

Minutes of the meeting of Llantwit Major Town Council held on Thursday, 27th. June, 2013, At 7.05pm, at the Council Chamber, Old School, Wine Street, Llantwit Major.

Present;	Chairman.	Councillor. Mr. K. Geary – Mayor.	
	Councillors.	Mrs. S. Geary.) SOUTH EAST WARD.
		G. Ingram.)
		M. Marsh.) BOVERTON WARD.
		Mrs. S. Hanks.)
		E. Williams.) NORTH WARD.
		Mrs. P. Percy.)
		G. John.) WEST WARD.
		Mrs. P. Lancaster.)

PCSO. M. Thomas.

Mrs. E. Griffiths – Representative of the Cylch Meithrin.

Apologies for absence were received from Councillors.

Councillor. R. Jenkins – Holiday.

Councillor. Mrs. A. Matthews – Prior engagement.

Councillor. E. Hacker – Holiday.

Councillor. M. Mason – Representing Town Council at Function.

Councillor. J. Evans – Prior engagement.

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 Procedural Matters, item 3, Bowls Club, due to her husband's membership of the Bowls Club.

217. ITEMS BROUGHT FORWARD.

Councillor K. Geary asked Councillors for permission to bring the items for the Community Constables Report and the two items for the Cylch Meithrin under the Old School heading, forward to this point in the meeting. Councillors agreed.

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

PCSO M. Thomas informed Councillors that since the last meeting there had been a total of 24 crimes of which 10 had been detected. The Victorian Fair Day had passed off very well and without major incident. There had been no other serious incidents of note. PCSO Thomas informed Councillors that at the last meeting the annual crime figures he had provided were not totally accurate. This had been a mistake and was partly due to the difficulty in obtaining figures from the Police Computer. The actual figures for detection rates were better than he had indicated. Councillors thanked the officer for this clarification and the officer was asked if an accurate set of figures could be made available. PCSO Thomas informed Councillors that he would see if this could be done. Councillor Mrs. S. Hanks enquired if there was a drug problem in Llantwit Major. PCSO Thomas informed Councillors that there was not a serious drug problem in Llantwit Major and that serious crime was also not a problem and that incidents of a more serious nature were generally dealt with quickly and resulted in the matters being detected. Councillor Mrs P. Lancaster enquired regarding access to the Defibrillator held at the Police Station. PCSO Thomas informed Councillors that the towns First Responders were aware of the location of the Defibrillator and had access to it. There were no further questions, Councillor K. Geary thanked the officer for his attendance at the meeting and PCSO Thomas vacated the Chamber.

OLD SCHOOL.**Drawings and options re kitchen and fencing by Cylch Meithrin Llanilltud Fawr.**

Councillors had previously been circulated with a copy of drawings and options for fitting kitchen and fencing at the Old School by Cylch Meithrin, Llanilltud Fawr. Councillor K. Geary asked Councillors for permission to suspend Standing Orders to allow Mrs. E. Griffiths to address Councillors and answer any questions.

STANDING ORDERS WERE SUSPENDED.

A period of discussion followed with Councillors asking questions relating to the proposed installation of a kitchen, shed and fencing around the Old School. Mrs. Griffiths informed Councillors that the Shed was quite small and could be located at the side of the building. There were three options for fencing and these were discussed at length. Councillors agreed that a picket fence would be the ideal long term solution, however there may be a need for temporary fencing to be installed initially. Fire exit points and access points to other parts of the Old School would have to be incorporated into the planning following discussions with the Fire Officer. Further discussion then followed regarding the next item on the agenda.

To discuss request by Cylch Meithrin Llanilltud Fawr regarding use of gents toilets.

Councillors had previously been circulated with a copy of a request by Cylch Meithrin, Llanilltud Fawr regarding use of gents' toilets. Councillors enquired regarding the use of the Gents' toilet area. Mrs. Griffiths explained that along with the Kitchen area, discussions had taken place with the Welsh Scouts Council Staff who would also be using these facilities. Agreement had taken place over how the facilities could be jointly used. Councillor K. Geary then thanked Mrs. E. Griffiths for her attendance at the meeting.

STANDING ORDERS WERE THEN REINSTATED.

It was then;

RESOLVED: That the Cylch Meithrin be allowed to place a shed in the grounds at the Old School, subject to the site location being approved by the Town Clerk.

