

THE VALE OF GLAMORGAN COUNCIL

Minutes of the Hybrid Annual Meeting held on 7th May, 2025.

The Council agenda is available [here](#).

The Meeting recording is available [here](#).

Present: Councillor Elliot Penn (Mayor); Councillors Julie Aviet, Anne Asbrey, Gareth Ball, Rhiannon Birch, Bronwen Brooks, Gillian Bruce, Ian Buckley, Lis Burnett, Samantha Campbell, George Carroll, Charles Champion, Janice Charles, Millie Collins, Marianne Cowpe, Pamela Drake, Vincent Driscoll, Anthony Ernest, Robert Fisher, Christopher Franks, Wendy Gilligan, Emma Goodjohn, Ewan Goodjohn, Stephen Haines, Sally Hanks, William Hennessy, Nic Hodges, Mark Hooper, Catherine Iannucci -Williams, Gwyn John, Dr. Ian Johnson, Susan Lloyd-Selby, Belinda Loveluck-Edwards, Julie Lynch-Wilson, Kevin Mahoney, Naomi Marshallsea, Michael Morgan, Jayne Norman, Helen Payne, Sandra Perkes, Ian Perry, Joanna Protheroe, Ruba Sivagnanam, Carys Stallard, Neil Thomas, Rhys Thomas, Edward Williams, Margaret Wilkinson, Steffan William and Mark Wilson.

1 ANNOUNCEMENT –

Prior to the commencement of business, the Mayor drew attention to a number of housekeeping issues and made the following statement: “May I remind everyone present that the meeting will be live streamed as well as recorded via the internet and this recording archived for future viewing”.

2. APOLOGIES FOR ABSENCE –

These were received from Councillors Christine Cave, Russell Godfrey and Howard Hamilton.

3 DECLARATIONS OF INTEREST –

No declarations of interest were received.

4 ELECTION OF MAYOR –

It was moved by Councillor Belinda Loveluck-Edwards and seconded by Councillor Carys Stallard that Councillor Naomi Marshallsea be elected Mayor.

RESOLVED – T H A T Councillor Naomi Marshallsea be elected Mayor of the Council for the ensuing Municipal year.

The newly appointed Mayor made and delivered to the Chief Executive the Statutory Declaration of Acceptance of Office, was invested by the outgoing Mayor with the Chain of Office and took the Chair.

5 APPOINTMENT OF DEPUTY MAYOR –

It was moved by Councillor Joanna Protheroe and seconded by Councillor Helen Payne that Councillor Carys Stallard be elected Deputy Mayor.

RESOLVED – T H A T Councillor Carys Stallard be appointed Deputy Mayor of the Council for the ensuing Municipal year.

The newly appointed Deputy Mayor made and delivered to the Chief Executive the Statutory Declaration of Acceptance of Office, was invested with the Chain of Office and took the Chair.

6 MAYOR'S ADDRESS –

The Mayor shared that when people ask her where she was from, she was proud to say that she was from Barry. She had lived in other places, including London, where she spent over 10 years as a teacher, but the Vale of Glamorgan was her home. While in London, she met a Barry boy and persuaded him they should put down roots here. She knew she had made the right decision when she started working with her local community to regenerate a neglected park. Setting up Friends of Chickenwood and seeing the energy with which people wanted to come together and make something they could all be proud of has shown community at its finest. The Vale truly was the best place in the world and her forever home, and she was so fiercely passionate about helping to make it the best place for everyone. There was so much to love here, from one of Wales' first tiny forests at Pencoedtre, the UK's smallest theatre in Barry to Penarth's Pier, endless walks in the Glamorgan Heritage Coast and the strong can do will of the people. She wanted to spend the year celebrating the good that can be had here.

