

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 25<sup>th</sup> February 2016 at 7.05pm in the Council Chamber, Old School, Llantwit Major

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PRESENT;        Chairman –        Councillor Mrs P Lancaster - Town Mayor

                         Councillors     Mrs S Hanks            )    BOVERTON WARD  
                             Mr M Marsh            )  
                             Mr R Jenkins         )

                            Mr E Williams        )  
                             Mrs J Norman         )    NORTH WARD  
                             Mr M Mason           )  
                             Mr D Foster           )  
                             Mr E Hacker          )

                            Mrs S Geary           )    SOUTH EAST WARD  
                             Mr R Austin           )

                            Mr G John             )    WEST WARD

Councillor A Bennett –Vale Councillor  
 David Moughan – Llantwit Youth Council  
 Liam Taylor – Llantwit Youth Council

Apologies received from.  
 Councillor Mr J Evans - Prior Commitment  
 Councillor Mr G Morgan – Prior Commitment  
 Sgt Mark John – Prior Commitment

Declarations of Interest Forms were received from Councillors.  
 Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs S Geary, declared an interest under Recreation and Open Spaces to discuss letter from Cabinet Member for Regeneration reference the bid for funding the Footpath / Cycle path on the Recreation Ground.

## 716. MINUTES

### Full Town Council meeting held 28th January 2016

The minutes of the Full Town Council meeting held on 28th January 2016, had previously been circulated to the Council members. Councillors noted that on page 470 under Members Report it should state 'lack of representatives from Town Councillors due to prior commitments' and not as previously stated 'lack of representatives from Town Councillors'. Councillors noted that on page 470 under Members Report it should state 'Councillor's stated' and not as previously recorded 'Councillor's expressed their concerns'. Councillors noted that on page 474 under Llantonian Hall it should state 'at their monthly meetings due to lack of manpower' and not as previously stated 'at their monthly meetings'. Councillors noted that on page 475 under Welsh Assembly Government it should state 'Expenditure Limit of £7.42 per Electorate for 2016-17' and not as previously stated 'Expenditure Limit for 2016-17'.

**RESOLVED:** That subject to the above amendments the Minutes of the Full Town Council Meeting held on 28<sup>th</sup> January 2016 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Planning Committee Meeting held on 18<sup>th</sup> February 2016**

The minutes of the Planning Committee meeting held on 18<sup>th</sup> February 2016, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Planning Committee meeting held on 18th February 2016 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 Meeting held on 18<sup>th</sup> February 2016**

The minutes of the Recreation and Buildings Meeting held on 18th February 2016, had previously been circulated to the Council members. Councillors noted that on page 1 Councillor Mr M Marsh should have been included in those present at the Meeting. Councillor M Mason stated that on page 3, the West Street Pool Agenda item, he had received verbal agreement from Llantwit Major Fire Station to pump out and refill the Pond, if a future decision is undertaken to clean and repair West Street Pool.

**RESOLVED:** That subject to the above amendment the minutes of the Recreation and Buildings Meeting held on 18th February 2016 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**717. 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.

**718. TOWN MAYOR**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 28<sup>th</sup> January 2016 to 22<sup>nd</sup> February 2016. Noted.

**Questions to Town Mayor**

Councillors asked the Town Mayor how much money was raised for her charities following the Llantwit Major Youth Musical Talent Concert. Councillor Mrs P Lancaster informed Councillors that £1047.00 had been raised from the Event and she was planning a small get together to say thank you to the Performers and Helpers on Thursday March 10<sup>th</sup> 2016 in the Council Chamber, Old School.

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

Councillor Mrs P Lancaster informed Councillors that Sergeant M John had sent his apologies, but had submitted crime figures since 28th January 2016. There had been 14 crimes of which 7 had been detected. Sergeant M John stated these figures included 1 theft offence, 1 theft from a Motor Vehicle, 3 shop lifting offences, 3 general damage offences, 4 common assault offences and 1 harassment (domestic) offence. Sergeant M John also sent details of a PACT Meeting to be held on Wednesday 9<sup>th</sup> March 2016 at 7pm in Llantwit Major Leisure Centre. Councillor John informed Councillors that there was still the ongoing problem of vehicles causing obstructions along Boverton Road. Councillor John specifically had concerns regarding vehicles parking, on the single yellow lanes, outside the entrance to the Spar Shop.

**RESOLVED:** That a letter be written to Llantwit Major Police Station raising Councillors concerns regarding the parking along Boverton Road which are causing obstructions.

