

Councillor Hacker thanked Mrs Paine for all her hard work that she has put into the scheme over the last few years, and it was unfortunate that she felt she could not continue. He had a number of ideas for incorporating the garden and will take these to the Town Clerk for further investigation and costing.

RESOLVED: That Councillors take suggestions and ideas to the Town Clerk so that she can obtain costings prior to the next Recreation and Buildings Committee meeting.

Further

RESOLVED: That a letter be sent to Mr R McGhee, Creative Rural Communities, updating him with the current situation on the Miri Meiri Garden.

254. **MINUTES**

Full Town Council meeting 25th July 2013

The minutes of the Full Town Council meeting held on 25th July 2013, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Full Town Council meeting held on 25th July 2013, be adopted and accepted as a true and correct record.

Matters Arising

Councillor Hacker queried if there had been any progress in finding cover for the Gardner/Handyman. The Town Clerk replied that she was still liaising with various departments and will take her findings to the next meeting of the Working Group.

Special Full Town Council meeting 5th August 2013

The minutes of the Special Full Town Council meeting held on 5th August 2013, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Special Full Town Council meeting held on 5th August 2013, be adopted and accepted as a true and correct record.

Matters Arising

There were no matters arising.

Special Full Town Council meeting 5th September 2013

The minutes of the Special Full Town Council meeting held on 5th September 2013, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Special Full Town Council meeting held on 5th September 2013, be adopted and accepted as a true and correct record.

Matters Arising

Councillors asked for an update on the purchase of a new oil tank for Llantonian Hall. The Town Clerk replied that the tank had been ordered but the oil pump which was to be used to empty the old tank had broken. She is also trying to arrange for the fence work to be completed at the same time, so as to make installation easier. Temporary bunding had been built in the meantime.

Planning Committee meeting held 30th July 2013

The minutes of the Planning Committee meeting held on 30th July 2013, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Planning Committee meeting held on 30th 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.

Planning Committee meeting held 20th August 2013

The minutes of the Planning Committee meeting held on 20th August 2013, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Planning Committee meeting held on 20th August 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.

Planning Committee meeting held 2nd September 2013

The minutes of the Planning Committee meeting held on 2nd September 2013, had previously been circulated to the Council members. Councillor Ingram asked Councillors to note the spelling error on Planning Application 2013/00760/FUL. The word used in the report was 'melodious' were it should read 'malodourous'.

RESOLVED: That subject the above amendment the Minutes of the Planning Committee meeting held on 2nd September 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.

5 Year Plan Committee meeting held 3rd September 2013

The minutes of the 5 Year Plan Committee meeting held on 3rd September 2013, had previously been circulated to the Council members. Councillor Jenkins queried the sentence on page 3 which read, 'decreased by £2,000 to £2,000', could this be amended to read 'decreased from £4,000 to £2,000'.

RESOLVED: That subject to the above amendment the Minutes of the 5 Year Plan Committee meeting held on 3rd September 2013, be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

Councillor Evans informed Councillors that he had now forwarded a quotation for works to Seaview Park Gates to the Town Clerk.

Planning Committee meeting held 12th September 2013

The minutes of the Planning Committee meeting held on 12th September 2013, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Planning Committee meeting held on 12th September 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.

Working Group meeting held 10th September 2013

The minutes of the Working Group meeting held on 10th September 2013, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Working Group meeting held on 10th September 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.

Youth Activities meeting held 17th September 2013

The minutes of the Youth Activities meeting held on 17th September 2013, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Youth Activities meeting held on 17th September 2013, be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

Councillor Williams asked if Tracy had forwarded the details as requested. The Town Clerk replied the email had arrived late today and she will forward it on to all Committee members tomorrow.

Planning Committee meeting held 18th September 2013

The minutes of the Planning Committee meeting held on 18th September 2013, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Planning Committee meeting held on 18th September 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.

255. SIGNING OF MINUTES**Signing of Minutes of Previous Meeting**

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

256. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 25th July 2013 to 25th September 2013. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor.

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

Councillor K Geary informed Councillors that unfortunately the Community Constable had tendered his apologies, but the Town Clerk had been given the crime figures. The Town Clerk read out the crime figures, August 25 crimes 15 detected and September to date, 14 crimes 4 detected. Sergeant Trigg had apologised that he was unable to attend the meeting tonight as he was hoping to introduce himself and meet the Councillors, but unfortunately something urgent had come up. Councillors discussed their concerns at the lack of police presence and stated that they had hoped for a more detailed report, including response times to 999 calls.

RESOLVED: That a letter be sent to Sergeant Trigg asking for more details for the months of August and September, and when he comes to the October Full Town Council could he bring response times for 999 calls with him.

