

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 28th July 2016 at 7.05pm in the Council Chamber, Old School, Llantwit Major

PRESENT; Chairman – Councillor Mrs S Hanks - Town Mayor

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

 Mrs S Geary) SOUTH EAST WARD
 Mr G Morgan)

 Mr G John) WEST WARD
 Mrs P Lancaster)

PC Colin Malone
Councillor Mr A Bennett – Vale of Glamorgan Councillor
Miss Shannon Wade – Llantwit Youth Council
Liam Taylor – Llantwit Youth Council
Kyle Birch – Llantwit Youth Council

Apologies received from.
Councillor M Marsh – Prior Commitment
Councillor J Evans – Prior Commitment
Councillor R Austin – Prior Commitment
Councillor E Williams – Work Commitment

Declarations of Interest Forms were received from Councillors.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G John, declared an interest under Vale of Glamorgan Council item 3 to note email and report to Cabinet meeting on 4th July 2016 re update on Reshaping Services Programme. Item 4, to note Waste Collection Day and item 5 to note Agenda for Council Meeting on Wednesday 20th July 2016.

813. MINUTES

Full Town Council meeting held 30th June 2016

The minutes of the Full Town Council meeting held on 30th June 2016, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 30th June 2016 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Special Meeting held on 12th July 2016

The minutes of the Special Meeting held on 12th July 2016, had previously been circulated to the Council members. Councillors Mrs S Hanks requested that the start time for the Special Full Town Council Meeting on 15th September 2016 be moved from 7pm to 7:30pm

RESOLVED: That subject to the above amendment the minutes of the Special Meeting held on 12th July 2016 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 29th June 2016

The minutes of the Planning Committee Meeting held on 29th June 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 29th June 2016 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 4th July 2016

The minutes of the Allotment Sub-Committee Meeting held on 4th July 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Allotment Sub-Committee Meeting held on 4th July 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Footpath Forum Meeting held on 5th July 2016

The minutes of the Footpath Forum Meeting held on 5th July 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Footpath Forum Meeting held on 5th July 2016 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 12th July 2016

The minutes of the Town Study Steering Group Meeting held on 12th July 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Town Study Steering Group Meeting held on 12th July 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Citizen Awards Meeting held on 12th July 2016

The minutes of the Citizen Awards Meeting held on 12th July 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Citizen Awards Meeting held on 12th July 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Five Year Plan Meeting held on 13th July 2016

The minutes of the Five Year Plan Meeting held on 13th July 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Five Year Plan Meeting held on 13th July 2016 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 20th July 2016

The minutes of the Planning Committee Meeting held on 20th July 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 20th July 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

814. 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.

815. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st July 2016 to 31st July 2016. Councillor Mrs S. Hanks thanked the

Deputy Town Mayor, Councillor Mrs J Norman, for attending the Barry Town Mayors Civic Service on her behalf. Noted.

Questions to Town Mayor

There were no question to the Town Mayor.

816. COMMUNITY CONSTABLE

To receive Community Constables report

PC Colin Malone stated that from the 29th June 2016 there had been 21 crimes reported of which 12 had been detected. Crimes included Dwelling Burglary, a burglary at Acorn Caravan Park and three thefts. Miss Shannon Wade of Llantwit Youth Council asked PC Malone if he was aware of videos based around Llantwit Train Station being posted on Social Media sites. PC Malone confirmed he had been notified of this matter and it was being investigated. PC Colin Malone vacated the Council Chamber.

817. COUNCIL MEETING

Meetings for the Month of September 2016

Councillors had previously been circulated with a copy of the Council Meetings for the month of September 2016. Councillor Mrs S Hanks asked permission for the Special Meeting to be held on 15th September 2016 to start at a later time of 7:30pm. The Town Clerk confirmed that an Allotment Sub Committee Meeting was scheduled for 22nd August 2016 and a Citizen Awards Meeting was set for the 21st September 2016. Councillor Mrs S Geary gave her apologies for being unable to attend the Allotment Sub Committee Meeting on the 22nd August 2016. Noted.

RESOLVED: That the Special Meeting to be held on the 15th September 2016 be started at 7:30pm.

