

**Minutes of the meeting of Llantwit Major Town Council held on Thursday, 25<sup>th</sup>. July, 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 ) G Ingram ) <b>SOUTH EAST WARD</b> Mrs A Matthews )
		M. Marsh ) <b>BOVERTON WARD</b> Mr J Evans )
		E Williams ) Mrs P Percy ) <b>NORTH WARD</b> M Mason ) E Hacker )
		G. John ) <b>WEST WARD</b> Mrs P Lancaster )

PCSO M Thomas

Mr Dayne Owens – Representative of the Citizen Advice Bureau

Apologies for absence were received from Councillors.

Councillor Mrs. S. Hanks – Holiday leave

Councillor R Jenkins – Family emergency

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 spaces, items 3 and 5. Meeting with Bowls Club and Discuss quotation for proposed Management of Bowling Green 2013/14, due to her husband’s membership of the Bowls Club. Councillor E. Hacker declared an interest under Recreation and Open spaces, items 3 and 5. Meeting with Bowls Club and Discuss quotation for proposed Management of Bowling Green 2013/14, due to his Membership of the Bowls Club. Councillor M. Mason declared an interest under Recreation and Open spaces, items 3 and 5. Meeting with Bowls Club and Discuss quotation for proposed Management of Bowling Green 2013/14, due to his Membership of the Bowls Club. Councillor Mrs. S. Geary declared an interest under Recreation and Open spaces, item 4, Material at the Allotments due to her being an Allotment Holder.

**233. MINUTES**

**Full Town Council meeting held on 27<sup>th</sup>. June, 2013.**

The minutes of the Full Town Council meeting held on 27<sup>th</sup>. June, 2013, had previously been circulated to the Council members. Councillors noted that the following amendments were necessary. Page 172 line 4 the word “Planning” needed to be changed to “Finance and Policy.” Page 176, Line 29 the word “Send” needed to be changed to “Sent.”

**RESOLVED:** That subject to the amendment of the minutes, on Page 172 line 4 the word “Planning” be changed to “Finance and Policy,” and Page 176, line 29 the word “Send” be changed to “Sent,” the minutes of the Full Town Council meeting held on 27<sup>th</sup> June, 2013, be adopted and accepted as a true record.

**Matters arising.**

There were no matters arising.

**Report of the Boverton Road Regeneration Sub-Committee meeting held on 5<sup>th</sup> July, 2013**

Councillors had previously been circulated with a copy of the Report of the Boverton Road Regeneration Sub-Committee meeting held on 5<sup>th</sup> July, 2013.

**RESOLVED:** That the report of the Boverton Road Regeneration Sub-Committee meeting held on 5<sup>th</sup> July, 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 Town Study Group meeting held on 9<sup>th</sup> July, 2013**

Councillors had previously been circulated with a copy of the Report of Town Study Group meeting held on 9<sup>th</sup> July, 2013.

**RESOLVED:** That the report of the Town Study Group meeting held on 9<sup>th</sup> July, 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 12<sup>th</sup> July, 2013**

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

**RESOLVED:** That the report of the Working Group Committee meeting held on 12<sup>th</sup> July, 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 15<sup>th</sup> July, 2013**

Councillors had previously been circulated with a copy of the Report of Planning Committee meeting held on 15<sup>th</sup> July, 2013.

**RESOLVED:** That the report of the Planning Committee meeting held on 15<sup>th</sup> July, 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.

**234. SIGNING OF MINUTES**

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

**235. TOWN MAYOR**

Councillors had previously been circulated with a copy of the Town Mayors engagements for the period 27<sup>th</sup>. June, 2013 to 24<sup>th</sup>. July, 2013. Councillor K. Geary asked Councillors to also note that the Civic Service had taken place but was not mentioned. Noted.

**Questions to the Mayor.**

There were no questions to the Mayor.

