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| **CYNGOR CYMUNED TREGOLWYN**  **COLWINSTON COMMUNITY COUNCIL**  **MINUTES of ORDINARY MEETING**  Minutes of the meeting held on Monday 17th February 2025 at 7:00PM in Colwinston Village Hall. | | |
|  | | **Action** |
| **1.** | **Attendance:** The following members were present: Cllr’s G.Jones (Chairman), C. Nightingale, K.Jacobs, E.Lewis, B Morris, C.Hadley,  Also present: J.Egan (Clerk), VoGC Cllr C.Cave and one member of the public.  **Apologies:** H.Thomas (Deputy Chairman), PCSO A.Stone; |  |
| **2.** | **Declaration of Members’ Interests** in the business to be discussed: None |  |
| **3.** | **The minutes of the ordinary meeting** held on 27th January 2025 were received and agreed for accuracy, proposed by Cllr B.Morris and seconded by Cllr K.Jacobs and agreed by all. |  |
| **4.** | **Matters arising** from minutes of meeting on 27th January 2025.The Council agreed:   * The matters from Items 7 (Pt 1), 8, 11 (Pt 2), 12, 13 are addressed in the Agenda. * Item 10: The Clerk contacted Mr Robin Charlton and advised him that he has been successful in his application to become the Auditor for Colwinston Community Council. * Item 15: The Clerk reported the CCC view of no objections to the planning application for Penlan Cottage, Church Lane to VoGC as requested. |  |
| **5.** | **Community Police Matters:** PCSO A.Stone was unable to attend but sent a written report, as follows:  There were no crimes to report in the Colwinston area since the last meeting in January, 2025. |  |
| **6.** | **Public Question Time:** There was one member of public present in the meeting, and one matter raised:   * The member of public present said that when fibre was initially installed to supply the internet at their property, replacing the copper system, it was noted that there was interference on the landline telephone. This alongside a poor mobile system had been a concern. It is understood that the landline has now been resolved. Cllr Hadley reported that there may be a booster system for the mobile phone system, available to the village in the future. |  |
| **7.** | **Vale of Glamorgan Matters:**  **The VoGC February 2025 Report** had been sent to the Council by VoGC Cllr C.Cave and then circulated to all members prior to the meeting. Members were asked to note the following matters on page 5 of the report, there were no questions raised.  **Local Matters**   * 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 – Clarification of the VoG C’s public Space Protection Order – dog fouling in public open spaces – information provided and consultation likely in coming months - ongoing * Colwinston – Coffin Sile – appeal dismissed, and applicant required to reinstate – ongoing * Colwinston – Review of Local Development Plan – matters raised with the planning department – figures for the Llandow Ward – housing needs assessment suggests a figure of 30 but this does not take into consideration the developments in Llysworney and Llangan. * Colwinston – paving slabs for bench – ongoing * Colwinston – Pond clearance VoG – completed   **Car Park to rear of St Micheal’s Church:** It was noted that the car which has a cover over it in the car park is still in place. VoGC Cllr C.Cave said she will take the matter up with VoGC again. | **CC** |
| **8.** | **Reports of Council’s Representatives on Outside Bodies:**  VoGC Cllr C.Cave reported that at the meeting of the Community Liaison Committee (30.01.24) Cllr Carl Hadley was nominated by a vote of the Committee to be the Town and Community Council representative on the Vale of Glamorgan Public Services Board (PSB). It was noted that this is an influential Board and it was pleasing to see a community councillor being elected.  Cllr C.Hadley reported that he will ensure to keep community council Clerks informed of developments. |  |
| **9.** | **Finance:** The following matters were discussed at the meeting:     * **The bank reconciliation** at 31.01.25 was presented and approved.  |  |  |  | | --- | --- | --- | | **Bank Reconciliation for Jan. 2025** |  |  | | **Balance b/fwd 1st Jan. 2025** |  | **8,121.78** | | **Income Received** |  |  | |  |  |  | | **Total** | | **8,121.78** | |  |  |  | | **Payments Made** |  |  | | 23 Jan. HMRC | 211.20 |  | | 28 Jan D M Payroll | 60.00 |  | | 28th Jan.Nov. Payroll J Egan | 307.60 |  | | 28 Jan.Dec. Payroll J Egan | 307.60 |  | | 28 Jan. Jan. Payroll J Egan | 333.20 |  | |  |  |  | | Total Payments |  | **1,219.60** | |  |  |  | | Bank balance as at. 31st Jan 2025 |  | **6,902.18** | |  |  |  | | Certified Accurate |  |  | | Signature |  |  | | Position |  |  | | **Date** |  |  |   **C. Payments Authorised and Agreed by Council:** The Council have agreed the following payments:   * £400 invoice (03.02.25) to be paid 5th March 25 for Cardiff Conservation Volunteers, work clearing woodland adjacent to Old Ford Area on 12thJanuary and 2nd February 2025. * Email (27.01.25) VoGC invoice for advice and investigations undertaken by VoGC on behalf of CCC in relation to land at Colwinston incorporating the clapper bridge. Original email request with invoice was emailed to Mr K. Prothero in August 2021.   