

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 29th November 2018 at 7.05pm in the Council Chamber, Old School, Llantwit Major

PRESENT; Chairman – Councillor Dr D Ellis - Town Mayor

 Councillors Mr D Foster) NORTH WARD
 Mr E Williams)
 Mrs J Norman)
 Dr P Dickson)

 Mr G Morgan) SOUTH EAST WARD
 Mr G Thomas)

 Mr D Powell) WEST WARD
 Mr G John)

 Mrs S Hanks) BOVERTON WARD
 Mr R Gant)
 Mr J Evans)

Apologies received from.
 Councillor Mr G Wilkie – Family Commitment

PC Jamie Williamson
 Youth Council

Pursuant to the requirements of this Councils Code of Conduct, Councillor G Morgan declared an interest under Town Hall Working Group Meeting, Part II, Item 1, to discuss staffing pay scales and rates.

300. **MINUTES**

Full Town Council Meeting held 25th October 2018

The minutes of the Full Town Council meeting held on 25th October 2018, had previously been circulated to the Council Members.

RESOLVED: That Minutes of the Full Town Council Meeting held on 25th October 2018 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Planning Meeting held on 22nd October 2018

The minutes of the Planning Meeting held on 22nd October 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Planning Meeting held on 22nd October 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Allotment Sub Committee Meeting held on 26th October 2018

The minutes of the Allotment Sub Committee Meeting held on 26th October 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Allotment Sub Committee held on 26th October 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Nations Tribute Celebrations Committee Meeting held on 30th October 2018

The minutes of the Nations Tribute Celebrations Committee Meeting held on 30th October 2018, had previously been circulated to the Council Members. Councillors congratulated all those that took part in the Nations Tribute Celebrations and noted that letters of thanks be written to all Committee Members expressing the Town Councils thanks for all their hard work.

RESOLVED: That the minutes of the Nations Tribute Celebrations Committee meeting held on 30th October 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Planning Meeting held on 9th November 2018

The minutes of the Planning Meeting held on 9th November 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Planning Meeting held on 9th November 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Citizen of the Year Committee Meeting held on 14th November 2018

The minutes of the Citizen of the Year Committee Meeting held on 14th November 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Citizen of the Year Committee Meeting held on 14th November 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 Meeting held on 19th November 2018

Councillor G Morgan declared an interest.

The minutes of the Working Group Meeting held on 19th November 2018, had previously been circulated to the Council Members.

Councillors Mrs S Hanks queried the recommendation to purchase a vehicle up to the value of £6000 for Town Council duties. She stated she felt it was an expensive item and questioned how often the vehicle would be used. Councillor Evans stated at present the Town Council staff use their own vehicles to collect the refuse/dogs bins on Town Council property and this was unacceptable. Councillors further discussed costings of purchasing a vehicle and the further possibilities of renting / leasing a vehicle.

RESOLVED: That the minutes of the Working Group Meeting held on 19th November 2018 be accepted as a true record and all recommendations, except the purchase of a vehicle, be actioned by the Town Clerk.

Further

RESOLVED: That the Town Council agree in principle to the need of a pool vehicle but further details on purchasing / leasing / renting be brought before Full Town Council Meeting.

Matters Arising

There were no matters arising.

Tennis Club Sub Committee Meeting held on 19th November 2018

The minutes of the Tennis Club Sub Committee Meeting held on 19th November 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Tennis Club Sub Committee Meeting on 19th November 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Small Sculpture Committee Meeting held on 21st November 2018

The minutes of the Small Sculpture Committee Meeting held on 21st November 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Small Sculpture Committee Meeting on 21st November 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk. Councillors noted the kind donation from Alun Griffiths Ltd to pay for the cost of the steel, ground clearance and installation costs.

Matters Arising

There were no matters arising.

301. 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.

302. TOWN MAYOR**Town Mayor report of events attended 1st November 2018 to 30th November 2018**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st November 2018 to 30th November 2018. Noted.

Past Town Mayor report of events attended 1st November 2018 to 30th November 2018

Councillors had previously been circulated with a copy of the Past Town Mayors engagements undertaken for the period 1st November 2018 to 30th November 2018. Councillor Dr D Ellis thanked the Past Town Mayor for attending these events on his behalf. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor

303. COMMUNITY CONSTABLE**To receive Community Constables report**

PC Jamie Williamson sent his apologies as he was unable to attend the meeting due to work commitments. Crime figures for the month of October 2018 will be provided at Decembers Full Town Council Meeting. Noted.

