

Minutes of the meeting of Llantwit Major Town Council held on Thursday, 25th. April, 2013, 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.
		J. Evans.)
		M. Marsh.) BOVERTON WARD.
		R. Jenkins.)
		Mrs. S. Hanks.)
		M. Mason.)
		E. Williams.) NORTH WARD.
		Mrs. P. Percy.)
		K. Geary)
		G. John.) WEST WARD.
		Mrs. P. Lancaster.	

Apologies for absence were received from Councillors.

Councillor. E. Hacker – Vale of Glamorgan Council commitment.

Councillor. G. Ingram – Illness.

Declaration of Interest Forms were received from Councillors.

Pursuant to the requirements of this Council's Code of Conduct, Councillor K. Geary declared a non-prejudicial interest under item 2 of Recreation and Open Space, Councillor M. Mason declared an interest under item 2 of Recreation and Open Space, Councillor Mrs. S Geary declared an interest under item 2 of Recreation and Open Space and Councillor Mrs. P. Percy declared an interest under item 1 Old School.

172. MINUTES.

Full Town Council meeting held on 28th. March, 2013.

The minutes of the Full Town Council meeting held on 28th. March, 2013, had previously been circulated to the Council members. Councillor Mrs. P. Percy informed Councillors that it had not been recorded that she had left the Chamber under the item Vale of Glamorgan Council, St. Illtyds Car Park having declared an interest.

RESOLVED: That subject to the amendment showing that Councillor Mrs. P. Percy had left the Chamber under The Vale of Glamorgan Council, item regarding St. Illtyds Car Park, the minutes of the Full Town Council meeting held on 28th. March, 2013, be adopted and accepted as a true record.

Matters arising.

There were no matters arising.

Report of the Planning Committee meeting held on 27th. March, 2013.

The report of the Planning Committee meeting held on 27th. March, 2013, had previously been circulated to the Council members.

RESOLVED: That the report of the Planning Committee meeting held on 27th. March, 2013, 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 Allotment Sub-Committee meeting held on 4th. April, 2013.

The report of the Allotment Sub-Committee meeting held on 4th. April, 2013, had previously been circulated to the Council members. Councillor J. Evans informed Councillors that following the recent Health and Safety Inspection there were some items that needed further discussion before action was taken. Councillors agreed that the subject of the Allotments be sent to the next meeting of the Buildings and Recreation Committee for further discussion.

RESOLVED: That the report of the Allotment Sub-Committee meeting held on 4th. April, 2013, be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

FURTHER That the Town Clerk make enquiries into the costing for the testing and removal
RESOLVED: of material located on the Allotments which may contain Asbestos.

Matters arising.

There were no matters arising.

Report of the Planning Committee meeting held on 8th. April, 2013.

The report of the Planning Committee meeting held on 8th. April, 2013, had previously been circulated to the Council members. Councillor G. John informed Councillors that with regard to the last item of the report, it should be noted that the application was subject to an amended plan.

RESOLVED: That the report of the Planning Committee meeting held on 8th. April, 2013, 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 8th. April, 2013.

The report of the Citizen of the Year Committee meeting held on 8th. April, 2013, had previously been circulated to the Council members.

RESOLVED: That the report of the Citizen of the Year Committee meeting held on 8th. April, 2013, be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters arising.

There were no matters arising.

173. SIGNING OF MINUTES.

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

174. TOWN MAYOR.

Councillors had previously been circulated with a copy of the Town Mayors engagements for the period 28th. March, 2013, to 24th. April, 2013. Noted.

Questions to the Mayor.

There were no questions to the Mayor.

175. COUNCIL MEETINGS.

Meetings for the month of May, 2013.

Councillors had previously been circulated with a copy of Council meetings for the month of May, 2013. Noted.

176. COMMUNITY CONSTABLE.

To receive Community Constable report.

The Community Constable was not present in the Chamber. Councillors noted that no apologies had been received from the Community Constable.

177. PROCEDURAL MATTERS.**Action Tracker.**

Councillors had previously been circulated with a copy of the Action Tracker. Councillor Mrs P. Percy enquired regarding the Globe Field. Brief discussion followed with Councillors noting that it was unlikely that the field could be used as a cemetery and further consideration would have to be given to another location. Councillor Mrs. S. Geary enquired if this was an update regarding the tennis courts and the proposed indoor facility. The Town Clerk informed Councillors that Mr. Pilcher was still looking to proceed with a planning application, but had not yet submitted this.

To review the Town Council's Flag Flying Policy, Agenda brief, Councillor Mrs S. Hanks.

