

Minutes of the meeting of Llantwit Major Town Council held on Thursday, 29th. November, 2012, At 7.05pm, at the Council Chamber, Old School, Wine Street, Llantwit Major.

Present;	Chairman.	Councillor. Mrs. A. Matthews – Mayor.	
	Councillors.	Mrs. S. Geary.) SOUTH EAST WARD.
		G. Ingram.)
		J. Evans.)
		Mrs. S. Hanks.) BOVERTON WARD.
		R. Jenkins.)
		M. Marsh.)
		M. Mason.)
		E. Williams.) NORTH WARD.
		K. Geary.)
		E. Hacker.)
		G. John.) WEST WARD.
		P. Lancaster)

Apologies for absence were received from Councillors.

Councillor. E. Hacker – Vale of Glamorgan Council commitment and possible late attendance.

Councillor. Mrs. P. Percy – Prior Work commitment.

Declaration of Interest Forms were received from Councillors.

Pursuant to the requirements of this Council's Code of Conduct, Councillor Mrs. P. Lancaster declared an interest under Recreation and Open Space, item 4 due to her membership of the Llantwit Major Bowling Club. Councillor M. Mason declared an interest under Recreation and Open Space, item 4 due to his membership of the Llantwit Major Bowling Club. Councillor R. Jenkins declared an interest under Recreation and Open Space, item 2 due to his membership of the Llantwit Major Rugby Football club. Councillor G. Ingram declared an interest under Miscellaneous, item 4 due to a relative being employment at the company, who had supplied information about the company's services to him. However the relative did not deal with specifically with the service mentioned on the agenda. Councillor J. Evans declared an interest under Recreation and Open Space item 2 due to his membership and being a Trustee of the Llantwit Major Rugby Football Club.

089. ITEM BROUGHT FORWARD.

Councillor Mrs. A. Matthews asked Councillors for permission to bring the item for the Community Constables report forward. This was agreed.

COMMUNITY CONSTABLE.**To receive Community Constable report.**

PC. Malone informed Councillors that since the last meeting there had been 37 crimes in 34 days. The recent period had been busy following the spate of burglaries in the area. This matter was currently being investigated by the CID Department and enquiries were proceeding. There had also been five cases of Criminal Damage to motor vehicles which had occurred on one night. Anti-social behaviour had caused problems especially around the area of the train station. British Transport Police had visited the area along with local officers who continued to monitor the area. PC. Malone had also been in consultation with the Chamber of Trade regarding the Christmas Illuminations event. There was to be a lantern Parade and various stalls and entertainment around the square. Insp. Mark Taylor who had been in charge of the Rural Vale Section retired that day and he was to be replaced by Insp. Sue Sidford, she would be taking up her post shortly. Councillor J. Evans enquired as to whether there had been any issues with the use of knives around the Train Station. PC Malone replied that knife crime was not an issue at this time, more the case that youths were gathering and playing loud music late at night which had caused annoyance to residents. Councillor Mrs. S. Hanks enquired as to whether the fact that officers were now booking on duty in Penarth had led to an increase in crime. PC Malone replied that he did not believe this to be the case. Councillor Mrs. P. Lancaster asked if the area along East Street could be looked at, one resident was having particular problems with motorists parking outside a premises block the exit. PC. Malone assured Councillors that he would take the appropriate action if any obstruction was caused.

Councillor Mrs A. Matthews thanked the officer for his attendance at the meeting and he then left the Chamber.

090. MINUTES.**Full Town Council meeting held on 25th. October, 2012.**

The minutes of the Full Town Council meeting held on 25th. October, 2012, had previously been circulated to the Council members. Councillor Mrs. S Geary informed Councillors that on page 057 of the minutes under item 077 Procedural Matters, Action Tracker line 11 beginning "soon be completed" the words actually used were "be completed within a month". This should be amended. Councillors agreed this amendment be used.

RESOLVED: That subject to the amending of the words "soon be completed" to read, "be completed within a month" on line 11 of page 057 under item 077 Procedural Matters, Action Tracker, the minutes of the Full Town Council meeting held on 25th. October, 2012, be adopted and accepted as a true record.

Matters arising.

There were no matters arising.

Report of the Boverton Road Regeneration Project Sub-Committee meeting held on 23rd. October, 2012.

The report of the Boverton Road Regeneration Project Sub-Committee meeting held on 23rd. October, 2012, had previously been circulated to the Council members. Councillors noted that the report did not appear on the agenda, however Councillor E. Williams noted that this had been a typing error and proposed that despite that the minutes should be included in the meeting and agreed. Councillors agreed with this proposal.

