



**Citizen Awards meeting held 11<sup>th</sup> March 2015**

The minutes of the Citizen Awards meeting held on 11<sup>th</sup> March 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Citizen Awards meeting held on 11<sup>th</sup> March 2015 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 18th March 2015**

The minutes of the Working Group meeting held on 18th March 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Working Group meeting held on 18<sup>th</sup> March 2015 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

Councillor Mrs Hanks queried what IT equipment had been ordered for the Town Hall Office. The Town Clerk confirmed that IT equipment ordered comprised of three new monitors, three new hard drives, one laptop and associated software for all machines.

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

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

**541. TOWN MAYOR**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 26th February 2015 to 25<sup>th</sup> March 2015. Noted.

**Questions to Town Mayor**

There were no questions to the Town Mayor.

**542. COMMUNITY CONSTABLE**

PC Colin Malone sent his apologies that he was unable to attend the Meeting due to a prior commitment, but had sent a written report. Since the last meeting there had been 19 crimes, of which 11 had been detected, all crimes were minor offences. He added that over the next few weeks there is an ongoing Seat Belt campaign in Llantwit Major, which will result in automatic warning notices being issued if motorists are caught not wearing their seat belt.

**543. COUNCIL MEETING****Meetings for the Month of April 2015**

Councillors had previously been circulated with a copy of the council meetings for the month of April. The Town Clerk informed Councillors that Mari-Wyn Elias-Jones, Towns Centres Development Officer was unable to attend the Town Study Steering Meeting on 14<sup>th</sup> April 2015.

**RESOLVED:** That the Town Study Steering Meeting be deferred to a future date when Mari-Wyn Elias-Jones is able to be in attendance.

**544. PROCEDURAL MATTERS**

**Action Tracker**

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

It was agreed that the item Llantwit Major Rugby Football Club re Dog faeces signs be removed from the Action Tracker. The Town Clerk confirmed that the CASH Grant re Llantonian Hall flooring will be forwarded to the Vale of Glamorgan Council once tenders had been received.

**Members Report**

Llanilltud Fawr in Flower

Councillor Mrs P Lancaster and Councillor Mrs S Geary stated they had attended a Llanilltud Fawr in Flower Committee Meeting. They confirmed that the official opening of the Surgery Garden was to be held on 31<sup>st</sup> March 2015. A collection was taking place in Llantwit Major Precinct on 25<sup>th</sup> July 2015 to raise money for Llanilltud Fawr in Flower.

Events Committee

Councillor Mrs P Lancaster informed Councillors that the meeting arranged for 22<sup>nd</sup> March 2015 was postponed until 29<sup>th</sup> March 2015.

Pub Watch

Councillor Evans attended a Pub Watch Meeting. There were no problems to report.

**To discuss appointing a Governor for the temporary Llantwit Community Learning Primary School and Llanilltud Fawr Primary School**

Councillors had previously been circulated with an email dated 16<sup>th</sup> March 2015, from Mr John Sparks, Head of Governor Support, confirming Councillor Evans resignation as temporary Governor of Llantwit Community Learning Primary School and Governor of Llanilltud Fawr Primary School. Councillors discussed the two vacant posts.

**RESOLVED:** That Councillor Mrs S Hanks be nominated as the Town Council representative on the temporary Governing Board for Llantwit Community Learning Primary School, that the seat on Llanilltud Fawr Primary School remain vacant as the Governing Board will cease to exist after the Summer.

**To adopt the Policy for payments of Accounts and nominate an additional Councillor for authorise use on Internet Banking**

Councillors had previously been circulated with an Agenda Brief regarding the Policy for payments of Accounts, and to nominate an additional Councillor to have authorised use on the Internet Banking. The Town Clerk confirmed that the Working Group had been looking into the use of Internet Banking and this Policy along with named Councillors, who have authorised use, had come from a recent meeting.

**RESOLVED:** That the Online Policy for Payment of Accounts be adopted.

**Further**

**RESOLVED:** That Councillor Mrs S Geary be nominated as the fifth signature to have Authorise Use Only on the Internet Banking System. The Town Clerk to complete necessary paperwork obtain the necessary signatures.

