

CYNGOR CYMUNED DINAS POWYS COMMUNITY COUNCIL

COSAC Committee

Minutes of COSAC Committee Meeting, held in the Old Library
Tuesday 18th March 2025 at 6.30pm

Register of those Present:

Cllr A Asbrey (Chair)

Cllr D Evans

Cllr K Shaw

Cllr C Franks (Vice Chair)

Cllr C Asbrey

Cllr M Phillips

Also Present

Adrian Holcombe – Allotment Rep

Kim Sellwood - Wild About Nature Dinas Powys - WANDP

71. Apologies for Absence:

Cllrs V Driscoll & K Hatton, A Bassett (Footpath's Warden)

72. Declaration of Interests

Cllr D Evans declared an interest in items 77 & 80

Cllrs C Franks and K Shaw declared an interest in Item 80

73. To Confirm Minutes held on Wednesday 8 January 2024

Minutes of the Meeting held on 8 January 2025 were taken as read. Cllr M Phillips proposed, seconded by Cllr C Franks that the Minutes be **APPROVED**.

74. Matters Arising from Minutes

Item 63 Matters Arising from Minutes

Item 57 – Caerleon Road Play Area – Update on Damaged equipment

The Chair gave a brief explanation on how the CCTV cameras operate and advised members that residents must also be encouraged to report vandalism to 101.

Item 66b – St Andrews Cemetery

To consider erecting watering can stations

Clerk advised this still work in progress

Item 68b – To consider request to install a gate over Cross Common Land

See item 75b for further details regarding the request to install a gate.

Clerk advised members that she has not received any replies to emails sent to the Ecologist at Vale of Glamorgan Council regarding Cross Common but will continue to pursue this. As more research is needed, the Bio Diversity Report/review was not included in March's Agenda, the Chair suggested a working group is set up to progress this. Cllrs D Evans, C Franks, M Phillips and K Shaw expressed an interest in being a part of the Working Group.

Whilst discussing Bio Diversity matters, the Chair and Cllrs D Evans and M Phillips requested the Clerk register their interest in the online Bio Diversity Course scheduled for 27th March 2025

Action: Clerk to Follow up

COSAC Committee – 18 March 2025

Members: Cllrs A Asbrey (Chair), C Franks (Vice Chair), C Asbrey, D Evans, V Driscoll, K Hatton, M Phillips, K Shaw
Allotment Rep: A Holcombe Footpaths Warden: A Bassett

75. Cross Common

- a) Bridleway update – including letters of complaint from residents in relation to the recent works on the path

Having previously circulated an email and photos to members, the Chair advised members that she and Cllr C Asbrey have arranged to meet with the resident to discuss their concerns in person. Chair advised members that at this moment in time the Council is not in a position to commit on when or how the area might be restored and how the mud issue on their property will be addressed.

Action: Clerk to query whether contractors are able to attend the site meeting with the resident

- b) To consider installing a gate over Cross Common Land

Chair advised members, that the matter is still on going. The Chair has suggested meeting with the resident to explain the Council is not in a position to make any firm decisions at this moment in time and to wait until the Bio Diversity Working Group has met and fed back any recommendations to the COSAC Committee before making any firm decisions.

Action: Clerk to notify resident

76. Footpaths Report/Feedback

- a) Footpath Warden's Report/Feedback

The Warden's detailed report on the Southra to St Andrews Golf Club walk was **NOTED**. Clerk advised members the report and relevant photos had been forwarded to the Public Rights of Way Officer at VOG Council.

- b) Ash Path Update

Dates and details of the scheduled works to the Ash Path were circulated to all members. The Chair requested the Clerk contact the PROW Officer and Cllr C Franks to lead on this and request a meeting to discuss the possibility of installing lights on the path.

Action: Clerk, Chair and Cllr C Franks to progress

77. St Andrews Allotments

- a) Allotment Rep Report

Adrian Holcombe provided the following update on the allotments.

As the weather has improved slightly, tenants are now more active on their allotments. Many have done a great deal, especially the new tenants who have done a very good job on their plots.

The damaged water tap stand at the top of the allotments was also mentioned. The Clerk advised the matter is in hand, and keep Adrian informed of any developments.