**720. COUNCIL MEETING****Meetings for the Month of March 2016**

Councillors had previously been circulated with a copy of the Council Meetings for the month of March 2016. The Town Clerk informed Councillors that she would need to call a Working Group Meeting in March.

**721. PROCEDURAL MATTERS****Action Tracker**

Councillors had previously been circulated with an up to date Action Tracker. Councillor Mrs S Hanks asked if there had been any costings obtained for resurfacing the Tennis Courts. The Town Clerk informed Councillors that this action had been deferred, following a request from Councillor J Evans, Chair of Recreation & Buildings. The matter will be discussed at a future Meeting.

Councillor Mrs S Geary noted that the safety surface under the play equipment on the Recreation Ground had been completed.

**Members Report**

Councillor M Mason stated that he had contacted the Chair of Llantwit Major Chamber of Trade and had confirmation they no longer wished to continue in the post. Councillor Mason informed Councillors of his intent to visit the local businesses in Llantwit Major to see the interest in re-establishing the Chamber of Trade in Llantwit Major. He intended to bring the results of his findings back to the Town Study Steering Meeting in April 2016.

Councillor Mason also informed Councillors he had attended Governors Meetings as representative on both Llantwit Major Comprehensive School and Ysgol Gymraeg Dewi Sant School. He confirmed the Llantwit Major Learning Community build was progressing well. He also stated that as Town Council representative on the Aberthaw Power Station Committee he noted that the Power Station had secured work to the year 2020.

Councillor Mrs P Lancaster stated that she and Councillor R Jenkins had attended an Events Committee Meeting and plans for the Queen's Birthday Celebrations, to be held by the Youth Centre, were progressing well. The Burns night on 23<sup>rd</sup> January 2016 had been a great success.

Councillor Mrs S Geary confirmed to Councillors that she and Councillor Mrs P Lancaster had attended a Llanilltud Fawr in Flower Committee Meeting.

**To discuss Welsh Language Scheme for Llantwit Major Town Council**

Councillors were previously circulated with a document detailing a proposed Welsh Language Scheme for Llantwit Major Town Council. Councillor John emphasised the importance of following the Welsh Language Scheme.

**RESOLVED:** That costs are identified for a Welsh Translator, translation equipment and possible staff training. The findings to be brought back to a future Working Group Council Meeting.

Further

**RESOLVED:** That the Welsh Language Scheme for Llantwit Major Town Council be adopted.

**To discuss Agenda Brief re Removal of Vale of Glamorgan Councillor Report from Full Town Council Agenda**

Councillors had previously been circulated with an Agenda Brief re the removal of Vale of Glamorgan Councillors Reports from the Full Town Council Agenda. Councillor D Foster informed Councillors the need to regularise the flow of Vale Council information. He felt a more formal reporting structure via email would be a better approach than the verbal updates at Full Town Council Meetings.

**RESOLVED:** That the Vale of Glamorgan Councillors Report be removed from the Town Council Agenda.

**To discuss Proposed Terms of Reference for Reshaping Service Committee of Llantwit Major Town Council**

Councillors were previously circulated with a copy of the proposed Terms of Reference for Reshaping Service Committee of Llantwit Major Town Council. Councillor E Williams informed Councillors that he believed that point 5 of the Terms of Reference document entitled Confidentiality, the word 'secrecy' should be replaced with the word 'confidentiality'.

**RESOLVED:** That subject to the amendment of Point 5 of the Terms of Reference document to replace the word 'secrecy' with 'confidentiality' the Terms of Reference for Reshaping Service Committee of Llantwit Major Town Council be adopted.

**722. YOUTH COUNCIL**

**Youth Activity Progress**

David Moughan and Liam Taylor updated Councillors on Youth Activity Progress of Llantwit Youth Council. They stated that they had assisted in the Llantwit Major Mayors Youth Musical Evening on the 6<sup>th</sup> February 2016. In Youth Council Meetings they had addressed issues on the Anti Bullying Policy in Schools and the costs of School Meals. They had a busy Schedule planned for March 2016. On the 10<sup>th</sup> March Youth Council representatives are having Breakfast at Barry College with Jane Hutt. Three Youth Council members are attending the Town Mayors Thank-You Buffet for helping out at the Mayors Charity Youth Musical Concert Evening. On the 16<sup>th</sup> March the Youth Council are visiting Llantwit Major Volunteer Bureau to look at volunteering opportunities for the U16's age group. David Moughan and Liam Taylor confirmed the next Youth Council Meeting is on 24<sup>th</sup> March where there will be presentations from the Samaritans and Mind, the Mayors chosen charities for 2015/2016.