818. PROCEDURAL MATTERS

Action Tracker

Councillors had previously been circulated with an up to date Action Tracker. The Town Clerk confirmed that the Chief Inspector Mark Holbrough of South Wales Police could not attend this evenings Meeting but is now scheduled to meet with Town Councillors at the Full Town Council Meeting to be held on 29th September 2016. Councillor Mrs S Geary confirmed that the Town Hall bench had now been delivered and would be fitted within the next few weeks.

Members Report

Llantwit Major Tennis Club Meeting

Councillors had previously been circulated with a report of the Llantwit Major Tennis Club Meeting held on 4th July 2016. The Town Clerk confirmed that the old Tennis Club Bank Account was still dormant. Once it is reactivated the monies from the Account will be given to Llantwit Major Tennis Club. Noted.

To adopt amendment to Standing Orders re Code of Conduct

Councillors had previously been circulated with the amendments to the Standing Orders reference the Code of Conduct.

RESOLVED: That the amended Standing Orders re Code of Conduct be adopted.

To adopt amendment to Financial Regulations & Statement of Internal Control regarding Authorisation on Internet Banking

Councillors had previously been circulated with an Agenda Brief detailing amendments required to Financial Regulations & Statement of Internal Control regarding Authorisation on Internet Banking. The Town Clerk confirmed that for Internet Banking purposes the above procedural documents need amending to read that two and not as previously stated three Councillors need to log into authorise payments

RESOLVED: That the Financial Regulations & Statement of Internal Control be amended and adopted to read that two Councillors need to log into authorise payments.

To discuss vacancy on Wick and Marcross Church in Wales Primary Governing Body

Councillors had previously been circulated with an email dated 8th July 2016 detailing a vacancy on Wick and Marcross Church in Wales Primary Governing Body.

RESOLVED: That the Town Clerk be the representative to sit as Governor on the Wick and Marcross Church in Wales Primary School.

To discuss vacancy on the Governors of Ysgol Dewi Sant Primary School

Councillors had previously been circulated with an email dated 27th June 2016 detailing a vacancy on the Governors of Ysgol Dewi Sant Primary School.

RESOLVED: That Councillor G John be the representative to sit as Governor on the Ysgol Dewi Sant Primary School.

To discuss vacancy of a Governors position at Y Bont Faen Primary School

Councillors had previously been circulated with an email dated 1st July 2016 discussing the vacancy of a Governors position at Y Bont Faen Primary School. It was noted that Cowbridge and Llanblethian Town Council had confirmed that they would be able to provide a representative to sit on this Governing Board

RESOLVED: That Cowbridge with Llanblethian Town Council elect a representative to sit as a Governor on Y Bont Faen Primary School.

819. YOUTH COUNCIL

Youth Activity Progress

Kyle Birch of Llantwit Youth Council updated Councillors that the Youth Council had received their Volunteers Awards for completing 50 or 100 hours voluntary service to the community.

Shannon Wade stated that the Youth Council had reviewed all their achievements they had accomplished over the year and were accumulating together a report to be put in the local newspaper. The Town Clerk informed Councillors that an article had appeared in a One Voice Wales document entitled 'Working with Young People Guidance', regarding Llantwit Major Youth Council.

To review the Llantwit Youth Council Memorandum of Understanding

Councillors were previously circulated with the Llantwit Youth Council Memorandum of Understanding. Councillors reviewed the document.

RESOLVED: That permission be given to accept and sign the Llantwit Youth Council Memorandum of Understanding.

820. FINANCE**Income for the period 21st June 2016 to 15th July 2016**

Councillors had previously been circulated with a copy of the Income for the period 21st June 2016 to 15th July 2016. Noted.

Expenditure for the period 21st June 2016 to 15th July 2016

Councillors had previously been circulated with a copy of the Expenditure for the period 21st June 2016 to 15th July 2016. Noted.

Bank Reconciliation for period 1st April 2016 to 30th June 2016

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st April 2016 to 30th June 2016. Noted.

Bank Reconciliation for period 1st June 2016 to 30th June 2016

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st June 2016 to 30th June 2016. Noted.

821. 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.

822. CEMETERY

The following Burial matters were noted.

