

of deterrent to enforce the 30mph speed limit along the Boverton Road. Councillors updated PC Malone on various issues brought to their attention. This included the parking of vehicles outside the Spar Shop, the vehicle obstructing the Durrell Street/Stag Lane Junction and a temporary Den structure built on the Windmill Playing Fields. PC Malone agreed to investigate these matters further.

RESOLVED: That the Town Council write a letter to the Road Safety Camera Partnership Organisation requesting a safety camera be installed along the Boverton Road, due to the excess speed vehicles drive along the road and the concerns regarding the increased footfall when the new Primary School is opened in October 2017.

Further

RESOLVED: That the Town Council write a letter to the Vale of Glamorgan Council Highways Department asking if they would place double yellow lanes outside the Spar Shop.

Councillor Mrs S Hanks and Councillor Mrs P Lancaster presented PC Malone with a Town Council Shield in recognition of him being awarded a Chief Superintendent Certificate of Commendation. The Town Council wished to show their appreciation to PC Malone for all the hard work he has undertaken in and around Llantwit Major in his role as Community Constable.

PC Colin Malone thanked Councillors for the Award and vacated the Council Chamber.

834. **MINUTES**

Full Town Council meeting held 28th July 2016

The minutes of the Full Town Council meeting held on 28th July 2016, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 28th July 2016 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Special Meeting held on 15th September 2016

The minutes of the Special Meeting held on 15th September 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Special Meeting held on 15th September 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 27th July 2016

The minutes of the Planning Committee Meeting held on 27th July 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 27th 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 17th August 2016

The minutes of the Planning Committee Meeting held on 17th August 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee Meeting held on 17th August 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 22nd August 2016

The minutes of the Allotment Sub Committee Meeting held on 22nd August 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Allotment Sub Committee Meeting held on 22nd August 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 15th September 2016

The minutes of the Planning Committee Meeting held on 15th September 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee Meeting held on 15th September 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 21st September 2016

The minutes of the Citizen Awards Meeting held on 21st September 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Citizen Awards Meeting held on 21st September 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

835. 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.

836. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st August 2016 to 30th September 2016. Noted.

Questions to Town Mayor

There were no question to the Town Mayor.

837. COUNCIL MEETING**Meetings for the Month of October 2016**

Councillors had previously been circulated with a copy of the Council Meetings for the month of October 2016. The Town Clerk informed Councillors she would be scheduling a Working Group Meeting in October. Noted.

838. PROCEDURAL MATTERS**Action Tracker**

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

Members Report

No Members Reports were given.

839. YOUTH COUNCIL**Youth Activity Progress**

No members of the Youth Council were present at the Meeting.

To note minutes of the Llantwit Youth Council Meeting held on 28th July 2016

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on 28th July 2016. Noted.

To note minutes of the Llantwit Youth Council Meeting held on 7th September 2016

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on 7th September 2016. Noted.

To note One Voice Wales Guidelines on Advice to Community and Town Councils on Working with Young People

Councillors had previously been circulated with a report from One Voice Wales on Advice to Community and Town Councils on Working with Young People. Noted.

840. FINANCE**Income for the period 16th July 2016 to 21st September 2016**

Councillors had previously been circulated with a copy of the Income for the period 16th July 2016 to 21st September 2016. Noted.

Expenditure for the period 16th July 2016 to 21st September 2016

Councillors had previously been circulated with a copy of the Expenditure for the period 16th July 2016 to 21st September 2016. Councillor Mrs P Lancaster queried why so many British Gas cheques are written. The Town Clerk confirmed that all Town Council Buildings have separate Accounts and due to the historical problems with British Gas payments it would be unwise to change this process. Noted.

Bank Reconciliation for period 1st July 2016 to 31st July 2016

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st July 2016 to 31st July 2016. Noted.

Bank Reconciliation for period 1st August 2016 to 31st August 2016

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st August 2016 to 31st August 2016. Noted.