258. COUNCIL MEETING**Meetings for the Month of October 2013**

Councillors had previously been circulated with a copy of meeting dates for October 2013. Councillor Hacker informed Councillors that he intends on calling a Recreation and Buildings meeting. Noted.

259. PROCEDURAL MATTERS**Action Tracker**

Councillors had previously been circulated with the up to date Action Tracker. Councillor Mrs S Geary queried what was happening with the works to Lorna Hughes Park. The Town Clerk replied that works had commenced. Councillor Mrs Hanks asked if a reply had been received from the Vale of Glamorgan Council regarding the overgrown area at Trebefered. The Town Clerk replied that to date nothing had been received. Councillor Mason asked if there was any news regarding the building on the tennis courts. The Town Clerk informed Councillors that she should have met with Mr Pilcher this morning, but he did not turn up. Councillor Mason queried if there was any update on the Bowls Club request to erect a new shed. The Town Clerk stated that she had not received anything, but at the informal meeting it had been suggested that a subcommittee be set up at the next Recreation and Building Committee, to liaise with the Bowls Club regarding this.

RESOLVED: That a further letter be sent to Mr M Punter regarding the overgrown area at Trebefered and ask for a written response within 6 weeks.

Members reportsReport on 2 recent Pubwatch meetings

Councillors had previously been circulated with a copy of 2 reports produced by Councillor Evans following his attendance at Pubwatch meetings. Councillor Evans gave a brief verbal report. Noted.

Report on Rural Vale Police/Community Consultative Panel 29th July 2013

Councillors had previously been circulated with a copy of the report received from the Rural Vale Police/Community Consultative Panel. Councillor Marsh gave a brief verbal report. Noted.

Report on npower Local Liaison Committee 19th June 2013

Councillors had previously been circulated with a copy of the report received from npower Local Liaison Committee 19th June 2013. Councillor K Geary gave a brief verbal report. Noted.

To discuss Councillor Evans suggestion that Councillor Marsh attends in his place on Pubwatch meeting 2nd October 2013, as per previous report

Councillors discussed Councillor Evans suggestion where it was;

RESOLVED: That Councillor Marsh attends the Pubwatch meeting on 2nd October 2013 in place of Councillor Evans.

Invitation to Bristow, UK SAR Engagement Event, 4th October 2013

Councillors had previously been circulated with a copy of an invitation received from Bristow, inviting a representative of the Council to its UK SAR Engagement Event to be held on 4th October 2013.

RESOLVED: That Councillor Ingram attends the above event as representative of the Town Council.

Invitation to Annual General Meeting, Cardiff and Vale Health Board

Councillor had previously been circulated with a copy of an invitation received from Cardiff and Vale Health Board, inviting a representative from the Town Council to its Annual General Meeting to be held on 26th September 2013. Noted.

To discuss renewal of agreement with Ellis Whittam

Councillors had previously been circulated with a copy of an Early Renewal Proposal received from Ellis Whittam. The Town Clerk informed Councillors that this would normally be brought before the Working Group but due to timescale Councillor Williams, Chair of Working Group, had agreed it should be brought before Full Town Council.

RESOLVED: That the Town Council renew its contract with Ellis Whittam, to take advantage of the early renewal proposal, in the sum of £2,750 per annum.

To note resignation of Mrs P Percy as Town Councillor and discuss vacancies on Committee's

Councillors had previously been circulated with an agenda brief and list of vacancies on internal and external committees following the resignation of Mrs P Percy from the Town Council.

RESOLVED: That the vacancies on internal and external committees not be filled until a new Councillor has been elected.

260. **FINANCE****Income for the period 19th July, 2013 to 18th September 2013**

Councillors had previously been circulated with a copy of the Income for the period 19th July 2013 – 18th September 2013. Councillor Mason queried if monies had been received from the Bowls Club in relation to their season tickets yet. The Town Clerk replied that to date no payment has been received.

Expenditure for the period 19th July, 2013 to 18th September 2013

Councillors had previously been circulated with a copy of the Expenditure for the period 19th July 2013 – 18th September 2013. Councillors asked if any progress was being made with regards British Gas. The Town Clerk replied that it was slow but yes progress was being made.

Bank Reconciliation for period 1st July 2013 to 31st July 2013

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st July 2013 to 31st July 2013. Noted.

Bank Reconciliation for period 1st August 2013 to 31st August 2013

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st August 2013 to 31st August 2013. Noted.

To approve Annual Return for the year ended 31st March 2013

Councillors had previously been circulated with copies of the Annual Return for the year ended 31st March 2013 and a letter dated 19th August 2013.

RESOLVED: That permission be given for the Chairman to sign the Annual Return for year ended 31st March 2013, and it be returned to Mazars for the External Audit Certificate to be received.

