

**Minutes of the meeting of Llantwit Major Town Council held on Thursday, 31<sup>st</sup>. May, 2012, at 7.05pm, at the Council Chamber, Old School, Wine Street, Llantwit Major.**

Present;	Chairman.	Councillor Mrs. A. Matthews – Town Mayor.
	Councillors.	G. John. )
		Mrs. P. Lancaster. ) <b>WEST WARD.</b>
		Mrs. S. Geary. )
		G. Ingram. ) <b>SOUTH EAST WARD.</b>
		J. Evans )
		Mrs. S. Hanks. ) <b>BOVERTON WARD.</b>
		R. Jenkins. )
		D. Marsh. )
		E. Hacker. )
		K. Geary. ) <b>NORTH WARD.</b>
		E. Williams. )
		Mrs. P. Percy. )

Members of the public.

Apologies for absence were received from Councillors.

Councillor M. Mason. – Holiday.

Declaration of Interest forms were received from Councillors.

**008. MINUTES.**

**Full Town Council meeting held on 26<sup>th</sup>. April, 2012.**

The minutes of the Full Town Council meeting held on 26<sup>th</sup>. April, 2012, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Full Town Council meeting held on 26<sup>th</sup>. April, 2012, be adopted and accepted as a true record.

**Matters arising.**

There were no matters arising.

**Annual meeting held on 10<sup>th</sup>. May, 2012.**

The minutes of the Annual meeting held on 10<sup>th</sup>. May, 2012, had previously been circulated to the Council members. Councillors noted that Mrs A. Matthews had been recorded as Mrs S. Matthews under Town Study Group and M. Marsh had been elected to the Town Twinning Association but M. Mason had been recorded.

**RESOLVED:** That subject to the amendment of Mrs. A. Matthews under Town Study and M. Marsh under Town Twinning Association, the minutes of the Annual meeting held on 10th. May, 2012, be adopted and accepted as a true record.

**Matters arising.**

There were no matters arising.

**Report of Footpath Forum meeting held on 16<sup>th</sup>. April, 2012.**

The minutes of the Footpath Forum meeting held on 16<sup>th</sup>. April, 2012, had previously been circulated to the Council members.

**RESOLVED:** That the report of the Footpath Forum meeting held on 16<sup>th</sup>. April, 2012, be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters arising.**

There were no matters arising.

**009 SIGNING OF MINUTES.**

Councillors duly noted that the Mayor would sign the minutes at the end of the meeting.

**010 TOWN MAYOR.**

Councillors had previously been circulated with a copy of the Town Mayors engagements for the period 26<sup>th</sup>. April, 2012, to 30<sup>th</sup>. May, 2012. Councillor Mrs. A. Matthews informed Councillors that in addition to the list provided she had also been to the Twin Town of Le Pouliguen, France. Whilst there she had represented the town of Llantwit Major during celebrations to mark the 30<sup>th</sup>. Anniversary of the two towns being twinned. The attendances were noted.

**Questions to the Mayor.**

There were no questions to the Mayor.

**011. COMMUNITY CONSTABLE.**

**To receive Community Constables report.**

Police Constable Malone informed Councillors that in the last thirty five days since the last meeting there had been 20 crimes reported. Of these 10 had been detected. There had been no major incidents of assault or burglary to report. There had however been a slight upsurge of summer crimes such as thefts from gardens, hanging baskets had been stolen and three pedal cycles stolen. Enquiries into those matters were on-going. Councillors were asked to remind everyone to keep sheds locked. Generally it had been a good month with crime levels low. Local Police were gearing up for the long Bank Holiday weekend with beer and cider festivals organised in the local pubs. Planning for the Eisteddfod was continuing and details would be published nearer the time. Councillors queried what the police response was to the proposed planned camping site on the Recreation field. PC. Malone informed Councillors that he had no specific information to hand, however, providing health and safety requirements were met and security arrangements in place then the police were unlikely to object, the Vale of Glamorgan Council Events Panel would have to

authorise the event in any case. There were no further questions, Councillor Mrs. A. Matthews thanked the officer for his attendance and he left the Chamber.

