk nor the Vice Chairman has been able to trace receipt of such a letter.
1. **World War One Commemorations**
* Thankful Village signs: The Clerk reported that the application for funding for the road signs from the CASH grants scheme had been successful and that we have been given a grant for £2450 towards the costs of the signs and plantings within the village. The contribution of the Vale towards the First World War Commemorations will be recognised, along with any other donations, in the Exhibition that is being planned.
* Planters etc- It has proved difficult to make progress with Wick Young Farmers about the planters and Councillor Lewis has therefore been in touch with the Western Log Company about them either providing –or preferably donating- these. Councillor Lewis met someone from The Vale recently to discuss sites for the planters and the poppy seeds. It is proposed that 2 planters should be placed by the school, two at the end of Twmpath (one in front of the sign and one on the other side of the road), one by the sign on Crack Hill and one to the right hand side of the churchyard gate. If possible, a further one could go on the opposite side of the road south of Rob Thomas’ field gate. The Vale will require a risk assessment to be completed and sent to them, along with a copy of our Public Liability Insurance and a fee of £50 for the necessary licence. This will also cover the planting of poppies along the verges. He will get a copy of the licence, so the Clerk can pass this to Zurich Insurance. The Clerk will write to B&Q in Bridgend to ask if they will donate poppy seeds for the project.
* War Memorial: The Chairman updated Councillor Roach on the plans for the new memorial.
* The Clerk and the Chairman have written to the surviving family members of those who were killed in the Second World War to explain the plans that the Community Council has for the memorial. So far, one response has been received from Mrs Thomas, who favours a location in the church porch. Councillor Roach will speak to the other residents of St Michael’s Close and seek their views about the possibility of putting the memorial at the entrance to the Close, adjacent to the church wall.
* Location of the Memorial: The Clerk has contacted Hafod Housing Association, the owners of St Michaels Close and the small area of grass at the entrance to the close and is awaiting a response from them. Highways have confirmed that the land is adopted highway. The Planning Department have also been contacted to ask for advice about the type of application that might need to be submitted for the proposed memorial. The Chairman is to meet with a representative of the Vale shortly to show her the locations that are being considered and seek her views. Councillor Kennard reported that a number of residents, including himself, feel that the village green would be the best location for the memorial.
* The Chairman has spoken to Clive Edwards, a local groundworks contractor, who has said that he would be willing to install the memorial on a concrete block, which would then be surrounded by sandstone slabs. This would significantly reduce the costs of the installation, as outlined by Edwardes Memorials. The Chairman will contact them again and ask them if they could just quote for coming to the village to put the slate inserts into the stone. It is expected that the stone would stand about 5ft above the ground, with a further 2 ft below ground, in the concrete and would have two inset plaques. One would be the plaque donated to the village by the Bikers Group last summer and the other would list the names of the 4 men from the village killed in the Second World War. Possible wording for that plaque was discussed briefly but not agreed upon at this stage but it was agreed that the wording should be in Welsh and English.
* Councillor Bellin reported that there are new scanners in Cowbridge Library and as they are hi resolution ones, they are very good for scanning photographs as part of the WW1 project that the Local History Society are working on. They have an exhibition planned for June and Councillor Bellin will explore the possibility of it coming to Colwinston as well.

1. **CLERK’S REPORT**

The Clerk reported that she had received the following correspondence:

* Report from PCSO Steve Thomas that there were no crimes/incidents in the village during January. The Clerk will ask the PCSO if there has been any progress in the matter of the abandoned car in the car park at St Michael’s Close.
* Details of various training courses available to Councillors, which had been circulated
* Details of various posts on Public Bodies which had been circulated to Councillors.
* Updates on the Hospital Services Review
* Calendars of surgeries to be held in 2014 by Alun Cairns MP and Andrew RT Davies AM, which will be displayed on the Notice Board.
* An invitation for Alun Cairns MP to take a tour of the Houses of Parliament.
* Details and leaflets about the new Greenlinks Flexible Bus Service from Llantwit Major to Bridgend via Cowbridge and the surrounding villages.
* Information about a conference on War Memorial conservation and maintenance in Builth Wells at the end of March
* Homes for Wales Bulletin from One Voice Wales
* Natural Resource Management Bulletin from OVW
* Information on the consultation on the Local Government Audit and Inspection Fee Scales for 2014-15
* Details of the planned public consultation in the Welsh National Marine Plan
* Notification of the delivery of the Public service Governance and Delivery Commission Report.
* Information from One Voice Wales about consultations on proposals to change the planning system in Wales.
* Questionnaire from Wales in Bloom organisation
* Clerks and Councils Direct newsletter.
* One Voice Wales newsletter
* Email from Alun Austin re potholes reappearing on Twmpath very soon after the resurfacing. Also it appears that quad bike racing has been taking place on Green Lane, indicated by signposts that appeared at the Crack Hill turning. The Clerk has reported both of these things to the appropriate section at the Vale
1. **FINANCE REPORT**

Balances at the Bank as at 31/01/13

Current A/c: £2876.99 CR

Deposit Ac: £8181.67 CR

Invoices for payment:

JV Tree Services: £864.00 for removal of Ash tree on Little Hill and the grinding out of two stumps.

Paul Griffiths, Internal Auditor to the Council, has considered the Guidance on Revised Model Financial Regulations from One Voice Wales and has made some amendments to the draft to reflect the circumstances of a small council. He has asked for confirmation of whether the Council actually owns the Little Hill and Village Green land. Councillor Lewis will look into this with the Land Registry. He has also asked whether the Fidelity Guarantee that forms part of the Insurance Policy with Zurich covers actions by the Clerk and whether volunteers on such things as Litter Picking are covered. The Clerk will clarify these issues with Zurich. Copies of the amended regulations had been circulated to Councillors and it was agreed unanimously that, subject to clarification of the matters mentioned above, the regulations should be adopted.

1. **BUDGET 2014**

The outcome of the application to the Vale for a CASH grant towards the cost of the road signs project is now known (see Minute regarding the War Memorial) and it was agreed that £1000 from Reserves should be allocated to the remainder of that project i.e. the planters and the flowers. It was also agreed that £3000 from reserves should be allocated to the memorial itself, thus making a total of £4000 to be spent from the Council’s Reserves in the next financial year.

1. **TRAINING COURSES**

The Clerk had circulated details of the new training schedule from OVW for the Spring/Summer. Councillor Roach will attend a Code of Conduct course as soon as possible.

1. **ANY OTHER BUSINESS**

The Clerk reported that she had contacted Phil Beamon at the Vale about the stones on the Ty Draw road mentioned by Councillor Maclehose at the January Meeting of the Council. She had also told them about the potholes that are reappearing on Twmpath, which Alun Austin had contacted her about. He had also said that quad bike racing had been taking place on Green Lane and the Clerk has reported this as well..

Councillor Bellin, who is a member of the Working Group on the Charter between the Vale and Cardiff, said that the Action Plan for the operation of the Charter had been received. Issues have been raised about Planning matters in particular and the Charter attempts to address the view that local communities are frequently ignored in planning matters. Councillor Bellin will put something on paper for the next meeting.

Councillor Maclehose had circulated information about funding for Community Orchards. It was suggested that she should contact the Village Hall Committee to see if they might be interested in this as they might have land available.

Councillor Kennard said that he would make another attempt to get the Vale to agree to a brown sign on the A48 showing the existence of the Sycamore Tree.

Litter Picking: Councillor Lewis requested additional Hi Viz tabards, pickers and bag holders for the volunteers. He has sent details of the suppliers to the Clerk and it was agreed that she would be reimbursed for the expenditure.

**DATE OFNEXT MEETING**

 Tuesday March 11th 2014 at 7.30pm

May Meeting (AGM) – the Sycamore Tree will not be available on May 13th as they have a prior booking. It was agreed that the Clerk should book the Village Hall for the meeting, which is also the Annual General Meeting.

 SIGNED…………………………………………………………………

 CHAIRMAN, COLWINSTON COMMUNITY COUNCIL

 DATE…………………………………………………………………….

 SIGNED…………………………………………………………………

 CLERK, COLWINSTON COMMUNTY COUNCIL

 DATE……………………………………………………………………