FURTHER RESOLVED: That the Cylch Meithrin be allowed to install fencing around the area of the Old School, if necessary, a mixture of retractable type and picketing fencing as appropriate.

FURTHER RESOLVED: That the Cylch Meithrin be allowed to use the Gents' toilet area as part of the facilities available for use by the Cylch Meithrin.

Mrs. E. Griffiths then vacated the Chamber.

218. MINUTES.**Full Town Council meeting held on 30th. May, 2013.**

The minutes of the Full Town Council meeting held on 30th. May, 2013, had previously been circulated to the Council members. Councillor Mrs. S. Geary informed Councillors that on the first line of page 160 the word "there" was incorrect and should be spelt "their."

RESOLVED: That subject to the amending of the word "there" to read "their" of the first line of Page 160, the minutes of the Full Town Council meeting held on 30th. May, 2013, be adopted and accepted as a true record.

Matters arising.

There were no matters arising.

Report of Planning Committee meeting held on 28th. May, 2013.

Councillors had previously been circulated with a copy of the Report of Planning Committee meeting held on 28th. May, 2013.

RESOLVED: That the report of the Planning Committee meeting held on 28th. May, 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 Citizen Awards Panel meeting held on 10th. June, 2013.

Councillors had previously been circulated with a copy of the Report of Citizen Awards Panel meeting held on 10th. June, 2013.

RESOLVED: That the report of the Citizen Awards Panel meeting held on 10th. June, 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 Working Group Committee meeting held on 12th. June, 2013.

Councillors had previously been circulated with a copy of the Report of Working Group Committee meeting held on 12th. June, 2013. It was noted that the report stated 13th. June, 2013.

RESOLVED: That subject to the date being amended to the 12th. June, 2013, the report of the Working Group Committee meeting held on 12th. June, 2013, be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters arising.

Councillor Mrs. S. Geary enquired whether the Gardener/Handyman had completed the Working at Heights Course. The Town Clerk informed Councillors that yes he completed an “e” learning course.

Report of Finance and Policy Committee meeting held on 13th. June, 2013.

Councillors had previously been circulated with a copy of the Report of Finance and Policy Committee meeting held on 13th. June, 2013.

RESOLVED: That the report of the Finance and Policy Committee meeting held on 13th. June, 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 Building and Receptions Committee meeting held on 17th. June, 2013.

Councillors had previously been circulated with a copy of the Report of Building and Receptions Committee meeting held on 17th. June, 2013.

RESOLVED: That the report of the Building and Receptions Committee meeting held on 17th. June, 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 Finance and Policy Committee meeting held on 17th. June, 2013.

Councillors had previously been circulated with a copy of the report of Finance and Policy Committee meeting held on 17th. June, 2013.

RESOLVED: That the report of the Finance and Policy Committee meeting held on 17th. June, 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 Planning Committee meeting held on 19th. June, 2013.

Councillors had previously been circulated with a copy of the Report of Planning Committee meeting held on 19th. June, 2013.

RESOLVED: That the report of the Planning Committee meeting held on 19th. June, 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.

219. SIGNING OF MINUTES.

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

220. TOWN MAYOR.

Councillors had previously been circulated with a copy of the Town Mayors engagements for the period 30th. May, 2013, and 26th. June, 2013. Noted.

Questions to the Mayor.

There were no questions to the Mayor.

221. COUNCIL MEETINGS.**Meetings for the month of July, 2013.**

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

222. PROCEDURAL MATTERS.**Action Tracker.**

Councillors had previously been circulated with a copy of the Action Tracker. Councillor Mrs. S. Geary enquired as to whether the cupboard for Loose Boots had been installed in the Llantonian Hall. The Town Clerk informed Councillors that it had been. Councillor M. Mason enquired if there was any update on the Town Twinning. The Town Clerk informed Councillors that there was nothing new to report. Councillor Mrs. S. Hanks enquired as to when the Llantwit Major School Community week was due to begin. The Town Clerk informed Councillors that the 16th. July, 2013, was the proposed start date.

Members Reports.

There were no Members Reports.

To discuss recommendation to form a Bowls Sub Committee.

Councillors had previously been circulated with a copy of an Agenda brief regarding the formation of a Bowls Club Sub-Committee. Brief discussion followed with Councillors agreeing that this was a good idea, however it would need further discussion and this should be sent to the next meeting of the Building and Recreations Committee for further consideration.