To discuss email regarding contribution towards Llantwit Major Town Centre Partnership Programme

Councillors had previously been circulated with an email dated 16th August 2016 regarding contributions towards Llantwit Major Town Council Partnership Programme. Councillor Foster stated that the Town Centre Development Office of the Vale of Glamorgan Council should be liaising with the Town Council directly re the Town Centre Partnership Programme. All Councillors endorsed these sentiments.

RESOLVED: That a letter be written to the Town Centre Development Officer, of the Vale of Glamorgan Council, stating that all future Grant Applications should first be directed to the Town Council for review. State in the letter that the Town Council have already funded the Events Committee this year and no further funding will be forthcoming from the Town Council for 2016.

To note the Auditors General for Wales Audit Certificate & Report Financial Year 31st March 2016

Councillors had previously been circulated with a letter dated 5th September 2016 detailing the Auditors General for Wales Audit Certificate and Report Financial Year 31st March 2016. Noted.

To give permission to add Councillor R Gant to the Banking Mandate.

Councillors had previously been circulated with a request to add Councillor R Gant to the Banking Mandate.

RESOLVED: That permission is granted to add Councillor R Gant to the Banking Mandate.

841. 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 note Vale of Glamorgan LDP 2011-2026 detailing Matters Arising Changes and Draft Affordable Housing and Planning Supplementary Planning Guidance

Councillors had previously been circulated with a letter dated 20th September 2016 detailing the Vale of Glamorgan LDP 2011-2026 Matters Arising Changes and Draft Affordable Housing and Planning Supplementary Planning Guidance. Councillor R Gant expressed concerns re the lack of advertising of this Consultation in Llantwit Major.

RESOLVED: That the Vale of Glamorgan LDP 2011-2026 letter detailing Matters Arising Changes and Draft Affordable Housing and Planning Supplementary Planning Guidance be displayed on Llantwit Major Town Council Facebook Page, Llantwit Major Town Council Website and Llantwit Major Town Council Notice Boards.

842. CEMETERY

The following Burial matters were noted.

- 1) Burial of Mrs Winifred Elmeana McCarthy HD9 (re-open) on 12th August 2016
- 2) Burial of Mr Herbert Frank Rhodes Hm5 (re-open) on 19th August 2016
- 3) Burial of Mrs Pamela Doreen Phillips E182a (new plot) on 22nd August 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 3.

To discuss Memorial Application for Plot Number D10, Dolman

Councillors had previously been circulated with an email dated 22nd July 2016 detailing a Memorial Application for Plot Number D10, Dolman.

RESOLVED: That the Town Council have no objections to the Memorial Application for Plot Number D10, Dolman.

843. RECREATION AND OPEN SPACES

To discuss Agenda Brief re pruning trees at 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 and review the entrance at Seaview Park. Councillor R Austin stated the trees had not been pruned in the last 30 years and they need thinning as they are blocking light into resident's properties. A quote for £400.00 had been obtained to prune the four trees.

Councillor R Austin also informed Councillors that the entrance to the Sea View Park by the Memorial Gates is a mud bath. He would like Councillors to consider putting a new surface down inside the Memorial Gates.

RESOLVED: That permission be granted to accept quote for £400.00 with N Thomas Landscapes to prune the four trees in Sea view Park.

Further

RESOLVED: That the proposal for a new surface to be installed at the entrance to Seaview Park (by the Memorial Gates) be discussed at the next Finance Meeting and then be put forward onto the 5 Year Plan.

To discuss Specification and Estimate from Avonmore Associates Ltd for Llantwit Major Bowling Green for 2016/2017

Councillors had previously circulated with a Specification and Estimate dated 19th July 2016 from Avonmore Associates Ltd for the management of the Bowling Green for Autumn 2016 and Pre and Playing Season 2017. Councillors discussed the Quotation from Avonmore and questioned whether alternative Quotations could be sought.

RESOLVED: That the Specification and Estimate from Avonmore Associate Ltd be accepted for the Bowling Green for the 2016/20-17 Season. Councillor Mrs P Lancaster abstained from voting.