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

PCSO M. Thomas informed Councillors that since the last meeting there had been a total of 31 Crimes reported, of these 19 had been detected. There had been one incident of note, this was a case of assault which occurred in the Town Centre on the previous weekend. This had involved local people and MOD personal. That matter was being dealt with by the local officers and MOD Police from St. Athan. Joint action was being taken and MOD personal had been advised to stay out of the Town Centre for the coming weekend. Additional police and MOD police patrols were being planned to prevent a re-occurrence of the problem. PCSO Thomas had been in liaison with the new Civil Enforcement Officers regarding parking issues and it was hoped their presence would help alleviate parking issues. Other crimes had been of a minor nature. Councillor G. John enquired as to what type of service personal had been involved in the incident that weekend. PCSO Thomas replied that it had been MOD personal but he did not wish to identify the type of personal, however there had been a good deal of co-operation between the Senior MOD officers and MOD Police to ensure there would be no further incidents. Councillor Mrs. P. Lancaster informed the officer that she had received numerous complaints regarding excessive noise which had occurred over the previous weekend. PCSO Thomas informed Councillors that both the Police Constable Barrett the Vale of Glamorgan Police Licensing Officer and the Vale of Glamorgan Council Environmental and Licensing Departments were already aware and the Pub Watch Committee would no doubt become aware of the incidents. Councillor J. Evans enquired if action could be taken to enforce by-laws at the beach regarding camping and dog owners walking dogs on the beach when this was supposed to be banned during the summer months. PCSO Thomas informed Councillors that the Police would continue to make patrols in the area. Councillor G. John suggested that if local people were concerned about incidents and noise within the Town then they should be encouraged to write to the Vale of Glamorgan Council to register those complaints.

Councillor K. Geary thanked the officer for his attendance at the meeting and PCSO Thomas then vacated the Chamber.

**237. COUNCIL MEETINGS****Meetings for the month of September, 2013**

Councillors had previously been circulated with a copy of Council meetings for the month of September, 2013. Councillors noted the meetings and also the fact that a Five Year Plan Committee meeting should be added to the list for the 3<sup>rd</sup>. September, 2013.

**238. PROCEDURAL MATTERS****Action Tracker**

Councillors had previously been circulated with a copy of the Action Tracker. Councillor G. John enquired regarding the refurbishment of the stone book on the Cenotaph. The Town Clerk informed Councillors that a grant application would be submitted in the near future. With regard to the Cemetery, the tree issues were still being looked into and the Ivy had been mostly cleared by the School Children during the Community Week. The situation would be further monitored. The area at the Rugby Club Car Park had now been cleared. There were no further questions.

Mr. Dayne Owens entered the Chamber.

Councillor K. Geary asked Councillors for permission to bring the item under Miscellaneous, Citizens Advice Bureau forward to this point in the meeting. This was agreed.

**239. ITEMS BROUGHT FORWARD****MISCELLANEOUS****To receive Mr. Dayne Owens from the Citizens Advice Bureau regarding services for the Llantwit Major area**

Councillor K. Geary welcomed Mr. Dayne Owens to the Chamber.

Councillors E. Hacker and E. Williams entered the Chamber.

Mr. Owens handed out Powerpoint presentation sheets relating to the functions of the Citizens Advice Bureau. Mr. Owens then gave a brief history of the Citizens Advice Bureau and then went through the various headings of the Powerpoint sheets giving a brief explanation for each. At the conclusion of the presentation a period of questions and answers followed. At the end of that period Councillor K. Geary informed Councillors that there would be a coffee morning on 10<sup>th</sup> August, 2013 to raise money as part of the Mayors Charity Fundraising events and that the Citizens Advice Bureau was to be one of the organisations he would be raising money for. Councillor K. Geary then thanked Mr. Owens for his attendance at the meeting and Mr. Owens then vacated the Chamber.

