

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 31st July 2014 at 7.05pm at the Council Chamber, Old School, Wine Street, Llantwit Major

PRESENT; Chairman – Councillor M Mason - Town Mayor

Councillors Mrs S Hanks) BOVERTON WARD
Mr J Evans)

Mr K Geary)
Mr E Williams) NORTH WARD
Mr D Foster)

Mrs S Geary) SOUTH EAST WARD
Mrs A Knight)

Mr G John)
Mrs P Lancaster) WEST WARD

PC S Ellson

Apologies received from.

Councillor E Hacker – Illness

Councillor R Jenkins – Holiday leave

Councillor M Marsh – Prior commitment

Councillor G Ingram - Illness

Declarations of Interest Forms were received from Councillors.

Pursuant to the requirements of this Councils Code of Conduct, Councillor G John declared an interest under Vale of Glamorgan, Item 2, Proposal and Objection report to create a new 42-place primary school by amalgamating Eagleswell and Llanilltud Fawr Primary Schools. Councillor Mrs Lancaster declared an interest under Recreation and Open Spaces, Item 6, Proposal from Avonmore Associates for the management of the Bowling Green for Autumn 2014 and Playing Season 2015. Councillor M Mason declared an interest under Recreation and Open Spaces, Item 6, Proposal from Avonmore Associates for the management of the Bowling Green for Autumn 2014 and Playing Season 2015. Councillor Mrs S Geary declared an interest in Recreation and Open Spaces, Items 2 & 3, Proposal to hiring skip for the day on Allotment Site & putting double headed taps on all water points in the Allotment Site.

Councillor Mason asked Councillors permission to bring forward Community Constable, To receive Community Constable report.

RESOLVED: That permission be given to bring forward agenda item Community Constable, To receive Community Constable report.

**418. ITEM BROUGHT FORWARD
COMMUNITY CONSTABLE**

To receive Community Constables Report

Pc S Ellson introduced himself to Council and informed them that he was standing in for Pc Malone who was on leave. In the past 33 days, there had been 25 crimes of which 12 had been detected, it is hoped that more will be detected this

weekend. At the previous Full Town Council meeting Councillor John had mentioned to Pc Malone concern regarding a vehicle obstructing High Street, a lady has been spoken to and hopefully the issue is now resolved. There have been a number of complaints regarding camping in the meadow by the beach. Last weekend several people were moved on, but 1 person has been reported for the offense as he had refused to move on. Report of incidents on Monmouth Way involving 2 person on an off road motorcycle, these people have been issued with a Section 59 warnings, this means if any further offenses take place vehicles can be seized.

Councillor Mrs Lancaster queried if the local Police had received any reports/sightings of a lady claiming to be a Romany Gypsy, visiting houses and selling tea towels. She is very insistent and could be quite intimidating. Pc Ellson stated he had not heard of this, but if she does appear again ring 101 and report it.

Councillor Mrs S Geary informed Councillors that once again the flower beds along Boverton Road had been damaged. Pc Ellson confirmed this but a CCTV operator had seen it happening and contacted the police. Both himself and Pc Malone had attended the scene and caught those concerned, who were now paying for the damage caused.

Pc Ellson vacated the Council Chamber.

419. MINUTES

Full Town Council meeting held 26th June 2014

The minutes of the Full Town Council meeting held on 26th June 2014, had previously been circulated to the Council members. Councillor Mason asked Councillors to note the error on the agenda for the meeting which stated 29th June 2014. Councillors noted that on page 301 under Minutes from Llantwit Major Events Group on 11th May 2014, it stated ‘Councillors were all in agreement of the hard work and success of the Summer Fayre held on 11th May 2014’, the date was incorrect and should be 21st June 2014. On page 302 under Vale of Glamorgan Councillor report the date of the Cabinet meeting read 1st July 2014, this should be 30th June 2014. On page 304, the date of the Church Service to mark 100 years since World War 1 was incorrect and should read 4th August 2014 and not 14th August 2014.

RESOLVED: That subject to the above amendment the Minutes of the Full Town Council Meeting held on 26th June 2014 be adopted and accepted as a true record.

Matters Arising

Councillors Mrs Lancaster ask it be noted that the Nature Seminar was cancelled.

Planning Committee meeting held 18th June 2014

The minutes of the Planning Committee Meeting held on 18th June 2014, had previously been circulated to the Council members.

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

Footpath Forum meeting held 1st July 2014

The minutes of the Footpath Forum meeting held on 1st July 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Footpath Forum meeting held on 1st July 2014 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

Councillor Evans stated that as the Grant money was no longer required perhaps Councillors would consider this money being used towards the refurbishment of the under 10's playarea, as discussed at Recreation and Buildings Committee 12th June 2014. He would bring the breakdown figures to the next Five Year Plan meeting.

Allotment Sub Committee held 2nd July 2014

The minutes of the Allotment Sub Committee Meeting held on 2nd July 2014, had previously been circulated to the Council members. Councillor Mason informed Councillors that a number of points raised in this Report were on the Agenda of this meeting for further discussion.

RESOLVED: That Minutes of the Allotment Sub Committee meeting held on 2nd July 2014 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Boverton Road Regeneration Sub Committee meeting held 8th July 2014

The minutes of the Boverton Road Regeneration Sub Committee Meeting held on 8th July 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Boverton Road Regeneration Sub Committee meeting held on 8th July 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.

Planning Committee meeting held 11th July 2014

The minutes of the Planning Committee Meeting held on 11th July 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Planning Committee meeting held on 11th July 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.

Planning Committee meeting held 21st July 2014

The minutes of the Planning Committee Meeting held on 21st July 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Planning Committee meeting held on 21st July 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.

420. 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.

421. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 26th June 2014 to 30th July 2014. Councillor Mrs S Geary queried if the Town Mayor had attended Cowbridge Civic Service on 13th July 2014 as this was not listed. Councillor Mason confirmed he had attended. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor.

422. COUNCIL MEETING

Meetings for the Month of September 2014

Councillors had previously been circulated with a copy of the Council Meetings for the month of September. Councillors discussed the Citizen Awards which was scheduled for 3rd September 2014, it was agreed that this meeting should be moved to 10th September 2014. It was also agreed that the Town Clerk should liaise with Committee members of the Five Year Plan and date be set for beginning of September. Councillor Mr K Geary tendered his apologies for the Town Study Steering Group meeting 30th September 2014. Noted.

423. PROCEDURAL MATTERS

Action Tracker

Councillors had previously been circulated with the up to date Action Tracker. Councillor Evans stated he would like to see a decision reached regards the photograph and memorabilia. This item be discussed again at the Full Town Council meeting 25th September 2014. The Town Clerk informed Councillors that the meeting of the Bowls Club Sub Committee had not taken place as a date was still to be agreed. The Town Clerk stated that she had heard that our bid for a CASH Grant in relation to signs and notice board had been unsuccessful. If this is confirmed the Town Council can still move this project forward as monies had been budgeted for prior to the grant application. Hopefully a letter will have been received from the Vale of Glamorgan Council prior to the next Full Town Council meeting. Noted.

To note Terms of Reference for Allotment Sub Committee

Councillors had previously been circulated with a proposed Terms of Reference for the Allotment Sub Committee, as put forward by the Committee.

RESOLVED: That under Purpose, point a) be removed and replaced with, 'To support the Deputy Town Clerk in her role of Allotment Administrator'. That a point e) be included stating 'To ensure the Tenancy Agreement is up to date and legally binding'.

Councillor John entered the Council Chamber.

Minutes from Llantwit Major Events Group on 1st June 2014 and a copy of the Constitution of the Llantwit Major Events Group

Councillors had previously been circulated with a copy of the Minutes from the Events Group meeting held 1st June 2014 and a copy of their proposed Constitution. Councillor noted the Minutes and found them informative. With regards the Constitution some concerns were raised.

RESOLVED: That letter be sent to the Events Group thanking them for a copy of the Minutes. That the Events Group be made aware of the concerns raised regarding the Constitution, these being; Aims and Objectives, point a), should be removed as unless there is an agreement between the Chamber of Trade and the Events Group it is not enforceable. In addition under Grants/Donations both points in this heading should not relate to the Town Council. The Llantwit Major Events Group apply to the Town Council for a Christmas Grant, which is available to any organisation should they apply. The Town Council will assist in the applications for Grants from the Vale of Glamorgan Council. The Events Group should also be reminded that they are a separate entity and has no relation to the Town Council. The Town Council will support the Group where they can, but the Group is not an association of the Town Council.

Further

RESOLVED: That should either of the named Councillors who sit on the Llantwit Major Events Group Committee be unable to attend Councillor Mrs A Knight be a named substitution.

Members Reports

There were no member's reports.

To discuss vacancy of governor at Ysgol Iolo Morganwg School

Councillors had previously been circulated with a copy of an email dated 23rd July 2014, received from the Vale of Glamorgan Council stating that there was a vacancy on the governors at Ysgol Iolo Morganwg School, should the Town Council wish to nominate a Councillor.

RESOLVED: That the Town Council reply to the Vale of Glamorgan Council stating that no Councillor would be available to fill this vacancy and they seek a Councillor from Cowbridge Town Council.

**424. YOUTH COUNCIL
Youth activity Process**

The Town Clerk reported to Councillors that a convenient date was still being sought for the proposed bowls match.

425. **FINANCE****Income for the period 13th June 2014 to 24th July 2014**

Councillors had previously been circulated with a copy of the Income for the period 13th June 2014 to 24th July 2014. Noted.

Expenditure for the period 20th June 2014 to 24th July 2014

Councillors had previously been circulated with a copy of the Expenditure for the period 20th June 2014 to 24th July 2014. Noted.

Bank Reconciliation for period 1st June 2014 to 30th June 2014

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st June 2014 to 30th June 2014. Noted.

To discuss ideas for projects to be added to the Five Year Plan

Councillors had previously been circulated with a copy of suggestions received from Councillor Evans and those from the Town Clerks office for consideration to be included in the Five Year Plan. The Town Clerk also informed Councillors that another possible item to be included was digitation of the Cemetery map.

RESOLVED: That all the above items be taken to the next meeting of the Five Year Plan, once a date has been set.

Councillor Williams entered the Chamber.

Councillor Mason asked Councillors permission to bring forward Vale of Glamorgan Council, To receive Mari-Wyn Elias-Jones, Town Centres Development Officer

RESOLVED: That permission be given to bring forward agenda item Vale of Glamorgan Council, To receive Mari-Wyn Elias-Jones, Town Centres Development Officer.

426. **ITEM BROUGHT FORWARD**
VALE OF GLAMORGAN COUNCIL**To receive Mari-Wyn Elias-Jones, Town Centres Development Officer**

Mari-Wyn thanked Councillors for allowing her to attend the meeting and put forward an opportunity that had come from the Government, Town Partnership Fund. Mari-Wyn explained to Councillors what this Fund was and how much was available for the Vale of Glamorgan Council. A suggestion she felt would benefit Llantwit Major and had been gleaned from the recent discussions on destination management, had been the introduction of a monthly market, as the Fund was for revenue and not capital. Mari-Wyn stated that she had already drawn up a draft application, but would like to obtain Councillors thoughts and get their support in the application. Councillors queried if the Town Council would be asked for any financial assistance for this project. Mari-Wyn stated not necessarily she is looking at Section 106 monies to do this.

RESOLVED: That the Town Council support the application for a Llantwit Major monthly market in principle, but should a request for financial support be made this be discussed at a later meeting once figures are available.

Councillor Mason thanked Mari-Wyn Elias-Jones for attending and she vacated the Chamber.

427. 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.

428. CEMETERY

The following Burial matters were noted

- 1) Burial of Peter Richard Rowland, Grave Number D183A (new plot) on 3rd July 2014
- 2) Burial of Edward Adrian Trickey, Grave Number SB6 (new plot) on 7th July 2014
- 3) Burial of Elviva Greenwood, Grave Number Hd3 (re-open) on 8th July 2014
- 4) Burial of Elizabeth Hannah Chambers, Grave Number F131 (re-open) on 17th July 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 & 2.

429. RECREATION AND OPEN SPACES**To discuss application for Llantwit Major Events Group to hold an event on the Recreation Ground for 'Help for Heroes' on 17th August 2014**

Councillors had previously been circulated with an application for Llantwit Major Events Group to hold an event on the Recreation Ground for 'Help for Heroes' on 17th August 2014. Councillors discussed their disappointment that this event has been advertised prior to permission being received to hold the event on the Recreation Ground.

RESOLVED: That permission be given for the event to take place on the Recreation Ground, but the Events Group be asked that if possible a plan of dates be put forward of any proposed events to take place. It be noted in the letter that the event has been advertised for a number of weeks prior to permission being obtained.

To discuss agenda brief for hiring skip for the day on the Allotment site

Councillor Mrs S Geary declared an interest.

Councillors had previously been circulated with a copy of an agenda brief detailing costs for hire of an 8yd skip and for a company to come in and remove the waste. Councillors discussed the costs and need for removal of rubbish from site.

RESOLVED: That when allotment rents are sent out a letter be included asking if tenants are for or against the siting of a temporary skip. If in favour would they be prepared to contribute financially towards one.

To discuss agenda brief for putting double headed taps on all water points on the Allotment Site

Councillor Mrs S Geary declared an interest.

Councillors had previously been circulated with an agenda brief and quotations for the installation of double headed taps to all water points within the allotment site.

RESOLVED: That the quotation received from Colin James in the sum of £155 + vat be accepted for the installation of double headed taps.

To discuss agenda brief for looking into possibility of providing a cover over the Tennis Courts

Councillors had previously been circulated with a copy of an agenda brief regarding the possibility of providing a cover over the tennis courts.

RESOLVED: That this item be deferred to the Five Year Plan committee meeting.

To discuss agenda brief requesting permission to refurbish the 'Rocket' in the Under 10's play area

Councillors had previously been circulated with an agenda brief detailing a donation of £1,000 received from npower for works to the under 10's play area, and requesting that permission be received to proceed with the refurbishment of the 'Rocket' from this money.

RESOLVED: That permission be given for the donation received from npower to be used in the refurbishment of the 'Rocket', at a cost of £900.

To discuss proposal from Avonmore Associates for the management of the Bowling Green for Autumn 2014 and Playing Season 2015

Councillor Mason & Councillor Mrs Lancaster declared an interest.

Councillors had previously been circulated with a copy of a quotation for proposed management of Bowling Green 2014/15. Brief discussion followed with it being;

RESOLVED: That the Management of the Bowling Green as proposed by Avonmore Associates proceed.

430. CENOTAPH

To discuss agenda brief reference the War Memorial Trust Grant offer for re-engraving the wording on the Cenotaph

Councillors had previously been circulated with copies of a letter dated 3rd July 2014 received from War Memorial Trust confirming the Town Council application for a grant was successful and an agenda brief detailing quotations for the works.

RESOLVED: That the Town Council proceed with the re-engraving works to the Stone Tablet and War Memorial in the sum of £4748 + vat.

Further

RESOLVED: That the Town Council accept the Grant offer from War Memorials Trust in the sum of £2374.

Further

RESOLVED: That the Town Council fund the remaining amount of £2374 using the money from the Cenotaph account and monies held in reserves for the Footpath Forum which is no longer required.

431. OLD SCHOOL**To discuss tenders received for the refurbishing the shed within the car park of the Old School**

Councillors had previously been circulated with copies of tenders received for the refurbishment of the shed within the Old School car park. Councillors were reminded that at the Recreation and Building Committee it had been recommended monies from the refurbishment of the Compass Building be used to finance this project.

RESOLVED: That the quotation received from Clive Marshall be accepted in the sum of £1410 + vat for the refurbishment of the shed within the Old School car park.

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

Councillor John reported that he had recently attended a meeting with the ABM Health Board in Port Talbot, it appears from this meeting that the Chief Executive had not received any letter that Councillor John had previously sent him regarding his concerns with the Health Board. Councillor John provided him with copies. A further meeting has been arranged for 19th September 2014.

Councillor John reminded Councillors that it is very important for the Town Council to be prepared for future changes to services in the area due to possible cuts in the Vale of Glamorgan Council budget. This will involve a number of different services. The Town Council need to consider forming a sub committee to meet with Officers from the Vale of Glamorgan Council should the need arise.

Councillor Mr K Geary stated he agreed with everything Councillor John had said.

Councillor Williams stated there are two main planning items at present, one concerning a planning application in Boverton which is due for discussion at the next Planning meeting and Welsh Housing. The social housing refurbishments are ahead of schedule and the quality of their work has improved.

Councillor Evans apologies and vacated the Chamber.

To discuss the Proposal and Objection report to create a new 420 place primary school by amalgamating Eagleswell and Llanilltud Fawr Primary Schools

Councillor John declared an interest and vacated the Council Chamber.

Councillors had previously been circulated with a report relating the Proposal and Objection report to create a new 420 place primary school by amalgamating Eagleswell and Llanilltud Fawr Primary Schools. Noted.

Councillor John entered the Council Chamber.

To note byelaws under section 14(7) & 15(7) of the Local Government Act 1982 on Acupuncture, Tattooing, Semi-Permanent Skin Colouring, Cosmetic Piercing and Electrolysis

Councillors were previously circulated with a copy of the byelaws under section 14(7) & 15(7) of the Local Government Act 1982 on Acupuncture, Tattooing, Semi-Permanent Skin Colouring, Cosmetic Piercing and Electrolysis. Noted.

To note receipt of Agenda for Community Liaison Committee meeting to be held on 8th July 2014

Councillors had previously been circulated with a copy of the Agenda for Community Liaison Committee meeting to be held on 8th July 2014. Noted.

To discuss the ‘Support Your High Street Campaign’ running from 20th – 27th September 2014

Councillors had previously been circulated with a copy of an email received from the Vale of Glamorgan Council regarding a Welsh Government campaign called ‘Support Your High Street’, which is due to run from 20th – 27th September 2014. Noted.

433. WELSH GOVERNMENT

To discuss response to the Welsh Government White Paper on ‘Reforming Local Government’

Councillors had previously been circulated with a copy of the White Paper on ‘Reforming Local Government’ produced by the Welsh Government.

RESOLVED: That Councillor John, Councillor Foster, Councillor Mrs Lancaster, Councillor Mr K Geary and Town Clerk meet during September to formulate a response, which will be brought back to Full Town Council 25th September 2014, for discussion.

To discuss Integrated Medium Term Plan 2014-2017 of Caring for People in Cardiff and Vale University Health Board

Councillors had previously been circulated with a copy of an email dated 23rd July 2014 regarding the Integrated Medium Term Plan 2014-2017 of Caring for People in Cardiff and Vale University Health Board, the email contained a link to the document. Noted.

To note the Housing (Wales) Bill

Councillors had previously been circulated with a copy of an email dated 24th July 2014 regarding the Housing (Wales) Bill, the email contained a link to the document. Noted.

434. PUBLICATIONS RECEIVED

Annual Report of Public Services Ombudsman for Wales

Councillors were informed that a copy of the Annual Report of Public Service from the Ombudsman for Wales was available in the Town Council office. Noted.

Newsletter from Vale Foodbank

Councillors were previously circulated with the Newsletter dated July 2014 detailing an update on the Vale Foodbank. Noted.

435. MISCELLANEOUS

To discuss proposed Mayors visit to Le Pouliguen

Councillors had previously been circulated with a copy of a letter dated 18th July 2014 received from Le Pouliguen inviting the Town Mayor to an event to be held weekend of 26th September 2014. Councillor Mason informed Councillors that although he would love to attend this function he has a prior commitment that weekend.

RESOLVED: That Councillor Mason replies to Monsieur Laine and thank him for the kind invitation but explain that on this occasion no representative from the Council would be able to attend.

SIGNED

MAYOR

DATED