Letter from Internal Auditor regarding VAT review and response received from HM Revenue & Customs

Councillors had previously been circulated with a letter and quotation received from the Internal Auditor in relation to carrying out a VAT review of the Town Council, as recommended in their report this year. Also included was a letter received from HM Revenue & Customs dated 6th September 2013, confirming that the Llantonian Hall and the Old School were registered for option to tax.

RESOLVED: That the Town Council appoint bpu Chartered Accountants to complete a VAT review in the sum of £400 + vat.

261. **DEVELOPMENT****To note Planning application 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.

Copy of letter received by Councillor Mrs Lancaster regarding Future of our Past Consultation and Copy of letter from Llantwit Major Local History Society

Councillors had previously been circulated with a copy of a letter received by Councillor Lancaster regarding a consultation document on Future of our Past Consultation. Councillors agreed that the next item on the agenda, letter received from the Local History Society, should

also be discussed under this heading. Councillors agreed that they strongly object to the proposals put forward in the consultation document.

RESOLVED: That the Town Council write to the Welsh Government expressing their objections to the proposals set out in the Future of our Past Consultation document, on the grounds that Town Councillors from Llantwit Major can attend Conservation Area meetings giving them the ability to voice any concerns over a development and protect historic areas of the Town. If Conservation Area Consent were to merge with Planning Permission it would make the job harder, as Town Council representatives can't attend planning meetings and speak on behalf of the Council.

The Town Council also fully endorse the letter received from the local History Society regarding the above.

262. CEMETERY

The following burial matters were noted.

- 1) Burial of Christine Elizabeth Clifford in Grave no. Hm3 (new grave) on 26th July, 2013
- 2) Burial of Richard Edgecombe in Grave no. C236 (re-open) on 29th July, 2013
- 3) Burial of Francis John Chadd in Grave no C212 (new grave) on 5th August, 2013
- 4) Burial of Phillip Charles Wakefield in Grave no Hm4 (new grave) on 7th August, 2013
- 5) Burial of William Henry Cox in Grave no F170 (re-open) on 8th August, 2013
- 6) Burial of Joan McFadyn in Grave no Lb9 (re-open) on 10th August, 2013
- 7) Burial of Patricia Rhodes in Grave no Hm5 (new grave) on 29th August, 2013
- 8) Burial of Francis George Munn on C202 (new grave) on 2nd September, 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 1, 3, 4, 7 & 8.

263. RECREATION AND OPEN SPACES

Play Equipment Reports 5th August 2013

Councillors had previously been circulated with a copy of the Playground Inspection/Maintenance Report dated 5th August 2013. Noted.

Play Equipment Reports 5th September 2013

Councillors had previously been circulated with a copy of the Playground Inspection/Maintenance Report dated 5th September 2013. Noted.

Annual Inspection Report

Councillors had previously been circulated with a copy of the Annual Inspection Report for the Town Council owned play equipment. The Town Clerk informed Councillors that she was looking in to installing a gate stop and a new bin in the under 10's playarea. Noted.

Report of Informal meeting with representative Miri Meiri Garden, along with further email received from Mrs A Paine

This item was discussed earlier in the meeting.

264. OLD SCHOOL**Update regarding works to Old School**

Councillors had previously been circulated with a breakdown sheet giving an update on the works that had taken place over the summer at the Old School. Noted.

265. WEST STREET POOL**Inspection report received following camera survey of chamber**

Councillors had previously been circulated with a copy of an inspection report following a camera survey which had taken place. Unfortunately there was no clear evidence as to what was causing the blockage, the Town Clerk reported that the current temporary repair appeared to be working and she would continue with the action taken last year, which had been successful. Noted.

266. LORNA HUGHES PARK**Letter regarding grant application to SITA Trust**

Councillors had previously been circulated with a letter received from SITA Trust regarding the Town Councils grant application, unfortunately it had been unsuccessful. Noted.

267. VALE OF GLAMORGAN COUNCIL**Vale of Glamorgan Councillors Report**

Councillor John reported that the most important issue taking place at the moment is the Local Development Plan (LDP) which is being released on the 7th October 2013. There will be consultation events taking place in Llantwit Major and the Vale of Glamorgan during October and November.

With regards the planning application for housing at Plas Newydd this was likely to go before the planning committee end of October or November. Responses were being waited on from National Resources Wales and the highway department, Vale of Glamorgan Council. The Planning Officer has indicated that a notice will be sent again with all the up to date plans for a final time, due to so many amendments. This should also contain details regarding the various 106 agreements.

Councillor Geary informed Councillors that he had been heavily involved in the audit process.

Update regarding Monument on roundabout junction B4264 Cowbridge Road

Councillors had previously been circulated with an agenda brief and details regarding measures, materials etc for the proposed Monument on the roundabout junction B4264 Cowbridge Road. Councillor Evans gave a brief verbal report to Councillors.

RESOLVED: That Councillor Evans liaises with the Town Clerk to produce a detailed letter to be sent to the Vale of Glamorgan Council regarding this proposal.

