

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 30<sup>th</sup> April 2015 at 7.05pm in the Llantonian Hall, Llantwit Major

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PRESENT;      Chairman –      Councillor Mr M Mason - Town Mayor

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

                                              Mrs S Geary                        ) SOUTH EAST WARD

                                              Mr G John                         ) WEST WARD  
                                              Mrs P Lancaster                   )

                                              Mr E Williams                    ) NORTH WARD  
                                              Mr E Hacker                       )  
                                              Mr D Foster                       )  
                                              Mrs J Norman                      )

Sergeant Mark John  
Councillor A Bennett – Vale of Glamorgan Councillor

Apologies received from.  
Councillor J Evans- Illness  
Councillor Mrs A Knight - Prior commitment  
Youth Council – Prior commitments

A minutes silence was held in remembrance of Councillor Mr Guy Ingram who sadly passed away.

Councillor Mason welcomed the newly elected Councillor Mrs J Norman to her first Full Town Council Meeting and wished her every success in her new role.

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 Council, item 2 re Dog Fouling Bins and under Recreation and Open spaces, item 2 re Llantwit Major Rugby Club wish to take over ownership of the whole car park adjacent to the Rugby Club.

Councillor Mason asked permission to bring forward the Agenda Item Community Constable to receive Community Constable report.

#### **ITEM BROUGHT FORWARD**

#### **557. COMMUNITY CONSTABLE**

Sergeant Mark John reported that from the 26<sup>th</sup> March 2015 there had been 14 crimes of which 10 had been detected. The month of April had been quiet but he stated they were building up for a busy period over the next few months with further patrols of the beach, various beer festivals

and the Victorian Fair. Sergeant John asked Councillors if they could suggest ways to increase the awareness and support of the local Neighbourhood Watch Program. More volunteers were needed and he did not want to see Llantwit Major lose their funding for this program.

Sergeant Mark John vacated Llantonian Hall.

558. **MINUTES**

**Full Town Council meeting held 26<sup>th</sup> March 2015**

The minutes of the Full Town Council meeting held on 26<sup>th</sup> March 2015, had previously been circulated to the Council members. Councillors noted that on page 382 under Development it should state Newydd Housing Association and not as previously stated New Housing Association. Councillors noted that on page 385 under the Vale of Glamorgan Council it should state 'That a letter be written' and not as previously stated 'The a letter be written'.

**RESOLVED:** That subject to the above amendments the Minutes of the Full Town Council Meeting held on 26<sup>th</sup> March 2015 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Allotment Sub Committee meeting held 24<sup>th</sup> March 2015**

The minutes of the Allotment Sub Committee meeting held on 24<sup>th</sup> March 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Allotment Sub Committee meeting held on 24<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.

**Planning Committee meeting held 24<sup>th</sup> March 2015**

The minutes of the Planning Committee meeting held on 24<sup>th</sup> March 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Planning Committee meeting held on 24<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.

**Citizen Awards meeting held 30<sup>th</sup> March 2015**

The minutes of the Citizen Awards meeting held on 30<sup>th</sup> March 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Citizen Awards meeting held on 30<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.

**Footpath Forum meeting held 7<sup>th</sup> April 2015**

The minutes of the Footpath Forum meeting held on 7<sup>th</sup> April 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Footpath Forum meeting held on 7<sup>th</sup> April 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.

**559. 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.

**560. TOWN MAYOR**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 26<sup>th</sup> March 2015 to 29<sup>th</sup> April 2015. Noted.

**Questions to Town Mayor**

There were no questions to the Town Mayor.

**561. COUNCIL MEETING****Meetings for the Month of May 2015**

Councillors had previously been circulated with a copy of the council meetings for the month of May. Councillor Mason informed Councillors he should be included on Attendance under the Youth Activities Forum. Noted.