304. YOUTH COUNCIL**Youth Activity Progress**

No Youth Council members present to update Councillors on Youth Activity progress.

To note minutes of Llantwit Youth Council Meeting held on 25th October 2018

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on 25th October 2018. Noted.

To discuss any Agenda Items as highlighted by the Youth Council

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

305. COUNCIL MEETINGS**Meetings for the Month of December 2018**

Councillors had previously been circulated with a list of the Meetings for the Month of December 2018. Noted.

306. PROCEDURAL MATTERS**Members Report**

Councillor Gant informed Councillors that he and Councillor Dr Ellis had attended the Age Connect Meeting on the 7th November 2018. He stated that discussions had been undertaken re problems with the phone lines to the local Llantwit Major Office and how they could improve communication links in promoting events within the town. A further meeting to be held in 3 months to see if any improvements have been made. Councillor Gant confirmed the Age Connect Christmas Party was to be held on the 18th December 2018.

Councillor Thomas confirmed that he had attended the Vale of Glamorgan Charter Workshop where once again the main topic covered was local Planning Issues and the problems with the consultation process within the planning development cycle.

Councillor John informed Councillors that Councillor Williams, Councillor Mrs Norman, Councillor Mrs Hanks and himself had attended a meeting with Mr Rob Thomas, Managing Director of the Vale of Glamorgan Council re Llantwit Major Youth Centre. Councillor John stated he had expressed the Town Councils disappointment by the decision to offer the Youth Centre to the GVS. Mr Thomas stated that the final decision had been made by the Vale of Glamorgan Council Committee who had opted for the financial benefit GVS could provide. He stated the lease for the Youth Centre was still to be signed with GVS although he anticipated this to be completed in early December 2018. Councillor John confirmed to Councillors that the four Vale Councillors had agreed to meet with Mr Rob Thomas on a quarterly basis to discuss Llantwit Major issues. Councillor John was also to meet bi-monthly with Mr Thomas to discuss Llantwit Major and Vale queries.

Action Tracker

Councillors had previously been circulated with an up to date Action Tracker. Councillor John asked if any progress had been made on the Application for the proposed footpath along Mill Road. The Town Clerk confirmed all documentation for the Application had been accumulated by the Administrative Assistant and the completed Application would be sent to the Vale of Glamorgan Council early next week. Noted.

To review and adopt Standing Orders

Councillors had previously been circulated with a copy of the updated Llantwit Major Town Council Standing Orders.

RESOLVED: That the Standing Orders for Llantwit Major Town Council be adopted.

To note Office Closure over Christmas 2018 period (Close 1pm on 21st December 2018 – Reopen 9am on 2nd January 2019)

Councillors noted the Office Closure over Christmas 2018 period. The Office will close at 1pm on the 21st December 2018 and reopen at 9am on the 2nd January 2019. Noted.

307. FINANCE

Bank Reconciliation for period 1st October 2018 to 31st October 2018

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st October 2018 to 31st October 2018. Noted.

Income for the period 19th October 2018 to 19th November 2018

Councillors had previously been circulated with a copy of the Income for the period 19th October 2018 to 19th November 2018. Noted.

Expenditure for the period 19th October 2018 to 19th November 2018

Councillors had previously been circulated with a copy of the Expenditure for the period 19th October 2018 to 19th November 2018. Noted.

Credit Card Statement for period 19th October 2018 to 19th November 2018

Councillors had previously been circulated with a copy of the Credit Card Statement for period 19th October 2018 to 19th November 2018. Noted.

To discuss Grant Application from Llantwit Major Crackers

Councillors had previously been circulated with a letter dated 15th October 2018, a Grant Aid Application from Llantwit Major Crackers with a copy of their Accounts for 2017/2018 and page 88 of the minutes of the Full Town Council meeting held on the 25th January 2018. Councillors discussed the Grant Application.

RESOLVED: That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £200.00 to Llantwit Major Crackers.

To discuss membership to the SLCC

Councillors had previously been circulated with a letter detailing the renewal membership to the SLCC at an Annual Subscription of £273.00.

RESOLVED: That the renewal membership to the SLCC at an Annual Subscription of £273.00 be accepted.

308. DEVELOPMENT**To note Planning Application decisions by the Vale of Glamorgan Council**

Councillors noted the Planning Application decisions by the Vale of Glamorgan Council for this month.

309. CEMETERY

The following Burial matters were noted.