#### **012. COUNCIL MEETINGS.**

Councillors had previously been circulated with a copy of Council meetings for the month of June 2012. Councillor G. John gave his apologies for being unable to attend the meetings of 11<sup>th</sup>. and 14<sup>th</sup>. June, 2012, due to Vale of Glamorgan Council meetings. Councillor E. Williams, Chairman of the Finance Committee asked Councillors if the date of the Finance Committee meeting of the 14<sup>th</sup>. June, 2012, could be changed due to other commitments that day. Brief discussion took place and it was agreed to move that meeting to 12<sup>th</sup>. June, 2012, at 7.00pm. Councillor E. Hacker gave his apologies for meetings on the 11<sup>th</sup>. and 19<sup>th</sup>. June, 2012, due to holiday leave. Councillor Mrs. S. Geary gave apologies for being unable to attend the meeting of the 19<sup>th</sup>. June, 2012. Councillor K. Geary gave his apologies for being unable to attend the meeting of the 12<sup>th</sup>. June, 2012. The meeting dates were then noted.

**RESOLVED:** That the Finance Committee meeting due to be held on the 14<sup>th</sup>. June, 2012, be moved to 7.00pm. Tuesday, 12<sup>th</sup>. June, 2012.

#### **013. PROCEDURAL MATTERS.**

##### **To note amendments to Standing Orders re: Prayer.**

Councillors had previously been circulated with a copy of an amendment to Standing Orders regarding the use of prayers prior to the beginning of a Full Town Council meeting.

**RESOLVED:** That the amendment to the Town Councils Standing Orders regarding the use of prayer prior to a Full Town Council meeting be accepted.

##### **To nominate an additional member of the Town Council to the Working Group.**

Councillors had previously been circulated with an agenda brief regarding an additional Councillor being required to be nominated for the Working Group. Brief discussion followed and Councillor J. Evans was nominated.

**RESOLVED:** That Councillor J. Evans be added to the Working Group.

##### **To nominate a Town Council representative for Eagleswell Primary School Governors.**

Councillors had previously circulated with a copy of an email regarding a nomination for a Town Council representative for Eagleswell Primary School Governors. Brief discussion followed and Councillor Mrs. P. Percy was nominated.

**RESOLVED:** That Councillor Mrs. P. Percy become the Town Council representative for the Eagleswell Primary School Board of Governors.

##### **To nominate Councillors who wish to attend One Voice Wales, new Councillor Training.**

Councillors had previously been circulated with a copy of information regarding One Voice Wales training for new Councillors. Brief discussion followed with a number of Councillors expressing a wish to attend this course.

**RESOLVED:** That the Town Clerk arrange with Councillors dates for which they were available for the training.

**To nominate Councillors who wish to attend One Voice Wales, Code of Conduct Training.**

Councillors had previously been circulated with a copy of information regarding One Voice Wales training for Councillors. Brief discussion followed with a number of Councillors expressing a wish to attend this course.

**RESOLVED:** That the Town Clerk arrange with Councillors dates for which they were available for the training.

**Action Tracker.**

Councillors had previously been circulated with a copy of the Action Tracker. Councillor G. Ingram enquired about the Cemetery Database. Councillor Mrs A. Matthews informed Councillors that this was still being processed, some technical problems had occurred. The Action Tracker was noted.

**014 FINANCE.**

**Expenditure and Income figures for the Financial Year 2012/13.**

Councillors had previously been circulated with a copy of the Expenditure and Income figures for the Financial Year 2012/13. Noted.

**Payments for the period 23<sup>rd</sup>. March, 2012, to 31<sup>st</sup>. March, 2012.**

Councillors had previously been circulated with a copy of the payments for the period 23<sup>rd</sup>. March, 2012, to 31<sup>st</sup>. March, 2012. Noted.

**Receipts for the period 9<sup>th</sup>. March, 2012, to 31<sup>st</sup>. March, 2012.**

Councillors had previously been circulated with a copy of the receipts for the period 9<sup>th</sup>. March, 2012, to 31<sup>st</sup>. March, 2012. Noted.

