



**RESOLVED:** That the Minutes of the Working Group meeting held on 4<sup>th</sup> February 2014 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

Councillor Mrs Geary queried that in the report it mentions the Town Council own a TV for the Heritage Centre. Do we have a licence for it? The Town Clerk replied that when she had contacted TV Licencing she had been assured that as it is only used for showing DVDs one is not required.

**Planning Committee Meeting held 10<sup>th</sup> February 2014**

The minutes of the Planning Committee held on 10<sup>th</sup> February 2014, had previously been circulated to the Council members.

**RESOLVED:** That the Minutes of the Planning Committee meeting held on 10<sup>th</sup> February 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.

**Boverton Road Regeneration Meeting held 11<sup>th</sup> February 2014**

The minutes of the Boverton Road Regeneration Meeting held on 11<sup>th</sup> February 2014, had previously been circulated to the Council members.

**RESOLVED:** That the Minutes of the Boverton Road Regeneration meeting held on 11<sup>th</sup> February 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.

**Recreation and Buildings Committee Meeting held 17<sup>th</sup> February 2014**

The minutes of the Recreation and Buildings Meeting held on 17<sup>th</sup> February 2014, had previously been circulated to the Council members.

**RESOLVED:** That the Minutes of the Recreation and Buildings Committee meeting held on 17<sup>th</sup> February 2014, be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

Councillor Evans asked if the Cylch Meithrin had been asked to remove the tyres yet. The Town Clerk replied that they had been told the outcome verbally, but the written letter was still in the office due to it being half term and the Cylch being closed.

**330. 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.

331. **TOWN MAYOR** 253.  
Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 31<sup>st</sup> January 2014 to 26<sup>th</sup> February 2014. Noted.

**Questions to Town Mayor**

There were no questions to the Town Mayor.

332. **COMMUNITY CONSTABLE REPORT**

No Community Constable was present.

333. **COUNCIL MEETING**

**Meetings for the Month of March 2014**

Councillors had previously been circulated with a copy of meeting dates for March 2014. Councillor Mrs Lancaster asked if many Councillors would be available for the presentation from the Ecologist on 10<sup>th</sup> March 2014. A number of Councillors stated they would be present. Noted.

334. **PROCEDURAL MATTERS**

**Action Tracker**

Councillors had previously been circulated with the up to date Action Tracker. Councillor Mrs Hanks stated that a letter had been sent to Superintendent Osbourne re response times, to date no response had been received could we not discuss a way forward. The Town Clerk informed Councillor Mrs Hanks she was unable to do this under this agenda item as it was for information only. If she wished to do an Agenda Brief for the Full Town Council meeting end of March she will ensure it is placed on the agenda.

Councillor Mrs Lancaster asked if the Conservation Officer was happy for works to proceed on the Cenotaph. The Town Clerk replied that a full Listed Building Consent application had not been submitted yet, we were still waiting on response from War Memorial Trust re the grant.

**Email confirming regulations regarding vacancies of governing posts in schools**

Councillors had previously been circulated with an email dated 5<sup>th</sup> February 2014, received from Head of Governors Support, Vale of Glamorgan Council, clarifying the position where a school serves the area of one minor authority. This was following a query from the Full Town Council meeting held 30<sup>th</sup> January 2014. Noted.

335. **FINANCE**

**Income for the period 24<sup>th</sup> January 2014 – 21<sup>st</sup> February 2014**

Councillors had previously been circulated with a copy of the Income for the period 24<sup>th</sup> January 2014 – 21<sup>st</sup> February 2014. Noted.

**Expenditure for the period 24<sup>th</sup> January 2014 – 20<sup>th</sup> February 2014**

Councillors had previously been circulated with a copy of the Expenditure for the period 24<sup>th</sup> January 2014 – 20<sup>th</sup> February 2014. Noted.

**Bank Reconciliation for period 1<sup>st</sup> January 2014 to 31<sup>st</sup> January 2014**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> January 2014 to 31<sup>st</sup> January 2014. Noted.

**To discuss letter received from ‘Walkers are Welcome Towns Network’ regarding members subscriptions for 2014**

Councillors had previously been circulated with a copy of a letter dated 20<sup>th</sup> January 2014, regarding the annual membership subscription to Walkers are Welcome.