Councillors had previously been circulated with a copy of the Town Council Flag Flying Policy. Brief discussion followed regarding the recent funeral of the former Prime Minister, this had led to some confusion as to when the Town Hall Flags should be lower to Half Mast. Councillors agreed that the Town Council Policy should remain in place and any future queries could be dealt with on a case by case basis with reference to the College of Herald.

RESOLVED: That the Town Council Flag Flying Policy was agreed. An addition point be included to read. That guidance be taken from the College of Arms in relation to national guidelines on flying the flags.

To accept amendment to Town Council Standing Orders, Voting on Appointments.

Councillors had previously been circulated with a copy of an amendment to the Town Council Standing Orders, voting on appointments. An extended period of discussion followed. It was agreed that the wording was not acceptable. The Town Clerk read out a number of alternatives.

RESOLVED: That the Standing Orders be amended to include; That except in a year of election of Town Councillors, the Council, shall at the penultimate ordinary meeting of the Council, before the Annual meeting, select the Councillors to be nominated for election as Town Mayor and appointment as Deputy Town Mayor at the Annual Meeting.

Email and letter, nomination for appointment of Deputy Mayor 2013.

Councillors had previously been circulated with a copy of an email and letter regarding the nomination for appointment of Deputy Mayor, 2013. Councillors noted that Councillor M. Mason had been nominated for the post of Deputy Mayor for 2013. Councillor M. Mason accepted the nominations.

RESOLVED: That Councillor M. Mason be nominated at the 2013 Annual Meeting of the Town Council for the Post of Deputy Mayor.

To nominate substitute representative for Creative Rural Communities.

The Town Clerk informed Councillors that due to other work commitments she had been unable to attend some of the meetings with Creative Rural Communities and therefore asked if in future a member of the Town Council could attend in her place to ensure the Town Council was kept up to date. Brief discussion followed with Councillors agreeing that it was important for the Town Council

to have a representative at meetings involving Creative Rural Communities. Councillor J. Evans volunteered to attend and this was agreed.

RESOLVED: That Councillor J. Evans would attend Creative Rural Communities meetings in the future should the Town Clerk be unable to do so.

Email received from Vale Of Glamorgan Council regarding Minor Authority Governor at Y Bont Faen Primary School.

Councillors had previously been circulated with a copy of an Email received from Vale Of Glamorgan Council regarding Minor Authority Governor at Y Bont Faen Primary School. Brief discussion followed with Councillors agreeing that the Cowbridge Town Council should be allowed to continue supplying a Governor for Y Bont Faen Primary School in Cowbridge.

RESOLVED: That the Town Council do not nominate a Councillor to act as a Minor Authority Governor at Y Bont Faen Primary School, Cowbridge.

To discuss theme for School Garden Competition regarding health and safety concerns over the use of Organic Materials.

Councillor M. Mason informed Councillors that some concern had been expressed at Llanilltud Fawr Primary School regarding the use of Organic Material to produce flowers and vegetables. Brief discussion followed with Councillors agreeing that in the best interests of safety the local schools would be asked to produce pots of flowers and vegetables in an environmentally friendly way as possible.

RESOLVED: That the Town Council ask schools to produce pots of flowers and vegetables for the competition in the most environmentally friendly way as possible.

178. FINANCE.

Income and Expenditure sheets.

Councillors had previously been informed that the current Income and Expenditure sheets were unavailable due to the submission of financial records to the Town Councils Accountants for auditing purposes.

Letter received from Local Government Finance and Public Service Performance Division regarding "Section 137 Expenditure": Limit for 2012-13.

Councillors had previously been circulated with a copy of a Letter received from Local Government Finance and Public Service Performance Division regarding "Section 137 Expenditure": Limit for 2012-13. Councillor Mrs. P. Percy enquired as what exactly Section 137 Expenditure was. The Town Clerk gave Councillors a brief explanation on how expenditure on grants was organised.

ICCM Corporate Membership Invoice.

Councillors had previously been circulated with a copy of the ICCM Corporate Membership Invoice. Brief discussion followed with Councillors agreeing that the membership of the ICCM provided useful information to the Town Council and membership should be continued.

RESOLVED: That the Town Council renew its membership of the ICCM in the total sum of £90.00.

179. 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.

Email received from Valeways regarding information on Valeways – Countryside Access and Walking in the Vale of Glamorgan

Councillors had previously been circulated with a copy of an Email received from Valeways regarding information on Valeways – Countryside Access and Walking in the Vale of Glamorgan. Noted.

180. CEMETERY.

Councillors noted that there were no burial matters.