**Payments for the period 2<sup>nd</sup>. April, 2012, to 18<sup>th</sup>. May, 2012.**

Councillors had previously been circulated with a copy of the payments for the period 2<sup>nd</sup>. April, 2012, to 18<sup>th</sup>. May, 2012. Noted.

**Income for period 2<sup>nd</sup>. April, 2012, to 11<sup>th</sup>. May, 2012.**

Councillors had previously been circulated with a copy of the Income for the period 2<sup>nd</sup>. April, 2012, to 11<sup>th</sup>. May, 2012. Noted.

**Retrospective permission to pay British Gas invoices to the sum of £527.00.**

Councillors were asked for retrospective permission to pay British Gas Invoices to the sum of £527.00+VAT.

**RESOLVED:** That the Town Council pay invoices from British Gas in the sum total of £527.00+VAT.

**Membership of One Voice Wales.**

Councillors had previously been circulated with a copy of a letter regarding membership of One Voice Wales. Councillor Mrs. A. Matthews informed Councillors that since the inception of the different devolved administrations in the United Kingdom it was becoming increasingly difficult for national advice bodies such as the S.L.C.C. to offer advice to local Councils outside England. One Voice Wales deals with Welsh legislation matters and as membership was offered at this time at a 50% reduction then a trial year's membership should be considered. Councillor E. Hacker informed Councillors that One Voice Wales were also having an increasing amount of contact with the Welsh Assembly Government and Local Authorities around Wales. Further brief discussion followed over how to access the services and affordability for the Town Council. Councillors agreed that it would be a good idea to take up membership for one year and then re-assess the benefits of membership.

**RESOLVED:** That the Town Council take up membership of One Voice Wales for one year from 1<sup>st</sup>. April, 2012 to 31<sup>st</sup>. March, 2013, in the sum of £534.00 and then assess the benefits of membership at the end of that period.

**Membership of Fields in Trust.**

Councillors had previously been circulated with a copy of a letter regarding membership of Fields In Trust. Brief discussion followed with Councillors noting that an application to turn the Lorna Hughes Park into a Field in Trust as part of the Queens Diamond Jubilee was proving successful. However Fields in Trust was aimed mainly at preventing sporting and other playground facilities from being lost or disposed of. This was not the case in Llantwit Major and therefore membership was unnecessary.

**RESOLVED:** That the Town Council do not take up membership of Fields in Trust.

**Invitation to Local Council Advisory Service Annual Seminar 2012.**

Councillors had previously been circulated with a copy of a letter regarding an invitation to attend the Local Council Advisory Service Annual Seminar 2012. The Town Clerk informed Councillors that the main item of interest was the devolve and delegate item because of the new Localism Bill. It would be advantageous for the Town Clerk to attend the seminar. Brief discussion followed with Councillors agreeing that it was important for the Town Clerk to attend.

**RESOLVED:** That the Town Clerk attend the Local Council Advisory Service Annual Seminar 2012.

**015. DEVELOPMENT.****Planning application decisions by the Vale of Glamorgan Council.**

Councillors had previously been circulated with a copy of the planning applications decisions by the Vale of Glamorgan Council. Noted.

**Planning observations to the Vale of Glamorgan Council from Llantwit Major Town Council.**

Councillors had previously been circulated with a copy of planning observations to the Vale of Glamorgan Council from Llantwit Major Town Council. Noted.

**016. CEMETERY.**

The following Burial Matters were noted.

- 1) Burial of David Ruscoe in Grave No. A33 (new pre purchased grave) on 26th. April, 2012.
- 2) Burial of cremated remains of Melville Griffiths in Grave No. Hd5 (re-open) on 22<sup>nd</sup>. April, 2012.

**017. RECREATION AND OPEN SPACES.****Vale of Glamorgan Council Playground Inspection/Maintenance Logs for 3<sup>rd</sup>. May, 2012.**

Councillors had previously been circulated with copies of the Vale of Glamorgan Council Playground Inspection/Maintenance Logs for 3<sup>rd</sup>. May, 2012. The Town Clerk informed Councillors that there were minor issues mentioned in the logs and these were currently being actioned. Noted.