RESOLVED: That the formation of a Bowls Club Sub-Committee be sent to the next Building and Recreations Committee meeting for further consideration.

223. FINANCE.**Income for the period 16th. May, 2013 to 19th. June, 2013.**

Councillors had previously been circulated with a copy of the Income for the period 16th. May, 2013, to 19th. June, 2013. Noted.

Expenditure for the period 23rd. May, 2013 to 23rd. June, 2013.

Councillors had previously been circulated with a copy of the Expenditure for the period 23rd. May, 2013 to 23rd. June, 2013. Councillor Mrs. S. Geary enquired as to whether the Mayor's expensive figures related to the previous Mayor's time in office. The Town Clerk confirmed this was the case. The Expenditure record was then noted.

Bank Reconciliation for April & May.

Councillors had previously been circulated with a copy of the Bank Reconciliation for April & May. Noted.

Mr. Alun Michael, Police and Crime Commissionaire for South Wales entered the Chamber.

Llantwit Major Town Council Annual Return Statement of Accounts 2012/13, and receive Report by Internal Auditor.

Councillors had previously been circulated with a copy of the Llantwit Major Town Council Annual Return Statement of Accounts 2012/13, and received report by Internal Auditor. The Town Clerk informed Councillors that she had been very pleased with the contents of the report. It raised VAT issues and recommended a VAT review. Generally the points raised were consistent with her own concerns in improving the financial controls of the Town Council. Councillor Mrs. S. Geary expressed concerns over the Land Registry comments and whether Town Council owned land was properly registered. Councillors agreed that this needed further research. Brief discussion followed regarding the computerisation of the cash book, Councillors agreed that a computerised cash book system should now be used.

RESOLVED: That the Town Council accept the Annual Town Council Return Statement of Accounts 2012/13, and receive the Internal Auditors Report.

FURTHER That the Town Clerk make enquiries to ensure all Town Council owned land is properly registered at the Land Registry.

FURTHER That the Town Clerk implement a computerised Cash Book System.
RESOLVED:

224. ITEM BROUGHT FORWARD.

Councillor K. Geary asked Councillors permission to adjourn the meeting at this point to allow Councillors to receive Mr. Alun Michael the Police and Crime Commissioner for South Wales. This was agreed and the meeting was adjourned. Councillors then vacated the Chamber.

To receive Mr. Alun Michael the Police and Crime Commissioner for South Wales.

Councillors received a presentation in the Annex Room of the Old School from Mr. Alun Michael the Police and Crime Commissioner for South Wales. This was followed by a question and answer session. At the conclusion Councillor K. Geary thanked Mr. Michael for his attendance at the meeting and Mr. Michael then left the building. Councillors then returned to the Chamber.

Councillor K. Geary then asked Councillors for permission to restart the meeting, this was agreed.

223. Letter from Vale of Glamorgan Council regarding Community Action Self Help (C.A.S.H.) Grants 2013/14.
Cont.

Councillors had previously been circulated with a copy of a Letter from Vale of Glamorgan Council regarding Community Action Self Help (C.A.S.H.) Grants 2013/14. Brief discussion followed with Councillors agreeing that the Town Council should proceed with the works to Lorna Hughes Park in line with the conditions laid down by the Vale of Glamorgan Council.

RESOLVED: That the Town Council proceed with the works to Lorna Hughes Park as detailed by the Vale of Glamorgan Council letter regarding the C.A.S.H Grants, with the Town Council Match Funding £1,555.00.

To discuss painting contract for Old School.

Councillors had previously been circulated with a copy of quotations to paint the Old School. Brief discussion followed with Councillors agreeing the quotation received from SMART be accepted.

RESOLVED: That the contract to paint the Old School be awarded to SMART in the sum of £1,610.00 excluding VAT.

225. 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.

226. CEMETERY.

Councillors noted the following Burial Matters.

- 1) Burial of Alfred Brewer in Grave no. B74 (Pre purchased) on 11th. June, 2013.
- 2) Burial of Eileen Beryl Whitelegg in Grave no. C211 (new grave) on 21st. June, 2013.

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 No. 2.

227. RECREATION AND OPEN SPACES.

Vale of Glamorgan Council Playground Inspection/Maintenance Log for 5th. June, 2013.

