

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 25th January 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)
 Dr P Dickson)

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

 Mr D Powell) WEST WARD

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

PC J Williamson

Apologies received from.

Councillor Mr J Evans – Due to Illness

Councillor G John arriving late due to prior commitment

Councillor E Williams arriving late due to prior commitment

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Thomas declared an interest under Recreation and Open Spaces, Item 3, to note the Active Spaces Deed of Dedication for the Recreation Ground.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr A Clark declared an interest under Old School, Item 1, to discuss letter from Cylch Meithrin Llanilltud Fawr reference presenting a business case for taking over the tenancy of the Compass Building and Agenda Brief re present income.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Morgan declared an interest under Part II , Item 1 To discuss Agenda Brief re Staff, Item 2 verbal update by the Town Clerk on staffing situation, Item 3 to discuss Agenda Brief re pay scales for 2018/2019 and item 4 to discuss overtime payments.

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

134. ITEMS BROUGHT FORWARD **COMMUNITY CONSTABLE**

To receive Community Constables report

PC J Williamson introduced himself to Councillors. PC Williamson confirmed that a total of 41 crimes were reported for the month of November 2017. The number was slightly higher than normal due to an increase in shop lifting figures. PC Williamson stated that there were 30

reported crimes for the month of December 2017. There was only 1 reported shop lifting incident this month which was helped by the extra time spent patrolling the Town. There were 5 violent crimes reported. PC Williamson stated that overall the atmosphere in the Pubs over the Christmas period was very good.

PC Williamson informed Councillors that a National Campaign was being undertaken throughout the Police Force on cracking down on the use of Mobile Phones whilst driving.

Councillor Mrs S Hanks requested an updated on the CrASBO Orders that had been served on youth offenders in Llantwit Major. Councillor Mrs S Hanks also thanked PC Williamson for his assistance on the 21st January 2018 dealing with the potential flooding along Boverton Road.

Councillor Dr Ellis informed PC Williamson that the four new members of Llantwit Major Neighbourhood Watch programme were still waiting a visit from the local PCSO.

Councillor A Clark asked if there had been any more reported burglaries on West Camp. PC Williamson informed Councillors that no further incidents had been reported however there had been a number of vehicles broken into along Eagle Road.

PC J Williamson vacated the Council Chamber.

135. MINUTES

Full Town Council Meeting held 21st December 2017

The minutes of the Full Town Council meeting held on 21st December 2017, had previously been circulated to the Council Members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 21st December 2017 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Planning Committee Meeting held on 21st December 2017

The minutes of the Planning Committee Meeting held on 21st December 2017, had previously been circulated to the Council members. Councillors noted that under Also Present it should read Councillor Dr D Ellis and not as previously stated Councillor Mr Dr D Ellis.

RESOLVED: That subject to the above amendments the minutes of the Planning Committee meeting held on 21st December 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Finance and Policy Meeting held on 11th January 2017

The minutes of the Finance and Policy Meeting held on 11th January 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Finance and Policy Meeting held on 11th January 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Nations Tribute Meeting held on 16th January 2018

The minutes of the Nations Tribute Meeting held on 16th January 2018, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Nations Tribute Meeting held on 16th January 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Town Study Steering Group Meeting held on 16th January 2018

The minutes of the Town Study Steering Group Meeting held on 16th January 2018, had previously been circulated to the Council Members. Councillors discussed the ongoing problem with litter in the Precinct, heavy traffic along Llanmaes Road raising concern re air pollution under the Railway Bridge and Councillors looked at requesting from Welsh Government additional half hourly train services to run through Llantwit Major.

RESOLVED: That the minutes of the Town Study Steering Group Meeting held on 16th January 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 17th January 2018

The minutes of the Planning Committee Meeting held on 17th January 2018, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 17th January 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

136. 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.

137. TOWN MAYOR

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

Questions to Town Mayor

There were no questions to the Town Mayor

138. 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.

139. COUNCIL MEETINGS**Meetings for the Month of February, 2018**

Councillors had previously been circulated with a list of the Meetings for the Month of February 2018. Councillors discussed dates for a Footpath Forum Meeting and a School Gardens Meeting.