**Email update on Town Study Steering Group from Town Centres Development Officer regarding Interpretation Boards and Pavement Waymakers**

Councillors had previously been circulated with an email from Town Centres Development Officer, dated 23<sup>rd</sup> April 2015, regarding an update on the Interpretation Boards and Pavement Waymakers. Councillor Mrs Lancaster informed Councillors that she attend a Town Team Meeting with the Town Centres Development Officer on the 29<sup>th</sup> May 2015. She stated that the Pavement Waymarkers will be installed on Tuesday 5<sup>th</sup> May. The Interpretation Boards have been delayed due to various problems. It is hope the boards will be installed by the end of May 2015.

**To discuss change of date for Annual Meeting**

Councillors were previously circulated with a signed letter by three Councillors, dated 23<sup>rd</sup> April 2015, requesting to change the date of the Annual Meeting from Thursday 21<sup>st</sup> May 2015 to Thursday 14<sup>th</sup> May 2015. Councillor discussed the practicalities of moving the date of the meeting.

**RESOLVED:** That permission be given to change the Annual Meeting date to 7pm on Thursday 14<sup>th</sup> May 2015, in the Back Room of the Old School Building.

**562. PROCEDURAL MATTERS**

**Action Tracker**

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

The Town Clerk confirmed to Councillors that the redecoration of the Council Chamber was still ongoing. The wooden beam above the main Chamber window was found to be rotten so this is having to be replaced with a new Oak Beam. The Town Clerk also confirmed that no responses had been received from the Lifesaving Club reference lighting a beacon for VE Day and from local landowners re future burial ground.

**Members Report**

Llanilltud Fawr in Flower

Councillors were previously circulated with an Agenda Brief from Councillor Mrs P Lancaster and Councillor Mrs S Geary updating Councillors on the Llanilltud Fawr in Flower Committee progress for the year April 2014 to April 2015. Noted.

Vale of Glamorgan Youth Services Right Ambassadors Workshop

Councillor Mrs S Hanks updated Councillors on a successful evening spent with members of the Vale of Glamorgan Vale of Glamorgan Youth Services Right Ambassadors understanding the need for children's rights.

Councillor Mrs Hanks also confirmed she attended a Site Meeting looking into the problems of parking at Trebeferad.

**To discuss attendance at One Voice Wales Larger Councils Conference at Royal Welsh Showground on 8<sup>th</sup> July 2015.**

Councillors had previously been circulated with an Invitation to attend the One Voice Wales Larger Councils Conference at Royal Welsh Showground on 8<sup>th</sup> July 2015.

**RESOLVED:** That no Councillors will attend the One Voice Wales Larger Councils Conference at Royal Welsh Showground on 8<sup>th</sup> July 2015.

**To discuss Councillors attendance at SLCC & OVW Joint Conference**

Councillors had previously been circulated with an Invitation to attend the SLCC & OVW Joint Conference on 14<sup>th</sup> May 2015.

**RESOLVED:** That no Councillors will attend the SLCC & OVW Joint Conference on 14<sup>th</sup> May 2015.

**To nominate Councillor to be elected as Town Mayor**

Councillors discussed nominations for the Town Mayor 2015/16. It was;

**RESOLVED:** That the current Deputy Town Mayor, Councillor Mrs P Lancaster, be put forward to the Annual Meeting for nomination as Town Mayor 2015/16.

**To nominate Councillor to be elected as Deputy Town Mayor**

Councillors discussed nominations for the Deputy Town Mayor 2015/16. It was;

**RESOLVED:** That Councillor Mrs S Hanks be put forward to the Annual Meeting for nomination as Deputy Town Mayor 2015/16.

**To note receipt of letter regarding Revised Guidance on the Code of Conduct**

Councillors were previously circulated with a letter, dated 23<sup>rd</sup> April 2015 regarding the revised Guidance on the Code of Conduct. Noted.

Councillors discussed who still needed to attend a course on Councillors Code of Conduct.

**RESOLVED:** That the Town Clerk look into the next available Code of Conduct Course. When a date is finalised Councillor Mrs Hanks, Councillor Mrs Norman and Councillor Foster will attend the course.

