

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 22nd March 2018 at 7.05pm in the Council Chamber, Old School, Llantwit Major

PRESENT; Chairman – Councillor Mrs J Norman - Town Mayor

 Councillors Mr D Foster) NORTH WARD
 Dr D Ellis)

 Mr G Wilkie) SOUTH EAST WARD
 Mr G Thomas)
 Mr G Morgan)

 Mr D Powell) WEST WARD
 Mr G John)

 Mr R Gant) BOVERTON WARD
 Mrs S Hanks)
 Mr A Clark)

Sgt David Barclay
 PC Jamie Williamson

Apologies received from.
 Councillor Mr J Evans – Due to Illness
 Councillor Dr P Dickson – Due to Illness
 Councillor Mr E Williams – Prior Commitment

Pursuant to the requirements of this Councils Code of Conduct, Councillor G Morgan declared an interest under Recreation and Open Spaces, Item 3, to discuss Agenda Brief re Fields in Trust Active Spaces Programme.

Pursuant to the requirements of this Councils Code of Conduct, Councillor G Thomas declared an interest under Recreation and Open Spaces, Item 3, to discuss Agenda Brief re Fields in Trust Active Spaces Programme.

Pursuant to the requirements of this Councils Code of Conduct, Councillor G John declared an interest under Finance, Item 7, to discuss letter from Llantwit Major Branch of the Royal British Legion regarding the Grant Pilgrimage 90 Event.

Councillor Mrs J Norman asked permission to bring forward the Agenda Item Community Constable Item 1 to receive Community Constables Report.

174. ITEMS BROUGHT FORWARD
COMMUNITY CONSTABLE

To receive Community Constables report

Sgt David Barclay and PC Jamie Williamson introduced themselves to Councillors. PC Williamson stated that a total of 26 crimes were reported for the month of February 2018. This number included 11 violent crimes against persons, 4 shop lifting cases, 1 burglary, 5 criminal damage incidents and 5 miscellaneous crimes.

PC Williamson confirmed stolen property had been recovered from the thefts of property from stables and outbuildings and investigations were ongoing.

Sgt Barclay informed Councillors of ongoing scams to be aware of, which particularly target the elderly residents. The scams include residents receiving telephone calls claiming they are from the City of Westminster Police Force or the Metropolitan Police Force and notify the resident of illegal activity on their bank account. Another scam involves Rogue Traders knocking on resident's doors claiming to be from the Environmental Health Department.

Sgt Barclay also informed Councillors he had met with the Vice Principal of Atlantic College regarding the continuing problem of students drinking alcohol outside the college premises.

Incidents were recorded of intoxicated students having to be escorted back to college by PCSO's as they had no regard for their safety or motorists driving along the St Donats Road. Sgt Barclay informed Councillors that following these incidents the College have set up a Porta Cabin so all students entering or leaving the College have to book in and out. All shops around Llantwit Major that sell alcohol have been informed that Atlantic College students attempting to purchase Alcohol must not only provide a passport but also a new Photo ID which includes the student's date of birth. Sgt Barclay confirmed that regular patrols of the Campus were being undertaken as no alcohol is allowed on the site.

Sgt Barclay informed Councillors of the Community Message Service. He confirmed this service alerted the general public to scams /criminal activity within their area. It was agreed an email detailing the Community Message Service would be forwarded to Councillors so they can link into the service.

Councillors thanked Sgt D Barclay and PC J Williamson for their attendance and they vacated the Council Chamber.

175. MINUTES

Full Town Council Meeting held 22nd February 2018

The minutes of the Full Town Council meeting held on 22nd February 2018, had previously been circulated to the Council Members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 22nd February 2018 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

School Gardens Committee Meeting held on 20th February 2018

The minutes of the School Gardens Committee Meeting held on 20th February 2018, had previously been circulated to the Council members.

RESOLVED: That the minutes of the School Gardens Committee meeting held on 20th February 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Working Group Committee Meeting held on 20th February 2018

The minutes of the Working Group Committee Meeting held on 20th February 2018, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Working Group Committee meeting held on 20th February 2018 be 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 on 8th March 2018

The minutes of the Planning Committee Meeting held on 8th March 2018, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 8th March 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

176. 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.

177. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st March 2018 to 31st March 2018. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor

178. YOUTH COUNCIL**Youth Activity Progress**

There were no Youth Council Members present at the Meeting.

To discuss any Agenda Items as highlighted by the Youth Council

There were no additional Agenda Items the Youth Council wished to discuss.

179. COUNCIL MEETINGS**Meetings for the Month of April , 2018**

Councillors had previously been circulated with a list of the Meetings for the Month of April 2018. Councillors discussed moving the date of the April Finance Meeting from the 5th to the 12th of April 2018.

RESOLVED: That the Finance Meeting now be held on the 12th April 2018 at 7:00pm in the Council Chamber.

180. **PROCEDURAL MATTERS**

Members Report

There were no Members Report.

Action Tracker

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

The Town Clerk informed Councillors she had received communication from the Planning and Regeneration Department, Vale of Glamorgan Council re arranging a date to go and view an example of a work space unit in Frome, Somerset. Suggested dates for the visit included the 1st, 3rd, 7th, 8th 10th or 11th May 2018.

RESOLVED: That the Town Clerk, the Chair and Deputy Chair of Recreation & Buildings Committee be nominated to visit the commercial workspace unit in May 2018 in Frome, Somerset.

To adopt Llantwit Major Town Council Welsh Language Scheme

Councillors had previously been circulated with a copy of the Llantwit Major Town Council Welsh Language Scheme. Councillor Foster noted that as a Local Council we must adopt the Scheme however the extreme costs it could incur on Town Council's expenditure if requests were made to translate reports into Welsh, were approximately £80 per 1000 words.

RESOLVED: That the Town Council adopt the Llantwit Major Town Council Welsh Language Scheme.

To discuss possible Agenda Items for inclusion on Community Liaison Meeting

Councillors discussed possible Agenda Items for inclusion on the Community Liaison Meeting and noted that all suggested Agenda Items must be requested by completing and returning a 'Request for consideration of a matter by the Committee' Form.

RESOLVED: That the following two Agenda Items be forwarded to the Democratic and Scrutiny Services Department for inclusion on the next Community Liaison Meeting.

- (i) To discuss land drainage issues within the Vale of Glamorgan
- (ii) To discuss No Smoking Signs be installed in all Vale of Glamorgan Bus Shelters.

To discuss the Independent Remuneration Panel for Wales – Annual Report 2018/19

Councillors had previously been circulated with the Independent Remuneration Panel for Wales Annual Report 2018/19 dated 27th February 2018. Councillors discussed payments to members of Community and Town Councils.

RESOLVED: With regards the mandatory Determination 44, Payment to member of a maximum amount of £150 – **Accepted**. Councillors noted that should a member not wish to receive payment a letter must be sent to the Town Clerk declining payment.

With regards mandatory Determination 46, Payment to member in recognition of specific responsibility not exceeding £500 – **Accepted**. Accepted Chair of Recreation & Buildings and the Chair of Finance & Policy. It was noted that this payment could be declined by either Chair subject to a letter being sent to the Town Clerk.

With regards Determination 52, Civic allowance to mayor of the Council at an amount deemed appropriate – **Declined**.

With regards Determination 53, Civic allowance to deputy mayor of the Council at an amount deemed appropriate – **Declined**.

With regards Determination 48, Payment to member in respect of travel costs – **Accepted** subject to attending meeting/function outside of area as requested by Town Council.

With regards Determination 49, Payment that particular duty requires an overnight stay – **Declined**.

With regards Determination 50, Pay financial loss compensation to member occurred for attending approved duties – **Declined**.

With regards mandatory Determination 51, Reimbursement of costs for care of dependent children or adults – **Accepted** should any member wish to put forward a claim.

181. **FINANCE**

Bank Reconciliation for period 1st February 2018 to 28th February 2018

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st February 2018 to 28th February 2018. Noted.

Income for the period 15th February 2018 to 15th March 2018

Councillors had previously been circulated with a copy of the Income for the period 15th February 2018 to 15th March 2018. Noted.