**PROCEDURAL MATTERS Cont.****Members Reports**

Councillor M. Marsh informed Councillors of his attendance at the Police Consultative Panel meeting at which a number of local policing issues had been addressed. Councillor Mrs. P. Percy thanked Councillors for their assistance with regard to the Vale of Glamorgan Council Recycling Project meeting held in the Llantonian Hall. Although not well attended it had still been a useful exercise. Councillor J. Evans informed Councillors that the last meeting of the Pub Watch had been cancelled due to the lack of attendance by landlords, however another meeting was now scheduled for 2<sup>nd</sup>. August, 2013.

**Email regarding invitation to launch of Llantwit Food-Bank Distribution Centre**

Councillors had previously been circulated with a copy of an Email regarding an invitation to the launch of Llantwit Food-Bank Distribution Centre. Councillor K. Geary informed Councillors that he would be attending. Councillor Mrs. A. Matthews informed Councillors that she would be unable to attend. The invitation was noted.

**To agree amendments to Llantwit Major Town Council Financial Regulations**

Councillors had previously been circulated with a copy of the amendments to Llantwit Major Town Council Financial Regulations. The Town Clerk informed Councillors that the main changes were to wording, depending on the circumstances as to whether she was acting as the Town Clerk or the Responsible Financial Officer.

**RESOLVED:** That the Town Council adopt the amendments to the Llantwit Major Town Council Financial Regulations.

**Invitation to Town Clerk to attend Vale Show Breakfast regarding Regeneration in the Vale, A Local Approach**

Councillors had previously been circulated with a copy of an Invitation to Town Clerk to attend Vale Show Breakfast regarding Regeneration in the Vale, A Local Approach. Brief discussion followed with Councillors agreeing that the Town Clerk should be granted permission to attend the Vale Show Breakfast regarding Regeneration in the Vale, A Local Approach.

**RESOLVED:** That the Town Clerk be granted permission to attend the Vale Show Breakfast regarding Regeneration in the Vale, A Local Approach.

**240. FINANCE****Income for the period 28<sup>th</sup> June, 2013 to 18<sup>th</sup> July, 2013**

Councillors had previously been circulated with a copy of the Income for the period 28<sup>th</sup> June, 2013 to 18<sup>th</sup> July, 2013. Noted.

**Expenditure for the period 24<sup>th</sup> June, 2013, to 18<sup>th</sup> July, 2013**

Councillors had previously been circulated with a copy of the Expenditure for the period 24<sup>th</sup> June, 2013, to 18<sup>th</sup> July, 2013. Noted.

**Bank Reconciliation for the period, 1<sup>st</sup> June, 2013, to 30<sup>th</sup> June, 2013**

Councillors had previously been circulated with a copy of the Bank Reconciliation for the period, 1<sup>st</sup> June, 2013, to 30<sup>th</sup> June, 2013. Noted.

**Email from Vale of Glamorgan Council Youth Services regarding funding for Llantwit Major Youth Council**

Councillors had previously been circulated with a copy of an Email from Vale of Glamorgan Council Youth Services regarding funding for Llantwit Major Youth Council. Councillor E. Williams informed Councillors that the breakdown of funding for the Youth Council had been set out in the email. It was agreed that the information supplied showed how the funding was to be spend.

**RESOLVED:** That the Town Council pay the invoice received from the Vale of Glamorgan Youth Services Department for Youth Services in the sum of £2,000.00

**Letter received from The Welsh Memorial in Flanders Campaign**

Councillors had previously been circulated with a copy of a Letter received from The Welsh Memorial in Flanders Campaign. Brief discussion followed regarding a possible donation from the Town Council. Councillors noted that normally this was dealt with at the Finance Committee Meeting every January, however as this was for a special occasion a donation of £50.00 should be given to the Welsh Memorial in Flanders Campaign.

**RESOLVED:** That a donation of £50.00 be made by the Town Council to the Welsh Memorial in Flanders Campaign from the Civic Service budget due to an under spend in this budget.

**Email regarding Independent Remuneration Panel for Wales Annual Report – December 2012 – Community and Town Councils – Vale of Glamorgan**

Councillors had previously been circulated with a copy of an Email regarding Independent Remuneration Panel for Wales Annual Report – December 2012 – Community and Town Councils – Vale of Glamorgan. Noted.