RESOLVED: That the report of the Boverton Road Regeneration Project Sub-Committee meeting held on 23rd. October, 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.

Report of the 5 Year Plan Committee meeting held on 31st. October, 2012.

The report of the 5 Year Plan Committee meeting held on 31st. October, 2012, had previously been circulated to the Council members.

RESOLVED: That the report of the 5 Year Plan Committee meeting held on 31st. October, 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.

Report of the Town Study Steering Group meeting held on 13th. November, 2012.

The report of the Town Study Steering Group meeting held on 13th. November, 2012, had previously been circulated to the Council members. Councillor R. Jenkins informed Councillors that although present at the meeting his name did not appear on list of those present.

RESOLVED: That subject to the addition of Councillor R. Jenkins name appearing as being present at the meeting, the report of the Town Study Group meeting held on 13th. November, 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.

Report of the Citizen of the Year Committee meeting held on 19th. November, 2012.

The report of the Citizen of the Year Committee meeting held on 19th. November, 2012, had previously been circulated to the Council members.

RESOLVED: That the report of the Citizen of the Year Committee meeting held on 19th. November, 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.

Report of the Youth Activities Forum meeting held on 20th. November, 2012.

The report of the Youth Activities Forum meeting held on 20th. November, 2012, had previously been circulated to the Council members.

RESOLVED: That the report of the Footpath Forum meeting held on 20th. November, 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.

091. SIGNING OF MINUTES.

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

092. TOWN MAYOR.

Councillors had previously been circulated with a copy of the Town Mayors engagements for the period 25th. October, 2012 to 28th. November, 2012. Noted.

Questions to the Mayor.

There were no questions to the Mayor.

093. COUNCIL MEETINGS.

Councillors had previously been circulated with a copy of Council meetings for the month of December, 2012. Noted.

094. PROCEDURAL MATTERS.

Action Tracker.

Councillors had previously been circulated with a copy of the Action Tracker. Councillor E. Williams informed Councillors that the disability report on the Town Hall had begun to be implemented. The Town Clerk informed Councillors that costs for improvements to handrails, ramps and other minor matters were being obtained. Councillor Mrs S. Geary enquired if when the Llantonian Hall were painted would it be possible for the blinds to be replaced. The Town Clerk informed Councillors that

it was being looked at but at this time there was no budget for this. Councillor E. Williams informed Councillors that as part of the 5 Year Plan such expenditure needed to be highlighted in advance and if Councillors had ideas which involved extra costs then these would need to be incorporated into the future planning of finances. Councillor Mrs. S. Hanks enquired regarding an update on the Cemetery Database. Councillor Mrs. A. Matthews informed Councillors that she had to declare an Interest in this matter, however she was in a position to provide an update if Councillors agreed. Councillors agreed that Councillor Mrs. A. Matthews could proceed with the update. Councillor Mrs. A. Matthews informed Councillors that the Cemetery Database would be ready by Christmas. Councillor Mrs. P. Lancaster enquired about the latest position with regard to a meeting held regarding the Tennis Court area. The Town Clerk informed Councillors that a meeting had been held involving some of the interested parties. The Town Council had not been represented at that time, as it was only to discuss equipment etc. Nomination of a Town Council representative was later on in the agenda.

Letter from Vale of Glamorgan Council Legal Services Department regarding Agreement for the Provision of Legal Services (Renewal).

Councillors had previously been circulated with a copy of a Letter from Vale of Glamorgan Council Legal Services Department regarding Agreement for the Provision of Legal Services (Renewal). Councillors R. Jenkins enquired if One Voice Wales could provide legal services. The Town Clerk informed Councillors that the Vale of Glamorgan Council provided legal services only when needed and had been used for specific reasons such as allotments and licences. These were specific Council related matters.

RESOLVED: That the Town Council renew its agreement with the Vale of Glamorgan Council Legal Services Department for the provision of Legal Services.

095. FINANCE.

Income for the period 10TH. October, 2012 to 21st. November, 2012.

Councillors had previously been circulated with a copy of the Income for the period 10th. October, 2012, to 21st. November, 2012. Councillor K. Geary enquired regarding the income recorded for the allotments. The Town Clerk informed Councillors that this had been a rebate received from Welsh Water. Noted.

Expenditure for the period 18th. October, 2012, to 21st. November, 2012.

