



Councillor Mrs Hanks expressed her concerns at the speed Motorists drive along Boverton Road and Councillor Hacker expressed similar concerns regarding the speed of vehicles along Llanmaes Road. Sgt John confirmed a portable speed camera had been recently used on Boverton Road and they would be continuing to monitor speed limits over the coming months.

Sgt Mark John vacated the Council Chamber.

**598. MINUTES**

**Full Town Council meeting held 28<sup>th</sup> May 2015**

The minutes of the Full Town Council meeting held on 28<sup>th</sup> May 2015, had previously been circulated to the Council members.

**RESOLVED:** That the Minutes of the Full Town Council Meeting held on 28<sup>th</sup> May 2015 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Council Chamber Redecoration Committee meeting held 9<sup>th</sup> May 2015**

The minutes of the Council Chamber Redecoration Committee meeting held on 9<sup>th</sup> May 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Council Chamber Redecoration Committee meeting held on 9<sup>th</sup> May 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.

**School Gardens Committee meeting held 26<sup>th</sup> May 2015**

The minutes of the School Gardens Committee meeting held on 26<sup>th</sup> May 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the School Gardens Committee meeting held on 26<sup>th</sup> May 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.

**Council Chamber Redecoration Committee meeting held 26<sup>th</sup> May 2015**

The minutes of the Council Chamber Redecoration Committee meeting held on 26<sup>th</sup> May 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Council Chamber Redecoration Committee meeting held on 26<sup>th</sup> May 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.

**Town Hall Working Group Meeting held 2<sup>nd</sup> June 2015**

The minutes of the Town Hall Working Group meeting held on 2<sup>nd</sup> June 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Town Hall Working Group meeting held on 2<sup>nd</sup> June 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.

**Finance & Policy Committee Meeting held 11th June 2015**

The minutes of the Finance & Policy Committee meeting held on 11th June 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Finance & Policy Committee meeting held on 11th June 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.

**Recreation & Buildings Committee Meeting held 11th June 2015**

The minutes of the Recreation & Buildings Committee meeting held on 11th June 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Recreation & Buildings Committee meeting held on 11th June 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 16th June 2015**

The minutes of the Planning Committee meeting held on 16<sup>th</sup> June 2015, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Planning Committee meeting held on 16<sup>th</sup> June 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.

**599. 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.

**600. TOWN MAYOR**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 28<sup>th</sup> May 2015 to 24<sup>th</sup> June 2015. Noted.

**Questions to Town Mayor**

Councillor Mason expressed his disappointment that the Town Mayor had not been invited to the recent celebrations at Llantwit Major Railway Station to mark the 10<sup>th</sup> Anniversary since the Station was re-opened.

**RESOLVED:** That a letter be written to Transportation Department of the Vale of Glamorgan Council expressing the Town Councils disappointment at having no representative at the recent 10<sup>th</sup> Anniversary celebrations of Llantwit Major Railway Station.

**601. COUNCIL MEETING****Meetings for the Month of July 2015**

Councillors had previously been circulated with a copy of the council meetings for the month of July.

**602. PROCEDURAL MATTERS****Action Tracker**

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

Councillor Mrs Hanks queried if the Royal British Legion has decided where the VE Day Memorial Plaque was to be erected within the Town. It was confirmed that at present no decision had been reached.

**Members Report****Dewi Sant Governors Meeting**

Councillor Mason confirmed he had attended a Dewi Sant Governors Meeting and advised Councillors that the new school was 9 weeks from completion. He informed Councillors that if anyone wished to have a site visit of the new School they should advise the Town Hall staff.

**Llantwit Major Event Committee**

Councillor Mrs P Lancaster extended her congratulations to the Events Committee on organising a successful Victorian Fair Day for Llantwit Major. The postponed Beach Party will now take place on the 10<sup>th</sup> July 2015 starting at 4pm.

**RESOLVED:** That a letter be written to the Events Committee thanking them for all their hard work and to offer the Town Councils congratulations at putting on a very successful Victorian Fair Day for Llantwit Major.

**To discuss and accept the Terms of Reference for the Town Hall Working Group**

Councillors had previously been circulated with the Terms of Reference increasing the composition of the Town Hall Working Group up to 7 Councillors including the Chairperson and the Town Mayor.

**RESOLVED:** That the Terms of Reference for the Town Hall Working Group be approved to increase the Composition to 7 Councillors including the Chairperson and Town Mayor.

**603. YOUTH COUNCIL****Youth Activity Progress**

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

Councillor Mrs P Lancaster thanked the Youth Council for raising £81.00 on Victorian Fair Day on behalf of the Mayors chosen charities.

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

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

**604. FINANCE****Income for the period 13<sup>th</sup> May 2015 to 18<sup>th</sup> June 2015**

Councillors had previously been circulated with a copy of the Income for the period 13th May 2015 to 18<sup>th</sup> June 2015. Noted.