Expenditure for the period 15th February 2018 to 15th March 2018

Councillors had previously been circulated with a copy of the Expenditure for the period 15th February 2018 to 15th March 2018. Noted.

Credit Card Statement for period 15th February 2018 to 15th March 2018

Councillors had previously been circulated with a copy of the Credit Card Statement for the period 15th February 2018 to 15th March 2018. Noted.

To discuss quotations re Town Council Insurance Renewal from 1st April 2018

Councillors had previously been circulated with quotations for the Town Council Insurance Renewal effective from 1st April 2018. Councillor Foster informed Councillors that alternative quotations had been sought for both 1 and 3 year insurance terms. Up to date building insurance

valuations had been undertaken for all Town Council Properties, as resolved at the Full Town Council Meeting 22nd February 2018.

RESOLVED: That Zurich Insurance Renewal Quotation be accepted for a 3 year term at a cost of £3418.70 per year, inclusive of all insurance taxes.

To note price amendments from Biffa re General Waste Collection Services

Councillors had previously been circulated with a letter dated 20th February 2018 detailing price amendments from Biffa re General Waste Collection Services. Noted.

To discuss letter from Llantwit Major Branch of the Royal British Legion regarding the Great Pilgrimage 90 Event

Councillor G John declared an interest.

Councillors had previously been circulated with a letter dated 6th March 2018 from the Llantwit Major Branch of the Royal British Legion requesting a donation towards the Great Pilgrimage 90 Event.

RESOLVED: That a letter be written to the Llantwit Major Branch of the Royal British Legion stating that unfortunately on this occasion the Town Council are unable to assist with a donation but wish them every success with the Great Pilgrimage 90 Event.

182. 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.

To note the Highway Wales 2018, No 48 the stopping up of Highways (unclassified Road to Llanmaes, north of Eglwys Brewis Road between Boverton and St Athan).

Councillors had previously been circulated with a copy of a Schedule, dated 8th March 2018, detailing the Highway Wales 2018, No 48 the stopping up of Highways (unclassified Road to Llanmaes, north of Eglwys Brewis Road between Boverton and St Athan). Noted.

183. CEMETERY

The following Burial matters were noted.

- 1) Burial of Cremated Remains Stuart Charles Hignell new plot (Mb4) on 20th March 2018
- 2) Burial of Cremated Remains Melvin Thomas re-open plot (A107) on 23rd March 2018
- 3) Burial of Cremated Remains Rosaline Morgan & Campbell Morgan new plot (Mc1) on 23rd March 2018
- 4) Burial of Cremated Remains Urina Margaret Foxhall new plot (Mb5) on 28th March 2018
- 5) Burial of Cremated Remains Hillary O'Callaghan new plot (Mb6) on 29th March 2018

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, 4, & 5.

184. RECREATION AND OPEN SPACES**To note playground inspections 7th March 2018**

Councillors had previously been circulated with the Playground inspections held on the 7th March 2018. Noted.

The Town Clerk informed Councillors the surface underneath the Zip Wire was very muddy and in poor condition.

RESOLVED: That permission be given to obtain costing to install a mulch surface under the Zip Wire and bring quotations back to the next Finance Meeting.

To discuss Annual Play Area Inspection for 2018

Councillors had previously been circulated with a quotation for the Annual Play Area inspection 2018, dated 19th February 2018 by an independent playground inspection company commissioned by the Vale of Glamorgan Council.

RESOLVED: That permission be granted for the Annual Play Area Inspection for 2018 to be undertaken at a cost per site of £64.50.

To discuss Agenda Brief re Fields in Trust Active Spaces Programme

Councillor G Thomas and Councillor G Morgan declared an interest.

Councillors had previously been circulated with an Agenda Brief detailing the Fields in Trust Active Spaces Programme. Councillor Thomas raised concerns if the planned ladies boot camp sessions planned for the Active Spaces Programme would clash with rugby matches on the Recreation Ground.

RESOLVED: That a letter be written to Llantwit Major Rugby Club informing them of plans to hold a Ladies Boot Camp every Saturday morning at 10:00am on the Recreation Ground.

Further

RESOLVED: That permission be given for 'Our Parks' to organise, advertise and proceed with running Ladies Boot Camps every Saturday at 10:00am on the Recreation Ground starting from the 12th May 2018.