Councillors had previously been circulated with a copy of the Expenditure for the period 18th. October, 2012, to 21st. November, 2012. Councillor J. Evans enquired as to what the entry for "Bulkpays" meant. The Town Clerk informed Councillors that this related to Town Council employees' salaries. Councillor Mrs S. Geary enquired as to why the Town Council did not have a direct debit for payments to British Gas. The Town Clerk informed Councillors that over the last few months she had been working with British Gas to try and sort out the mess that the accounts were currently in. This problem appeared to have begun back in 2008 when accounts and meters had been changed for some unknown reason. British Gas had been unhelpful in trying to resolve this major problem. Therefore the Town Clerk was now working her way through the complaints

procedure under British Gas rules. There had been some progress on one of the accounts, however it was proving difficult to resolve. Councillor Mrs. A. Matthews informed Councillors that the Town Clerk was doing her best, however British Gas were failing in their duty to resolve the accounts and until this was concluded to change payment methods or even switch suppliers would be inadvisable.

RESOLVED: That a formal letter of complaint should be sent to British Gas outlining the Town Councils deep concerns about their lack of action to resolve this issue.

Invoice for Play Wales Membership and Registration, 2013.

Councillors had previously been circulated with a copy of an invoice for Play Wales Membership and Registration, 2013. The Town Clerk apologised to Councillors as the document copied was the Welsh language version. It was not possible to discuss the matter further.

RESOLVED: That the invoice for Play Wales Membership and Registration, 2013 be put before the Next Full Town Council meeting for further discussion.

Letter from Gillett and Johnston regarding 1 and 3 year maintenance contracts for the Town Hall Clock.

Councillors had previously been circulated with a copy of a Letter from Gillett and Johnston regarding 1 and 3 year maintenance contracts for the Town Hall Clock. Brief discussion followed with Councillors expressing some concern that the Town Hall Clock was not currently working correctly. It was agreed that this matter should be brought back to the next Full Town Council meeting.

RESOLVED. That the letter from Gillett and Johnston regarding 1 and 3 year maintenance contracts for the Town Hall Clock be brought back to the next Full Town Council meeting for further discussion.

Letter from Llantwit Major Christmas Illuminations Committee regarding reduction of hiring fees for the Town Hall and Llantonian Hall for Christmas Lantern making.

Councillors had previously been circulated with a copy of a Letter from Llantwit Major Christmas Illuminations Committee regarding reduction of hiring fees for the Town Hall and Llantonian Hall for Christmas Lantern making. An extended period of discussion followed with Councillors expressing some concern regarding the letter of application.

Councillor E. Hacker entered the Chamber.

The Town Clerk informed Councillors that the lantern making was in aid of Cystic Fibrosis as a registered charity. The rooms had originally been booked by their organiser and the Christmas Illuminations Committee had become involved and submitted the letter. Councillors had previously passed a resolution regarding the payments for the hire of Town Council premises and reduced rates would only apply to Registered Charities. As the Christmas Illuminations Committee was not a Registered Charity then the full rate would apply. Further discussion followed with Councillors agreeing that the organiser from Cystic Fibrosis be asked to make the booking for that organisation and therefore the Charity rate would be applied. Councillors agreed that any invoice must then be paid by the Cystic Fibrosis for the hire of rooms for the Charity rate to be applied.

RESOLVED: That a new invoice be issued to the organiser from the Cystic Fibrosis Charity.

Grant Aid Application and Statement of Accounts from Llantwit Major Christmas Illuminations Committee.

Councillors had previously been circulated with a copy of a Grant Aid Application and Statement of Accounts from Llantwit Major Christmas Illuminations Committee. An extended period of discussion followed with Councillors expressing their deep concern regarding the balance sheet submitted by the Christmas Illuminations Committee.

RESOLVED: That the Town Council, in principle, agree to pay Grant Aid to the Llantwit Major Christmas Illuminations Committee as requested, providing invoices were received showing the Costs incurred by the electrical contractor and and other additional lighting costs to the value of £4,950.00.

FURTHER RESOLVED: That the Llantwit Major Christmas Illuminations Committee be requested to provide a full and proper set of accounts to be presented to the Town Council by 31st. January, 2013.

096. DEVELOPMENT.

Planning Applications decisions by the Vale of Glamorgan Council.

Councillors had previously been circulated with a copy of the Planning Application 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.

Letter from the Vale of Glamorgan Council Planning Department regarding Town and Country Planning Act, 1990 (as amended) – Planning Appeal Against Refusal of a Household Application.