- 1) Burial of Marieta Pickford Hk7 (re-open) on 1st July 2016
- 2) Burial of Carol Thomson A118 (re-open) on 8th July 2016

To discuss letter requesting permission to place a Bench in Boverton Major Cemetery

Councillors had previously been circulated with a letter dated 24th June 2016 from Mr J Lee requesting permission to place a bench in Boverton Cemetery in memory of his parents Phyllis and Jimmy Lee.

RESOLVED: That a letter be written to Mr J Lee stating that permission be granted for a Bench to be placed in Boverton Cemetery in memory of his parents Phyllis and Jimmy Lee. The letter to state that Mr J Lee is responsible for the future maintenance and upkeep of the Bench.

823. RECREATION AND OPEN SPACES**To discuss letter re pruning trees at Tresilian Memorial Park and entrance to Seaview Park**

Councillors had previously been circulated with a letter dated 11th July 2016 from Councillor R Austin detailing a request to prune the trees at Tresilian Memorial Park and Seaview Park.

RESOLVED: That the Agenda Item be withdrawn due to Councillor R Austin absence from the Meeting.

To discuss letter requesting installation of 'No Dogs' Sign in Llantonian Park

Councillors had previously circulated with a letter dated 15th July 2016 from a local resident requesting installation of a 'No Dogs' Sign in Llantonian Park. Councillor M Mason informed Councillors that he felt no dogs should be allow in Llantonian Park where young children are playing. Councillor D Foster endorsed Councillor M Mason's sentiments and stated he would like a letter written to the Vale of Glamorgan Council requesting a similar sign be placed in the Windmill Play Park.

RESOLVED: That permission is given to purchase a 'No Dogs' Sign and it be placed in Llantonian Park.

Further

RESOLVED: That a letter be written to the Vale of Glamorgan Council requesting a 'No Dogs' Sign be placed in the Windmill Play Park.

824. LLANTONIAN HALL**To discuss letter from Ageing Well Monday Club re small cupboard in Llantonian Hall**

Councillors had previously been circulated with a letter dated 11th July 2016 from Aging Well Monday Club re placing a small cupboard in Llantonian Hall for storing their equipment and refreshments. Councillors discussed this matter and noted that the last Applicants request for storage space was turned down due to the lack of space in the Hall.

RESOLVED: That a letter be written to Ageing Well Monday Club refusing their request for a small cupboard in Llantonian Hall.

825. OLD SCHOOL**To discuss Tenders re Works to walls of West Wing**

Councillors had previously been circulated with an Agenda Brief detailing Old School works to the walls of the West Wing. The Town Clerk informed Councillors that Tenders sent out to repoint the west wing wall had highlighted additional issues. The outside of the walls do not need re pointing instead the internal wall needs the plaster removing to allow the wall to 'breath' The Town Clerk confirmed she was still waiting for alternative Quotations for removing the plaster internally from the west wing toilet. She had been told this may be a costly job as all the old pipework may need moving. The Town Clerk also informed Councillors that was still waiting Quotations for works to the Council Chamber toilet and kitchen and the repointing of the wall above the flat roof to the rear of the Old School Building.

To discuss letter and correspondence from Cylch Meithrin Llanilltud Fawr

Councillors had previously been circulated with a letter dated 22nd June 2016 and previous correspondence from Cylch Meithrin Llanilltud Fawr reference ongoing issues regarding the Tenancy Agreement. Councillor Foster stated he was anxious to resolve these issues and felt that the Group, which previously had the remit to discuss the Tenancy Agreement, meet with Cylch Meithrin Committee and go through each point.

RESOLVED: That Councillor D Foster, Councillor J Evans and Councillor Mrs S Hank meet with members of Cylch Meithrin at a mutually convenient time to discuss and resolve these issues.

826. WEST STREET POOL**To note installation of new Grid**

Councillors had previously been circulated with a photograph displaying the new grid installed in West Street Pool.

RESOLVED: That letters be written to Ledley Engineering and Mr Gareth Marsh thanking them for producing and installing the Grid in West Street Pool.

827. VALE OF GLAMORGAN COUNCIL**To note letter re naming of streets in Llantwit Major**

Councillors had previously been circulated with a letter dated 29th June 2015 from the Vale of Glamorgan Councils Highways Department reference the naming of streets in Llantwit Major. Noted.