**563. YOUTH COUNCIL****Youth Activity Progress**

No members of the Youth Council were present at the Meeting due to prior commitments and illness.

**To note minutes of the Llantwit Major Youth Council held on 30<sup>th</sup> March 2015**

Councillors had previously been circulated with the minutes of the Llantwit Major Youth Council held on the 30<sup>th</sup> March 2015. Noted.

**To note and sign the Llantwit Youth Council Memorandum of Understanding**

Councillors had previously been circulated with the Memorandum of Understanding for Llantwit Major Youth Council. The Town Clerk confirmed to Councillors she was still waiting to receive a balance sheet for 2014. Councillor Foster raised concerns regarding the Town Council Duties section of the Memorandum which stated the Town Council donating the Youth Council £2000 per annum to cover project funds.

**RESOLVED:** That a letter be written to the Vale of Glamorgan Youth Participation Officer to request that the wording be changed under Llantwit Major Town Councils duties. It should be amended to state that the Town Council will consider financially supporting Llantwit Youth Council on an Annual basis.

Further

**RESOLVED:** That a request be made to the Vale of Glamorgan Youth Participation Officer that Link Councillors, Councillor E Williams and Councillor J Evans, are DBS checked as detailed in the Memorandum of Understanding.

**564. FINANCE****Income for the period 20th March 2015 to 23<sup>rd</sup> April 2015**

Councillors had previously been circulated with a copy of the Income for the period 20th March 2015 to 23<sup>rd</sup> April 2015. Noted.

**Expenditure for the period 20<sup>th</sup> March 2015 to 23<sup>rd</sup> April 2015**

Councillors had previously been circulated with a copy of the Expenditure for the period 20<sup>th</sup> March 2015 to 23<sup>rd</sup> April 2015. Noted.

**Bank Reconciliation for period 1<sup>st</sup> March 2015 to 31<sup>st</sup> March 2015**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> March 2015 to 31<sup>st</sup> March 2015. Noted.

Councillor G John entered Llantonian Hall.

**Bank Reconciliation for period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2015. Noted.

**Finalised Income and Expenditure figures for 2014/2015**

Councillors had previously been circulated with finalised Income and Expenditure figures for 2014/2015. The Town Clerk confirmed that all Lloyds Bank Accounts were now closed.

**RESOLVED:** That the budget figures be accepted for the financial year 2014/15.

**To discuss Grant Aid Application from Llantwit Major Events Group for £2500**

Councillors had previously been circulated with a Grant Aid Application Form, dated 24<sup>th</sup> March 2015, from Llantwit Major Events Group, detailing a request for a Grant of £2500. Councillors confirmed that the Grant request was for the Christmas Illuminations 2015 event.

**RESOLVED:** That a grant of £2500 been given to the Llantwit Major Events Committee for Christmas Illumination 2015 event. It will be confirmed in writing to the Event Group that the cheque for £2500 will be released to them on the 31<sup>st</sup> October 2015.

**To remind Councillors to submit any suggestions for projects to be put forward to the Five Year Plan Committee**

Councillors were reminded to submit any suggestions for new projects to be put forward to the Five Year Plan Committee. The Town Clerk requested these suggestions be forwarded to her by the end of May 2015.

**To discuss membership of Friends of the Glamorgan Heritage Coast**

Councillors were previously circulated with a Membership Application Form, dated 21<sup>st</sup> April 2015, requesting becoming a member of Friends of the Glamorgan Heritage Coast.

**RESOLVED:** That permission be given to become a Sponsor member of Friends of the Glamorgan Heritage Coast at a cost of £25.00

**To discuss email received from Town Centre Developments Officer regarding financial contribution towards market stalls**

Councillors were previously circulated with an email from the Town Centre Development Officer regarding a possible contribution of £2000 for the financial year 2015/16 towards purchasing market stalls. The stalls would run in conjunction with the Events Committee.

Councillors raised concerns over who would have ownership of the stalls and if the stalls would be for the sole use of Llantwit Major.