RESOLVED: That the Footpath Forum Meeting be held on the 19th February 2018 at 6:00pm in the Heritage Centre.

Further

RESOLVED: That the School Gardens Meeting be held on either the 12th or 13th February 2018. Time and venue to be confirmed.

Councillor G John entered the Council Chamber.

140. PROCEDURAL MATTERS**Members Report**

Councillor R Gant and Councillor Mrs S Hanks confirmed they had attended the Heritage Coast Meeting.

Councillor R Gant informed Councillors he was unable to attend the One Voice Wales Meeting due to a prior commitment.

Councillor G Morgan informed Councillors he had attended a presentation on Inspiring Workspaces Project. Councillor Morgan said it was a very informative presentation with various speakers and provided excellent network opportunities. The Vale of Glamorgan Council confirmed that funding opportunities and assistance were available for converting old redundant buildings into commercial office workspaces.

Action Tracker

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

Councillors Mr A Clark asked if there had been any response from MOD St Athan re the Play Area on the open space along Partridge Road. The Town Clerk confirmed she hoped to hear further progress in the next few weeks.

Councillors were informed that the additional street light in Lorna Hughes Park had been installed and connected.

RESOLVED: That a report be written to the Gem, the Local Newspaper informing residents of the new Street Light installed in Lorna Hughes Park.

To discuss Agenda Brief re Building Insurance Valuations for Town Council Premises

Councillors had previously been circulated with an Agenda Brief re obtaining up to date Building Insurance Valuations for all Town Council Premises. The Town Clerk confirmed to Councillors that the Town Councils Insurance was due for renewal on the 1st April 2018.

RESOLVED: That the Quotation for £1295.00 plus vat from Barrett Corp Harrington be accepted if Zurich Insurance does not offer a cost effective package to revalue Buildings for Insurance purposes.

To discuss letter from Cowbridge with Llanblethian Town Council re clustering Arrangements for Local Councils

Councillors had previously been circulated with a letter dated 22nd December 2017 from Cowbridge with Llanblethian Town Council re clustering arrangements for Local Town and Community Councils.

RESOLVED: That the Town Clerk initiate a Meeting with Cowbridge with Llanblethian Town Council and Llanmaes Community Council to discuss potential clustering opportunities for local Town and Community Councils.

To discuss email re Llantwit Major Community Sponsorship Scheme

Councillors had previously been circulated with an email dated the 4th January 2018 detailing the Llantwit Major Community Sponsorship Scheme. Councillor Mrs S Hanks gave a brief verbal report as she had attended in her capacity of Vale of Glamorgan Councillor.

To discuss possible Agenda Items for inclusion on Community Liaison Meeting

Councillor D Foster requested that Councillors consider an Agenda Item for the next Community Liaison Meeting to investigate if the Vale of Glamorgan Council has any powers to enforce land owners, whose land regularly floods, to put processes in place to try to assist with draining their land. Councillor further discussed this problem.

RESOLVED: That an Agenda Item be placed on February's Full Town Council Meeting to discuss if the Town Council should request that concerns re land drainage should be placed on the next Community Liaison Meeting.

Further

RESOLVED: That an Agenda Item be placed on February's Full Town Council Meeting to discuss continuing flooding along the A4265 between Llantwit Major and St Athan, and whether the Vale of Glamorgan have any powers to enforce land drainage.

Councillor E Williams entered the Council Chamber.

To discuss Agenda Brief re no smoking in bus shelters

Councillors had previously been circulated with an Agenda Brief detailing a request from Councillor Mrs S Hanks to consider the Vale of Glamorgan Council adopting a policy to put no smoking signs up in the Bus shelters within the Vale of Glamorgan. Councillor discussed the present condition of many of the bus shelters within Llantwit Major.

RESOLVED: That an Agenda Item be placed for inclusion on the Community Liaison Meeting to look at the General Maintenance of Bus Shelters in the Vale of

Glamorgan Council and asking the Vale of Glamorgan Council to consider adopting a policy where all Bus Shelters display No Smoking Signs.

Further

RESOLVED: A copy of the request be sent to Mr M Punter, Director of Environment & Housing Services.