**To discuss attendance of SLCC & OVW Joint Conference**

Councillors had previously been circulated with an application form inviting attendance to the SLCC and OVW Joint Conference on 14<sup>th</sup> May 2015. Councillors discussed the agenda for the meeting and it was

**RESOLVED:** That the Town Clerk should attend the Conference on 14<sup>th</sup> May 2015 in Llandrindod Wales along with a maximum of two additional Councillors. Councillors deferred the decision as to which Town Councillors may wish to attend the Conference until the Full Town Council meeting 30<sup>th</sup> April 2015.

**545. YOUTH COUNCIL****Youth Activity Progress**

No members of the Youth Council were present at the Meeting.

**To note minutes of the Llantwit Major Youth Council held on 26<sup>th</sup> February 2015**

Councillors had previously been circulated with the minutes of the Llantwit Major Youth Council held on the 26<sup>th</sup> February 2015. Noted.

**To note invoice detailing Contribution towards Llantwit Major Youth Action Council**

Councillors had previously been circulated with an invoice dated 5<sup>th</sup> March 2015 detailing a request for £2000 towards the contribution for Llantwit Major Youth Council. Councillors requested to see a balance sheet for 2014.

**RESOLVED:** That permission be given to pay Vale of Glamorgan Council £2000 towards Llantwit Major Youth Council, and a copy of a balance sheet be requested.

**To nominate a second Link Councillor**

The Youth Council requested at February's Full Town Council Meeting the nomination of a second Link Councillor. Councillors discussed this request.

**RESOLVED:** That Councillor J Evans be nominated as the second Link Councillor.

**546. FINANCE****Income for the period 20<sup>th</sup> February 2015 to 19<sup>th</sup> March 2015**

Councillors had previously been circulated with a copy of the Income for the period 20<sup>th</sup> February 2015 to 19<sup>th</sup> March 2015. Noted.

**Expenditure for the period 20<sup>th</sup> February 2015 to 19<sup>th</sup> March 2015**

Councillors had previously been circulated with a copy of the Expenditure for the period 20<sup>th</sup> February 2015 to 19<sup>th</sup> March 2015. Councillor Mrs S Geary queried the payment to C A Scaffolding for £5400. The Town Clerk confirmed that this was payment for the emergency roof repairs to the Old School. Noted.

**Bank Reconciliation for period 1<sup>st</sup> February 2015 to 28<sup>th</sup> February 2015**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> February 2015 to 28<sup>th</sup> February 2015. Noted.

### **Proposed Income and Expenditure figures for 2014/2015**

Councillors had previously been circulated with proposed Income and Expenditure figures for 2014/2015. The Town Clerk clarified to Councillors the Agenda Brief detailing the two budget sheets options.

**RESOLVED:** That £862 be moved from the Contingency Fund to the Recreation & Open Spaces budget to allow purchase of a wooden train and train station for the Under 10's Play Area.

#### **Further**

**RESOLVED:** That £2193 be moved to the Old School Budget from the Contingency Fund to allow purchase of new tables, chairs and display cases.

#### **Further**

**RESOLVED:** That the remaining Contingency Fund figure of £1456.50 be carried over into the Council Chamber Redecoration budget for 2015/16.

### **To discuss increasing the prize money for the winner of 'Naming the Under 10's Playground' as brought forward by the Youth Council at February's Full Town Council Meeting.**

The Youth Council requested at February's Full Town Council Meeting that Councillors look at increasing the prize money offered for the winner of 'Naming the Under 10's Playground' from £20.00 to £50.00.

**RESOLVED:** That as resolved at the Full Town Council meeting held on 27<sup>th</sup> November 2014, the prize money remains at £20.00.

### **To discuss letter from the Royal British Legion requesting a donation towards a Memorial Plaque for VE Day.**

Councillors had previously been circulated with a letter dated 18<sup>th</sup> March 2015 requesting a donation from the Town Council towards purchasing a Memorial for VE Day.

**RESOLVED:** That a donation of £50.00 be given to the Royal British Legion towards purchasing a VE Day Memorial plaque.

## **547. 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. Councillor Mrs S Geary informed Councillors that the Former Post Office Sorting Office has been sold onto the Newydd Housing Association for Social Housing. There are also concerns regarding access points to the development. Noted.

### **To note Agenda Brief on Planning Applications received by the Town Council**

Councillors had previously been circulated with an Agenda Brief regarding comments submitted by the Town Council on Planning Applications. Noted.