Cllr B.Morris checked the bank account and the Clerk checked in invoices for that period and no payments or invoices were found.  Details include:  Charges were made of 2.5 hours at £71.36 per hour for:  Email/advice 2/11/2020 – 1 hour 20 minutes  Telephone call 14/12/2020 – 30 minutes  Checking deed pack/ email out – 40 minutes  Total Ex. VAT = £178.40  Total VAT = £35.68  Total Due = £214.08  Cllr B.Morris proposed payment of this sum and this was seconded by Cllr E.Lewis, then agreed by all members.   * £32.99 receipt for printer ink to Clerk.   **Donations via Section 137:**     * £38.57 for Cllr G.Jones for a charitable gift, a corrected value from £50 agreed at the December 24 meeting. |  |
| **10.** | **Council Matters**   * **Meeting with Village Hall Group:** The meeting was held on the 10th February with the following in attendance, for the Hall Committee David Frost, Lyn Flux and Bob Gatis and for CCC Cllr’s G.Jones, C.Hadley and E.Lewis.   Cllr C. Hadley reported that a private contractor has inspected the hall roof on behalf of VOGC and will submit his plan and costings for approval, hopefully in time for the expenditure in their 2025/26 budget. If it misses the deadline then it may well be in the financial year 26/27 before the roof is repaired.  Cllr G.Jones added, that on completion of the repairs, the Hall Committee will negotiate the lease terms with the VoGC but not before. They will include the Hall field to be part of the arrangements but not the car park, play park or Multi Use Games Area.  At this stage CCC has a watching and supportive role for the Hall Committee, with no action required.  VoGC Cllr C.Cave and Cllr Hadley were in agreement that there is a more positive approach from VoGC since the return from ill health of Officer David Nesbit. It is understood that the VoGC are disappointed with some of the outcomes from roof inspections and the estimates for the work to be done. Cllr Hadley said that there was to be a new approach to repairing the roof, with a proposal to cover the original roof and then fit solar panels. The new roof would provide improved insulation and the solar panels would provide a significant element of the electrical supply. This work is to be costed.   * **Waste Bins Removed by VoGC:** Cllr G.Jones said that a report had been provided to the Glamorgan Star about the removal of waste bins from Colwinston village and the negative impact that was having within the village. The report is expected to be published in the next week. * **Litter Picking Team:** A request for new members to join the Litter Picking Team has been successful with two new volunteers: Luisa Pastore and Mike Packwood, from Beech Park. Also Sue Thomas has asked to be called up as she has not been in recent calls on the schedule. Cllr Lewis said the Council will need to provide tools, including Litter Pickers and Hoops for the new members. * **Colwinston Missing or Damaged Signs:** The Clerk reported that he had contacted VoGC Highways on 11th February 25 and re-reported the missing Village Sign on route into the village from A48 (Crack Hill). The damaged sign on road down from Llampha at first turning to Colwinston was also reported, Both reports have a report number (686576481). No other information from VoGC. * **The Democracy and Boundary Commission Cymru:** The Democracy and Boundary Commission Cymru has published its Policy and Practice document in preparation for the 2025 Electoral Review Programme. they are seeking your views on this on/before 24th March 2025. Also, OVW would like to receive your views by the 14th March 25, to be used as a basis for their response.   This matter was noted in the meeting, but no discussion took place. The Council may wish to respond.in preparation for the 2025 Electoral Review Programme.   * **Insurance Cover and Contractor Appointment:** As requested by CCC, the Clerk has talked to Clerks from Llandow, Llandough and Llangan about their approach to employing contractors and it does vary. However, all the Councils do ask for some details from contractors.   The input from Llandow (David-Lloyd Jones):  Approach services using Financial Regulations, they operate on the value but also consider the risk.   * They ask all contractors to show they have insurance (Public Liability, Employer Liability and where necessary Professional Indemnity). * Low level work is treated as such e.g. mowing grass, trimming hedges etc. * However, when work such as tree felling is considered then an Arborist is employed to determine what is needed, prior to engaging a Tree Surgeon. Also, when undertaking work building work e.g. new paths etc they will engage an appropriate Architect, prior to inviting quotes. * Please note they do not employ many contractors, this point was also raised by VoGC Cllr C.Cave in the meeting. They do not feel they have the expertise to assess some technical aspects of health and safety.   Llandough (Paul Egan) have a Purchasing Terms Policy and ask for paperwork from all contractors:   * To show they have active insurance (Public Liability and Personal (Employers Liability)) including insurance company names, expiry dates etc. * They ask about training records of staff and use of safety equipment/clothing. * They also ask for an example of one of their “Method Statements” and if they have references.   Langan do ask for insurance details from contractors.  The Clerk has now produced a short assessment pro-forma that would take very basic information from contractors to determine if they should be part of a new CCC Contractor Database. This form would be completed by contractors when they first approach the Council to tender for work and only amended by them when changes took place. This was circulated to members prior to the meeting and discussed in the meeting.  The Clerk advised that the pro forma offered a limited impact on contractors and should be considered for adoption. The general consensus from members was that there was little enthusiasm for the pro-forma. All members contributed to the discussion, some felt it would be a burden on contractors and may even draw CCC into more liability for contractors.  In conclusion, Cllr G.Jones asked the Council to consider the form for use with contractors who had not previously worked for the Council. He said that the Council should also consider if they felt that they had sufficient knowledge of current contractors who work for the Council in terms of the quality of their work, their ability to complete the work, their use of materials and equipment and their general safety practices to obviate the need for this form with them. Cllr Jones proposed this to the Council and the motion was seconded by Cllr B.Morris, then agreed by all members present. | **EL**  **GJ** |
| **11.** | **Village Maintenance Reports**  **Village Memorial:**  As requested, the Clerk approached the two companies who offered quotes for the refurbishment of the Village Memorial. Prior to the meeting, the following quotes were sent to the members for their consideration.  Two new quotes have been received:   1. **Cleaning of Memorial Stone:**   Mossfords will clean the stone, they would both employ a steam cleaner (The Doff System), they felt pressure cleaning or chemicals were inappropriate.  Mossfords: Sub Total = £1,145.94  Vat = £229.19  Total = £1,375.13  Deposit = £572.9   1. **Removing the Plaque and Replacing with Black Granite Plaque**   South Wales Monuments will replace the existing plaque with a granite plaque, containing the original wording:  In memory of all those from this village who served in both World Wars  and those who gave their lives in the second World War 1939 - 1945  Er cof am y bobi hynny o'r pentref hwn a fu'n gwasanaethu mewn dau.  Ryfel Byd a'r rhai a roddodd eu bywydau yn yr All  Ryfel Byd 1939 - 1945  Major Hubert De Burgh Prichard RWF  Sgt. (AG) Gwilym Thomas Owen RAF VR  Sgt. Leonard Charles Pugh SWB  Sgt.(Pit) Sylvio Jules Palandri RAF VR  The memorial work will be 6 weeks to complete, from placing order.   |  |  |  | | --- | --- | --- | | Description | Nett | Total Cost | | Tablet 32” x 14” x 20mm  Black Honed (slate effect) | £220.83 + VAT | £1,213.84 Inc VAT | | Inscription – cut & silver | £636.31 + VAT | | Remove & dispose of old plaque, to fit new plaque | £154.39 + VAT |   **A total cost to the Council of £2588.97**  **Other Considerations by Council: The Council agreed:**   1. Not to replace Small Plaque 2. The plaque wording would be replaced on a like-for-like basis, as this is refurbishment and not renewal of the memorial.   Cllr Lewis said he had contacted Jane Hutt to ask about the order of languages on the plaque. The meeting agreed to resolve this at the next meeting.  The Clerk will organise this work and finalise with Cllr G.Jones.  **Spinney Bank work up date**:   * Email (02.02.25) via Cllr Hadley. Quote from Richard Morgan clearing material and trimming trees on Spinney Bank probably take us a day so would be £280 (2 men 1 day) by the time we chip the trees. This quote was agreed at the meeting by all members.   **Inc Path from Church Lane to Twyn yr Eglws**   * Email (11.02.25) from Cllr C.Hadley forwarding quote from Richard Morgan for work in clearing the lanes by St Michael’s Church. Cllr Lewis showed Richard the work to be completed by cutting back all overgrown hedges, clear all paths and apply weed killer. Quote of £280 in total for two people for a day. This quote was agreed at the meeting by all members. |  |