**Expenditure for the period 19<sup>th</sup> May 2015 to 18<sup>th</sup> June 2015**

Councillors had previously been circulated with a copy of the Expenditure for the period 19th May 2015 to 18<sup>th</sup> June 2015. Noted.

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

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

**To review and adopt Statement of Internal Control 31<sup>st</sup> March 2016**

Councillors had previously been circulated with a copy of a Statement of Internal Control for year ending 31<sup>st</sup> March 2016. It was noted that the Statement had been amended to include quarterly financial bank reconciliations of all Accounts. Either the Town Mayor or the Chair of Finance & Policy Committee will reconcile these to the bank statements and sign the reconciliation and bank statements as evidence of this check.

**RESOLVED:** That the Statement of Internal Control 31<sup>st</sup> March 2016 be signed and adopted.

**Finalised Financial Statements for year ending 31<sup>st</sup> March 2015**

Councillors had previously been circulated with a copy of the finalised Financial Statements for year ending 31<sup>st</sup> March 2015.

**RESOLVED:** That the Finalised Financial Statements be accepted for the year ending 31<sup>st</sup> March 2015.

**Llantwit Major Town Council Annual Return Statement of Accounts 2014/2015 & receive report by Internal Auditor**

Councillors had previously been circulated with a copy of the Annual Return Statement of Accounts and the report by the Internal Auditor.

**RESOLVED:** That the Llantwit Major Town Council Annual Return Statement of Accounts 2014/15 be accepted and the report by the Internal Auditor be accepted.

**605. 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 P Lancaster queried why the Planning Application for Flush Cottage was refused. Councillor Hacker agreed to obtain a copy of the Vale of Glamorgan Council Planning Refusal Document regarding this Application.

**To nominate two attendees for the Planning Aid Wales Workshop on 14<sup>th</sup> September 2015, plus any additional Councillors wishing to attend.**

Councillors had previously been circulated with an email from Planning Aid Wales, dated 10<sup>th</sup> June 2015, detailing the number of bookings the Town Council require for the Planning Aid Workshop to be held on 14<sup>th</sup> September 2015. As hosts of the event the Town Council have been allocated two free places on the course. All other places can be booked at a cost of £30.00 per person.

**RESOLVED:** That the following Councillors attend the Planning Aid Wales Workshop on 14<sup>th</sup> September 2015:

Councillor J Evans, Councillor Mrs J Norman, Councillor G Morgan,  
Councillor Mrs P Lancaster, Councillor D Foster.

Councillor Mrs A Knight will be contacted to see if she also wishes to attend the Planning Aid Workshop, being a member of the Planning Committee.

**606. CEMETERY**

**To discuss suggestions following site visit to Cemetery on 17<sup>th</sup> June 2015**

Councillors were previously circulated with a report detailing a site visit to the Cemetery on 17<sup>th</sup> June 2015. Councillor Mrs J Norman informed Councillors that she attended the site visit but her name had been omitted from the report.

**RESOLVED:** That the bush at the entrance to the cemetery be removed.

Further

**RESOLVED:** That an article be placed in the Gem Newspaper asking if any residents have any objections to the Town Council painting all the benches within the Cemetery. If no objections are received by 31<sup>st</sup> July 2015 the Town Council will paint the benches as part of their Annual Maintenance program.

**607. RECREATION AND OPEN SPACES****Play Equipment Reports 2<sup>nd</sup> June 2015**

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

**To discuss Agenda Brief on purchasing a plaque for the U10's Play Park displaying its new name of 'Llantonian Park'.**

Councillors had previously been circulated with an Agenda Brief detailing purchasing a plaque for the U10's Play Park displaying its new name of 'Llantonian Park'. Councillors discussed additional wording to be displayed on the plaque.

**RESOLVED:** That the 'Llantonian Park' plaque be purchased at a cost of £38.88 from D3Signs Ltd. The plaque should include the additional wording of 'Llantwit Major Town Council and Llantwit Major Youth Council'.

**To discuss Annual Play Area Inspection**

Councillors had previously been circulated with a copy of the Annual Play Area Inspection Report dated 18th June 2015. Councillors discussed the Risk categories detailed in the report and the full meaning of a Low Risk / Medium Risk description along with the numeric value ranging from 1 to 7. Councillor Foster emphasised his concerns of the risk categories with reference to the Town Councils Insurance cover for Play Areas.

**RESOLVED:** That the Annual Play Area Inspection Report be accepted and all recommendations be actioned.

Further

**RESOLVED:** That the Town Clerk request a detailed copy of the Risk Assessment categories and numeric values to provide a fuller understanding for Councillors of the Play Park Annual Inspection Report.

**608. TOWN HALL****To discuss agreement for participating as a Tourist Information Point**

Councillors had previously been circulated with an Agreement from Creative Rural Communities department to participate as a Tourist Information Point.