She stood for election to represent each resident where she lived, knowing that each individual had an equal voice and now she hoped to do the same across the Vale for the year. As a teacher, she ensured each child was listened to, respected and supported. She adapted according to the child as well as their families and believed those skills could be used while stepping into the role of Mayor. Like teaching, she would ensure she worked her hardest and diligently. She thanked her parents for teaching the importance of supporting the most vulnerable and always giving her the courage to stand up for what she believed was right, to her sister for allowing her to believe in herself when she doubt in herself. As the first mother of young children appointed as Mayor of the Vale, she stood for all women as she took up this role, and so to my children who filled her with love and fun every day, her husband, and now consort, David, for everything, and her friends Belle and Carys for nominating and seconding her. Her promise was that she would keep putting that pride and energy into everything she did for the Vale.

7 VOTE OF THANKS TO RETIRING MAYOR AND RETIRING MAYOR'S ADDRESS –

The Mayor passed on thanks to the former Mayor, and indicated that they were big shoes to fill, and that she felt honoured to have been Deputy Mayor as both a colleague and a friend, reflecting how Councillor Penn had always given his all, always kind and humble with each staff member, member of the public and fellow Member, which all knew could be challenging at times. She said he had made sure he had always shared with fairness, humour, and patience, and he had made the Chamber a more fun and relaxed place to be.

Councillor Penn reflected upon the fantastic honour it had been representing the Council at 50 plus events over the year, including honouring veterans at Remembrance Day events and the D-Day 80th anniversary, presenting the RNLI with free men and free women's status at the Vale of Glamorgan, talking to school children about the role of Councillors, taking part in Cowbridge Pride parade with his family, the incredibly warm welcome from the Malayali community and enjoying their amazing food, the friendship and laughter of Barry Veterans Group and appreciating all the talents of the Barry Male Voice Choir, the Vale of Glamorgan Brass Band alongside many other local artists and individuals.

He further passed on thanks to all the community groups which did such vital work in the Vale of Glamorgan, including friends and neighbours of Pioneer Hall, Barry Floral Society and so many more. He shared around his last visit, to Ty Hafan, and noted it was a place of joy and laughter where the staff's enthusiasm and care made such a difference to the lives of the children who came through their doors, helping children and their families to actually live well for however long their stay was.

Councillor Penn reflected that the other important part of the role was the formalities in the Chamber, and believed chairing Full Council had been oddly enjoyable, very educational and at times challenging and this could not be accomplished without guidance and support and passed on thanks to all the team in Democratic Services but especially to Karen Bowen, and to Charlotte Western for organising everything throughout the year and to Mike Tipples for his patience. He also passed thanks to Councillor Naomi Marshallsea for her help and support during Full Council meetings and wished her very best for the coming year as Mayor.

He shared how this year the Council had received blessings from different religious leaders for Council meetings, and passed thanks to Reverend Jimmy Young, Rabbi Michael Rose, Imam Muhammad Ibrahim, Reverend Edwin Counsell, and Humanist celebrant Lorraine Barrett for their valued and thought-provoking contributions, and reflected that he hoped this addition to the tradition of prayers before meetings had been a small but significant and positive change towards representing all constituents as diversity made all our lives richer in so many ways and underpinned understanding and community values

Councillor Penn finally shared a heartfelt thanks to his partner Jo, without whose help and support the last year as Mayor would not have been possible.

8 TO RECEIVE ANY ANNOUNCEMENTS FROM THE MAYOR OR CHIEF EXECUTIVE –

The Mayor announced that throughout this week events were taking place across the country to commemorate the 80th anniversary of Victory in Europe (VE) Day, and that tomorrow – Thursday at 9.00am at the Civic Office forecourt, she would join the Leader, Chief Executive and representatives from the Royal British Legion to raise a special Victory in Europe flag to commemorate this important day

The Leader, Chief Executive and Mayor would also be attending the Royal British Legion's wreath-laying service at 11am at the Memorial Hall in Barry. Colleagues were also welcome to attend this service to pay their respects.

Later on tomorrow, would see all colleagues in public buildings and beyond observe a national two-minute silence at 12 noon. Staff and colleagues at all the Vale of Glamorgan Council offices would no doubt join this moment of reflection and remembrance, and some would gather at the forecourt of the Civic Offices to observe this silence. Members were invited to join if they wished.