Quotations received in respect of Grave Digging Services for the Cemetery.

Councillors had previously been circulated with a copy of Quotations received in respect of Grave Digging Services for the Cemetery. Brief discussion followed regarding the quotations received with Councillors agreeing that the quotation received from Mr. S. Harris should be accepted by the Town Council.

RESOLVED: That grave Digging Services be awarded the Grave Digging Contract for the Boverton Road Cemetery for the period of the next three years.

181. RECREATION AND OPEN SPACES.

Vale of Glamorgan Council Playground Inspection/Maintenance Log for 8th. April, 2013.

Councillors had previously been circulated with a copy of the Vale of Glamorgan Council Playground Inspection/Maintenance Log for 8th. April, 2013. Noted.

Letter received from resident regarding hedge removal on land adjacent to the Town Council Allotments.

Councillors had previously been circulated with a copy of a Letter received from resident regarding hedge removal on land adjacent to the Town Council Allotments. Brief discussion followed with Councillors noting that the land referred to in the letter belonged to the South Wales Fire and Rescue Service. Councillors agreed that the letter should be forwarded to the Fire Service for their information.

RESOLVED: That the Letter received from a resident regarding hedge removal on land adjacent to the Town Council Allotments be forwarded to the South Wales Fire and Rescue Service for their information.

Councillor G. John entered the Chamber.

182. CENOTAPH.

Quotations received in respect of maintenance contract for the Cenotaph.

Councillors had previously been circulated with a copy of Quotations received in respect of maintenance contract for the Cenotaph. Brief discussion followed regarding the quotations received and Councillors agreed that the quotation received from Mossfords for a three year contract should be accepted.

RESOLVED: That the Town Council award the contract in respect of maintenance of the Cenotaph for three years to Mossfords in the sum of £1,470.00.

183. LLANTONIAN HALL.

Letter received from Loose Boots Line Dance requesting permission to place a lockable cabinet inside the Llantonian Hall.

Councillors had previously been circulated with a copy of a letter received from Loose Boots Line Dance requesting permission to place a lockable cabinet inside the Llantonian Hall. Brief discussion followed with Councillors expressing concern over the size of the cabinet and insurance issues relating to the cabinet and its contents. Councillors agreed that the Town Clerk should consult with Loose Boots and report back to the Town Council.

RESOLVED: That the Town Clerk consult with Loose Boots over the size of Cabinet, contents and insurance issue. The Town Clerk to report back to the next meeting of the Full Town Council.

Councillor Mrs P. Percy left the Chamber.

184. OLD SCHOOL.

Report of meeting held on Wednesday, 17th. April, 2013, between Gillybeans and Cylch Meithrin and copy of letter from Welsh Scout Council.

Councillors had previously been circulated with a copy of the Report of meeting held on Wednesday, 17th. April, 2013, between Gillybeans and Cylch Meithrin and copy of letter from Welsh Scout Council. The Town Clerk informed Councillors that the meeting between Gillybeans and the Cylch Meithrin had been very productive and several issues resolved. The Cylch Meithrin had also enquired about additional use of the Old School for afternoon sessions. Brief discussion then followed regarding the charges for the hire of rooms for additional afternoon sessions. Councillors

agreed that the Cylch Meithrin would only be charged fifty percent of the normal rate for the first six months of the hiring and this should be reviewed at the end of the six month period.

RESOLVED: That the Cylch Meithrin be given a fifty percent reduction on hiring fees for the Old School covering afternoon sessions and this reduction be reviewed after the first six months of hiring.

FURTHER RESOLVED: That a letter be sent to the Welsh Scout Council answering their concerns raised from the points made by the Cylch representative.

Councillor Mrs. P. Percy entered the Chamber.

185. SEA VIEW PARK.

Agenda brief from Councillor G. Ingram regarding Dog Fouling Signs, Sea View Park.

Councillors had previously been circulated with a copy of an Agenda brief from Councillor G. Ingram regarding Dog Fouling Signs, Sea View Park. Brief discussion followed regarding the signage in Sea View Park. Councillors agreed that the Town Clerk should obtain costing's for the replacement of the two existing signs

RESOLVED: That the Town Clerk obtain costing's for the replacement of the two Dog Fouling Signs displayed on Sea View Park.

186. VALE OF GLAMORGAN COUNCIL.

Vale Councillors report.