Invitation to State of Nature Seminar, 10th October 2013

Councillors had previously been circulated with a copy of an email dated 11th September 2013, received from the Vale of Glamorgan Council, inviting a representative from the Town Council to the State of Nature Seminar.

206.

RESOLVED: That Councillor Mrs P Lancaster attends as representative of the Town Council.

Change of date for Community Liaison Committee meeting

Councillors had previously been circulated with a copy of a letter dated 5th September 2013, informing them of a change of date for the Community Liaison Committee meeting. Noted.

Letter regarding Local Development Plan 2011 – 2026 Revised Delivery Agreement

Councillors had previously been circulated with a copy of a letter dated 17th July 2013, regarding the progress of the Local Development Plan 2011 – 2026. Noted.

To discuss revised Charter Between the Vale of Glamorgan Council and Town and Community Councils

Councillors had previously been circulated with a copy of a letter dated 31st July 2013, and a copy of the proposed Charter between the Vale of Glamorgan Council and all Town and Community Councils.

RESOVLED: That the Town Council adopt the proposed Charter.

268. **WELSH GOVERNMENT**

Community and Town Councils Welsh Government News, August 2013

Councillors were made aware that copies of the Community and Town Councils Welsh Government News, August 2013 were available from the Town Council office. Noted.

269. **PUBLICATIONS RECEIVED**

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

ICCM Autumn Issue 2013

PACT Newsletter

Play for Wales, Issue 40, Summer 2013

Glamorgan Heritage Coast, Friends Newsletter Summer 2013

270. **MISCELLANEOUS**

To discuss Copy of Icicle light order and letter received from Legal Department regarding the Llantwit Major Illuminations Committee. Copy of Minutes from Public Meeting held on 9th August 2013

Councillors had previously been circulated with;

- 1) a copy of the Icicle light orders taken in 2006 from local businesses by the Town Council, when the Christmas lights were change from Christmas tree lights.
- 2) a copy of a letter received from the Vale of Glamorgan Council, Legal Department, clarify the situation regarding the Constitution of the Christmas Illuminations Committee, Ownership of the lights and Funding.
- 3) a copy of the Constitution of the Christmas Illuminations Committee
- 4) a copy of the minutes from the Public Meeting held on 9th August 2013
- 5) a copy of a letter received from the Llantwit Major Events Group dated 28th August 2013, which had previously been discussed at the Special Full Town Council meeting 9th September 2013. Councillors were reminded this letter could not be discussed again, but was on the agenda for information only.

RESOLVED: That a letter be sent to the Secretary of the Llantwit Major Christmas Illuminations Committee, thanking them for their work over the last 5 years but after taking legal advice the Town Council wish to recall the Christmas lights and balance of funds they hold as both were obtained by the use of public money. Also an audited balance sheet should be forwarded to the Town Council within 14 days, to allow for the Town Council to justify grants given by the Vale of Glamorgan Council.

Further

RESOLVED: That should no response be received within 14 days a further letter be sent, stating that further legal advice will be sought.

To discuss request from Llantwit Major Events Committee to use the Town Hall as a mailing address

Councillors had previously been circulated with a copy of a letter dated 19th September 2013, received from the Llantwit Major Events Committee asking permission to use the Town Hall as their mailing address.

RESOLVED: That a letter be sent to the Llantwit Major Events Committee refusing permission to use the Town Hall as a mailing address.

To discuss agenda brief regarding the Llantwit Major Pound

Councillors had previously been circulated with an agenda brief and associated paperwork in relation to the possible introduction of a Llantwit Major Pound.

RESOLVED: That at this time the Town Council do not proceed with this project.

To receive verbal update from those Councillors who meet with Monsieur Britton, Twinning on 7th September 2013

Councillor Geary, Councillor Williams and Councillor Mrs Matthews gave a brief verbal report regarding their recent meeting with Monsieur Britton to assure him that the Town Council wish to maintain good Twinning links with Le Pouliguen and possible ways forward following the dissolution of the Town Twinning Association.

RESOLVED: That a public meeting be held at the earliest convenient date. That the Town Clerk uses monies from the Twinning budget to provide drinks and nibbles on the night.

271. **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.

Personnel

To discuss NJC Pay scales and allowances for 2013/14

Councillors had previously been circulated with a letter and the new pay scales in relations to the NJC pay scales and allowances for 2013/14.

RESOLVED: That the Payscales be accepted and back dated to 1st April 2013.

To receive report following interview for Deputy Town Clerk

Councillors had previously been circulated with a copy of a report regarding the interview for the new Deputy Town Clerk.

RESOLVED: That Mrs D Howles be offered the position of Deputy Town Clerk on a 4 month probationary period starting 14th October 2013.

SIGNED
MAYOR

DATED