**Request received from Llantwit Major and Cowbridge Lions to use Recreation Ground for Community Fayre Day 23<sup>rd</sup>. June, 2012.**

Brief discussion followed with Councillors expressing concern that the request had been sent to the Town Council at a very late stage prior to the event occurring. This placed the Town Council in a very difficult position because there was no mention of safety arrangements and the Town Council could not seek to ensure that any concerns it may have could be addressed in the time. Councillors also agreed that the Town Council was being held over a barrel because if permission was refused then this would now show the Town Council in a very bad light. Councillors also agreed that the Town Council should have a protocol in place for groups wishing to use the recreation field for public events. This should include a period of prior notification of perhaps three or six months and a list of health and safety requirements which must be met prior to permission being granted. This matter could be further investigated by the Working Group to produce such a protocol for future use. The issue of damage to the Recreation field and liability was also discussed and need to include this point in any protocol.

**RESOLVED:** That the Town Council approve the use of the Recreation Field for use by the Llantwit Major and Cowbridge Lions for the Community Fayre Day on the 23<sup>rd</sup>. June, 2012.

**FURTHER RESOLVED:** That the Town Council Working Group produce a formal protocol to cover the future use of the Recreation Field by outside groups organising public events.

**FURTHER RESOLVED:** That the Working Group also investigate the liability issues should damage to the Recreation Field be caused if used by outside bodies for public events.

**Request received from Llantwit Major Rugby Football Club for a representative to attend a Full Town Council meeting, to discuss proposal for multi- purpose facility on existing tennis courts.**

Councillors had previously been circulated with a copy of a letter from the Llantwit Major Rugby Club regarding a request for a representative to attend a full Town Council meeting to discuss a

proposal for a multi-purpose sports facility on the existing tennis courts. Brief discussion followed with Councillors agreeing that a representative from Llantwit Major Rugby Club should be invited to the next Full Town Council meeting to discuss the project.

**RESOLVED:** That a representative from Llantwit Major Rugby Club be invited to the next Full Town Council to discuss a proposal for a multi-purpose sports facility on the existing tennis courts.

**Request from Llantwit Major Rugby Club to use Recreation Field as a campsite during the Eisteddfod.**

Councillors had previously been circulated with an agenda brief regarding a request by the Llantwit Major Rugby Club to use the Recreation Field for camping during the Eisteddfod. Councillor G. John informed Councillors that the Events Panel of the Vale of Glamorgan Panel had agreed that the requirements had been met for the camping to go ahead. Concerns were raised that there may be an environmental health issue with regards noise and security. Long discussion then followed regarding the issues surrounding the event where it was agreed that the environmental issues should have been considered by the Vale of Glamorgan Council prior to agreeing to the proposal. Councillor E. Williams informed Councillors that realistically the Town Council had to make a decision at this time because of the time constraints. He proposed that the event be allowed to proceed subject to the Town Clerk being satisfied that the Environmental Health concerns had been addressed.

**RESOLVED:** That the Llantwit Major Rugby Club be allowed to use the Recreation Field for Camping purposes during the Eisteddfod, subject to the Town Clerk liaising with the Environmental Health Department of the Vale of Glamorgan Council and they have no significant objections to prevent the camping taking place.

**018. TOWN HALL.**

**Grant application for refurbishment to Town Hall Clock.**

Councillors had previously been circulated with a copy of an agenda brief regarding the refurbishment of the Town Hall Clock. Councillor G. John informed Councillors that as a result of former Councillor Mr. R. Austin efforts Harris Pye Marine had donated a large sum of money which now meant there were sufficient funds for the repairs to proceed without the need for the Town Council to proceed with a grant application. Brief discussion followed with Councillors agreeing that with an additional allocation of £4,000 from the budget then the grant application should not proceed. Councillor Mrs. A. Matthews proposed that the Town Council write a letter of thanks to Mr. R. Austin for his personal efforts in raising money for the repairs.

**RESOLVED:** That the Town Council proceed with repairs to the Town Hall Clock without an application for grant funding.