9 EXECUTIVE ARRANGEMENTS – CABINET MEMBERSHIP AND PORTFOLIOS (CX) –

Section 4.10.1(f) of the Constitution Council Procedure Rules – "Annual Meeting of the Council" provided that the Annual Meeting would be told by the Leader of the names of Councillors chosen to be Deputy Leader and the number and names of Members to be appointed to the Cabinet and their portfolios / responsibilities and the Members to be designated as Council's "Champions".

Section 5.2 of the Constitution "Form and Composition of the Executive" provided that the Cabinet would consist of the Leader of the Council and at least two, but not more than nine, other Councillors appointed to the Cabinet by the Leader.

In presenting the report the Leader advised that the Cabinet Portfolios would remain the same, however the Leader took the opportunity to inform Council that Councillor Gwyn John had stepped down as the Leader of Llantwit First Independents with Councillor Eddie Williams now taking up that position. The Leader confirmed that Councillor John would remain a member of the Cabinet and congratulated him on his 25 years' service on the Council.

The Leader also drew attention to the following "Champion Roles" which would continue to be undertaken by the position-holder indicated:

- Scrutiny Champion – Chair of the Scrutiny Committee Chairs and Vice-Chairs Group;
- Member Development Champion – Chair of the Democratic Services Committee.

RESOLVED –

(1) T H A T, as advised by the Leader, it be noted that Councillor B.E. Brooks would be Deputy Leader and the Members of the Cabinet, together with details of their portfolios as listed below and the designated “Champion” roles as set out in the Supplementary Information to the report, be noted:

- Councillor L. Burnett – Executive Leader and Cabinet Member for Performance and Resources
- Councillor B.E. Brooks – Deputy Leader and Cabinet Member for Sustainable Places
- Councillor R.M. Birch – Cabinet Member for Education, Arts and the Welsh Language
- Councillor G. John – Cabinet Member for Leisure, Sport and Well-being
- Councillor S. Sivagnanam – Cabinet Member for Community Engagement, Equalities and Regulatory Services
- Councillor S.D. Perkes – Cabinet Member for Public Sector Housing and Tenant Engagement
- Councillor E. Williams – Cabinet Member for Social Care and Health
- Councillor M.R. Wilson – Cabinet Member for Neighbourhood and Building Services.

(2) T H A T the Chair of the Scrutiny Committee Chairs and Vice-Chairs Group and the Chair of the Democratic Services Committee continue to be designated the Council’s Scrutiny and Member Development Champions respectively.

(3) T H A T the Council’s payments of Senior Salaries for 2025/26 be as set out within paragraph 2.1 of the report be noted.

Reason for decisions

(1-3) In order to comply with the Council’s Constitution.

10 SCRUTINY COMMITTEES: APPOINTMENT, MEMBERSHIP, TERMS OF REFERENCE AND ALLOCATION OF CHAIR POSITIONS (CX) –

A requirement existed, under the Local Government (Wales) Measure 2011, regarding the allocation of Scrutiny Committee Chair positions. In essence, any Group, or Groups, represented on the Cabinet were entitled (when taken together) to a proportion of Scrutiny Committee Chair positions equivalent to their total number of seats (when taken together) on the Council. Once this calculation had been done, the remaining Scrutiny Committee Chair positions become the "property" of the non-Cabinet Groups (again, to be allocated proportionate to the total number of seats held by the respective Groups on the Council).

Section 7 of the Council's Constitution set out the Terms of Reference, general role and specific functions of the Scrutiny Committees, a copy of which was attached at Appendix B to the report. The membership of the Scrutiny Committees had been

circulated prior to the meeting as Supplementary Information based on information provided by Group Leaders.