**RESOLVED:** That the Town Council renew its subscription to Walkers are Welcome for 2014, in the sum of £50.

**To receive report on the review of the VAT procedure carried out by the Town Council**

Councillors had previously been circulated with a copy of the VAT review as carried out following advice from the internal auditor. Councillors asked the Town Clerk if she could clarify the report. The Town Clerk informed Councillors that she was unsure herself what some of the contents meant, but she did understand that as the Town Hall is not VAT registered we were unable to claim back any VAT on works to the building, although we could claim back on any items relating to the running of the Council. With regards the Bowling Green she thinks that the Town Council should not be claiming back the VAT on the grass cutting, as the Town Council receive a hiring fees from the Bowls Club and members of the public. This said, as the Town Council is a local authority we are able to claim back up to 5% of our annual VAT claim on items not VAT registered. She has been asked to do the calculations as detailed in the report, item 9.2. Hopefully the accountant can shed some light on it when she meets with him next week.

Councillors discussed that above and agreed that they were unsure of the requirements.

**RESOLVED:** That the Town Clerk meets with the accountant and continues investigating the above and reports back to the Full Town Council meeting 27<sup>th</sup> March 2014.

**To discuss invitation to membership of One Voice Wales**

Councillors had previously been circulated with a copy of a letter dated 13<sup>th</sup> February 2014, inviting the Town Council to consider membership of One Voice Wales.

**RESOLVED:** That the Town Council does not subscribe to One Voice Wales for 2014.

**336. 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. Councillors expressed their disappointment that Mr Nividi’s application had been rejected again. Noted.

**337. CEMETERY**

The following Burial matters were noted

- 1) Burial of Joyce Molloy, Grave Number Hm(6) (new plot) on 31<sup>st</sup> January 2014
- 2) Burial of Annabel Hutcheon, Baby Section, (new grave) on 31<sup>st</sup> January 2014
- 3) Burial of Margaret Lavina Chappell, Grave Number E166 (re-open) on 4<sup>th</sup> February 2014
- 4) Burial of William Kirwan, Grave Number E46 (re-open) on 10<sup>th</sup> February 2014
- 5) Burial of David Edwards, Grave Number Hn(1) (new plot) on 18<sup>th</sup> February 2014
- 6) Burial of Audrey Teresa Shew, Grave Number E48 (new plot) on 20<sup>th</sup> February 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, 2, 5 & 6.

**338. CENOTAPH**

**Agenda brief regarding update on Tenders received for re-engraving on the Cenotaph**

Councillors had previously been circulated with copies of two quotations received for the re-engraving of the lettering on Llantwit Major Cenotaph. Councillors discussed the need for Listed Building Consent and that to date no news had been heard regarding the Grant application to the War Memorial Trust.

**RESOLVED:** That once correspondence has been received from the War Memorial Trust the quotations be brought back to Full Town Council.

**339. RECREATION AND OPEN SPACES**

**Play Equipment Reports 4<sup>th</sup> February 2014**

Councillors had previously been circulated with a copy of the playground Inspection/Maintenance Report dated 4<sup>th</sup> February 2014. The Town Clerk informed Councillors that the Zip Wire was due to be installed this week, but due to the wet weather it has been delayed until the weather improves. Noted.

**To note application from Llantwit Major Events Group to hire the Tennis courts and Recreation Ground on 21<sup>st</sup> June 2014 following Full Town Council Meeting on 31<sup>st</sup> January 2014 decision to give them permission to use the facilities**

Councillors had previously been circulated with a completed Open Spaces hiring form received from the Llantwit Major Events Group in relation to use of the Recreation Ground and Tennis Courts on 21<sup>st</sup> June 2014.

**RESOLVED:** That following the receipt of this additional information, permission still be given to the Llantwit Major Events Group to use the Recreation Ground and Tennis Courts, with the proviso that a site visit takes place 7 days prior to the event, between the Chair of Recreation and Buildings, the Town Clerk and representative from the Events Group to ensure the ground is in good condition.

**To discuss quotation received from Avonmore Associates re Sand Dressing of the Bowling Green**

Councillors had previously been circulated with a copy of a letter dated 19<sup>th</sup> February 2014 received from Avonmore Associates regarding the application of Sand Dressing to the Bowling Green.

**RESOLVED:** That permission be given to Avonmore Associates to apply the Sand Dressing in the sum of £225 + vat.

Councillor John entered the Chamber and apologised for his lateness.

**340. VALE OF GLAMORGAN COUNCIL**

**Vale of Glamorgan Councillors Report**

Councillor Williams reported to Councillors that he was currently involved in the consultation taking place regarding the social housing in Llantwit Major. There was still the consultation

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regarding the schools amalgamation but at present all replies are being sifted through. Next Wednesday will be the date that the budget is finalised for the coming financial year.

Councillor Mr K Geary reported that there were a new set of planning regulations coming out.

Councillor Hacker stated there were two planning applications that concerned him at present, Old Sorting Office and 101 Boverton Road.