To discuss Agenda Brief re play equipment for the Bird Estate, West Camp

Councillors had previously been circulated with an Agenda Brief re play equipment for the Bird Estate, seeking clarification for the next step the Town Council wishes to take in looking whether they can install and fund play equipment.

RESOLVED: That a letter be written to Annington Homes outlining the lack of activities available for teenage children on the Bird Estate, West Camp and ask if permission could be granted for use of the old tennis court site for a play area for older children.

To discuss request re RAF Parade to use Recreation Field as Car Park in the 28th April 2018

Councillors had previously received a request from the RAF to use the Recreation Fields as a Car Park for the RAF Parade on the 28th April 2018. Councillors expressed concerns that the Field could be ruined if there were wet conditions.

RESOLVED: That permission is not given to use the Recreation Field as a Car Park on the 28th

April 2018 due to the condition of the ground and the unpredictable weather conditions.

Councillor G Wilkie vacated the Council Chamber.

185. TOWN HALL

To note letter from Llantwit Major Local History Society re the Heritage Centre for 2018

Councillors had previously been circulated with a letter dated 19th February 2018 from Llantwit Major Local History Society re manning of the Heritage Centre for 2018.

RESOLVED: That Councillors forward the Town Council Office with dates when available to assist with ‘manning’ the Heritage Centre for the 2018.

186. VALE OF GLAMORGAN COUNCIL

To discuss Vale Youth Service Youth Action Proposal

Councillors had previously been circulated with the Vale Youth Service Youth Action Proposal. Councillor D Foster informed Councillors that the Proposal highlighted three areas for consideration:

Youth Council, Youth Club and the Youth Centre

Councillors all agreed how important the three areas were to the town and that they would not want to lose the Youth Centre as a community asset and noted the support of residents for the Youth Club via the social media sites.

RESOLVED: Councillor G Thomas, Councillor J Evans and Councillor D Foster be elected to sit on a Committee to look further into the provision of Youth Services within the Town .The Committee be given permission to liaise will all relevant parties and bring findings back to a future Town Council Meeting.

Councillor G John vacated the Council Chamber.

To note letter re Road Safety Concerns, Eglwys Brewis Road, Eglwys Brewis

Councillors had previously been circulated with a letter dated 22nd February 2018 re road safety concerns along the Eglwys Brewis Road, Eglwys Brewis. Noted.

187. WELSH GOVERNMENT

To note letter from Department for Economy and Transport re rail services in Llantwit Major

Councillors had previously been circulated with a letter dated 22nd February 2018 from the Department for Economy and Transport re rail services in Llantwit Major. Noted.

To discuss 2018-2019 funding to support the initial setting up of joint arrangements

Councillors had previously been circulated with a report detailing the 2018-2019 funding to support the initial setting up of joint arrangements. Councillors discussed that this funding opportunity could be considered by the Town Council for future projects. Noted.

188. PUBLICATIONS RECEIVED

To note the Institute of Cemetery and Crematorium Management Journal for Spring 2018
Councillors noted the Spring 2018 publication of the Institute of Cemetery and Crematorium Management Journal.

189. MISCELLANEOUS

To note Report, dated 28th February 2018, of Meeting with representatives from RAF St Athan, regarding Anniversary Celebrations 2018

Councillors had previously been circulated with a Report dated the 28th February 2018 of a Meeting with representatives from RAF St Athan regarding Anniversary Celebrations 2018. The Town Clerk confirmed to Councillors that a budget of £650.00 had been allocated for the Provision of refreshments for those parading.

To discuss Wales Audit Office Survey of all Welsh Towns and Community Councils

Councillors had previously been circulated with the Survey dated 8th March 2018 from the Wales Audit Office of all Welsh Towns and Community Councils.

RESOLVED: That the Town Clerk complete and return the Wales Audit Survey on behalf of the Town Council.

To note Guidance Report for Principal Councils on the Review of Communities, dated February 2018

Councillors had previously been circulated with the Guidance Report for Principal Councils on the Review of Communities, dated February 2018.

SIGNED

MAYOR

DATED