To discuss email reference Local Lettings policy for new Redwood Close Development

Councillors had previously been circulated with an email dated 11th July 2016 from the Vale of Glamorgan Councils Housing Services Department reference the Local Lettings policy for the new Redwood Close Development.

RESOLVED: That a letter be written to the Vale of Glamorgan Councils Housing Services Department confirming that the Town Council are in agreement with the proposed Local Lettings Policies procedures to be used for the new Redwood Close Development. State that Councillors would be interested in viewing the development once near completion.

To note email & report to Cabinet Meeting on 4th July 2016 re update on Reshaping Services Programme

Councillor G John declared an interest.

Councillors had previously been circulated with an email and report of a Cabinet Meeting held on 4th July 2016 reference an update on the Reshaping Services Programme. Noted.

To note Waste Collection Day changes

Councillor G John declared an interest.

Councillors had previously been circulated with a letter detailing the Waste Collection Day changes. Noted.

To note Agenda for Council Meeting on Wednesday 20th July 2016

Councillor G John declared an interest.

Councillors had previously been circulated with an Agenda for the Council Meeting on Wednesday 20th July 2016. Noted.

828. ONE VOICE WALES**To discuss One Voice Wales Conference on Saturday 1st October 2016**

Councillors had previously been circulated with details of a One Voice Wales Conference to be held on Saturday 1st October 2016 in the Royal Welsh Show Ground, Llanelwedd, Builth Wells. The Town Clerk informed Councillors that at present the Town Council are not members of One Voice Wales however were awaiting written confirmation from One Voice Wales regarding reduced membership fees.

RESOLVED: That the Agenda Item for the One Voice Wales Conference on Saturday 1st October 2016 be brought to the Full Town Council Meeting to be held on the 29th September 2016.

829. WELSH GOVERNMENT**To note letter re proposed Northern Access Road, St Athan**

Councillors had previously been circulated with a letter dated 23rd June 2016 from WYG Environment Planning Transport Ltd reference the proposed Northern Access Road, St Athan. Councillor D Foster informed Councillors that the original Application applied for in 2009 (Application Number 2009/00501/OUT) was for plans regarding a Defence Academy which was proposed for the base. Councillor D Foster stated that he felt this proposal is unnecessary as it will go straight through a green field site. He concluded there are alternative access routes that could be considered.

Councillor G John informed Councillors that Llanmaes Community Council had organised a meeting with the proposed Developers and Welsh Government to discuss this Access route on the 16th August 2016.

RESOLVED: That a letter be written to Llanmaes Community Council asking if two representatives from Llantwit Major Town Council (Councillor D Foster & Councillor Mrs P Lancaster) attend the Meeting on 16th August 2016 to discuss the proposed Northern Access Road, St Athan.

The Llantwit Youth Council vacated the Council Chamber.

830. PUBLICATIONS RECEIVED**To note receipt of Wales Edition of Friends of Field in Trust Newsletter Spring/Summer 2016**

Councillors were informed that the Town Council office was in receipt of the Wales Edition of Friends of Field in Trust Newsletter Spring/Summer 2016. Noted.

831. MISCELLANEOUS

To discuss email re Llantwit Major Town Council Coats of Arms.

Councillors had previously been circulated with an email dated 11th June 2016 from York Herald regarding the Llantwit Major Town Council Coat of Arms.

RESOLVED: That no further action is undertaken regarding registering Llantwit Major Town Council’s Coats of Arms.

To discuss email from Atlantic College reference a communal edible garden around Llantwit Major

Councillors had previously been circulated with an email dated 6th July 2016 from Atlantic College reference a communal edible garden around Llantwit Major. Councillors discussed various plots of land that could be used for this purpose.

RESOLVED: That a letter be written to Mrs Heather March enquiring is she had any suggestions for plots of land around Llantwit Major that could be used as a communal edible garden.

To note reported of Llantwit Major Town Council meeting with Mike Smith from YMCA Barry on 30th June 2016

Councillors had previously been circulated with a report of the Llantwit Major Town Council Meeting with Mike Smith from YMCA Barry on 30th June 2016. Noted.

RESOLVED: That a copy of the Report be forwarded onto Mr Mike Smith of the YMCA Barry to ensure a true and accurate record of the Meeting.

SIGNED
MAYOR

DATED