Councillor John informed Councillors that he was very interested in the Old Sorting Office planning application. Planning permission had already been approved for this site, but the Town Council needed to look at the best options put forward. He confirmed that the budget for the Vale of Glamorgan Council would be set on Wednesday 5<sup>th</sup> March 2014, where he was expecting an increase of around 4.5% to be put forward.

Councillor Marsh queried when the planning application for Redwood Close was due to be discussed. Councillor Hacker informed Councillor Marsh that the documents contained in the application were very well presented and no date had been fixed yet.

**Report from Cardiff and Vale of Glamorgan Pension Fund reference Funding Strategy Statement**

Councillors had previously been circulated with a copy of an email dated 6<sup>th</sup> February 2014, received from the Cardiff and Vale of Glamorgan Pension Fund department regarding the Funding Strategy Statement. Noted.

**341. WELSH GOVERNMENT**

**Consultation Document detailing the Statement of Public Participation for the Welsh National Marine Plan**

Councillors had previously been circulated with details regarding the Consultation Document, The Statement of Public Participation for the Welsh National Marine Plan. Noted.

**Report from Creative Rural Communities detailing an expression of interest to form a Local Action Group**

Councillors had previously been circulated with an email dated 19<sup>th</sup> February 2014, regarding the Vale of Glamorgan Expression of Interest to form a Local Action Group (LAG) 2014 – 2020. Noted.

**Consultation Document detailing the Implementation of the Local Government Byelaws (Wales) Act 2012**

Councillors had previously been circulated with details regarding the Consultation Document detailing the Implementation of the Local Government Byelaws (Wales) Act 2012. Noted.

**342. MISCELLANEOUS**

**To discuss application for Park Leisure to be included on the Council Tender List**

Councillors had previously been circulated with a copy of an email dated 4<sup>th</sup> February 2014, received from Park Leisure requesting consideration for inclusion on the Town Council tender list.

**RESOLVED:** That Park Leisure be included on the Council Tender list.

**To discuss items 3 & 5 in letter received from Llantwit Major Events Group re meeting held at the Heritage Centre on 19<sup>th</sup> January 2014**

Councillors had previously been circulated with a copy of a letter dated 26<sup>th</sup> January 2014, received from Llantwit Major Events Group regarding their meeting held on 19<sup>th</sup> January 2014. The Town Clerk informed Councillors that the only items for consideration were items 3 & 5, this was because the other items in the letter had been addressed at the last Full Town Council under another agenda item. Councillors discussed the Events Group request for guidance on the wording for 'Winding up clause' within their constitution and for secure storage space for large items. Councillor Mrs S Geary informed Councillors that she had a copy of another organisations groups 'Winding up clause' and proceeded to read it out.

**RESOLVED:** That Councillor Mrs Lancaster and Councillor Jenkins, as Town Council representatives on the Events Group, take a copy of the 'Winding up clause', as read out by Councillor Mrs S Geary, to the next meeting of Llantwit Major Events group for consideration.

**Further**

**RESOLVED:** That the Town Clerk write to the Llantwit Major Events Group apologising that as stated by Councillor Mrs Lancaster at their previous meeting the Town Council do not have any secure storage areas for large items and in fact struggle themselves for storage.

**To discuss entering 'Walk for Life' on Sunday 27<sup>th</sup> April 2014**

Councillors had previously been circulated with a copy of an invitation to the Town Council to take part in a Walk for Life on Sunday 27<sup>th</sup> April 2014, in aid of the Kidney Wales Foundation. The Town Clerk informed Councillors that the Town Council office staff were prepared to complete this walk.

**RESOLVED:** That the Town Council organise an event to coincide with the Walk for Life and as many Councillors as possible take part, along with Town Council staff.

343. **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**

**To discuss completion of Probationary Period for Deputy Town Clerk**

Councillors discussed the completion of the Deputy Town Clerks probationary period.

**RESOLVED:** That following the successful completion of her probationary period as Deputy Town Clerk, Mrs Dawn Howles be offered the position on a permanent basis.

**To discuss proposed Staff pay scales for 2014/15**

Councillors had previously been circulated with an agenda brief detailing the proposed pay scales for 2014/15.

**RESOLVED:** That staff appraisals for cleaner/caretakers be completed and discussed at a future meeting of the Full Town Council.

**Further**

**RESOLVED:** That the Seasonal Receptionist scale be review once discussions regarding minimum wage is finalised.

**Further**

**RESOLVED:** That the pay scales as listed in the agenda brief be accepted for financial year 14/15.

SIGNED .....  
MAYOR

DATED .....