**To note the minutes of the Llantwit Youth Council Meeting on 14<sup>th</sup> January 2016**

Councillors had previously been circulated with the minutes of Llantwit Youth Council Meeting held on 14<sup>th</sup> January 2016. Noted.

**To note the minutes of the Llantwit Youth Council Meeting on 6<sup>th</sup> February 2016**

Councillors had previously been circulated with the minutes of Llantwit Youth Council Meeting held on 6<sup>th</sup> February 2016. Noted.

**723. FINANCE****Income for the period 19<sup>th</sup> January 2016 to 18<sup>th</sup> February 2016**

Councillors had previously been circulated with a copy of the Income for the period 19<sup>th</sup> January 2016 to 18<sup>th</sup> February 2016. Noted.

**Expenditure for the period 19<sup>th</sup> January 2016 to 18<sup>th</sup> February 2016**

Councillors had previously been circulated with a copy of the Expenditure for the period 19<sup>th</sup> January 2016 to 18<sup>th</sup> February 2016. Noted.

**Bank Reconciliation for period 1<sup>st</sup> January 2016 to 31<sup>st</sup> January 2016**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> January 2016 to 31<sup>st</sup> January 2016. Noted.

**To discuss Independent Remuneration panel Annual Report 2016/17**

Councillors had previously circulated with a copy of the Independent Remuneration Panel Annual Report 2016/17, dated 18<sup>th</sup> February 2016.

**RESOLVED:** That all Councillors write to the Town Clerk confirming their agreement not to take payment for duties undertaken as a Town Councillor for 2016/17. That the Town Mayor continue to be provided with a civic allowance to undertake the functions of the position.

**724. 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.

**725. CEMETERY**

The following Burial matters were noted.

- 1) Burial of Godfrey Joseph Morgan A17 (new plot) on 28<sup>th</sup> January 2016
- 2) Burial of Mary Elizabeth Jane Isaac MF158 (re-open) on 1<sup>st</sup> February 2016
- 3) Burial of Stephen Nathan Ager E183b (new plot) on 4<sup>th</sup> February 2016
- 4) Burial of Phyllis Gladys Cooper D54 (re-open) on 5<sup>th</sup> February 2016
- 5) Burial of Peter Francis Thomas E49 (new plot) on 12<sup>th</sup> February 2016

**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 matter 1, 3 and 5.

**726. RECREATION AND OPEN SPACES**

**Play Equipment Reports 8<sup>th</sup> February 2016**

Councillors had previously been circulated with a copy of the playground Inspection/Maintenance Report dated 8<sup>th</sup> February 2016. Noted.

**To discuss letter from Cabinet Member for Regeneration reference the bid for funding the Footpath / Cycle path on the Recreation Ground**

Councillor Mrs Geary declared an interest.

Councillors had previously been circulated with a letter dated 3<sup>rd</sup> February 2016 from the Cabinet Member for Regeneration reference the bid for funding the Footpath / Cycle path on the Recreation Ground. Noted.

**727. OLD SCHOOL**

**To give permission to seal the Tenancy Agreement for all regular hirers of Old School**

Councillors had previously been circulated with a Tenancy Agreement for all regular hirers of the Old School. The Town Clerk informed Councillors she would like all Tenancy Agreements to be effective from the 1<sup>st</sup> April 2016.

**RESOLVED:** That permission be given to seal the Tenancy Agreement for all regular hirers of Old School.

**728. VALE OF GLAMORGAN COUNCIL**

**To receive Vale of Glamorgan Councillors**

Councillor John informed Councillors that the Vale of Glamorgan budget for year 2016/2017 was to be discussed at a Meeting on the 2<sup>nd</sup> March 2016.

Councillor Hacker, Councillor Bennett and Councillor Williams stated they had nothing to report this month.

**To note minutes of Informal meeting between Llantwit Major Town Council and Vale of Glamorgan Officers regarding Reshaping Services Programme**

Councillors had previously been circulated with the minutes dated 17<sup>th</sup> December 2015 of the Informal Meeting between Llantwit Major Town Council and Vale of Glamorgan Officers regarding Reshaping Services Programme. Noted.

**To note the Report and Draft Guidance reference Guidance and Clustering for Town and Community Councils.**

Councillors had previously been circulated with a Report and Draft Guidance reference Guidance and Clustering for Town and Community Councils. Noted.