141. **FINANCE**

Bank Reconciliation for period 1st December 2017 to 31st December 2017

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st December 2017 to 31st December 2017. Noted.

Bank Reconciliation for period 1st October 2017 to 31st December 2017

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st October 2017 to 31st December 2017. Noted.

Income for the period 14th December 2017 to 19th January 2018

Councillors had previously been circulated with a copy of the Income for the period 14th December 2017 to 19th January 2018. Noted.

Expenditure for the period 14th December 2017 to 19th January 2018

Councillors had previously been circulated with a copy of the Expenditure for the period 14th December 2017 to 19th January 2018. Noted.

Credit Card Statement for period 14th December 2017 to 19th January 2018

Councillors had previously been circulated with a copy of the Credit Card Statement for the period 14th December 2017 to 19th January 2018. Noted.

To ratify precept amount and proposed budget sheets for 2018/2019 as recommended by the Finance and Policy Committee

Councillors had previously been circulated with the precept amount and proposed budget sheets for 2018/2019 as recommended by the Finance and Policy Committee.

RESOLVED: The Town Clerk to write a letter to the Vale of Glamorgan Council confirming the Precept request of £237,010 for financial year 2018/2019.

To discuss Grant Aid Application from Llantwit Christmas Cracker

Councillors had previously been circulated with a Grant Aid Application from Llantwit Christmas Crackers. Councillors discussed the Grant Aid Application request.

RESOLVED: That the Grand Aid Application be deferred until the Full Town Council Meeting in November 2018. Llantwit Christmas Crackers be requested to provide an up to date Balance Sheet up to the end of October.

To discuss Invoice from Vale of Glamorgan Council re Local Elections 2017

Councillors had previously been circulated with an Invoice from the Vale of Glamorgan Council dated 8th January 2018 detailing the charge of £5919.76 for the Local Government Elections May 2017 – Town and Community. Due to the increase in the charge the Vale Of Glamorgan Council offer the opportunity to pay the Invoice over a one or two year period.

RESOLVED: That the Invoice from the Vale of Glamorgan Council dated 8th January 2018 detailing the charge of £5919.76 for the Local Government Elections May 2017 – Town and Community be paid over a two year period.

142. 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 discuss Agenda Brief re Planning Law in Wales Consultation

Councillors had previously been circulated with an Agenda Brief detailing the Planning Committee findings on the Planning Law in Wales Consultation. The Planning Committee stated that they would have liked to see a Section on the S106 / CIL process however this was excluded from the remit of this Consultation Paper.

RESOLVED: That the following comments be posted to the Planning Law in Wales Consultation on behalf of Llantwit Major Town Council:

Llantwit Major Town Council would like to see the Paper review the Town and Community Councils roles within the Planning Process. The Consultation Paper look into firming up the consultation process between Town/Community Councils and Borough Councils.

Town and Community Councils be given a fairer representation in the Planning Process.

The Consultation Paper also review the process between neighbours/residents and the Planning Officer.

The Consultation look at giving residents more opportunity to raise their concerns prior to the Planning Decision being accepted/rejected.

To discuss email received re ‘Causeway’ Boverton

Councillors had previously been circulated with an email dated 18th January 2018 re unauthorised building works at the Causeway, Boverton. Councillor Mrs S Hanks confirmed she had visited the area with Mr C O’Shea and after consultation with the Vale Planning Department can confirm that no Planning Application was in place.

RESOLVED: That a letter be written to Mr Peter Thomas, Vale of Glamorgan Councils Conservation Officer and Mr Marcus Goldsworthy, Head of Planning and Regeneration stating that the Town Council are devastated with what has happened re the Causeway, Boverton and state that the Contractor should rebuild the wall.

Further

RESOLVED: That a letter be written to Llantwit Major resident, Mr C O’Shea, thanking him for making the Town Council aware of this matter, all his work in progressing this issue with the Vale Planning Department and continue to offer Mr O’Shea the Town Councils full support.

143. CEMETERY

The following Burial matters were noted.