|  | **EL**  **CLK** |
| **12.** | **Old Ford Project**  The following was reported by Cllr E.Lewis including plans for area into the foreseeable future:   * Reaffirmed that the Council had agreed to pay the additional cost of slabs for the benches in Old Ford Area. See Item 13 in January 25 minutes. * Nation Forest Wales signs have now been requested, and it was confirmed that they have been made and come with signpost attachments. Cllr Lewis will ask Grant Smith to provide a quote to erect the signs. * The tree surgeon, Colin Anstee, is to come back and report on the condition of trees in the woodland. * There are branches etc’. stacked from the last clearance work by Cardiff Conservation Volunteers. The CCC agreed that Richard Morgan should be asked to provide a quote for chipping this material, and it was also agreed that if the quote is the same as previous chipping tasks then the quote is agreed and work can be completed without further reference to CCC. * The Council agreed that Richard Morgan, who had provided the best quote to clear the wildlife meadow previously, should be asked to quote for cutting and clearing the meadow in both April and September. If the quotes were as previous, then the Council agreed to accept them and work can be completed. * Cardiff Conservation Volunteers will visit the woodland in the Autumn with two visits in September and one in October and should be able to clear the woodland and stream area. * The Council were asked to consider support for planting English Bluebells in the woodland area. The cost is based on the number of bulbs at £500 per 100 bulbs. VoGC Cllr C.Cave offered to pay half of the cost for the Bluebells. The Council agreed to the proposal and wait for a quote for the work. * Cllr Lewis also asked CCC to consider a new fence along the roadside boundary of the woodland. The fence may cost in the order £8,000. This will considered at another time by CCC, when the costs are known. Cllr G.Jones said that with two years left before CCC join the new council arrangements, then some costs may need to be presented to the new body. * Cllr Lewis has produced an updated Woodland Plan, this now includes general planning and financial planning, this will aid the new merged council from 2027.   Cllr C. Hadley said that the Old Ford Project Group would like to site bird boxes in the woodland area, the group requested permission to undertake the task and £400 to support this work from CCC. It was agreed that CCC would provide this support. However, work cannot start until the Tree Surgeon has identified the trees that need to be cut due to disease. The group would also like to install bird watching hides in the woodland. The Council did postpone the decision on this matter but were interested in the proposals. |  |
| **13.** | **Correspondence**  All relevant correspondence received by the Clerk has been forwarded to members during the period covered by this report. All members may request a discussion on related issues. The points raised included:  It was noted that an email (17.02.25) had been circulated by the Clerk to all members and contained the Electoral Register for Colwinston. Cllr Hadley pointed to the need to take care with the data as data protection is important.  No other points were raised. |  |
| **14.** | **Planning Matters – Update on Current Applications**  There were no new matters related to Colwinston.  VoGC Cllr C.Cave said a planning application had been submitted to build a new Lidl store in the green belt between Llantwit Major and Llanmaes. Cllr Cave asked if CCC would like to support their neighbours and offer their support to Llanmaes, by supporting their objection to this application. VoGC Cllr Cave said she would send a letter of support to Llanmaes Community Council on behalf of CCC. | **CC** |
| **15.** | **AOB:**   * Cllr G.Jones raised the Clerks resignation and said that a request for applications to the post would be placed in the next two editions of the Village Newsletter. The Clerk said that while he had offered to stay until 31st August 2025, if a replacement was found in the interim, he would step down at that time. * It was noted that the merger of local community councils would take place following local elections in May 2027. |  |
| **16.** | **Date & Time of next meeting:** Monday 17th March 2025, at 7pm  The meeting closed at 8.45 pm. |  |