**RESOLVED:** That the item be put forward to the next Five Year Plan Committee Meeting. Further information will be requested from the Town Developments Officer regarding the ownership of the stalls and a detailed breakdown of the total project costs for the year 2015/16 and 2016/17.

**565. 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.

**566. CEMETERY**

**To discuss membership for 2015/16 to the Institute of Cemetery and Crematorium Management.**

Councillors had previously been circulated with a Membership Application Form for 2015/16 to the Institute of Cemetery and Crematorium Management.

**RESOLVED:** That permission be given to become a member of the Institute of Cemetery and Crematorium Management at a cost of £90.00.

**567. RECREATION AND OPEN SPACES**

**Play Equipment Reports 2<sup>nd</sup> April 2015**

Councillors had previously been circulated with a copy of the playground Inspection/Maintenance Report dated 2<sup>nd</sup> April 2015. Noted

**To discuss letter received from Llantwit Major Rugby Football Club regarding their wish to take over ownership of the whole car park adjacent to the Rugby Club.**

Councillor G John declared an interest.

Councillors had previously been circulated with a letter dated 8<sup>th</sup> April 2015 from Llantwit Major Rugby Club regarding their wish to take over ownership of the whole car park adjacent to the Rugby Club. Councillor Evans sent a request to Council asking for this item to be deferred until Junes Full Town Council Meeting. Councillors discussed the present and historic ownership of the car park.

**RESOLVED:** That should the Llantwit Major Rugby Football Club approach the Vale of Glamorgan Council with an Application, the Town Council will make their position known, if approached for observations.

**To discuss letter from Llantwit Major Rugby Club regarding the potential merger with the Social Club and the impact on the Licence of the Recreation Ground.**

Councillors had previously been circulated with a letter dated 8<sup>th</sup> April 2015 regarding the

potential merger of Llantwit Major Rugby Club with the Social Club and the impact on the Licence of the Recreation Ground.

**RESOLVED:** That a letter be written confirming that the Town Council have no objections to the potential merger of Llantwit Major Rugby Club and the Social Club. Once the merger is finalised an Assignment to the Lease Agreement will need to be drawn up by the Vale of Glamorgan Legal Department.

**To discuss organising a Have a Field Day Event**

Councillors had previously been circulated with an email from Fields in Trust, dated 16<sup>th</sup> April 2015 discussing organising a 'Have a Field Day' event.

**RESOLVED:** That no 'Have a Field Day' event will be organised by the Town Council this year. Councillors will discuss possibility of organising an event in 2016.

**To note unsuccessful application to Jewsons 'To help build communities'**

Councillors were informed of the unsuccessful application from Jewsons 'To help build communities'. Noted.

**To note receipt of letter regarding Cardiff and Vale District 7's Tournament taking place 2<sup>nd</sup> May 2015**

Councillors had previously been circulated with a letter from Llantwit Major Rugby Club regarding a Vale Districts 7's Tournament being held on the Recreation Ground on 2<sup>nd</sup> May 2015.

**RESOLVED:** That a letter be written to Mr Martin Pilcher, Youth Coach, Llantwit Major Rugby Club that the Town Council have no objections to the Rugby Club holding a Vale Districts 7's Tournament on 2<sup>nd</sup> May 2015 but could they please ensure that all litter is cleared from the recreation ground after the event.

**568. WEST STREET POOL**

**To discuss Agenda Brief regarding possible installation of bollards due to the damage caused by vehicles.**

Councillors had previously been circulated with an Agenda Brief regarding the installation of bollards at West Street Pool due to regular damage caused by vehicles. The Town Clerk informed Councillors that the step in front of the pond is continually being damaged by vehicles and is now beyond repair.

**RESOLVED:** That permission be given to install large landscape stones around the step. The stones will be painted white to highlight the hazard.

**569. VALE OF GLAMORGAN COUNCIL**

**Vale of Glamorgan Councillors Report**

Councillor John informed Councillors that from the 1<sup>st</sup> May 2015 the new Managing Director of the Vale of Glamorgan Council is Rob Thomas. He also confirmed that the Head of Finance for



the Vale Council was retiring in July 2015 and interviews would be ongoing in May 2015 for a replacement.