Councillors had previously been circulated with a copy of the Vale of Glamorgan Council Playground Inspection/Maintenance Log for 5th. June, 2013. Noted. The Town Clerk informed Councillors that a problem had occurred with the Zip Wire on the Recreation Field since that Playground Inspection had taken place. The Zip Wire had been removed for 24 hours whilst temporary repairs were made and new parts had been dispatched which would improve on the current design and safety of the Zip Wire.

OLD SCHOOL.**Drawings and options re kitchen and fencing by Cylch Meithrin Llanilltud Fawr.**

This matter had been dealt with earlier in the meeting.

To discuss request by Cylch Meithrin Llanilltud Fawr regarding use of gents toilets.

This matter had been dealt with earlier in the meeting.

228. VALE OF GLAMORGAN COUNCIL.**Vale Councillors report.**

Councillor G. John informed Councillors that the biggest issue recently had been the Bus Services. This had been caused by Welsh Government cut backs for fuel support payments to Councils. There would be a new service and route to Bridgend from Llantwit Major and new community links transport was being arranged. The current X45 service would be withdrawn in July and a new service introduced hourly. There would also be changes to the X91 service and further discussions were taking place with regard to new services between some of the villages. Councillor E. Williams informed Councillors that changes to void properties in the Vale of Glamorgan had occurred, this would ensure that vacant housing stock would be reallocated much faster. The Schools Review was still under consideration. The Estyn School Inspection had taken place and the report was generally favourable for schools throughout the Vale of Glamorgan. Councillor K. Geary informed Councillors that he too had been very busy attending a number of Scrutiny Committee meetings.

Letter regarding responsibility for car park adjacent to St. Illtyds Primary School.

Councillors had previously been circulated with a copy of a Letter regarding responsibility for car park adjacent to St. Illtyds Primary School. Noted.

Letter regarding request for monument, roundabout junction of B4265 and Cowbridge Road, Llantwit Major.

Councillors had previously been circulated with a copy of a Letter regarding request for monument, roundabout junction of B4265 and Cowbridge Road, Llantwit Major. Brief discussion followed with Councillors agreeing that this matter should be forwarded to the next Full Town Council meeting for further discussion and to allow Councillor J. Evans to provide an agenda brief.

RESOLVED: That the subject of the installation of a monument on the roundabout at the junction of B4265 and Cowbridge Road, Llantwit Major be sent to the next Full Town Council Meeting for further consideration, with further details being provided by Councillor J. Evans.

Funding for Town & Community Council Websites.

Councillors had previously been circulated with a copy of a letter regarding the Funding for Town & Community Council Websites. Brief discussion followed with Councillors agreeing that the Town

Council should complete the Grant Application Form and submit it to the Vale of Glamorgan Council.

RESOLVED: That the Town Council submit the Grant Application Form to the Vale of Glamorgan Council regarding funding for Town and Community Websites.

Agenda brief regarding Recycling Scheme update.

Councillors had previously been circulated with a copy of an Agenda brief regarding Recycling Scheme update. Councillor Mrs. P. Percy informed Councillors that it was important local businesses were made aware of the recycling scheme and every effort should be made to advertise this presentation. Councillors agreed that the best times for this would be between 3.30pm and 7.00pm on 16th. July, 2013 and it should be a drop in session. The Town Clerk informed Councillors that she had also spoken to the Vale of Glamorgan Council Creative Rural Communities team to look at the possibility of this date also being used for them to hold a drop in session with regard to Town Centre Management.

RESOLVED: That Town Councillors promote the Recycling Scheme wherever possible.

229. WELSH GOVERNMENT.

Email from Jane Hutt AM regarding response to Strategic Review of Welsh Ambulance Service .

Councillors had previously been circulated with a copy of an Email from Jane Hutt AM regarding response to Strategic Review of Welsh Ambulance Service. Noted.

Letter from Mark Drakeford AM regarding Llantwit Major Town Council Petition about service change in South Wales.

Councillors had previously been circulated with a copy of a Letter from Mark Drakeford AM regarding the Llantwit Major Town Council Petition, service change in South Wales. Noted.

Letter Welsh Government, Chairman of the Commission on Public Service Governance and Delivery.

Councillors had previously been circulated with a copy of a Letter Welsh Government, Chairman of the Commission on Public Service Governance and Delivery. Brief discussion followed with Councillors agreeing that each Councillor should, if they so wished, make their own reply to this letter. The contents were noted.