**FURTHER RESOLVED:** That the Town Council write to Mr. R. Austin thanking him for his fund raising efforts.

**Formation of Committee to oversee the contracts for refurbishment to the Town Hall Clock.**

Councillors had previously been circulated with an agenda brief regarding the formation of a Committee to oversee the contracts and refurbishment of the Town Hall Clock. Councillors agreed that a committee should be set up to oversee the refurbishment as quickly as possible and should consist of the Town Mayor, Chairman of Finance, and Buildings and Recreation committee's or the deputies in their absence. It was discussed that the clock face could also now be included in the refurbishment. In view of the time constraints it was also discussed and agreed that the new Town Hall Clock Committee be allocated £4,000 from the budget to add to the donated public money. Further that plenary powers be given to the Town Hall Clock Committee to spend up to £8,000 to complete the repairs. Councillor K. Geary informed Councillors that the Clock Face repair should be put out to tender as normal procedure. Councillor Mrs. A. Matthews informed Councillors that former Councillor R. Austin, who was present at the rear of the chamber, could be co-opted onto the Town Hall Clock Committee to provide his experience in building matters and as the main fund raiser to see the project completed. Councillor Mrs. A. Matthews then asked Councillors permission to suspend Standing Orders to allow Mr R. Austin to speak regarding him co-opting onto the Town Hall Clock Committee.

**STANDING ORDERS WERE SUSPENDED.**

Councillor Mrs. A. Matthews asked Mr. R. Austin if he would be prepared to assist and join the Town Hall Clock Committee as a co-opted member. Mr. R. Austin informed Councillors that he would like to attend the committee meetings and assist with the repairs programme. Councillor G. John informed Councillors that although Mr. Austin would have no voting powers on the committee his experience would be invaluable.

**STANDING ORDERS WERE REINSTATED.**

**RESOLVED:** That the Town Council form a Town Hall Clock Committee to consist of a Chairman, being the Town Mayor. The Chairman of the Finance Committee or the deputy Chairman in his absence. The Chairman of the Building and Receptions Committee or the Deputy Chairman in his absence and Mr R. Austin as a co-opted member to the Committee.

**FURTHER RESOLVED:** That an upper limit of £8,000 be placed on the expenditure for the repairs to the clock and that the Town Hall Clock committee be granted plenary power to spend up to that amount for repairs.

**Update on Listed Building Application for installation of Flagpoles.**

Councillors had previously been circulated with a copy of an agenda brief regarding an update on the listed building application for the installation of flagpoles on the Town Hall. Noted.

**Car Parking Licence for Mintfield and sealing of Licence.**

Councillors had previously been circulated with a copy of an agenda brief and car parking licence for Mintfield House and the adjoining car parking space in the Town Hall car park. Councillor Mrs. A. Matthews, for the benefit of new Councillors, gave a brief history of events and circumstances that had led to the Town Council producing a licence agreement with the owners of Mintfield House for the use of a parking space in the Town Hall car park. Brief discussion followed regarding further amendments to the agreement and the current sign placed on the wall of Mintfield House. Councillor E. Williams informed Councillors that this was already a protracted situation and further



delay seemed un-necessary. He proposed that the Town Council proceed with the signing of the licence.

**RESOLVED:** That the Town Council proceed with the signing and sealing of the agreement between the Town Council and the owners of Mintfield House in relation to their use of the parking space on land owned by the Town Council within the Town Hall car park.

**019. LORNA HUGHES PARK.**

**Ideas for Fields in Trust.**

Councillors had previously been circulated with a copy of an agenda brief regarding the Lorna Hughes Park and Fields in Trust. Brief discussion followed with Councillors agreeing that the ideas put forward in the agenda brief should be actioned if possible. Every effort should be made to ensure the new plaque marking the area as a Field in Trust was securely positioned and fixed so as to prevent it being stolen.

**RESOLVED:** That the Town Council proceed with and obtain costing for new gate posts, gates and also possibly new bench seating, with a view of obtaining a grant from Fields in Trust.

**020. VALE OF GLAMORGAN COUNCIL.**

**Vale Councillors Report.**

Councillor G. John informed Councillors that following the election of the new Vale Council there had as yet been no business conducted. There was nothing at this time to report.