Councillor G. John informed Councillors that there had been recent meetings between the Vale of Glamorgan Council and Contractors hired to carry out housing refurbishment work across the Vale of Glamorgan. There had been numerous complaints regarding the standard of work carried out and these matters were now being addressed. Work was being undertaken on the Llantwit Major Leisure Centre to improve facilities, other works were being undertaken at Barry and Penarth. Highways maintenance work would also soon be undertaken on the roads around the Llysworney area which may cause some traffic diversion. The new traffic control measures at the top of Llanmaes Road should have been completed, however there had been a delay and this was being looked into. Further road improvement work was still planned for the Aberthaw bends and this would go ahead next year. The new enforcement officers had now become active and had visited Llantwit Major. Councillor E. Williams informed Councillors that the major report into Schools within the Vale of Glamorgan was still under consideration and Councillors would be updated as soon as possible. The Town Clerk informed Councillors that it was important that Councillors who attended outside organisation meetings should report back to the Town Council on the content of those meetings. This could be done verbally and would assist the Town Council to keep abreast of local developments. Councillors also noted that a World Fairtrade Day had been set for June 2013. Councillor Mrs S. Hanks enquired about the Petition undertaken with regard to the Princess of

Wales Hospital. The Town Clerk informed Councillors that arrangements were in hand for the Petition to be handed to the Welsh Government on 7th. May, 2013 and Councillors would be contacted to make arrangements. Councillor G. John requested that Mrs Jane Hutt AM for the Vale of Glamorgan also be informed of the time the Petition was to be handed over.

Agenda brief regarding area of rough ground in Trebeferad, Llantwit Major.

Councillors had previously been circulated with a copy of an Agenda brief regarding area of rough ground in Trebeferad, Llantwit Major. Brief discussion followed with Councillors agreeing that a letter should be sent to the Vale of Glamorgan Council requesting this matter receive attention.

RESOLVED: That the Town Council write to the Vale of Glamorgan Council regarding the area of land in Trebeferad which requires clearing.

Letter received from Vale of Glamorgan Council regarding Household Waste Recycling Centre, Llandow.

Councillors had previously been circulated with a copy of a Letter received from Vale of Glamorgan Council regarding Household Waste Recycling Centre, Llandow. Brief discussion followed with Councillors agreeing that some limited improvements had occurred, but the pot holes, although marked, had not yet been filled. The contents of the letter were noted.

Letter received from the Vale of Glamorgan Council regarding seat on Dimlands Road.

Councillors had previously been circulated with a copy of a Letter received from the Vale of Glamorgan Council regarding seat on Dimlands Road. Noted.

Email received from Vale of Glamorgan Council, Consultation Policy Officer, regarding Vale of Glamorgan Council, Draft Improvement Objectives.

Councillors had previously been circulated with a copy of an Email received from Vale of Glamorgan Council, Consultation Policy Officer, regarding Vale of Glamorgan Council, Draft Improvement Objectives. Noted.

Email received from Vale of Glamorgan Council, Electoral and Members Services Team Leader, Vale of Glamorgan Council regarding Community By-elections – guidance note.

Councillors had previously been circulated with a copy of an Email received from Vale of Glamorgan Council, Electoral and Members Services Team Leader, Vale of Glamorgan Council regarding Community By-elections – guidance note. Noted.

Agenda Community Liaison Committee meeting, Wednesday, 20th. March, 2013.

Councillors had previously been circulated with a copy of the Agenda Community Liaison Committee meeting, Wednesday, 20th. March, 2013. Noted.

187. PUBLICATIONS RECEIVED.

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

Network Wales Issue 464. 3rd. April, 2013.
 Network Wales Jobs Issue 312. 3rd. April, 2013.
 Play for Wales Issue 39 Spring 2013.
 Welsh Guards Regimental Magazine 2012.

188. MISCELLANEOUS.

Email received from Cardiff and Vale of Glamorgan Health Board regarding South Wales Programme, Forthcoming Public Consultation and information on how to obtain updated progress.

Councillors had previously been circulated with a copy of an Email received from Cardiff and Vale of Glamorgan Health Board regarding South Wales Programme, Forthcoming Public Consultation and information on how to obtain updated progress. Brief discussion followed with Councillors noting the contents of the letter and agreeing that the Llantonian Hall would be suitable for any future drop in sessions, however a public meeting would require a larger venue such as the School Hall. The Town Clerk was asked to respond to the email suggesting these venues.

RESOLVED: That the Town Clerk reply to the email from the Cardiff and Vale of Glamorgan Health Board to suggest the Llantonian Hall and Llantwit Major School Hall as possible venues for public consultation exercises.

Letter received from Llantwit Major School regarding "Community Week" and report of informal meeting held on Monday 15th. April, 2013, with School representative.