Consultation Document, Local Government (Wales) Measure 2011 Part 7: Communities and Community Councils.

Councillors had previously been circulated with a copy of a Consultation Document, Local Government (Wales) Measure 2011 Part 7: Communities and Community Councils. Councillor G. John informed Councillors that this was a very important document and needed to be studied

by Councillors before making further comment. Councillors agreed this matter should be brought back for consideration at the next Full Town Council Meeting.

RESOLVED: That the Consultation Document, Local Government (Wales) Measure 2011 Part 7: Communities and Community Councils be brought back to the next Full Town Council Meeting for further consideration.

230. PUBLICATIONS RECEIVED.

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

The Journal, ICCM. Summer issue 2013.

231. ONE VOICE WALES.

Letter regarding Membership of One Voice Wales 2013-14.

Councillors had previously been circulated with a copy of a Letter regarding Membership of One Voice Wales 2013-14. Brief discussion followed with Councillors agreeing that membership of One Voice Wales did not benefit the Town Council at the present moment in time and therefore membership should not be applied for.

RESOLVED: That the Town Council do not take up membership of One Voice Wales.

Training courses – Understanding Law & Health and Safety

Councillors had previously been circulated with a copy of letter regarding Training courses – Understanding Law & Health and Safety. Noted.

232. MISCELLANEOUS.

To receive Mr. Alun Michael the Police and Crime Commissioner for South Wales.

This matter had been dealt with earlier in the meeting. Councillors requested the Town Clerk write to Mr. Alun Michael thanking him for his attendance at the meeting.

RESOLVED: That the Town Council write to Mr. Alun Michael the Police and Crime Commissioner for South Wales, thanking him for his attendance at the meeting.

To discuss Town Councils response to the UHB Consultation.

Brief discussion followed with Councillors agreeing that Option Three as set out in the UHB Consultation document would be the preferred option of the Town Council.

RESOLVED: That the Town Council write to the University Health Board for Cardiff and the Vale informing them that with regard to the Consultation document, the Llantwit Major Town Councils preferred option for change would be Option Three.

Letter from Alun Cairns MP regarding Bridgend Princess of Wales Hospital – consultation launched.

Councillors had previously been circulated with a copy of a Letter from Alun Cairns MP regarding Bridgend Princess of Wales Hospital – consultation launched. Noted.

Agenda brief Fair Trade Conference and possible way forward to ensure Town Fair Trade status is retained

Councillors had previously been circulated with a copy of an Agenda brief, Fair Trade Conference and possible way forward to ensure Town Fair Trade status is retained. Councillor Mrs. P. Percy informed Councillors that herself and Councillor E. Williams had attended the Conference and gained a useful insight into the future of Fair Trade and its involvement within the community. Councillor Mrs. P. Percy enquired as to whether the Town Council had a Constitution for Fair Trade. The Town Clerk informed Councillors that there was a Terms of Reference for the Fair Trade Forum and she would supply this to Councillor Mrs. P. Percy. Brief discussion followed and it was agreed that Councillors Mrs. P. Percy and E. Williams should continue the work of promoting Fair Trade within the Town of Llantwit Major.

RESOLVED: That Councillors Mrs. P. Percy and E. Williams continue to promote Fair Trade through the Fair Trade Forum.

Letter regarding changes to Llantwit Major Post Office

Councillors had previously been circulated with a copy of a Letter regarding changes to Llantwit Major Post Office. Noted.

Letter from Cardiff Conservation Volunteers

Councillors had previously been circulated with a copy of a Letter from Cardiff Conservation Volunteers. Noted.

Letter from Secretary, Christmas Illuminations Committee

Councillors had previously been circulated with a copy of a Letter from the Secretary, Christmas Illuminations Committee. An extended period of discussion followed. Councillors expressed concerns that no meeting had yet been arranged for the Christmas Illuminations Committee and no accounts had yet been produced despite requests. Councillors agreed that a public meeting should be called to invite other representatives from organisations who had expressed an interest in assisting with the Christmas Illuminations to be present and then look to take the process forward.

RESOLVED: That the Town Council write again to the Christmas Illuminations Committee, informing them of the Town Councils intention to call a public meeting to discuss the Christmas Illuminations and inviting them to attend that public meeting with an up to date set of accounts.

Signed.....

Date.....

TOWN MAYOR.