**Receipt of Agenda for Council meeting 25<sup>th</sup>. April, 2012.**

Councillors had previously been circulated with a copy of the Agenda for the Council meeting of 25<sup>th</sup>. April, 2012. Noted.

**Receipt of agenda for Extraordinary Council meeting 30<sup>th</sup>. April, 2012.**

Councillors had previously been circulated with a copy of the agenda for the Extraordinary Council meeting of 30<sup>th</sup>. April, 2012. Noted.

**Receipt of agenda for Annual Council meeting 23<sup>rd</sup>. May, 2012.**

Councillors had previously been circulated with a copy of the Agenda for the Annual Council meeting of 23<sup>rd</sup>. May, 2012. Noted.

**Inaugural Vale of Glamorgan Allotment Strategy 2012-2017.**

Councillors had previously been circulated with a copy of a letter from the Vale of Glamorgan Council regarding the inaugural Allotment Strategy 2012-2017. Noted.

**Appointment of Community Committee Member (Community Councillor) to the Standards Committee.**

Councillors had previously been circulated with a copy of a letter from the Vale of Glamorgan Council regarding the appointment of a Community Committee Member (Community Councillor) to the Standards Committee. Brief discussion followed with Councillor G. Ingram informing Councillors that he would be interested in being nominated as a representative.

**RESOLVED:** That the Town Council write to the Vale of Glamorgan Council nominating Councillor G. Ingram as a representative to the Standards Committee.

**021. WELSH ASSEMBLY GOVERNMENT.**

**Marine Conservation Zones (MCZ's)**

Councillors had previously been circulated with a copy of a letter received from the Welsh Assembly Government regarding Marine Conservation Zones. (MCZ's) Noted.

**Promoting Local Democracy White Paper.**

Councillors had previously been circulated with a copy of a letter received from the Welsh Assembly Government regarding the Promoting Local Democracy White Paper. Noted.

**022. PUBLICATIONS RECEIVED.**

**Receipt of Network Wales Issue 445. 16<sup>th</sup>. May, 2012.**

Councillors were made aware that the Town Council was in receipt of Network Wales Issue 445. 16<sup>th</sup>. May, 2012.

**Receipt of Network Jobs Issue 274. 18<sup>th</sup>. April, 2012.**

Councillors were made aware that the Town Council was in receipt of Network Jobs Issue 274. 18<sup>th</sup>. April, 2012.

**Severn Tidings. Issue 14. Spring 2012.**

Councillors were made aware that the Town Council was in receipt of Severn Tidings. Issue 14. Spring 2012. Noted.

**023. MISCELLANEOUS.**

**Letter from Llantwit Major Pantomime Society.**

Councillors had previously been circulated with a copy of a letter received from the Llantwit Major Pantomime Society. Noted.

**Notice of One Voice Wales 2012, Conference and AGM.**

Councillors had previously been circulated with a copy of a letter received from One Voice Wales Regarding the 2012, Conference and AGM. Noted.

**Invitation to Ham Manor Park Residents Association, "Party by the Pond."**

Councillors had previously been circulated with a copy of an invitation for all Councillors to attend The Ham Manor Park Residents Association, "Party by the Pond." Noted.

**One Voice Wales-Flood Risk Management at Community Level.**

Councillors had previously been circulated with a copy of a letter received from One Voice Wales-Flood Risk Management at Community Level. Councillor G. John informed Councillors that this was worth reading, however the Town Council had no responsibility for this subject. Noted.

Signed.....  
Mayor.

Dated.....

**024. PART II.**

The Public and Press may be excluded from the meeting during consideration of the items in Accordance with Section 100a(4) Of the Local Government Act, 1972.

**Complaint received via the Ombudsman.**

Councillors had previously been circulated with a copy of a complaint received via the Ombudsman. Brief discussion followed with Councillors agreeing that the Town Council should follow its Guidance Procedure in dealing with this matter.

**RESOLVED:** That the Town Council follow its Guidance Procedure to deal with this matter.

**Details of Claim received.**

Councillors had previously been circulated with a copy of a claim for damages received by the Town Council. Noted.

Signed.....

**Mayor.**

Dated.....