**Agenda brief regarding Registering of Town Council land and properties**

Councillors had previously been circulated with a copy of an Agenda brief regarding Registering of Town Council land and properties. The Town Clerk informed Councillors that initial enquiries had showed that some property were already registered, however depending on dates of ownership, some property may yet not need registering and others would. Further enquiries were still needed. The agenda brief was then noted.

**241. 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.

**242. CEMETERY**

Councillors noted the following Burial Matters.

- 1) Burial of Valarie Cummings in Grave no. Hc9 (re-open) on 28<sup>th</sup>. June, 2013.
- 2) Burial of Beatrice Harris in Grave no. F189 (re-open) on 5<sup>th</sup>. July, 2013.

**Emails received from University of Wales, Newport. Request to film**

Councillors had previously been circulated with copies of emails received from University of Wales, Newport, request to film. Brief discussion followed with Councillors expressing concern over the nature of the filming which had not been made clear. Councillors agreed that filming could take place providing further details were supplied as to the extent of the filming and the Town Clerk was satisfied that the filming was of an appropriate nature for a Cemetery.

**RESOLVED:** That filming at the Cemetery by the University of Wales be allowed to take place, subject to the Town Clerk being satisfied that the filming would of an appropriate nature.

**243. RECREATION AND OPEN SPACES**

**Agenda brief regarding Covering for areas on Recreation Field**

Councillors had previously been circulated with a copy of an Agenda brief regarding Covering for areas on Recreation Field. Brief discussion followed with Councillors agreeing that the idea required further discussion, costing and budgeting. It was agreed therefore to send the idea to the Five Year Plan Committee for further consideration.

**RESOLVED:** That the subject of Covering for areas on the Recreation Field be sent to the Five Year Plan Committee for further consideration.

**Agenda brief regarding the continued use of the Miri Mieri Garden**

Councillors had previously been circulated with a copy of an Agenda brief regarding the continued use of the Miri Mieri Garden. Brief discussion followed with Councillors expressing some concern over the current poor state of the area. It was agreed that the Town Clerk should contact the organisers of the Miri Mieri Garden and arrange a meeting to establish what their future plans were for the area.

**RESOLVED:** That a meeting be arranged between the organisers of the Miri Mieri Garden, Councillors on the Allotment Committee and the Town Clerk.

**Report of informal meeting with representatives of the Bowls Club**

Councillors had previously been circulated with a copy of the Report of an informal meeting with representatives of the Bowls Club. Councillor G. Ingram informed Councillors that the meeting had been quite productive with several issues being discussed. Councillors also expressed some concerns regarding the future plans for the possible refurbishment of the current buildings. It was agreed that the subject of the Bowls Club required further discussion and should therefore be sent to the Buildings and Recreations Committee.

**RESOLVED:** That the subject of the formation of a new Bowls Club Sub-Committee be sent to the Buildings and Recreations Committee for further consideration.

**Agenda brief regarding Materials at the Allotments**

Councillor Mrs S Geary declared an interest.

Councillors had previously been circulated with a copy of an Agenda brief regarding Materials at the Allotments. Brief discussion followed with Councillors agreeing that the Allotments Sub-Committee should meet as soon as possible to make recommendations for the Town Council to consider.

**RESOLVED:** That the Allotment Sub-Committee meet to make recommendations to the Full Town Council.

**Discuss quotation for proposed Management of Bowling Green 2013/14**

Councillor Mason, Councillor Hacker, Councillor Mrs Lancaster declared an interest.

Councillors had previously been circulated with a copy of a quotation for proposed Management of Bowling Green 2013/14. Brief discussion followed with Councillors agreeing that the maintenance of the Bowling Green should proceed.

**RESOLVED:** That the Management of the Bowling Green as proposed by Avonmore Associates proceed as specified in the sum of £2,660.00.