**RESOLVED:** That agreement is given to participate as a Tourist Information Point and all relevant documentation signed and returned to Creative Rural Communities Department of the Vale of Glamorgan Council.

**609. LORNA HUGHES PARK****To note report of site visit to Lorna Hughes Park on 17<sup>th</sup> June 2015**

Councillors were previously circulated with a report detailing a site visit by Councillors to Lorna Hughes Park on 17<sup>th</sup> June 2015. Councillor Mrs J Norman informed Councillors that she attended the site visit but her name had been omitted from the report.

Councillors discussed the costings involved in removing and replanting flower beds, cost of additional benches and cost of additional litter bins.

**RESOLVED:** That the Site Visit Report of Lorna Hughes Park be put forward to the next Building & Recreation Committee.

**610. VALE OF GLAMORGAN COUNCIL**

**To receive Vale of Glamorgan Councillors**

Councillor Williams informed Councillors that he had attended a Housing Committee Meeting and confirmed that the draft LDP had been agreed.

Councillor John informed Councillors he had nothing to report this month.

Councillor Hacker informed Councillors that the Vale Planning had approved the Solar Park at Ham Manor in Llantwit Major.

Councillor Bennett informed Councillors that he had attended Committee meetings in the Vale Council on the Economy & Environment and Housing.

He confirmed that he had been contacted by South Wales Police following the tragic death that occurred on the beach on 18<sup>th</sup> June 2015.

Councillor Bennett stated what a fabulous day the Victorian Fair had been and he was overwhelmed by the generosity of people.

Finally Councillor Bennett congratulated the Council Chamber Redecoration Committee on the work that had been undertaken in the Council Chamber.

**To note letter detailing the revised Flail Mowing of Highway Verges for 2015**

Councillors were previously circulated with a letter, dated 22<sup>nd</sup> May 2015, from the Parks and Grounds Maintenance Department of the Vale of Glamorgan Council detailing the dates for Flail Mowing of Highway Verges for 2015. Noted.

**To discuss response from Vale of Glamorgan Highway & Engineering Department reference queries regarding Parks and Benches in Llantwit Major**

Councillors were previously circulated with an email, dated 7<sup>th</sup> June 2015, from the Vale of Glamorgan Highway and Engineering Department, reference queries sent from Councillor J Evans regarding the benches in front of the Cenotaph and the Bedford Rise Play Park.

Councillor Evans informed Councillors he was disappointed but accepted the response received with reference to the repairs of the benches in front of the Cenotaph. He stated however he was not prepared to accept the response from the Highway & Engineering Department that Bedford Rise Play Park does not require railings, for additional safety, around the play park area. Councillor Evans stated he wishes to take this matter further.

Councillor G John and Councillor E Williams abstained from voting.

**RESOLVED:** That a letter be written to the Operation Manager of Highways & Engineering, requesting a Site Visit, for Councillors to express their concerns regarding the safety of Bedford Rise Park.

**To note receipt of Agenda council meeting 24<sup>th</sup> June 2015**

Councillors noted receipt of the Agenda for Council Meeting 24<sup>th</sup> June 2015.

**611. WELSH ASSEMBLY GOVERNMENT****To note the Public Health (Wales) Bill**

Councillors were previously circulated with the Public Health (Wales) Bill. Noted.

**612. MISCELLANEOUS****To discuss email from Llantwit Major Comprehensive School re Questionnaire for their Community Week**

Councillors were previously circulated with an email dated 17<sup>th</sup> June 2015 from Kevin Francis Assistant Head teacher Llantwit Major Comprehensive School regarding pupils undertaking a Questionnaire for their Community Week on what residents think of their Town Council. Councillors discussed their concerns regarding producing a Questionnaire.

**RESOLVED:** That Councillors email the Town Clerk a list of questions they think appropriate to be considered for the Questionnaire. The questions will then be finalised at the Town Study Steering Meeting to be held on the 1<sup>st</sup> July 2015. Councillor D Foster will attend Llantwit Major Comprehensive School to explain the Town Council's role and responsibilities to the pupils prior to the Questionnaire being produced.

**To discuss draft format of the proposed Newsletter**

Councillors were previously circulated with a draft format of the May/June edition of the Town Council Newsletter. Councillor Morgan stated that he was not on the photograph depicting the 2015 Town Councillors. The Town Clerk confirmed that if the draft format Newsletter is agreed the Newsletter would be displayed on Notice Boards, copies will be available in the Town Hall and on the Town Council Website

**RESOLVED:** That the draft format of the Town Council Newsletter be accepted and displayed accordingly.

Further

**RESOLVED:** That an additional Town Councillors photograph for 2015 be taken to include Councillor Morgan.

SIGNED .....

MAYOR

DATED .....