## **548. CEMETERY**

The following Burial matters were noted

- 1) Burial of Elsie Vaughan (re-open) Plot B164 on 21<sup>st</sup> March 2015

549. **RECREATION AND OPEN SPACES****Play Equipment Reports 6<sup>th</sup> March 2015**

Councillors had previously been circulated with a copy of the playground Inspection/Maintenance Report dated 6<sup>th</sup> March 2015. Noted

**To discuss the setting up of a Community Tennis Programme on the Llantwit Major Tennis Courts**

Councillors had previously been circulated with an email dated 6<sup>th</sup> March 2015 from Vale Tennis Academy regarding a Community Tennis Programme on the Tennis Courts. Councillor Evans added that he and the Town Clerk had recently met with Rob Cunningham, Director of Vale Tennis Academy to discuss a Summer Tennis Programme in Llantwit Major. It will begin on 2<sup>nd</sup> May 2015 and aim to open during all major Events in the town, eg Victorian Fair Day. The Town Clerk confirmed that they intend to meet with the Academy again towards the end of June/beginning of July to discuss the setting up of a Tennis Club.

**RESOLVED:** That this year the Tennis Academy be offered use of the courts free of charge, to be reviewed before the start of next season, if successful.

**To discuss Cylch Meithrin Llanilltud Fawr application to hold a Family Fun Day on the Recreation Ground on the 9<sup>th</sup> May 2015**

Councillors had previously been circulated with an Application Form and letter, dated 6<sup>th</sup> March 2015, from Cylch Meithrin Llanilltud Fawr requesting permission to hold a Family Fun Day on the Recreation Ground on the 9<sup>th</sup> May 2015.

**RESOLVED:** That permission be given for Cylch Meithrin Llanilltud Fawr to hold a Family Fun Day on the Recreation Ground 9<sup>th</sup> May 2015.

**To discuss applying for the funding grant from the construction company Jewson to help build better communities**

Councillors had previously been circulated with an email from Fields in Trust, dated 6<sup>th</sup> March 2015, announcing that the construction company Jewson are giving away £100,000 to help build better communities and as a Town Council we can apply. Councillors discussed possible projects that the Town Council could apply for.

**RESOLVED:** That permission be given to apply to Jewson Construction Company for funds towards widening the path around the Recreation Ground.

**To discuss the Vale of Glamorgan Annual Play Area Inspection for 2015/2016**

Councillors had previously been circulated with a letter from the Vale of Glamorgan Council, dated 17<sup>th</sup> March 2015, offering to complete the Annual Play Area Inspection for 2015/2016 of the Town Councils Play Areas at a cost of £60.00.

**RESOLVED:** That permission be given to the Vale of Glamorgan Council to do the Annual Play Area Inspection for 2015/2016 at a cost of £60.00.

550. **LLANTONIAN HALL****To discuss letter received from Boverton WI re complaints over the general state of Llantonian Hall**

Councillors had previously been circulated with a copy of a letter received from Boverton WI regarding the heating, chairs and curtains at the Hall. The Town Clerk confirmed to Councillors

that she had written a response to Boverton WI regarding these matters however their request for a reduction in the cost of hiring the hall would need to be discussed by Councillors at this meeting. Councillors asked the Town Clerk if the emergency numbers had been contacted, as the Hirer had encountered problems in Llantonian Hall. The Town Clerk confirmed that no call had been received.

**RESOLVED:** That no reduction in the cost of hiring be offered.

**To discuss letter received from ‘Pyjama Drama’ reference hiring fees.**

Councillors had previously circulated with a letter, dated 19<sup>th</sup> March 2015, from Pyjama Drama detailing a request to pay weekly hiring fees during term times only.

**RESOLVED:** That the hirer pay weekly rates during term time only provided all hiring dates are confirmed as soon as possible, and the request be reviewed in a years’ time.

**551. TOWN HALL**

To discuss Agenda Brief for History Society to open and run the Heritage Centre from the Easter weekend until beginning of September.

**RESOLVED:** That a letter be written to History Society asking if they were prepared to open and run the Heritage Centre from Easter through to September 2015.

**552. SEAVIEW PARK**

**To discuss signing the Fields in Trust Non-charitable Deeds of Dedication**

Councillors had previously been circulated with the Non-Charitable Deed of Dedication between Llantwit Major Town Council and National Playing Fields Association with reference to Seaview Park.

**RESOLVED:** That the Town Mayor and Deputy Town Mayor sign and seal the Deed of Dedication on behalf of Llantwit Major Town Council.

**553. VALE OF GLAMORGAN COUNCIL**

**Vale of Glamorgan Councillors Report**

No Vale Councillors were present at Meeting.

**To discuss the consultation on the School Crossing Patrol Policy and Site Assessment criteria**

Councillors had previously been circulated with a copy of the School Crossing Patrol Policy and Site Assessment Criteria. Councillor Mrs Geary stated that the consultation looked at new guidelines to be applied when determining if a School Crossing Patrol Man/Woman should be stationed outside a school. The guidelines are determined by using the Adopted Criteria Threshold Level.

**RESOLVED:** The Town Clerk completes the feedback form on the consultation on the School Crossing Criteria and recommends that the PV2 Threshold be reduced from 4 million to 3 million.

**To discuss email regarding S106 money available from Redwood Close Development**

Councillors had previously been circulated with an email from Councillor Evans dated 6<sup>th</sup> March 2015, requesting the Town Council writes to the Vale of Glamorgan Council asking that any S106 money from the development at Redwood Close be used on a new playground for the children at Trebeferad.

**RESOLVED:** That a letter be written to the Vale of Glamorgan Council recommending that any S106 monies from the development at Redwood Close goes towards a new playground at Trebeferad.

**To note the protocol for marking the death of a senior national figure or local holder of High Office**

Councillors were previously circulated with the protocol for marking the death of a senior national figure or local holder of High Office. Noted.

**To discuss Youth Council comments about the lack of bins around the Windmill Playing Fields and lack of knowledge regarding disposal of blue dog fouling bags in general bins**

The Youth Council commented at February's Full Town Council Meeting about the lack of bins around the Windmill Playing Fields and lack of public knowledge regarding disposal of blue fouling bags in general bins.

**RESOLVED:** That the Town Council writes to the Vale of Glamorgan Council informing them of Llantwit Major Youth Councils concerns regarding the lack of bins around the Windmill Playing Fields and lack of knowledge regarding disposal of blue fouling bags in general bins.

**To discuss waste management and cleansing chargeable items**

Councillors were previously circulated a letter from Vale of Glamorgan Council, dated 26<sup>th</sup> February 2015, detailing the waste management and cleansing chargeable items from 1<sup>st</sup> April 2015.

**RESOLVED:** That permission be given for the Town Council staff to sell dog fouling bags at a cost of £1.00 for 50 bags. It was agreed this process will be reviewed after one year.

**To discuss Draft Improvement Objectives for 2015/16**

Councillors were previously circulated with an email dated 19<sup>th</sup> March 2015 reminding them that the Draft Improvement Objectives for public consultation is available to download. Noted.

**Receipt of Special Council Agenda on 25<sup>th</sup> March 2015**

Councillors noted receipt of the Special Council Agenda 25<sup>th</sup> March 2015.

**To discuss Agenda Brief of possible future sites for adopting land in Llantwit Major and Boverton**

Councillors were previously circulated with an Agenda Brief detailing possible opens spaces within Llantwit Major owned by the Vale of Glamorgan Council that the Town Council could possibly look at taking over responsibility/ownership of.

**RESOLVED:** That this Agenda Item be deferred to the Full Town Council meeting 30<sup>th</sup> April 2015.



554. **WELSH ASSEMBLY GOVERNMENT**

**To note Heritage Bill E-bulletin**

Councillors were previously circulated with the February 2015 Heritage E-Bulletin. Noted.

555. **PUBLICATIONS RECEIVED**

**To note Spring Newsletter on 'Ageing Well in Wales'**

Councillors were informed that a copy of the Spring Newsletter on 'Ageing Well in Wales' was available in the Town Council office. Noted.

556. **MISCELLANEOUS**

**To discuss 70th Anniversary VE Day Beacons**

Councillors were previously circulated with a leaflet detailing the 70<sup>th</sup> Anniversary VE Day Beacon celebrations planned for 8<sup>th</sup> May 2015. Councillors discussed the logistics of organising the lighting of a Beacon.

**RESOLVED:** That the Town Clerk writes to Llantwit Major Surf Life Saving Club to see if they would be interested in organising the lighting of a Beacon on Llantwit Major clifftops to celebrate the 70<sup>th</sup> Anniversary of VE Day. If the Surf Life Saving Club are not interested in organising a Beacon the Town Council to look at organising a small candlelit ceremony around Cenotaph at 9.30pm on the 8<sup>th</sup> May 2015.

SIGNED .....  
MAYOR

DATED .....