The Leader, in presenting the report, drew attention to the allocation of Chairs of Scrutiny Committees as advised by the Group Leaders and as noted in the supplementary information that had been circulated to Members prior to the meeting. The Leader further noted that Councillor K.P. Mahoney had advised that he would not be taking up his position on a Scrutiny Committee and that following discussions Councillor S. Campbell would be taking up the vacant position on the Resources Scrutiny Committee, Councillor I. Perry would be taking up the vacant position on the Place Scrutiny Committee and Councillor M.J.G. Morgan would take up a position on the Live Well Scrutiny Committee.

RESOLVED –

(1) T H A T the Scrutiny Committees, together with their Membership and Terms of Reference as set out in Appendix B and the Supplementary Information to the report, be appointed for the ensuing Municipal year, with it being noted that Councillor S. Campbell would be taking up the vacant position on the Resources Scrutiny Committee, Councillor I. Perry would be taking up the vacant position on the Place Scrutiny Committee and Councillor M.J.G. Morgan would take up a position on the Live Well Scrutiny Committee, with Live Well Scrutiny Committee carrying a vacancy.

(2) T H A T the allocation of specific Scrutiny Committee Chairs, as notified by the relevant Group Leaders as set out in paragraphs 2.1 to 2.3 of the report and in the Supplementary Information, as shown below be noted:

- Start Well Scrutiny Committee – Councillor R.R. Thomas
- Live Well Scrutiny Committee – Councillor A.M. Collins
- Place Scrutiny Committee – Councillor S. Lloyd-Selby
- Resources Scrutiny Committee – Councillor J. Protheroe.

Reason for decisions

(1&2) In order to comply with the relevant legislation.

11 QUASI-JUDICIAL COMMITTEES, COMMITTEES AND OTHER BODIES: APPOINTMENT, TERMS OF REFERENCE AND MEMBERSHIP (CX) –

The report reminded Members of the need to pay particular regard to legislation which came into force on 5th May, 2017 governing the size and composition of Planning Committees.

The Size and Composition of Local Planning Authorities Committees (Wales) Regulations 2017 brought into effect, and provided the detailed interpretation for, Section 39 of the Planning (Wales) Act 2015, so far as it related to the size and composition of Committees discharging functions.

Set out at Appendix A to the report was the calculation relating to the political balance requirement for Committees in accordance with the Local Government Act 1989. The membership of the Quasi-Judicial Committees, Committees and Other Bodies had been circulated prior to the meeting as Supplementary Information based on information provided by Group Leaders. It was clarified that Councillor Marianne Cowpe would replace Councillor Mark Hooper on the Welsh Church Act Estates Committee, and that Councillor Jayne Norman would not be taking up her seat on Governance and Audit Committee.

RESOLVED –

(1) T H A T the Quasi-Judicial Committees, Committees and Other Bodies, together with their Terms of Reference (Appendix B to the report) and Membership, as set out in the Supplementary Information as circulated prior to the meeting and presented with the report, be appointed for the ensuing Municipal Year, subject to it being noted that Councillor C.M. Cowpe would replace Councillor M.J. Hooper on the Welsh Church Act Estate Committee, and that Councillor J.M. Norman would not be taking up her seat on Governance and Audit Committee.

(2) T H A T, having regard to the need to comply with the size and composition of Local Planning Authorities (Wales) Regulations 2017 in determining the size and composition of the Planning Committee, membership be agreed as outlined in paragraphs 2.3 to 2.5 of the report.

(3) T H A T the Cabinet Member for Education, Arts and the Welsh Language be the representative on the Central South Consortium Joint Education Service Joint Committee.

(4) T H A T the Cabinet Member for Community Engagement, Equalities and Regulatory Services and the Chair of the Public Protection Licensing Committee be appointed as the representatives on the Shared Regulatory Services Joint Committee, with the Cabinet Member for Neighbourhood and Building Services and the Vice-Chair of the Public Protection Licensing Committee be appointed as substitutes.

(5) T H A T the Director of Corporate Resources and Executive Leader and Cabinet Member for Performance and Resources will represent the Council as the Shareholder of the Company and who will be advised by a Shareholder Advisory Panel, consisting of Council Officers on the Local Authority Trading Company “The Big Fresh Catering Company”.

