

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 27th March 2014 at 7.05pm at the Council Chamber, Old School, Wine Street, Llantwit Major

PRESENT; Chairman – Councillor K Geary - Town Mayor

Councillors Mr M Marsh) BOVERTON WARD
 Mrs S Hanks)
 Mr J Evans)

Mr M Mason) NORTH WARD
 Mr E Hacker)
 Mr E Williams)
 Mr D Foster)

Mrs S Geary) SOUTH EAST WARD
 Mr G Ingram)
 Mrs A Knight)

Mr G John) WEST WARD

Apologies received from Councillor Mrs P Lancaster and Councillor R Jenkins.
 Councillor Mrs P Lancaster - prior commitment.
 Councillor R Jenkins – illness.

No Declarations of Interest Forms were received from Councillors.

344. **MINUTES**

Full Town Council meeting held 27th February 2014

The minutes of the Full Town Council meeting held on 27th February 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 27th February 2014 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Cemetery Meeting held 6th March 2014

The minutes of the Cemetery Meeting held on 6th March 2014, had previously been circulated to the Council members.

Councillors noted the incorrect word under Item 2 discussing future burial land. The word used in the report was ‘reading’ where it should have read ‘regarding’.

RESOLVED: That subject to the above amendments Minutes of the Cemetery meeting held on 6th March 2014 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

Councillor G John informed Councillors that he had received correspondence from the Welsh Government confirming that loans are available and these could be used to purchase burial land up to a value of £50,000.

The Town Clerk informed Council that the proposed land for a new Cemetery was not available as the Land Owner is not interested in selling, unfortunately the letter had been received too late for this Agenda but would be on Aprils Agenda.

Working Group Meeting held 11th March 2014

The minutes of the Working Group Meeting held on 11th March 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Working Group meeting held on 11th March 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.

Planning Meeting held 17th March 2014

The minutes of the Planning Meeting held on 17th March 2014, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Planning meeting held on 17th March 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.

345. 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.

346. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 22nd February 2014 to 21st March 2014. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor.

347. COMMUNITY CONSTABLE REPORT

No Community Constable was present.

To discuss Email from Councillor Mrs S Hanks regarding Police and Ambulance response times in Llantwit Major.

Councillors had previously been circulated with an E Mail from Councillor Mrs S Hanks, dated 14th March 2014, detailing the response times for Police and Ambulances in Llantwit Major. Councillor Mrs S Hanks informed Councillors of her disappointment in still not having received any update on the Councils request for response times in Llantwit Major. Councillor G John confirmed he had spoken to Superintendent Osbourne regarding Police response times and he confirmed he had never received any communication from the Council.

RESOLVED: That all previous correspondence regarding Police Response times be forwarded to Superintendent Osbourne at the Cheaspside Police Station, Bridgend .

Further

RESOLVED: That a letter be sent to Mr Mark Drakeford AM, requesting Ambulance response times for Llantwit Major.

348. COUNCIL MEETING

Meetings for the Month of April 2014

Councillors had previously been circulated with a copy of the Council Meetings for the month of April. The Town Clerk informed Councillors that the Attendance for the Footpath Forum meeting was incorrect. Councillor Mrs A Knight is not on the Committee and Councillor K Geary and Councillor D Foster should be added onto the Attendance list. Noted.

349. PROCEDURAL MATTERS

Action Tracker

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

Members Report

Councillor J Evans informed Councillors he had attended a Pub Watch Meeting. Llantwit Major received a very good report.

Councillor M Marsh attended a Community Liaison Meeting.

Councillor Mrs S Hanks and Councillor M Mason attended the AGM of the Llantwit Major Chamber of Trade. They commented on the disappointing turn out at this meeting but emphasised the Committees desire to encourage new members and to look at ways to move forward. Councillor Mason confirmed Chamber of Trade would like to meet with Town Centres Development Officer. Councillors suggested organising a visit by the Town Centres Development Manager to coincide with the next Town Study Steering Group Meeting.

Councillor Mrs S Geary attended an event at St Iltyds School where Governors met pupils and teachers, as well as eating a school dinner.

To decide upon a theme for the School Garden Competition for 2014

Councillors Mrs S Geary gave a verbal update on the need to decide upon a Theme for the Annual School Garden Competition. Councillors put forward the following suggestion themes:

World War 1, Grow what they like, Commonwealth Games, Colours of the Rainbow, Events of 2014

RESOLVED: That the Town Clerk to advise the Schools that the Theme for the Schools Garden competition for 2014 is ‘World War 1’.

350. **FINANCE**

Income for the period 3rd March 2014 – 13th March 2014

Councillors had previously been circulated with a copy of the Income for the period 3rd March 2014 – 13th March 2014. Noted.

Expenditure for the period 24th February 2014 – 14th March 2014

Councillors had previously been circulated with a copy of the Expenditure for the period 24th February 2014 – 14th March 2014. Noted.