Councillors had previously been circulated with a copy of a Letter received from Llantwit Major School regarding "Community Week" and report of informal meeting held on Monday 15th. April, 2013, with School a representative. Councillor E. Williams informed Councillors that the meeting had been very constructive. A number of suggestions had been put forward as indicated in the report. Councillor A. Matthews informed Councillors that some funding might be required from the Town Council to purchase paint for example. Brief discussion followed with Councillors agreeing that the project was a very good idea.

RESOLVED: That the list of projects previously circulated be accepted with the Town Clerk purchasing any materials required to her limit of £500.00.

FURTHER That a donation of £200.00 be made to the Community Week.

RESOLVED:

Agenda brief for information regarding Llanilltyd Fawr in Flower.

Councillors had previously been circulated with a copy of an Agenda brief for information regarding Llanilltyd Fawr in Flower. Councillor Mrs S. Geary informed Councillors that a coffee morning was being held on 6th. June, 2013, at Old Rose Dew House and all Councillors were invited to attend. The contents of the agenda brief were noted.

Letter received from resident regarding Llantwit Major Social Club.

Councillors had previously been circulated with a copy of a Letter received from resident regarding Llantwit Major Social Club. Councillor Mrs. A. Matthews informed Councillors that she had been invited to Chair this meeting, but this would be as a resident and not as Town Mayor. The contents of the letter were noted.

Letter and information sheet received from Western Power regarding power cuts, improving the electricity network.

Councillors had previously been circulated with a copy of a Letter and information sheet received from Western Power regarding power cuts, improving the electricity network. Noted.

Agenda brief regarding Town Twinning – Boat.

Councillors had previously been circulated with a copy of an Agenda brief regarding Town Twinning – Boat. The Town Clerk informed Councillors that she was satisfied that the boat in question did belong to the resident concerned. Councillors agreed that the boat in the Council chamber should be returned to the resident.

RESOLVED: That the boat currently housed in the Council Chamber be returned to its owner.

Agenda brief regarding invitation to Mr. Alun Michael, Police and Crime Commissioner for South Wales to attend a Town Council meeting.

Councillors had previously been circulated with a copy of an Agenda brief regarding invitation to Mr. Alun Michael, Police and Crime Commissioner for South Wales to attend a Town Council meeting. Brief discussion followed with Councillors agreeing that a formal invitation should be sent by the Town Council to the Police and Crime Commissioner for South Wales to attend a Town Council meeting. The Town Clerk informed Councillors that a Special meeting of the Town Council could be arranged as this would allow time for questions to be asked. This was agreed.

RESOLVED: That the Town Council send a formal invitation to Mr. Alun Michael, the Police and Crime Commissioner for South Wales to attend a Special Meeting of the Full town Council on a date to be decided.

Agenda brief and Councillors replies regarding Fairtrade Campaign.

Councillors had previously been circulated with a copy of an Agenda brief and Councillors replies regarding the Fairtrade Campaign.

Councillor E. Williams informed Councillors that two replies had been received, but more were needed. A report needed to be formulated by the end of May and agreed by the Town Council before a Fairtrade Status Application could be made.

RESOLVED: That Town Councillors continue to supply information on Fairtrade usage within the town of Llantwit Major.

Report of SLCC Wales Training Seminar, 17th. April, 2013.

Councillors had previously been circulated with a copy of a Report of SLCC Wales Training Seminar, 17th. April, 2013. The Town Clerk gave a brief verbal report of the SLCC Wales Training Seminar. The contents of the report were noted.

One Voice Wales Area meeting Agenda for meeting 22nd. April, 2013, and minutes of meeting held 14th. January, 2013.

Councillors had previously been circulated with a copy of the One Voice Wales Area meeting Agenda for meeting 22nd. April, 2013, and minutes of meeting held 14th. January, 2013. Noted.

To discuss permission for Town Mayor to sign a declaration for Fairtrade beyond 2015 Campaign.

Councillors had previously been circulated with a copy of a declaration for Fairtrade beyond 2015 Campaign. Brief discussion followed with Councillors agreeing that the Town Mayor should be allowed to sign the Declaration for Fairtrade beyond 2015 Campaign document on behalf of the Town Council at the appropriate time.

RESOLVED: That the Town Mayor sign the Declaration for Fairtrade beyond 2015 document on behalf of the Town Council at the appropriate time.

Signed.....

Date.....

TOWN MAYOR.

189. 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.

Letter received from WPS Insurance.

Councillors had previously been circulated with a copy of a letter received from WPS Insurance. Noted.

Signed.....
TOWN MAYOR.

Date.....