Councillor John updated Councillors on food bags. He confirmed that all Llantwit Major resident's will receive three food bag rolls for the year however there is still no definite date set as to when they will be delivered to the town.

Councillor Williams informed Councillors that he had attended meetings on the Llantwit Learning Community and Reshaping Services.

Councillor Hacker confirmed that a hard copy of the Planning Application for the Llantwit Learning Community was now available online and for viewing at the Town Hall.

Councillor Mason asked permission for Standing Orders to be suspended to allow Councillor Bennett to speak to Councillors.

#### **STANDING ORDER WERE SUSPENDED**

Councillor Bennett introduced himself to the Town Council. He stated it was an honour to be elected as a Vale Councillor, unfortunately he had not attended any meetings to date but will hopefully be elected to some at the Annual Meeting. He hopes that he and the Town Councillors can work together to ensure the best for Llantwit Major.

#### **STANDING ORDER WERE REINSTATED**

##### **To note response regarding Dog Fouling Bins**

Councillor G John declared an interest.

Councillors had previously been circulated with a letter, dated 10<sup>th</sup> April 2015, from the Vale of Glamorgan Council in response to the concerns raised by the Llantwit Youth Council over dog fouling bins. Noted.

##### **To note response regarding S106 in Llantwit Major**

Councillors had previously been circulated with a letter, dated 13<sup>th</sup> April 2015, from the Vale of Glamorgan Council, confirming that the request to be kept informed of S106 entitlements in Llantwit Major has been passed onto the relevant department. Noted.

##### **Receipt of Council Agenda on 29<sup>th</sup> April 2015**

Councillors noted receipt of the Special Council Agenda 29<sup>th</sup> April 2015.

#### **570. WELSH ASSEMBLY GOVERNMENT**

##### **To note the Local Government (Democracy) (Wales) Act 2013 (Commencement Order 2015)**

Councillors were previously circulated with an email confirming the Local Government (Democracy) (Wales) Act 2013 (Commencement Order 2015) comes into force on 1<sup>st</sup> May 2015. The Town Clerk informed Councillors that the Town Council are compliant with all website requirements. Noted.

**571. PUBLICATIONS RECEIVED****Fields in Trust, Friends Update, Wales Edition Spring 2015**

Councillors were informed that a copy of the Fields in Trust, Friends Update, Wales Edition Spring 2015 was available in the Town Council office. Noted.

**Glamorgan Heritage Coast Newsletter April 2015**

Councillors were informed that a copy of the Glamorgan Heritage Coast Newsletter April 2015 was available in the Town Council office. Noted.

**572. MISCELLANEOUS****To discuss email from Chamber of Trade and Commerce regarding possible long-term loan of barriers for use during town events.**

Councillors were previously circulated with an email dated 23<sup>rd</sup> March 2015 from the Chamber of Trade and Commerce regarding the possible loan of barriers for use during town events. The Town Clerk confirmed to Councillors that the barriers were plastic and she had been assured they did not take up much space. The Chamber of Trade and Commerce had since this email confirmed they would donate the barriers to the Town Council.

**RESOLVED:** That the Town Council accept the Barriers from the Chamber of Trade.

**To discuss email regarding Llantwit Major Youth Centre Feasibility Study**

Councillors were previously circulated with an email dated 23<sup>rd</sup> April 2015, regarding an invitation from Anthea Clements, from the YMCA Barry, to meet Town Councillors to discuss their opinions on Llantwit Major Youth Centre and the feasibility of developing the Youth Centre site.

**RESOLVED:** That a meeting be arranged week commencing 4<sup>th</sup> May 2015 for Councillors to meet with Anthea Clements to discuss the Llantwit Major Youth Centre Feasibility Study.

Councillors thanked Councillor Mason for his year in office as Town Mayor.

SIGNED .....

MAYOR

DATED .....