**244. OLD SCHOOL****Agenda brief and update regarding works to Old School**

Councillors had previously been circulated with a copy of an Agenda brief and update regarding works to Old School. The Town Clerk informed Councillors that work was proceeding ahead of schedule. The Town Clerk then provided Councillors with information regarding the installation of the rainwater goods. Seren Contractors had failed to honour the terms of the contract for the fitting of the rainwater goods. S Middleton had offered to fit the rainwater goods for the same price. Councillors agreed that S Middleton should be asked to complete the works. Councillors then discussed the termination of the contract with Seren Contractors. The Town Clerk informed

Councillors that she had taken advice from the Legal Department of the Vale of Glamorgan Council who had advised on the format of a formal letter of termination of contract. It was agreed that the Town Council should write a formal letter terminating the contract to Seren Contractors. Councillors also agreed that Seren Contractors should be removed from the Town Councils Tender List.

**RESOLVED:** That the Town Council accept the quotation from S Middleton received in respect of the works to replace the rainwater goods to the Old School.

**FURTHER RESOLVED:** That the Town Council write a formal letter of Termination of Contract in respect works to the Old School by Seren Contractors.

**FURTHER RESOLVED:** That Seren Contractors be removed from the Town Council Tender List.

**To discuss quotation received from Tremorfa with copies of letter and recommendations from Fire Officer (Further details as recorded in Working Group Report of 15<sup>th</sup>. July, 2013.)**

Councillors had previously been circulated with a copy of a quotation received from Tremorfa with copies of letter and recommendations from Fire Officer. (Further details as recorded in Working Group Report of 15<sup>th</sup>. July, 2013.) Brief discussion followed with Councillors agreeing that the works required for the Fire Detection System at the Old School be completed.

**RESOLVED:** That the report and quotation for the Fire Detection and Alarm System at the Old School be accepted and that Tremorfa be asked to complete the recommended works in the sum of £1,367.94 excluding VAT.

**245. VALE OF GLAMORGAN COUNCIL**

**Vale Councillors report**

Councillor G. John informed Councillors that the Vale of Glamorgan Council were looking into the introduction of 20mph speed zones in town centres. Councillors should consider this project. The new slipway onto the Llantwit Major Beach would be proceeding around October of this year. There were to be road works during September effecting the Church Street, Stallcourt Avenue and Eagleswell Road areas of Llantwit Major. The Llantwit Major Schools Community Week had gone very well and had tied in with the Town Council. The LDP for the Vale of Glamorgan would be made available in the autumn of 2013 for consideration. Councillor E. Hacker informed Councillors that the proposed placement of road cushions for Durrell Street would be sent out for consultation shortly and this would be a six week consultation period. Councillor E. Williams informed Councillors that improvements were continuing with regard to contractors employed to improve social housing. There had been no major planning issues. Single sex schools and co-education was currently under review as was co-parenting for fostering purposes. The issue of Youth Councils was also to be looked at as part of new legislation. Councillor K. Geary informed Councillors that he had been dealing with the annual audit for the Vale of Glamorgan Council along with looking at Corporate Resources for Capital projects. Councillor G. John informed Councillors that a new Head of Children's Services had been appointed for the Vale of Glamorgan.

**Email regarding WVICC Car Park**

Councillors had previously been circulated with a copy of an Email regarding WVICC Car Park. Noted.

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

Councillor J. Evans informed Councillors that he had made good progress with the design of the monument, there was still some work to be done on materials, however he expected to be able to present a set of proposals to the next Full Town Council meeting. Councillor J. Evans handed out an information sheet to Councillors. Councillors agreed that this matter be brought back before the next Full Town Council meeting.

**RESOLVED:** That the subject of a Monument for the roundabout, junction of B4265 and Cowbridge Road, Llantwit Major be brought back before the next meeting of the Full Town Council.

**To discuss contacting Vale Volunteer Bureau regarding cover of work**

Brief discussion followed regarding the possibilities of providing cover for the Gardner/Handyman in future. The Vale Volunteer Bureau, use of Agency Staff and temporary use of school leavers were all discussed. Councillors agreed that the Town Clerk should investigate these possibilities and report back to the next Full Town Council meeting.