Councillors had previously been circulated with a copy of a Letter from Letter from the Vale of Glamorgan Council Planning Department regarding Town and Country Planning Act, 1990 (as amended) – Planning Appeal Against Refusal of a Household Application. Noted.

097. CEMETERY.

Councillors noted the following Cemetery matters.

- 1) Burial of Anthony George Evans in Grave no. C210 (new grave) on 26th. October, 2012.
- 2) Burial of William Woods in Grave no. F301 (re-open) on 30th. October, 2012.
- 3) Burial of cremated remains of Terrance David Regan in Grave no. Hk6 (new grave) on 2nd. November, 2012.
- 4) Burial of Richard Sharpe in Grave no. C243 (new grave) on 2nd. November, 2012.
- 5) Burial of Raymond John Bolter in Grave no. A64 (re-open) on 20th. November, 2012.

RESOLVED: That approval be granted for the Exclusive Right of Burial Certificate to be issued and sealed on behalf of the Town Council in respect of matters 1, 3 & 4.

Agenda brief regarding Globe Fields

Councillors had previously been circulated with a copy of an agenda brief regarding Globe Fields. Brief discussion followed with Councillors agreeing that the Globe Field was unlikely to be a suitable location for a future Cemetery. Councillor G. John informed Councillors that although it was not essential at this time to find a suitable location this was not a subject that could be put off for much longer and Councillors should now start to think of alternatives.

098. CENOTAPH.**Letter regarding Memorial Maintenance Agreement for Cenotaph from Mossfords Monumental Sculptors.**

Councillors had previously been circulated with a copy of a letter regarding Memorial Maintenance Agreement for Cenotaph from Mossfords Monumental Sculptors. Brief discussion regarding the Cenotaph with Councillors noting how clean it now was. Councillor E Williams informed Councillors that at the present time the maintenance for the Cenotaph had not been included in the budget and would have to be included in the future five year plan. Councillors agreed that future cleaning work should be placed out to tender at this point.

RESOLVED: That the Town Council put out to tender the contract for maintenance of the Cenotaph.

099. RECREATION AND OPEN SPACES.**Vale of Glamorgan Council Playground Inspection/Maintenance Log for 6th. November, 2012.**

Councillors had previously been circulated with a copy of the Vale of Glamorgan Council Playground Inspection/Maintenance Log for 6th. November, 2012. Noted.

Letter from Llantwit Major Rugby Football Club regarding dog faeces on the rugby pitches.

Councillor J. Evans had previously declared an interest in this matter.

Councillors had previously been circulated with a copy of a letter from Llantwit Major Rugby Football Club regarding dog faeces on the rugby pitches. Councillors J. Evans and R. Jenkins had previously declared an interest in this matter. Councillor G. John informed Councillors that the Rugby Club should contact Mr. Parish from the Vale of Glamorgan Council to ensure that any new signage was lawful. Councillors agreed that new signage was acceptable subject to advice and the Rugby Club should keep the Town Clerk informed.

RESOLVED: That the Town Council agree to new dog fouling signage being placed on the Recreation Field subject to advice from the Vale of Glamorgan Council and the signs being lawful.

Letter from Llantwit Major Bowls Club regarding Management Agreement.

Councillors had previously been circulated with a copy of a letter from Llantwit Major Bowls Club regarding the Management Agreement. Councillor M. Mason had previously declared an interest in

this matter. Brief discussion followed with Councillors agreeing that apart from School activities there was not a need for the Bowling to take place before 2.00pm as requested by the Bowls Club.

RESOLVED: That the Town Council inform the Llantwit Major Bowling Club of its decision not to allow bowling, other than for schools activities, before 2.00pm.

Agenda brief regarding Tennis Courts – Multi Sports Facility.

Councillors had previously been circulated with a copy of an agenda brief regarding Tennis Courts – Multi Sports Facility. The Town Clerk informed Councillors that a previous Town Council resolution had placed a condition that as landlords the Town Council should have a representative on any committee formed to deal with this project. Following brief discussion Councillor Mrs. S. Hanks agreed to act as the Town Councils observer at any future meeting.

RESOLVED: That Councillor Mrs. S. Hanks be appointed as the Town Council representative with regard to the proposed new Multi-Sports facility on the Tennis Courts.

100. SEAVIEW PARK.

Agenda brief regarding trees in Seaview Park.

Councillors had previously been circulated with a copy of an agenda brief regarding two Cherry trees in Seaview Park. It was noted that this was within the Town Clerks remit and was for information only.

Agenda brief regarding trees in Seaview Park.