- 1) Burial of Robin Woods new plot (D5) on 15th November 2018
- 2) Burial of cremated remains Olive Davies re-open plot (LE10) on 15th November 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.

310. RECREATION AND OPEN SPACES**To note Playground Inspection 7th November 2018**

Councillors had previously been circulated with a Playground Inspection Report dated 7th November 2018. Noted.

Agenda Brief on Sports Development Project

Councillors had previously been circulated with an Agenda Brief detailing an update on the Sports Development Project. The Town Clerk informed Councillors that Councillor Foster, Councillor Evans and herself had met with Kingfishers Development (Wales) Ltd on the progress of the rebuild of the Sports Pavilion. Kingfisher confirmed that the footings would be completed by week ending 30th November 2018, brick work would commence on the 3rd December 2018 and it was hoped the roof would be in place by Christmas.

To discuss Fields in Trust Wooden Plaque

Councillors had previously been circulated with an email dated 1st November 2018 which confirmed that the Fields in Trust Wooden Plaque was to commemorate the Recreation Field protected forever as a Field in Trust Site and to confirm the Town Council had received a grant from the London Marathon Charitable Trust to provide free exercise classes on the Recreation Ground. Councillors discussed the best location for the Plaque and that they would like to see a Plaque positioned at the entrance to the field from Boverton Road, St Illtyds Avenue and a plaque erected on the Handyman's Garage.

RESOLVED: That an email be written to Fields in Trust requesting if the Town Council could acquire two more wooden plaques for the Recreation Field. Also investigate the cost purchasing two posts for the plaques to be erected onto.

311. TOWN HALL**To discuss Agenda Brief re Online Hiring Booking System**

Councillors had previously been circulated with an Agenda Brief re an Online Hiring Booking System provided via Creative Rural Wales and their Digital Community Venues Project. Councillors discussed the project and noted that the first two years' service costs of £640 per year would be paid by Creative Rural Wales.

RESOLVED: That the Town Council agree to pilot the Online Hiring Booking System for two years via the Town Council website. The Online facility will be for viewing hall / venue availability and there will be no facility to book or pay for venue via the online system.

312. VALE OF GLAMORGAN COUNCIL**To note letter from Vale of Glamorgan Youth Offending Service**

Councillors had previously been circulated with a letter dated 30th October 2018 from Vale of Glamorgan Youth Offending Service re the Neighbourhood Resolution Panel meeting held at Llantwit Major Comprehensive School. Councillors discussed the benefits of the meeting. Noted.

To discuss email re Vale of Glamorgan Public Toilet Strategy

Councillors had previously been circulated with an email dated 8th November 2018 re Vale of Glamorgan Public Toilet Strategy. Councillor G John informed Councillors the importance of completing the questionnaire as the consultation is trying to establish whether people would pay for using Public Toilets. He stated the importance of keeping public toilets open and free in tourist areas.

RESOLVED: That all Councillors individually complete the Questionnaire re Vale of Glamorgan Public Toilet Strategy.

To discuss email re consultation on the Statement for the Gambling Act 2005

Councillors had previously been circulated with an email dated 29th October 2018 re a consultation on the Statement for the Gambling Act 2005.

RESOLVED: That Councillors individually complete the consultation on the Statement for the Gambling Act 2005.

313. **MISCELLANEOUS**

To discuss email re a presentation evening for an individual and club to recognise their outstanding achievements

Councillors had previously been circulated with an email dated 25th October 2018 re a presentation evening for an individual and club to recognise their outstanding achievements.

RESOLVED: That the individual and club are nominated for one of the Citizen of the Year Awards categories which is to take place on the 6th April 2019.

To discuss email re ‘Celebrating St Illtud Group’

Councillors had previously been circulated with an email dated 25th October 2018 re ‘Celebrating St Illtud Group’. Councillors discussed the St Illtud Group and confirmed that they would continue to support the group, non-financially, in promoting the heritage of the town and working towards the heritage coast being recognised as a world heritage site.

To note email for Llantwit Major Rugby Club re Fireworks Display

Councillors had previously been circulated with an email dated 21st November 2018 from Llantwit Major Rugby Club re Fireworks Display. Noted.

To note letter from the Llantwit Major Branch Royal British Legion

Councillors had previously been circulated with a letter dated 20th November 2018 from the Llantwit Major Branch Royal British Legion. Noted.

RESOLVED: That a letter be written to the Llantwit Major Branch Royal British Legion asking for clarification that they want the Town Council to take over the organisation of the Remembrance Parade from 2019.

SIGNED
MAYOR

DATED