- i) Welcome Sheet

A 'Welcome Sheet' compiled by Adrian, was circulated to all Members

- ii) Information Sheet on Rats

A subsidiary sheet on 'How to reduce the Rat Population on Allotment sites' sourced from the National Allotment Society. Adrian suggested that both documents are handed out to all new tenants. Members fully supported this idea.

Action: Clerk/Assistant Clerk to distribute as and when required.

The Chair also suggested whether the Council should consider erecting Owl Boxes on the allotment site – as part of the Council's commitment to Biodiversity. Funds from the biodiversity budget could be used to purchase them. Clarification regarding the use of rat poison would need to be sought prior to erecting any boxes.

Action: Clerk to Investigate

iii Request from tenants to push back the date of the first allotment inspection.

It was **AGREED** to change the date of the first inspection to Monday, 7th April 1pm.

Action: Clerk/Assistant Clerk to notify allotment tenants.

The Chair thanked the Allotment Rep for reporting back to COSAC Committee.

78. St Andrews Cemetery

a) To consider increasing Burial Board Fees at St Andrews Cemetery.

Having previously circulated the Cemetery Working Group's suggested increase in Burial Board fees, Cllr C Franks proposed, seconded by Cllr D Evans and **UNANIMOUSLY AGREED to RECOMMEND** the increases as of 1st April 2025.

b) To consider restricting the height of headstones in E-Block and remaining plots

It was **RESOLVED** the decision is left to the Clerk and Assistant Clerk. The relevant details are added to the Cemetery's Information and Regulations.

79. Caerleon Road Play Area – update – verbal

A report by the Community Council's Maintenance Manager was circulated to all members. The report outlined a number of concerns, namely the damage to the spinning bowl roundabout and gate which had been seriously vandalised. Clerk advised members that they have been in communication with the VOG Playground Officer. The roundabout has been fixed free of charge. As the damaged gate which opens out onto the adopted highway presented a risk to children it was necessary to repair the gate as soon as possible.

As the Maintenance Manager is due to retire in the next few weeks, the Clerk requested they arrange for the VOG's Play Ground Officer to inspect the play areas until the post is filled. Members **UNANIMOUSLY AGREED to RECOMMEND** this request.

80. Seel Park Update

Cllr C Asbrey advised members that a meeting was held on. VOG are not prepared to repair the play area in advance of any transfer, but they are prepared to provide a side letter agreeing to repair the park 'bit by bit', which is an ongoing concern. Cllr Asbrey would like to make some amendments to the current draft letter sent by VOG officer. Cllr Asbrey also suggested requesting a second side letter agreeing to the Community Council being able to apply for grants to do work in Seel Park while the Park remains under the ownership of VOG Council.

Action: Cllr C Asbrey to re-draft first side letter. Clerk to request second side letter.

81. Any items which the Chairman has decided are urgent

a) Letter from WANDP

A letter from WANDP was circulated to all Members requesting clarification on Management of the Meadow Area:

- Council will arrange for the grass to be cut in July/August – earlier rather than later.
- WANDP to rake off as much of the hay as possible (which can be left on site in discreet locations) with the help of volunteers over several weeks

- If either DPCC or WANDP are unable to carryout either of their contribution to the management of the meadow area, they are to inform each other at the earliest opportunity

Members were in agreement with the above statements. Further details regarding the Meadow are recorded in the COSAC minutes of the meeting held in January 2025.

Action: Clerk to notify grass cutter & WANDP

b) Letter from Allotment Tenant

An allotment tenant wishing to have his plot and neighbours plot re-measured was circulated to all members. The Chair advised that members would make a visual inspection of the plots at the next allotment inspection and will report back to Committee.

c) Boundary Wall of the Common near the Westra

Chair suggested the wall is looked at to ensure it does not present a danger to traffic or pedestrians. Clerk advised a couple of years ago the previous Clerk was requested to remove the ivy from the wall. As a consequence, removing the ivy may have compromised the wall.

d) Gravel area used as a car park opposite St Andrews CIW School

Chair requested the Clerk investigate ownership/responsibility for the area, with the intention of tidying it up, and find out which Utilities company is using it as base for materials and vehicles.

Action: Clerk to investigate

82. Any items Members would like to bring to the attention of the Committee

There were no items Members wished to bring to the attention of the Committee

Date of Next Meeting – 7 May 2025 – 11am

Signature: Date: