

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 30th October 2014 at 7.05pm at the Town Hall, Llantwit Major

PRESENT; Chairman – Councillor M Mason - Town Mayor

 Councillors Mrs S Hanks) BOVERTON WARD
 Mr J Evans)
 Mr R Jenkins)
 Mr M Marsh)

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

 Mrs S Geary) SOUTH EAST WARD

 Mr G John)
 Mrs P Lancaster) WEST WARD

PCSO Serena James

Apologies received from.
Councillor Mrs A Knight – Illness
Councillor G Ingram - Illness

Declarations of Interest Forms were received from Councillors.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs S Hanks declared an interest under Recreation and Open Spaces, Item 3, Proposal to discuss a resident's query regarding trees and shrubs located at the southern end of Seaview Park.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr E Hacker declared an interest under Recreation and Open Spaces, Item 2, Proposal by the Bowls Club to refurbish the kitchen within the Sports Pavilion.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr M Mason declared an interest under Recreation and Open Spaces, Item 2, Proposal by the Bowls Club to refurbish the kitchen within the Sports Pavilion.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs P Lancaster declared an interest under Recreation and Open Spaces, Item 2, Proposal by the Bowls Club to refurbish the kitchen within the Sports Pavilion.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr K Geary declared an interest under Vale of Glamorgan Council, Item 7, to note receipt from the Vale of Glamorgan Council detailing the application to vary the premises licence for the Tudor Tavern.

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.

**457. ITEM BROUGHT FORWARD
COMMUNITY CONSTABLE**

To receive Community Constables report

PCSO Serena James introduced herself to Councillors. She stated that over the past month there had been 22 crimes of which 11 had been detected. PCSO James informed Councillors that the ongoing parking issues in Llantwit Major are continuing to be monitored and the areas patrolled regularly.

Councillor G John asked PCSO James if it was possible to let Councillors know what type of crimes are being reported each month, such as theft, assault etc. PCSO James informed Councillors that she thought this information could be provided for the next meeting. PCSO Serena James vacated the Town Hall.

**458. MINUTES
Full Town Council meeting held 25th September 2014**

The minutes of the Full Town Council meeting held on 25th September 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 25th September 2014 be adopted and accepted as a true record.

Matters Arising

Councillor J Evans confirmed to Councillors that the Rugby Club are keen to affiliate with the Tennis Club and hopeful to get procedures in place by March 2015.

Councillor Mrs P Lancaster informed Councillors that no Agenda Brief had been written for Octobers Full Town Council meeting, with reference to the re-dedication of the Cenotaph, as discussions are still ongoing.

Youth Forum meeting held 30th September 2014

The minutes of the Youth Forum meeting held on 30th September 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Youth Forum meeting held on 30th September 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.

Town Study Steering meeting held 30th September 2014

The minutes of the Town Study Steering meeting held on 30th September 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Town Study Steering meeting held on 30th September 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 3rd October 2014

The minutes of the Planning Committee Meeting held on 3rd October 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Planning Committee meeting held on 3rd October 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 7th October 2014

The minutes of the Footpath Forum Meeting held on 7th October 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Footpath Forum meeting held on 7th October 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.

Finance and Policy meeting held 9th October 2014

The minutes of the Finance and Policy Meeting held on 9th October 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Finance and Policy meeting held on 9th October 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.

Citizen Awards meeting held 13th October 2014

The minutes of the Citizen Awards meeting on 13th October 2014, had previously been circulated to the Council members. Councillors noted that on Page 2 under to set time and date of next Meeting it should state 10am and not as previously stated 10pm.

RESOLVED: That subject to the above amendments the Minutes of the Citizen Awards meeting held on 13th October 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 14th October 2014

The minutes of the Planning Committee Meeting held on 14th October 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Planning Committee meeting held on 14th October 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.

Five Year Plan meeting held 21st October 2014

The minutes of the Five Year Plan Meeting held on 21st October 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Five Year Plan meeting held on 21st October 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.

459. 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.

460. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 25th September 2014 to 29th October 2014. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor.

461. COUNCIL MEETING**Meetings for the Month of November 2014**

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

462. PROCEDURAL MATTERS**Action Tracker**

Councillors had previously been circulated with an up to date Action Tracker.

Councillor Mason confirmed to Councillors that he would contact Ms R Lewis to discuss developments of the Minehead Currach Project.

Councillor Mrs S Geary asked for an update on the U10'S Play Area project. The Town Clerk confirmed that the Rocket should be returned to the Park following refurbishment within the next week. She also confirmed that the new play equipment has been ordered and should be delivered within the next 3-4 weeks.

Members Report

Councillor Mrs S Hanks informed Councillors that she had attended a Welfare Meeting at the Vicarage.

Councillor J Evans stated he had attended the Pub Watch meeting and there were no problems to report.

Councillor Mrs P Lancaster confirmed herself and Councillor R Jenkins were attending fortnightly Event Committee Meetings in preparation for the Llantwit Major Illuminations Switch on and Parade on the 6th December 2014.

Town Clerks Report from Town & Community Clerks meeting 16th October 2014

Councillors had previously been circulated with the Town Clerks report from the Town & Community Clerks meeting held on 16th October 2014. Councillors discussed the issues affecting the services as a result of the Vale of Glamorgan budget cuts over the next 3 years. Noted.

To nominate Councillors to sit on attached Committees

Councillors had previously been circulated with vacancies on the Grievance Panel, Appeal Hearing and the Appeals Committee

RESOLVED: That the following Councillors be appointed to sit on the Committees detailed below:

Grievance panel (Personnel)	:	Councillor Mrs P Lancaster Councillor Mr J Evans Councillor Mr M Marsh Councillor Mrs S Hanks Councillor Mr R Jenkins
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Appeal Hearing (Personnel)	:	Councillor Mr M Mason (Chairman) Councillor Mr E Hacker Councillor Mr G John
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Appeals Committee: Councillor Mr K Geary (Chairman)
 (Personnel) Councillor Mr D Foster
 Councillor Mrs A Knight

463. YOUTH COUNCIL

Youth Activity Progress

The Town Clerk reminded Councillors of the Youth Council Games Evening to be held on Friday 7th November at 6.30pm, in the Town Hall.

Minutes from Llantwit Major Youth Council dated 6th June 2014, 26th June 2014, 4th September 2014 and the 24th September 2014

Councillors were previously circulated with copies of the minutes from Llantwit Major Youth Council dated 6th June 2014, 26th June 2014, 4th September 2014 and the 24th September 2014. Noted.

464. FINANCE

Income for the period 13th September 2014 to 20th October 2014

Councillors had previously been circulated with a copy of the Income for the period 13th September 2014 to 20th October 2014. Noted.

Expenditure for the period 19th September 2014 to 23rd October 2014

Councillors had previously been circulated with a copy of the Expenditure for the period 19th September 2014 to 23rd October 2014. The Town Clerk confirmed to Councillors that at present the Town Council have Accounts running with both Unity Trust Bank and Lloyds Bank. Councillors agreed that the expenditure payment to Jeff Evans should be renamed Edenvale Garden Services to ensure no confusion that payment is made to Councillor J Evans. Noted.

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

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

To discuss budget for Past Mayors Medals

Councillors had previously been circulated with an Agenda Brief detailing which budget category the cost for the Past Mayors Medals should be taken from. The Town Clerk confirmed to Councillors that this cost cannot be taken as an establishment charge.

RESOLVED: That a sum of £488.50 be transferred from the Contingency Budget to the Town Mayors Budget to cover the cost of the Past Mayors Badges.

465. 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.

466. CEMETERY

The following Burial matters were noted

- 1) Burial of Richard Morgan, Grave Number C205 (new plot) on 30th September 2014
- 2) Burial of Bertram John Owen, Grave Number Hb8 (re-open) on 10th October 2014
- 3) Burial of Kenneth Richards Stanley, Grave Number Hn4 (new plot) on 30th October 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 & 3.

467. RECREATION AND OPEN SPACES**Vale of Glamorgan Playground Maintenance Logs for 4th September 2014**

Councillors had previously been circulated with the Playground Area Inspection dated 4th September 2014. The Town Clerk informed Councillors that the Zip Wire had been sent back to the Manufacture. The Zip wire will undergo pressure tests to determine why the bolt sheered. Noted.

To discuss Agenda Brief detailing the Bowls Club proposal to refurbish the kitchen within the Sports Pavilion

Councillor E Hacker, Councillor M Mason and Councillor Mrs P Lancaster declared an interest in this item.

Councillors had previously been circulated with a letter from the Bowls Club dated 14th July 2014, an Agenda Brief and a Plan detailing a proposal to refurbish the kitchen within the Sports Pavilion.

RESOLVED: That permission be given by the Town Council for the Bowls Club to proceed with the proposal to refurbish the kitchen.

To discuss Email received from residents regarding trees and shrubs at the southern end of Seaview Park and advice received from Vale of Glamorgan Council

Councillor Mrs S Hanks declared an interest in this item.

Councillors were previously circulated with an Email received from a resident dated 15th September 2014 detailing concerns regarding an overhanging tree at the southern end of Seaview Park, an Email from the Vale of Glamorgan Services Legal Department dated 15th September detailing the Councils legal obligation regarding this matter and a quotation for the works to remove branches near the boundary.

RESOLVED: That the Town Clerk write to the resident of Seaview Park informing him that a quotation for the removal of the large branch had been received in the sum of £300.00. The Town Council are prepared to cover half the cost of removal.

468. CENOTAPH**To note successful application from Cadw for Grant for re-engraving the War Memorial**

Councillors were previously circulated with a letter, dated 2nd October, detailing the Town Councils successful Application in obtaining a Grant of up to £1662.00 towards the costs of re-engraving the War Memorial. Noted.

469. TOWN HALL**To discuss Fly a Flag for Commonwealth Day on 9th March 2015**

Councillors were previously circulated with an email detailing flying a flag for the Commonwealth Day on 9th March 2015. The Town Clerk informed Councillors that the approximate cost for purchasing a Commonwealth Flag was £60.00.

RESOLVED: That the Town Council do not Fly a Flag for Commonwealth Day.

470. LLANTONIAN HALL**To discuss letter received from Llantwit Major Old Age Pensioners Club**

Councillors were previously circulated with a letter received from Llantwit Major Old Age Pensioners Club detailing the enforced cancellation of their weekly meeting on 7th October 2014. Councillors discussed this matter.

RESOLVED: That the Town Clerk write to the Llantwit Major Old Age Pensioners Club informing them that they are prepared to refund the fee for 7th October 2014, offer one additional free hall session and pay £21.00 towards covering the transport cost for the 7 members to and from the hall. These costs will be deducted from their next invoice.

471. OLD SCHOOL**To discuss Quotation for repairs to the Council Chambers window wall**

Councillors were previously circulated with a quotation from Armstrong Masonry dated 6th October 2014 for repairing the council chamber window wall. All Councillors agreed that this work must be done to hopefully resolve the ongoing damp problem to this wall.

RESOLVED: That permission be given to accept the quotation from Armstrong Masonry at a cost of £600.00 + vat to repair the Council Chambers window wall.

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

Councillor G John informed Councillors that from 14th December 2014 the junction between Boverton Road and Le Pouliguen Way is undergoing repair work.

Councillor E Hacker stated that there were further delays to the road works on B4265 by Four Cross Service Station. Expected completion date is now set for Mid January 2015.

Councillor E Hacker also expressed his disappointment at the refusal of the Mill Farm Planning Application and the approval of the Plasnewydd development.

He also informed Councillors that he had attended meetings as his role of Chairman for the Swansea Bay Port Authority.

To note receipt of Agenda for Council meeting on Monday 29th September 2014

Councillors noted receipt of the Agenda for Council Meeting on Monday 29th September 2014. .

To discuss the Town Council comments in relation to Reshaping Services Budget Consultation 2015/2016

Councillors were previously circulated with an email dated 13th October 2014 and information regarding Reshaping Services Budget Consultation 2015/2016.

RESOLVED: That the Town Clerk inform the Vale of Glamorgan Council that before the Town Council can consider responding in detail more information is required on what services they propose to cut across the Vale of Glamorgan Council.

To note receipt of Agenda for Community Liaison Committee Meeting on 21st October 2014

Councillors noted receipt of the Agenda for the Community Liaison Committee meeting held on 21st October 2014.

To note the Vale Local Service Boards, Local Service Forum, to be held on 9th December 2014 to discuss ‘Shaping the future – Meeting the Challenges Together’

Councillors were previously circulated with an email dated 21st October 2014 inviting a representative to an event ‘Shaping the future – Meeting the Challenges Together’. Noted.

For information a coffee morning to meet the Vale GP Out of Hours Services on 11th November 2014.

Councillors were previously circulated with an email dated 21st October 2014 detailing a coffee morning to meet the Vale GP Out of Hours Services on 11th November 2014. Noted.

To note receipt of letter from Vale of Glamorgan Council detailing the application to vary the premises licence for the Tudor Tavern

Councillor Mr K Geary declared an interest in this item.

Councillors were previously circulated with a letter from the Licensing Officer of the Vale of Glamorgan Council, dated 22nd October 2014, with reference to the Application to vary a Premises licence for the Tudor Tavern and the date the Licensing Committee will meet to discuss the Application. Noted.

473. WELSH GOVERNMENT**To note receipt of the draft Annual Report of the Independent Remuneration Panel for Wales.**

Councillors had previously been circulated with a copy of the Draft Annual Report of the Independent Remuneration Panel for Wales. Noted.

To discuss the Wales Planning Bill

Councillors had previously been circulated with an Agenda Brief detailing the Welsh Governments review of the Wales Planning Bill. The Town Clerk informed Councillors that she had attended a presentation given by Marcus Goldsworthy from the Vale of Glamorgan Council that summarised five Consultation documents that had been produced detailing the review of the Planning process. The Town Clerk stated that the presentation implied local Town Councils would be affected by changes to the Front Loading Planning system. Big Planning Development

Projects would not go to the Vale for consultation but be directed straight to the Welsh Government.

RESOLVED: That the Town Clerk produce a written Agenda Brief regarding the points raised and bring back to Full Town Council Meeting in November.

474. MISCELLANEOUS

To discuss letter from Year 10, Llantwit Major School pupil, to undertake work experience in the Town Hall

Councillors were previously circulated with a letter dated 30th September 2014 detailing a Year 10 pupil from Llantwit Major School request to undertake work experience in the Town Hall. Councillors discussed the feasibility of providing work experience in the Town Hall for a year 10 pupil.

RESOLVED: That permission is given for the Year 10 pupil to undertake work experience in the Town Hall for one week. The pupil's working hours will be from 10am to 12 noon.

Invitation from Music in the Vale to attend a concert from Stanwell School, Penarth on 15th and 16th November 2014.

Councillors were previously circulated with an Invitation dated 13th October 2014 detailing two concerts to be held at Stanwell School, Penarth on the 15th and 16th November 2014. Councillor M Mason, Councillor Mrs P Lancaster, Councillor Mr K Geary and Councillor Mrs S Geary informed Councillors that they were attending this event. It was agreed that any other Councillor wishing to attend this function should inform the Town Hall as soon as possible.

Discuss Ambassador Programme Update

Councillors were previously circulated with an email dated 24th October 2014 detailing an update on the Vale of Glamorgan Councils Ambassadors Programme. Noted.

475. 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

The Town Clerk gave a Verbal Report on an AEO received.

RESOLVED: That the Town Clerk proceed with the AEO in accordance with the written procedure.

SIGNED
MAYOR

DATED