**To discuss request from Housing Services to make a short presentation reference the flats built on the former GPO Sorting Office site.**

Councillors had previously been circulated with an email dated 16<sup>th</sup> February from Housing Services seeking permission to meet with Town Councillors and give a short presentation reference the flats built on the former GPO Sorting Office site.

**RESOLVED:** That a representative from Housing Services be invited asking them to make a Short Presentation at 6:30pm on Thursday 31<sup>st</sup> March 2016, prior to the Full Town Council Meeting.

**To discuss letter from Tourism and Marketing Officer regarding the reprinting of the Llantwit Major Town Guide Leaflet.**

Councillors had previously been circulated with a letter dated 1<sup>st</sup> February 2016 from Tourism and Marketing Officer regarding the reprinting of the Llantwit Major Town Guide Leaflet.

**RESOLVED:** That the Principal Tourism and Marketing Office for the Vale of Glamorgan Council be informed that Llantwit Major Town Council will contribute £750 towards the cost of reprinting 20,000 copies of the Llantwit Major Town Guide Leaflet.

**To note the Traffic Regulation Order for proposed revocation (part) of No Waiting at Anytime for Colhugh Street – AU22.**

Councillors had previously been circulated with a Traffic Regulation Order, dated 4<sup>th</sup> February 2016, for proposed revocation (part) of No Waiting at Anytime for Colhugh Street –AU22. Noted .

**To note Report of the Cabinet Member for Adult Services re Establishing Community Libraries.**

Councillors had previously been circulated with a Report dated 8<sup>th</sup> February 2016, from the Cabinet Member for Adult Services re Establishing Community Libraries. Noted.

**To note the Vale of Glamorgan Council Special Meeting on 10<sup>th</sup> March 2016**

Councillors had previously been circulated with a letter dated 2nd February 2016, detailing the Vale of Glamorgan Council Special Meeting on 10<sup>th</sup> March 2016. Noted.

**729. ONE VOICE WALES**

**To discuss membership of One Voice Wales for 2016/17**

Councillors had previously been circulated with a letter dated 25<sup>th</sup> January 2016 reference membership of One Voice Wales for 2016/17. Councillors discussed the cost of One Voice Wales Membership.

**RESOLVED:** That the Town Council do not join One Voice Wales this year but the Town Clerk investigates further the services One Voice Wales provides and membership be reconsidered in next year's budget.

**730. WELSH GOVERNMENT****To note Report of Meeting attended regarding Community and Town Council Engagement Event on the Draft Local Government (Wales) Bill**

Councillors had previously been circulated with a Report of the Meeting attended by the Town Clerk regarding Community and Town Council Engagement Event on the Draft Local Government (Wales) Bill. Noted.

**To discuss Agenda Brief regarding the Wellbeing of Future Generations (Wales) Act 2015**

Councillors had previously been circulated with an Agenda Brief regarding the Wellbeing of Future Generations (Wales) Act 2015. Councillors discussed setting up a Wellbeing Committee.

**RESOLVED:** That a Wellbeing Committee be set up with the following members:  
Councillor Mrs P Lancaster, Councillor D Foster, Councillor Mrs J Norman,  
Councillor M Mason & Councillor J Evans.

**731. MISCELLANEOUS****To discuss Civic Trust Cymru presentation on Friday 18<sup>th</sup> March 2016**

Councillors had previously been circulated with an Invitation to attend a Civic Trust Cymru presentation on Friday 18<sup>th</sup> March 2016. Noted.

**To discuss Agenda Brief re Flying Flag for Armed Force's Day**

Councillors were previously circulated with an Agenda Brief re Flying the Flag for Armed Forces Day. Councillor R Austin informed Councillors he would like to see the Town Council Fly a Flag for the Armed Forces.

**RESOLVED:** That permission be given to purchase a Flag for Armed Forces Day and the protocol of which Flag should be flown alongside be brought back to the Full Town Council Meeting in March.



**732. 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 note letter re Notice to terminate employment effective from 4<sup>th</sup> March 2016**

Councillors had previously been circulated with a letter re Notice to terminate employment effective from 4<sup>th</sup> March 2016. Noted.

**To note Agenda Brief regarding pay scales for financial year 2016/17**

Councillors had previously been circulated with an Agenda Brief regarding pay scales for financial year 2016/17. Noted.

SIGNED .....

MAYOR

DATED .....