Bank Reconciliation for period 1st February 2014 to 28th February 2014

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st February 2014 to 28th February 2014. Noted.

To discuss Agenda Brief and Verbal Report re VAT review

Councillors had previously been circulated with an Agenda Brief detailing the latest position regarding the VAT review. The Town Clerk informed Councillors of the difficulty in obtaining clarification on what we can/cannot reclaim VAT on.

RESOLVED: That the Town Clerk be given permission not to reclaim any VAT in relation to the Bowls Club until the review of the VAT procedures are resolved over the new few months.

Proposed Expenditure and Income Figures for 2013/2014

Councillors had previously been circulated with the Proposed Expenditure budget for financial year 2013/2014.

RESOLVED: That the reserves be incorporated back into the Expenditure Budget for 2013/14.

Further

RESOLVED: That the revised Expenditure and Income Sheet Budget for 2013/2014 be brought to the Full Town Council Meeting April 2014.

To discuss applying Tax Investigation Services from BPU Chartered Accountants

Councillors had previously been circulated with a letter from BPU Chartered Accountants dated 14th March 2014 detailing an Annual Tax Investigation Services they provide for a fee of £60.00. Councillor D Foster stated that as a small local Council our organisation does not require this additional service and considers it to be outside the Councils remit.

RESOLVED: That the Town Council does not to proceed with Tax Investigation Service from BPU Chartered Accountants.

To discuss Working Groups recommendation for a new telephone system.

Councillors were previously circulated with the recommendations and quotations from two companies for the installation of a new Telephone System at the Town Hall. Councillors discussed the proposed costing's and SIP technology and the recommendation put forward by the Working Group.

RESOLVED: That the quotation received from Datakom for the sum of £365.77 a quarter for 5 years be accepted.

351. 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.

352. CEMETERY

The following Burial matters were noted

- 1) Burial of William Bernard John Frank Overall, Grave Number E42 (re-open) on 24th February 2014
- 2) Burial of Eleanor Maureen Deere, Grave Number A2 (re-open) on 3rd March 2014
- 3) Burial of Grace Elaine Bryson-Hamilton, Grave Number C237 (new plot) on 7th March 2014
- 4) Burial of Kenneth Milsom, Grave Number D180c (new plot) on 11th March 2014
- 5) Burial of John Morgan Hughes, Grave Hn2 (new plot) on 14th March 2014
- 6) Burial of Alizah Marcelle Emma Ainsworth Bibey, (new plot baby section) on 15th March 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 3, 4, 5 & 6.

353. RECREATION AND OPEN SPACES**Play Equipment Reports 7th March 2014**

Councillors had previously been circulated with a copy of the playground Inspection/Maintenance Report dated 7th March 2014. The Town Clerk informed Councillors that since this report it has been brought to the Councils attention that the basket swings shackles have deteriorated badly. The Town Clerk informed Councillors that replacement shackles have been ordered through the Vale of Glamorgan Council. When the Vale fit the replacements they will also ensure the Zip wire is completed. The Town Clerk also informed the Council that she intends to purchase sand and top soil to repair the areas under the swings after the Easter period.

To discuss Application from SLURP Promotions to hire Llantwit Major Recreation field on 12th July 2014 for a Music Festival

Councillors had previously been circulated with an Application from SLURP Promotions, dated 14th March 2014, detailing the request to put on a Music Festival on 12th July 2014 on the Recreation Ground.

RESOLVED: That a letter be sent to SLURP Promotions confirming that the Town Council will give permission for the Music Festival to take place subject to the following conditions:

The Council have receipt of a valid Insurance Schedule/Certificate

The Council have a copy of a completed Risk Assessment Form

This is subject to suitable weather conditions

354. TOWN HALL

To discuss E Mail received from Walking Festival Sub Committee to put banner across the Town Hall from 22nd May 2014 to 1st July 2014.

Councillors had previously been circulated with an E Mail dated 25th February 2014 requesting permission to put a banner across the Town Hall from 22nd May 2014 to 1st July 2014 advertising the Walking Festival. The Town Clerk informed Councillors that banners have never been displayed on the Town Hall previously.

RESOLVED: That the Walking Festival Sub Committee be informed that the Town Council do not give permission for a banner to be placed on the Town Hall. Suggest to the Sub Committee that they ask the local Public Houses if they are able to advertise this Event.

355. VALE OF GLAMORGAN COUNCIL

Vale of Glamorgan Councillors Report

Councillor G John reported to Councillors on the revised LDP. This includes all alternative sites requested by Developers/Landowners. Councillor John encouraged all councillors to attend the LDP Consultation afternoon in the Llantonian Hall on 7th April 2014. Councillor John stated that as a Council we need to respond to this Consultation but he also encouraged all Councillors as Individuals to respond.

Councillor Mr K Geary reported that he had been busy with Corporate Resources End of Year Budgets. Also stated he had been looking into Licensing, with reference to Pet Shops and Kennels.