- 1) Burial of Brynley Merritt re-open plot (C253) on 17th January 2018
- 2) Exhumation of Annie Elizabeth Farhall plot number (D182d) on 17th January 2018
- 3) Burial of Janet Dolman re-open plot (A87) on 23rd January 2018
- 4) Burial of Albert Somuah new plot (E53) on 25th January 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 4.

144. RECREATION AND OPEN SPACES

To note playground inspections 5th December 2017

Councillors had previously been circulated with the Playground inspections held on 5th December 2017. Noted.

To note playground inspections 4th January 2018

Councillors had previously been circulated with the Playground inspections held on 4th January 2018. Noted.

To note the Active Spaces Deeds of Dedication for the Recreation Ground

Councillor G Thomas declared an interest.

Councillors had previously been circulated with the Active Spaces Deeds of Dedication for the Recreation Ground dated 16th January 2018.

RESOLVED: That the Land Registry Forms for the Deed of Dedication for the Recreation Ground be completed, signed and returned to the Land Registry Offices.

145. LLANTONIAN HALL

To discuss Agenda Brief re booking pantomime for 2019

Councillors had previously been circulated with an Agenda Brief detailing hosting/funding a Touring Pantomime to visit Llantonian Hall, Llantwit Major on Friday 4th January 2019.

RESOLVED: That permission is given to book the Touring Pantomime to visit Llantonian Hall, Llantwit Major on Friday 4th January 2019 at a cost of £1100.

146. TOWN HALL

To discuss Agenda Brief re opening of Heritage Centre

Councillors had previously been circulated with an Agenda Brief regarding opening the Heritage Centre and asking the History Society if they are able to provide the display and man it for 2018. Councillors were advised that when originally the Heritage Centre was opened it was agreed the Town Councillors, when able, would assist with manning the Centre.

RESOLVED: That a letter be written to the History Society asking if they would display and man the Heritage Centre for the 2018 season.

147. OLD SCHOOL

To discuss letter from Cylch Meithrin Llanilltud Fawr reference presenting a business case for taking over the tenancy of the Compass Building and Agenda Brief re present income

Councillor Mr A Clark declared an interest.

Councillors had previously been circulated with a letter from Cylch Meithrin Llanilltud Fawr dated 9th January 2018 reference presenting a business case for taking over the tenancy of the Compass Building and Agenda Brief re present income. Councillor D Foster stated that the Town Council must look at different ways of getting the best strategic and financial benefits from the Compass Building.

RESOLVED: That a response to Cylch Meithrin Llanilltud Fawr reference tenancy of the Compass Building be deferred until a future Full Town Council Meeting. The Town Council to further investigate the best strategic/financial benefits for the Compass Building.

To discuss email from Regeneration and Planning Officer re usage of the rear Annex (Compass Building)

Councillors had previously be circulated with an email dated 18th January 2018 from Regeneration and Planning Officer re opportunities and funding available for developing small commercial workspace units for the Rear Annex (Compass Building).

RESOLVED: That a Meeting be organised with Mr Phil Chappell (Regeneration and Planning Officer) to discuss ideas, opportunities and Grants available for Developing the Compass Building into small workspaces.

148. WEST STREET POOL

To discuss email from Duffryn Gardens re Koi Karp

Councillors had previously been circulated with an email dated 18th January 2018 from Duffryn Gardens re Koi Karp. Councillors were informed that at a previous Full Town Council Meeting it had been agreed to accept Koi Karp from Duffryn Gardens. Councillors discussed the issue of transporting the fish from Duffryn Gardens to West Street Pool.

RESOLVED: That the Town Council liaise with both Wenvoe Garden Centre and Dyffryn Springs to discuss how fish can be transported between the two sites. Findings be bought back to February's Full Town Council Meeting.

149. WELSH GOVERNMENT

To note December Newsletter on Review of Community and Town Council Sector in Wales

Councillors had previously been circulated with the December Newsletter on Review of Community and Town Council Sector in Wales. Noted.

150. VALE OF GLAMORGAN COUNCIL

To note Strong Communities Fund 1st Round Minutes and Evaluation Panel Recommendations

Councillors had previously be circulated with the Minutes dated 20th November 2017 of the Strong Communities Fund 1st Round and Evaluation Panel Recommendations. Noted.