**RESOLVED:** That the Town Clerk make enquiries into the options for providing cover for the Gardner/Handyman and report back to the next meeting of the Full Town Council.

**Agenda for meeting on 26<sup>th</sup>. June, 2013 and minutes of meeting 8<sup>th</sup> May, 2013**

Councillors had previously been circulated with a copy of an Agenda for meeting on 26<sup>th</sup> June, 2013 and minutes of meeting 8<sup>th</sup> May, 2013. Noted.

**246. WELSH GOVERNMENT**

**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 the document contained a great deal of information that suggested changes to local Government. It was therefore important that the Town Council provided a written response as part of the consultation process. Councillors agreed this should be done and following brief discussion it was agreed that a number of Councillors would meet together with the Town Clerk to formulate a written response. It was also agreed that the draft written response would be circulated amongst Councillors for further comment and the Town Clerk would then submit the written response to the Welsh Government.

**RESOLVED:** That the Town Clerk meets with Councillor John, Councillor Ingram and Councillor Mrs Geary to prepare a written response to the Consultation Document, Local Government (Wales) Measure 2011 Part 7: Communities and Community Councils.

**FURTHER**

**RESOLVED:** That all Town Councillors be given a copy of the draft response for their information prior to sending the formal reply.

**247. PUBLICATIONS RECEIVED**

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

The Voice Issue 23. Summer 2013  
Ombudsman Annual Report 2012/13

**248. MISCELLANEOUS****Letter received from Llantwit Major Christmas Illuminations Committee Chairman**

Councillors had previously been circulated with a copy of a Letter received from Llantwit Major Christmas Illuminations Committee Chairman. Brief discussion followed with Councillors expressing concern that members of the public had approached Councillors over the running and content of last year's event. Councillors agreed a public meeting should be called to gauge public opinion on the future of the event and its administration. Councillors also agreed that a letter should be sent to the current organisers of the event to acknowledge their contribution at past events.

**RESOLVED:** That the Town Council call a Public Meeting to discuss the future organisation of the Christmas Illuminations event.

**FURTHER** That the Town Council write to the current Chairman of the Christmas Illuminations  
**RESOLVED:** Committee recognising their past contribution to the event.

**Letter and Statement of Accounts received from Llantwit Major Victorian Fair Day Committee for Fair Day, 2013**

Councillors had previously been circulated with a copy of a Letter and Statement of Accounts received from Llantwit Major Victorian Fair Day Committee for Fair Day, 2013. Brief discussion followed with Councillors agreeing that the event had been a great success despite the short notice given for the organisation. Councillors also noted the accounts received were well documented and presented. Councillors agreed that a letter of congratulation should be sent by the Town Council to the organising committee.

**RESOLVED:** That the Town Council write to the Victorian Fair Day Committee to congratulate them on the organisation of the Victorian Fair Day.

**Letter received from Alun Cairns MP regarding Commemorating The Centenary of the First World War**

Councillors had previously been circulated with a copy of a Letter received from Alun Cairns MP regarding Commemorating the Centenary of the First World War. Noted.

**Agenda brief regarding the Llantwit Major Pound**

Councillors had previously been circulated with a copy of an Agenda brief regarding the Llantwit Major Pound. Councillor Mrs. P. Percy informed Councillors that she had obtained details of a scheme currently running in Bristol, details of which were given to Councillors in a handout. Councillors agreed that such a scheme needed further consideration and the subject should be brought back for discussion at the next Full Town Council meeting.

**RESOLVED:** That the subject of the Llantwit Major Pound be brought back to the next meeting of the Full Town Council.

**To receive Mr Dayne Owens from the Citizens Advice Bureau regarding services for the Llantwit Major area**

This matter had been dealt with earlier in the meeting.

Signed.....

**TOWN MAYOR.**

Date.....