To discuss new standards for Annual Play area inspections

Councillors had previously been circulated with a letter received from Vale and Glamorgan Park & Open Spaces Officer, dated 11th March 2014, detailing the Annual Play Area Inspection to be undertaken April/May.

RESOLVED: That permission be given to the Vale of Glamorgan Council to arrange the Annual Play Area Inspection.

To discuss notice of making an order for the concurrent extinguishment and creation of Public Footpath at Cwm Colhuw, Llantwit Major.

Councillors had previously been circulated with a letter and maps dated 27th February 2014 detailing the extinguishment and upgrading work at Colhuw, Llantwit Major. Noted.

Request by Town Centres Development Office to meet Town Council at 6pm on 24th April
Councillors had previously been circulated with an E Mail, dated 11th March 2014, received from the Vales Town Centres Development Officer asking if she could visit the Town Council go give them an update of her new role within the Vale of Glamorgan Council

RESOLVED: That the Town Study Steering Group Meeting scheduled for the 8th April 2014 be cancelled and a new date be set for the end of April/ beginning of May thus allowing an invitation to be extended to the Town Centre Development Officer to attend.

356. WELSH GOVERNMENT

To discuss letter received from Public Sector Reform Division reference the merging of local authorities in Wales.

Councillors had previously been circulated with a letter from the Public Service Reform Division department of the Welsh Government, dated 21st February 2014, detailing the proposed merger of local authorities in Wales. Noted.

To discuss Cadw Wales proposal to change the Heritage Bill to amend the offences and defences Act 1979

Councillors had previously been circulated with an E-bulletin dated March 2014 detailing the six week consultation period looking into the proposed changes to the offences and defences, in the 1979 Act to modify the 'ignorance defence'. Noted.

357. MISCELLANEOUS

To discuss letter re transfer of secondary mental health services to Cardiff & Vale University Health Board

Councillors had previously been circulated with a letter dated 20th February 2014, detailing the intention to transfer the provision of secondary mental health services from Abertawe Bro Morgannwg Health Board to Cardiff and Vale University Health Board. Councillor Mrs P Lancaster, via an E Mail, expressed her disappointment at the lateness of receiving communications from the Health Board regarding these matters thus preventing Councillors from attending the Llantwit Major Consultation.

RESOLVED: That a letter be sent to the Health Board noting the dissatisfaction of the Town Council for not being informed until too late, of the dates for the Consultation processes within Llantwit Major.

To discuss E Mail received from Vice president of Le Pouliguen Twinning Committee regarding the continuation of Twinning ties between Llantwit Major and Le Pouliguen.

Councillors had previously been circulated with an Email, dated 10th March 2014, sent to Councillor K Geary from the Vice President of Le Pouliguen about trying to keep alive the twinning spirit between Llantwit Major and Le Pouliguen and to arrange a contact in the Town Council to act as a correspondent between the two towns.

RESOLVED: That Councillor K Geary, the present Town Mayor of Llantwit Major, email Vice President of Le Pouliguen confirming that the Town Mayor of Llantwit Major will be the correspondent for Llantwit Major Town Council. Future Town Mayors will ensure correspondence with Le Pouliguen is maintained.

To discuss letter from resident regarding a bench in memory of her late husband.

Councillors had previously been circulated with a letter, dated 4th March 2014, asking permission to install and maintain a bench in Sea View Park in memory of her late husband. Councillors discussed this request and concerns were raised regarding the maintenance of this bench and the possibility of a precedent being set for further requests.

RESOLVED: That Councillor G Ingram visit the resident personally to discuss the purchase of a bench noting the installation costs and support maintenance costs. The Town Council will then discuss this matter further at April's Full Town Council Meeting.

To discuss letter received from Sainsbury's regarding a potential site for a food store in Llantwit Major

Councillors had previously been circulated with a letter from Sainsbury's, dated 11th March 2014, detailing a potential site for a new food store in Llantwit Major. Noted.

To discuss if anyone wishes to attend meeting of Vale of Glamorgan Rural Partnership on 10th April 2014 at St Donats Art Centre.

Councillors had previously been circulated with an email dated 14th March 2014 detailing the next Meeting of the Vale of Glamorgan Rural Partnership on Thursday 10th April. The Town Clerk informed Councillors that she was the representative on this Committee. Councillor J Evans was her substitute if she was unable to attend. Noted.

358. **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 appointment of Mrs J Hole as Seasonal Receptionist for 2014.

Councillors had previously been circulated with an Agenda Brief detailing the request to appoint Mrs J Hole as Seasonal Receptionist from 18th April 2014 until mid-September and to request a review of the Seasonal Receptionist pay scale for 2014.

RESOLVED: That Mrs J Hole is appointed Seasonal Receptionist for 2014. The Seasonal Receptionist pay scale for 2014 was finalised for financial year 2014/15.

SIGNED
MAYOR

DATED