To discuss letter re land on Boverton Road, in front of Boverton Cemetery
Councillors had previously been circulated with a letter dated 21st December 2017 from the Vale of Glamorgan Council re the land on Boverton Road in front of Boverton Cemetery.

RESOLVED: That a letter be written to the Vale of Glamorgan Council stating as follows:

- a) Llantwit Major Town Council agree to the Terms of the adoption of the land on Boverton Road in front of Boverton Cemetery
- b) That a fee be paid of £50.00 to confer power to the Town Council to plant/maintain the adopted verge along Boverton Road.
- c) Request permission to install a bench and the Silent Soldier statue on the land. Include photographs of the proposed Recycled Plastic Bench that the Town Council wish to purchase for the site.

To discuss email re new development off Eglwys Brewis Road, Boverton

Councillors had previously been circulated with an email dated 18th January 2018 re further approval of the names of the streets for the new development off Eglwys Brewis Road, Boverton

RESOLVED: That Llantwit Major Town Council and all Vale Councillors again forward the following road names as suggestions for the new development, land off Llantwit Major By Pass and Eglwys Brewis Road, Boverton:

Caer Brewys
South View

151. ONE VOICE WALES

To discuss Welsh Governments Bee Friendly Scheme

Councillors had previously been circulated with an email dated 18th January 2018 detailing the Welsh Governments Bee Friendly Scheme. Councillors discussed possible ideas for the Town Council taking part in the Bee Friendly Scheme.

RESOLVED: That the area at the bottom of the Recreation Ground, by the South East gate be sown with wild flowers seeds to encourage an area for bees to inhabit.

152. PUBLICATIONS RECEIVED

To note Fields in Trust Winter 2017 edition of Field Notes Newsletter

Councillors noted the Fields in Trust Winter 2017 edition of Field Notes Newsletter.

153. MISCELLANEOUS

To discuss report of meeting on 8th January 2018 with representatives from RAF St Athan regarding Anniversary Celebrations 2018

Councillor had previously been circulated with a report of a Meeting held on the 8th January 2018 with representatives from RAF St Athan regarding Anniversary Celebrations for 2018. Councillors noted the proposed celebrations planned for the 28th April 2018.

RESOLVED: That a budget of £500.00 be set for the provision of refreshments to provide a small reception after the Parade for the personnel involved in the Parade. The Reception to be held in Llantwit Major Rugby Club.

To note letter from Llantwit Christmas Crackers

Councillors had previously been circulated with a letter dated 31st December 2017 from Llantwit Christmas Crackers thanking the Town Council for the donation of £200 towards assisting with providing a Christmas Day Lunch for 27 guests who would have otherwise spent Christmas alone. Noted.

To note email re General Data Protection Regulations

Councillors had previously been circulated with an email dated 17th January 2018 detailing the new General Date Protection Regulations which must be complied by the 25th May 2018. The Town Clerk informed Councillors that she was awaiting further advice from NALC/SLCC and One Voice Wales. A Toolkit was being commissioned by the NALC to provide further information to Councils. Councillors noted that the Town Clerk could not be the Data Protection Officer. Noted.

154. 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.

Councillor G Morgan declared an Interest under Part II Items 1, 2, 3 and 4.

Personnel

1) To discuss Agenda Brief re Staff

Councillors had previously been circulated with an Agenda Brief re Staff.
Councillors discussed Staffing issues.

RESOLVED: That the Working Group be given permission to review all Staffs Job Descriptions, Contracts and Pay Scales.

2) Verbal Update by the Town Clerk on Staffing situation

Town Clerk gave a verbal update regarding Town Council Office Staff Levels.

Finance

3) To discuss Agenda Brief re pay Scales for 2018/2019

Councillors had previously been circulated with an Agenda Brief re pay Scales for 2018/2019.

RESOLVED: That the Pay Scales for 2018/2019 be adopted.

4) To discuss overtime payments

Councillors had previously been circulated with an Agenda Brief re overtime payments.

RESOLVED: That the recommendations put forward be adopted.

SIGNED
MAYOR

DATED