

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 29<sup>th</sup> May 2014 at 7.05pm at the Council Chamber, Old School, Wine Street, Llantwit Major

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PRESENT; Chairman – Councillor M Mason - Town Mayor

Councillors

Mr M Marsh	)
Mrs S Hanks	) BOVERTON WARD
Mr R Jenkins	)
Mr K Geary	)
Mr E Williams	) NORTH WARD
Mr D Foster	)
Mrs S Geary	)
Mr G Ingram	) SOUTH EAST WARD
Mrs A Knight	)
Mr G John	)
Mrs P Lancaster	) WEST WARD

Apologies received from.  
Councillor E Hacker - prior commitment.  
Councillor J Evans – illness.

Declarations of Interest Forms were received from Councillors.  
Pursuant to the requirements of this Council's Code of Conduct, Councillor G John declared an interest under Vale of Glamorgan, Item 4 the Cabinet Report on the review of Library Services, Item 7 the statutory notice for the amalgamation of Eagleswell and Llanilltud Primary Schools and Item 8 the petition from residents of Trebeferad, Boverton and supported by Llantwit Major Town Council to build a new play area for our children.

### 385. MINUTES

#### Full Town Council meeting held 24<sup>th</sup> April 2014

The minutes of the Full Town Council meeting held on 24<sup>th</sup> April 2014, had previously been circulated to the Council members. Councillors noted that on page 270 under Allotment Sub Committee Meeting permission was not given to look at the feasibility and costing's for laying hard standing slabs for manure storage. Councillors noted that on page 276 under Alternative Sites in the Local Development Plan 2011-2026 it read 'are of Boverton' where it should have read 'area of Boverton'.

**RESOLVED:** That subject to the above amendment the Minutes of the Full Town Council Meeting held on 24<sup>th</sup> April 2014 be adopted and accepted as a true record.

#### **Matters Arising**

There were no matters arising.

**Annual Meeting held 8<sup>th</sup> May 2014**

The minutes of the Annual Meeting held on 8th May 2014, had previously been circulated to the Council members. Councillors noted that on page 283 the Bowls Club Sub Committee states that Councillor Mr J Evans is Chairman and the Council Membership includes Councillor G Ingram. This should read that Councillor Mr G Ingram is Chairman and the Council Membership includes Councillor J Evans.

**RESOLVED:** That subject to the above amendments the Minutes of the Annual Meeting held on 8<sup>th</sup> May 2014 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Town Study Steering Group meeting held 6<sup>th</sup> May 2014**

The minutes of the Town Study Steering Group Meeting held on 6<sup>th</sup> May 2014, had previously been circulated to the Council members.

**RESOLVED:** That the Minutes of the Town Study Steering Group meeting held on 6<sup>th</sup> May 2014 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Boverton Road Regeneration Sub Committee meeting held 7<sup>th</sup> May 2014**

The minutes of the Boverton Road Regeneration Sub Committee Meeting held on 7<sup>th</sup> May, had previously been circulated to the Council members.

**RESOLVED:** That the Minutes of the Boverton Road Regeneration Sub Committee meeting held on 7<sup>th</sup> May 2014 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

**Planning Committee meeting held 12<sup>th</sup> May 2014**

The minutes of the Planning Committee Meeting held on 12<sup>th</sup> May 2014, had previously been circulated to the Council members.

**RESOLVED:** That the Minutes of the Planning Committee meeting held on 12<sup>th</sup> May 2014 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 20<sup>th</sup> May 2014**

The minutes of the Working Group Meeting held on 20th May 2014, had previously been circulated to the Council members.

**RESOLVED:** That the Minutes of the Working Group meeting held on 20<sup>th</sup> May 2014 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

### **Matters Arising**

The Town Clerk informed the Town Council that the training course on the handling of the polisher had been booked for Monday 2<sup>nd</sup> June at 11.00 am. To allow staff to attend this course the Town Council Office would need to close for up to 1 hour whilst the course is in progress.

**RESOLVED:** That the Town Clerk be given permission for the Town Hall Office to be temporarily closed on June 2<sup>nd</sup> at 11am whilst staff undertake the Training Course.

### **386. 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.

### **387. TOWN MAYOR**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 24<sup>th</sup> April 2014 to 28<sup>th</sup> May 2014. Noted.

#### **Questions to Town Mayor**

There were no questions to the Town Mayor.

### **388. COMMUNITY CONSTABLE**

#### **To receive Community Constables Report**

PC Malone sent his apologies that he was unable to attend the meeting due to prior work commitments. He had confirmed to the Town Hall staff that there were no significant crime issues to report for the month of April. He asked for Councillors to be informed that extra vigilance was being undertaken around the Cemetery following the recent events with vandalism.

#### **To discuss letter received from Superintendent G. Osborne, South Wales Police**

Councillors had previously been circulated with a copy of a letter dated 16<sup>th</sup> April 2014 concerning policing numbers in Llantwit Major, response times and police attendance at Council Meetings.

**RESOLVED:** That the Town Council continue to request updates on Police response times in Llantwit Major.

### **389. COUNCIL MEETING**

#### **Meetings for the Month of June 2014**

Councillors had previously been circulated with a copy of the Council Meetings for the month of June. Noted.

**390. PROCEDURAL MATTERS****Action Tracker**

Town Clerk informed Members that with reference to the refurbishment of the Cenotaph an additional Grant Application request had been sent to Cawd. This was following communication from the War Memorial Trust that our Application may not be successful. Noted.

**Members Report****Email report from Pub Watch.**

Councillors had previously been circulated with a written report from Councillor J Evans dated 15<sup>th</sup> May 2014. Noted.

**Verbal Update on the launch of the new Website.**

Councillors had previously been circulated with an Agenda Brief on Llantwit Major Town Councils new website. Councillor R Jenkins updated Councillors on the status of the Web confirming to Councillors that they believed the Website, with some minor alterations, is nearly ready to go live. Councillor Mr K Geary asked if the cheque for payment to the Vale of Glamorgan, for the build of the Website, had been sent. The Town Clerk suggested to Councillors that the new Website should publicise the historic importance of Llantwit Major.

**RESOLVED:** That the Deputy Town Clerk be given permission to decide when the Website goes live. Once a confirmed date is agreed the Town Clerk to send the cheque for payment to the Vale of Glamorgan Council.

Further

**RESOLVED:** That the new Website be updated to promote the historical aspect of Llantwit Major. The home page to be updated with the following slogans 'Early Learning Centre of Christianity' and 'Gateway to the Heritage Coastline'.

Further

**RESOLVED:** That the Town Clerk ask the History Society if they would be prepared to write an article on the history of Llantwit Major to be included on the new Website.

**391. YOUTH COUNCIL****Youth activity Process**

No members of the Youth Council were present at meeting.

Councillor D Foster queried when the Youth Council could speak during Full Town Council meetings. It was confirmed that as per the Agenda Brief circulated at the Full Town Council meeting on the 24<sup>th</sup> April 2014 representatives from the Youth Council could speak on any topic on the Council Agenda, but only under this Agenda item.

**Permission to put report in local newspaper of the Youth Councillors visit to the Town Hall.**

Councillors had previously been circulated with a report and photographs detailing a request to place an advert in the GEM local newspaper of the Youth Councils visit to the Town Council Office and Council Buildings.

**RESOLVED:** That permission be granted to place the advert of the Youth Councils visit to the Town Council Office in the GEM newspaper.

**392. FINANCE**

**Income for the period 2<sup>nd</sup> May 2014 – 19<sup>th</sup> May 2014**

Councillors had previously been circulated with a copy of the Income for the period 2<sup>nd</sup> May 2014 – 19<sup>th</sup> May 2014. Noted.

**Expenditure for the period 22<sup>nd</sup> April 2014 to 22<sup>nd</sup> May 2014**

Councillors had previously been circulated with a copy of the Expenditure for the period 22<sup>nd</sup> April 2014 to 22<sup>nd</sup> May 2014. The Town Clerk informed Councillors that the first line was missing of this report which should read payment to HMRC for the sum of £1689.54. Noted.

**Bank Reconciliation for period 1<sup>st</sup> April 2014 to 30<sup>th</sup> April 2014**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> April 2014 to 30<sup>th</sup> April 2014. Noted.

**To discuss Application for annual membership to the Friends of the Glamorgan Heritage Coast.**

Councillors had previously been circulated with a copy of an Application dated 28<sup>th</sup> April 2014, detailing the annual subscription due to the Friends of the Glamorgan Heritage Coast.

**RESOLVED:** That the Town Clerk renew membership to the Friends of the Glamorgan Heritage Coast at the Sponser cost of £25.00.

**To discuss Survey from the Independent Remuneration panel for Wales.**

Councillors had previously been circulated with a copy of a Survey letter from the Independent Remuneration panel for Wales regarding community and town councils.

**RESOLVED:** That the Town Clerk complete the Survey of Remuneration 2013/2014 for the Independent Remuneration Panel for Wales.

**393. 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.

**394. CEMETERY**

The following Burial matters were noted

- 1) Burial of Andrew Lawrence, Grave Number Hn3 (new plot) on 13<sup>th</sup> May 2014
- 2) Burial of Christopher George, Grave Number C204 (new plot) on 20<sup>th</sup> May 2014

**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 and 2.

**To discuss Agenda Brief on plots in the Cemetery**

Councillors had previously been circulated with an Agenda Brief detailing the additional plots available in the cemetery and a separately attached coloured map of the cemetery. The Town Clerk informed Councillors that following a site visit to the cemetery there is approximately a life span for burials in the cemetery of a further 34 years if all available land could be used. Cremations in the cemetery have increased and estimated 6.5 years left before further plots would need to be found. She emphasised that all these figures have not taken into account the potential increase in population over the next few years, residents from outside the area wanting to purchase plots in the cemetery and the existing pre-purchased plots.

**RESOLVED:** That the Town Clerk write to all Land Owners in the Llantwit Major Wards asking if they have land they would consider, in the future, selling/gifting as a potential cemetery site.

Further

**RESOLVED:** That all the identified plots be incorporated into the Cemetery.

**Response received from Vale of Glamorgan Council with reference to the Community Infrastructure Levy**

Councillors had previously been circulated with a letter dated 25<sup>th</sup> April 2014 regarding the Community Infrastructure Levy. Councillors discussed the need to continue to monitor the progress of this Levy. Noted.

**To discuss reported incidents in the Cemetery**

The Town Clerk informed Councillors that there were two reported incidents of vandalism in the Cemetery over the last few weeks. The Town Clerk confirmed that she had witnessed birds taking flowers off burial plots. A local resident had informed the police of seeing six youths in the cemetery late on a Saturday night.

**RESOLVED:** That the Town Council ask the Police for details of the crime report with reference to the incident regarding six youths in the cemetery late on Saturday night.

**395. RECREATION AND OPEN SPACES**

**To discuss letter reference the gate on Ham Lane East and the litter on the Recreation Ground**

Councillors had previously been circulated with a copy of a letter dated 1<sup>st</sup> May 2014 and copies of previous email correspondence with the Town Clerk from G. Lancaster, reference to the locking of the gate on Ham Lane East and the litter on the Recreation Ground. Councillors discussed this matter and confirmed that there was not a public right of way across this section of the Recreation Field. Councillors noted the remaining contents of the letter.

**396. OLD SCHOOL****To discuss the findings of preserving the photographs in the Council Chamber**

Councillors had previously been circulated with an agenda brief detailing the protecting and preserving of the Mayors photographs in the Council Chambers following consultation with Glamorgan Archives. Councillors discussed the importance of preserving the original photographs.

**RESOLVED:** That the Town Council look into the cost of scanning, copying and colour enhancing the mayors photographs and bring costing's back to next Full Town Council.

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

Councillor John reported that that this month he has had meetings on the Armed Forces, Footpaths, the Arts as well as involvement with Destination Management team, the Centenary Fields Program and Parkwood Leisure.

Councillor Mr K Geary informed Councillors that he had attended Special Licensing meetings and Community Health Meetings. He informed Council that option 3 had been agreed for the reorganisation of the hospitals which incorporates the downgrading of the Royal Glamorgan Hospital. With reference to hospitals Councillor John informed all Councillors that a new Complaints Officer had been appointed to the Princess of Wales hospital, Bridgend to look into any issues residents have with their care whilst in hospital. Councillor John has the direct phone number if any Councillor receives complaints from local residents with the regard to their care in Bridgend hospital.

**Minutes of Council Meeting held on 7<sup>th</sup> May 2014 in Council Chamber, Civic Offices**

Councillors had previously been circulated with the minutes of Council Meeting held on 7<sup>th</sup> May 2014 in the Council Chamber, Civic Offices. Noted.

**Minutes of Annual Meeting of Council held on 14<sup>th</sup> May 2014 in Council Chamber, Civic Offices**

Councillors had previously been circulated with the minutes of the Annual Meeting of Council held on 14<sup>th</sup> May 2014 in the Council Chamber, Civic Offices. Noted.

**ITEMS BROUGHT FORWARD**

Councillor G John asked permission to bring forward items 4, 5 & 7 under Vale of Glamorgan Council as he has to declare an interest in all of these three items.

**RESOLVED:** That permission be given to bring forward agenda items 4, 5 & 7.

Councillor G John declared an interested and vacated the Council Chamber

**To receive Cabinet Report on the review of the Library Services**

Councillors had previously been circulated with a copy of the Cabinet Meeting dated 28<sup>th</sup> April 2014 detailing the review of Library and Information Services in the Vale of Glamorgan.

Councillors all agreed they were satisfied with the outcome of this review for Llantwit Major. Noted.

**To receive the statutory notice for the amalgamation of Eagleswell and Llanilltud Primary Schools**

Councillors had previously been circulated with a copy of the statutory notice detailing the amalgamation of Eagleswell and Llanilltud Fawr Community Primary Schools from September 2015. Noted.

**To discuss supporting petition from residents of Trebeferad, Boverton and supported by Llantwit Major Town Council to build a new play area for our children.**

Councillors were previously circulated with a copy of a petition from residents of Trebeferad, Boverton to build a new play area. Councillor Mrs S Hanks commented that the petition should possibly state 'to improve existing play area' rather than as presently stated 'to build a new play area'.

**RESOLVED:** That the Town Council will support the petition subject to the petition wording change to state 'to improve existing play area'.

Councillor G John entered the Council Chamber.

**To discuss Email received regarding Co-creating Healthy Change Project at Diverse Cymr training course and a Vale of Glamorgan Forum meeting**

Councillors had previously been circulated with an email dated 12<sup>th</sup> May 2014 detailing the setting up of a Vale of Glamorgan Forum as part of the Co-creating Healthy Change Project at Diverse Cymru. Noted.

**To discuss Email regarding a training session of the Devolution of Services being hosted by Penarth Town Council.**

Councillors had previously been circulated with an email dated 8<sup>th</sup> May 2014 advising us that Penarth Town Council are hosting a devolution of training session on 9<sup>th</sup> June 2014. Noted.

**398. WELSH GOVERNMENT****To discuss consultation document of access to information on Community and Town Councils**

Councillors had previously been circulated with a copy of a consultation document detailing access to information on Community and Town Councils. Councillor D Foster stated this report would have an impact on smaller community councils. Councillor E Williams believed the Town Council may need to review registering of member's interest.

**RESOLVED:** Consultation document to be forwarded onto July 2014 Full Town Council Meeting for Councillors to consider response to consultation process.



**Publication of Local Government and Communities Community and Town Councils Welsh Government news May 2014**

Councillors had previously been circulated with a publication of Local Government and Communities Community and Town Councils Welsh Government news May 2014. Noted.

**To discuss letter reference Governance in Small Public Bodies**

Councillors had previously been circulated with a letter dated 30<sup>th</sup> April 2014 detailing the governance in small public bodies. Noted.

**399. PUBLICATIONS RECEIVED**

**Glamorgan Heritage Coast Newsletter April 2014**

Councillors were informed that the Glamorgan Heritage Coast Newsletter April 2014 is in the Town Hall if any Councillors wish to view it.

**400. MISCELLANEOUS**

**To discuss Agenda Brief regarding Le Pouliguen municipal elections**

Councillors had previously been circulated with an email dated 29<sup>th</sup> April 2014 from Councillor D Foster stating that Le Pouliguen have just held their municipal elections and Monsieur Yves has been re-appointed Mayor for a further 6 years.

**RESOLVED:** That Councillor M Mason send an email to the Mayor and Chairman of Twinning Group congratulating on their recent appointments.

**Letter of thanks received from Kidney Research Wales**

Councillors had previously been circulated with a copy of a letter dated 14<sup>th</sup> April 2014 received from Kidney Research Wales thanking us for our support in raising £1052.00 on our recent Walk for Life 2014. Councillors thanked the Town Hall staff for organising this event. The Town Clerk informed Councillors that a letter of thanks has been sent to an individual that sponsored £500 towards the Walk for Life event.

**To discuss letter to take part in St Illtuds Flower Festival on August 23<sup>rd</sup> to 25<sup>th</sup> 2014**

Councillors had previously been circulated with a copy of a letter to take part in the Rectorial Benefice of Llantwit Major Flower Festival. Councillors were informed the Theme for this year's event was 'Countries of the World'. Councillors discussed costing's and what country the Town Council should choose.

**RESOLVED:** That Councillor Mrs P Lancaster to attend the meeting on Monday 9<sup>th</sup> June at 6.30pm at St Illtuds to discuss the festival. She will discuss with Festival organisers what countries are still available for selection and then decide on a country on behalf of the Town Council. A maximum of £50.00 will be budgeted to pay 'The Flower Shop' for a display.

**To discuss workshop being run by the Information Commissioner’s Office detailing the Data Protection and Freedom of Information Act**

Councillors had previously been circulated with a copy of a letter regarding a workshop being held on Data Protection and Freedom Information Acts. Noted.

**To receive invitation from Kidney Invitation to attend Walk for Life Gala Dinner on July 10<sup>th</sup> 2014**

Councillors had previously been circulated with two complimentary tickets dated 16<sup>th</sup> May 2014 to attend the Walk for Life Gala Dinner on July 10<sup>th</sup> 2014. Councillor M Mason and Mrs B Mason, Town Mayor and Mayoress, are to attend on behalf of the Town Council. Councillors were asked if they required any additional tickets for this event.

**RESOLVED:** That no other Councillor to attend the Walk for Life Gala Dinner.

SIGNED .....  
MAYOR

DATED .....