Reason for decisions

(1-5) In order to comply with the relevant legislation.

12 DATES OF ORDINARY COUNCIL MEETINGS (CX) –

RESOLVED – T H A T it be noted that ordinary meetings of the Council will be held on the following dates:

- 14th July, 2025
- 29th September, 2025
- 1st December, 2025
- 9th March, 2026
- 27th April, 2026.

13 ELECTION OF CHAIRS AND VICE-CHAIRS OF COMMITTEES (CX) –

The Committees for which Chairs and Vice-Chairs were to be appointed at the Annual Meeting included all the bodies in the political balance table (which could be found in Agenda Items Nos. 7 and 8), with the exception of those set out in Agenda Item 10 where legislative provisions, or alternative, specific arrangements currently applied.

Councillor K.P. Mahoney indicated he would like to vote against all appointments.

Councillor Dr. I.J. Johnson was nominated as Chair of Democratic Services Committee by Councillor L. Burnett, and Councillor B.E. Brooks. Councillor G.D.D. Carroll was nominated by Councillor J.E. Charles and Councillor W.A. Hennessy.

Following an agreement from Group Leaders to vote en bloc, Councillor Dr. I.J. Johnson was elected as Chair of Democratic Services Committee, noting that Councillors Cave, Godfrey and Hamilton were absent from the meeting during the vote.

RESOLVED –

(1) T H A T the Chairs and Vice-Chairs of Committees be appointed as set out below for the ensuing Municipal year:

<u>Appeals:</u>	Chair:	Councillor I.R. Buckley
	Vice-Chair:	Councillor S. Lloyd-Selby
<u>Community Liaison:</u>	Chair:	Councillor R.M. Birch
	Vice-Chair:	Councillor M.R. Wilson
<u>Democratic Services:</u>	Chair:	Councillor Dr. I.J. Johnson
	Vice-Chair:	Councillor N.C. Thomas
<u>Discretionary Housing Payments Review</u>	Chair:	Councillor H.C. Hamilton
	Vice-Chair:	Councillor J. Lynch-Wilson
<u>Early Retirement/Redundancy:</u>	Chair:	Councillor P. Drake
	Vice-Chair:	Councillor H.C. Hamilton

<u>Glamorgan Heritage Coast Advisory:</u>	Chair: Vice-Chair:	Councillor C. Stallard Councillor Emma Goodjohn
<u>Investigating:</u>	Chair: Vice-Chair:	Councillor H.M. Payne Councillor C. Iannucci-Williams
<u>Planning:</u>	Chair: Vice-Chair:	Councillor N.C. Thomas Councillor M.R. Wilson
<u>Public Protection Licensing:</u>	Chair: Vice-Chair:	Councillor P. Drake Councillor J.M. Norman
<u>Statutory Licensing</u>	Chair: Vice-Chair:	Councillor P. Drake Councillor J.M. Norman
<u>Senior Management Appointment:</u>	Chair: Vice-Chair:	Leader (Councillor L. Burnett) Deputy Leader (Councillor B.E. Brooks)
<u>Trust:</u>	Chair: Vice-Chair:	Councillor H.C. Hamilton Councillor M.R. Wilson
<u>Voluntary Sector Joint Liaison:</u>	Chair: Vice-Chair:	Councillor R.M. Birch Councillor I.R. Buckley
	Honorary Vice-Chair	To be appointed from amongst the 7 representatives from the Voluntary and Health Sectors
<u>Welsh Church Act Estate:</u>	Chair: Vice-Chair:	Councillor M.R. Wilson Councillor P. Drake

(2) T H A T the remaining Committees and Sub-Committees be dealt with as set out within the report, subject to it being noted that the Equalities Consultative Forum is to be Chaired by the Cabinet Member for Community Engagement, Equalities and Regulatory Services.

Reason for decisions

(1&2) In order to comply with the specific arrangements that currently applied or relevant legislation.