Councillors had previously been circulated with a copy of an agenda brief. It was agreed that these works had not been budgeted for and were not urgent.

RESOLVED: That no action be taken within this financial year to the other trees in Seaview Park.

101. VALE OF GLAMORGAN COUNCIL.

Vale Councillors report.

Councillor G. John informed Councillors that he had attended an impact conference with regard to the new Welfare Reform Act which was going to have a significant impact on Council budgets. The Eisteddfod had proved successful with visitor numbers around the 139,000 mark. The Eisteddfod had made a profit of around £50,000. He had also met with C/Insp. Gary Osbourne from the Vale of Glamorgan Police Division regarding crime rates around the Vale of Glamorgan. It was possible that Llantwit Major may acquire an additional PCSO in the future. Vale of Glamorgan Councillors had also attended seminars with regard to new planning laws. There were also to be changes with regard to regional transport grants. There were likely to be cut backs, but the Vale of Glamorgan Council would be fighting hard to support bus services.

Email regarding the Story of the Heritage Coast, update and report.

Councillors were made aware that the Town Hall was in receipt of a copy of an Email regarding the Story of the Heritage Coast, update and report. Noted.

102. WELSH GOVERNMENT.**Letter regarding Marine Conservation Zones – Next Steps following consultation.**

Councillors had previously been circulated with a copy of a Letter regarding Marine Conservation Zones – Next Steps following consultation. Noted.

103. PUBLICATIONS RECEIVED.

Councillors noted that the Town Hall Office were in receipt of the following Publications.

Network Wales Issue 454. 24th. October, 2012.

Network Wales Issue 455. 7th. November, 2012.

Play for Wales Issue 38 Winter 2012.

Letter from The Voice along with Magazine Issue 20. Autumn 2012.

Report from Health and Safety Executive- Childrens Play And Leisure, Promoting a Balanced Approach.

Glamorgan Heritage Coast Newsletter Autumn 2012.

Vale of Glamorgan Council Community Liaison Committee Agenda for meeting held on 23rd. October, 2012 and minutes of meeting held on 31st. July, 2012.

Letter from Cardiff and Vale of Glamorgan Pension Fund 2011/2012 regarding Annual Report and Accounts.

104. MISCELLANEOUS.**To receive representative, Dr. Sharon Hopkins, from Cardiff and Vale University Health Board regarding South Wales Programme and letter from Cardiff and Vale University Health Board.**

The Town Clerk informed Councillors that due to the sudden illness of a relative Dr. Hopkins was unable to attend. The Town Clerk informed Councillors that a proposed new date could be the 17th. or 19th. of December, 2012. This would an open forum outside the Town Council meeting, this would allow other groups to attend and provide a longer period for the presentation and questions.

RESOLVED: That the Town Council defer the presentation from the Cardiff and Vale University Health Board to a later date to be arranged by the Town Clerk.

Letter from the Boundary Commission for Wales regarding the 2013 Review of Parliamentary Constituencies in Wales, Revised Proposals.

Councillors had previously been circulated with a copy of a Letter from the Boundary Commission for Wales regarding the 2013 Review of Parliamentary Constituencies in Wales, Revised Proposals. Noted.

Letter from the Society of the Friends of the Glamorgan Heritage Coast Association.

Councillors had previously been circulated with a copy of a Letter from the Society of the Friends of the Glamorgan Heritage Coast Association.

RESOLVED: That the Town Council invite a representative of the Society of the Friends of the Glamorgan Heritage Coast Association to the next Full Town Council meeting.

Letter from Llamau regarding PAT Testing.

Councillors had previously been circulated with a copy of a letter from Llamau regarding PAT Testing. Councillor G. Ingram had previously declared an interest in this matter. Brief discussion followed with Councillors agreeing to place Llamau on the Town Council tendering list.

RESOLVED: That the Town Council place Llanmu on the tendering list for Town Council works.

One Voice Wales agenda and minutes for area meeting 19th. November, 2012.

Councillors had previously been circulated with a copy of the One Voice Wales agenda and minutes for area meeting 19th. November, 2012. Noted.

Agenda brief regarding Remembrance Sunday.

Councillors had previously been circulated with a copy of an agenda brief regarding Remembrance Sunday. Councillor G. John informed Councillors that the event had gone very well. There were some minor issues which needed to be addressed regarding the order of march and these could be presented to the Royal British Legion debrief meeting which Councillor M. Mason would be attending.

RESOLVED: That Councillor M. Mason take comments made to the Royal British Legion debrief meeting.

Signed.....

TOWN MAYOR.

Date.....