To discuss Agenda Brief re repairs to Zip Wire / Cable Rider

Councillors had previously been circulated with an Agenda Brief detailing two Quotations sought to repair the Zip Wire / Cable Rider. The Town Clerk confirmed to Councillors that the Zip Wire has a life expectancy of around 8 years. Councillors questioned whether the constant expense the Zip Wire has incurred, is it was worth repairing this piece of equipment again?

RESOLVED: That the Zip Wire /Cable Rider be repaired and the Quotation from GB Sports & Leisure be accepted at a cost of £580 plus vat. Councillors noted that this would be the final time the Zip Wire will be repaired. No more money will be spent on this piece of Equipment if it is vandalised again.

Vale of Glamorgan Playground Maintenance Logs for 8th July 2016

Councillors had previously circulated with the Vale of Glamorgan Playground Maintenance Logs for 8th July 2016. The Town Clerk informed Councillors that the Whizzer Play Equipment bearings are worn and these will need replacing in the very near future. Noted.

Vale of Glamorgan Playground Maintenance Logs for 4th August 2016

Councillors had previously circulated with the Vale of Glamorgan Playground Maintenance Logs for 4th August 2016.

To note Llantwit Major Tennis Club Meeting held on 8th August 2016

Councillors had previously been circulated with the Minutes of the Llantwit Major Tennis Club Meeting held on 8th August 2016. Noted.

To note Llantwit Major Tennis Club Meeting held on 5th September 2016

Councillors had previously been circulated with the Minutes of the Llantwit Major Tennis Club Meeting held on 5th September 2016. Noted.

To discuss draft Constitution for Llantwit Major Tennis Club

Councillors had previously been circulated with the draft Constitution of the Llantwit Major Tennis Club Meeting. Noted.

844. OLD SCHOOL

To note report of Meeting with Cylch Meithrin Llanilltud Fawr on 8th August 2016

Councillors had previously been circulated with a report of a Meeting with Cylch Meithrin Llanilltud Fawr on 8th August 2016. Noted.

To discuss email request for displaying photograph of Merchant Navy Flag in Council Chamber

Councillors had previously been circulated with an email from Councillor J Evans dated the 12th September 2016 requesting permission to display a photograph of the Merchant Navy Flag in the Council Chamber.

RESOLVED: That the Merchant Navy Plaque be displayed in the Council Chamber and the Photograph of the Merchant Navy Flag be displayed in the Town Hall.

845. WEST STREET POOL

To discuss Quotation for Annual Maintenance Contract for West Street Pool

Councillors had previously been circulated with an email dated 25th July 2016 detailing a Quotation for an Annual Maintenance Contract for West Street Pool.

RESOLVED: That effective from the 2016/2017 financial year an Annual Maintenance Contract be agreed with Ponds4u at a cost of £430.00 per annum.

846. VALE OF GLAMORGAN COUNCIL

To note proposed highway safety improvements along Boverton Road, Option 1, 26th August 2016

Councillors had previously been circulated with an email from the Operational Manger Highways & Engineering Department dated 18th September 2016 detailing proposed highway safety improvements along Boverton Road. Councillor Mrs Hanks updated Councillors that a site visit with Mr Michael Clogg (Highways & Engineering Department) and concerned residents had been held on the 27th September 2016. A review was being undertaken of the proposal and Mr Clogg had agreed to keep as many trees as deemed possible and agreed that the proposed schedule of work will be undertaken in sections. Noted.

To discuss Vale of Glamorgan Councils Asset List in Llantwit Major

Councillors had previously been circulated with an email dated 6th September 2016 from the Democratic Services Department detailing the Vale of Glamorgan Councils Asset List in Llantwit Major. Councillors noted that various items were not included on the List including land at Trebeferad and Highway lands. Councillors felt this was not an accurate Asset List and would require further review.

To discuss Consultation on a Proposal to establish two mixed sex 11-18 English Medium Comprehensive Schools in Barry

Councillors had previously been circulated with an email dated 5th September 2016 detailing a Consultation on a Proposal to establish two mixed sex 11-18 English Medium Comprehensive Schools in Barry. Noted.

To discuss email re parking at bottom of Town Hall Steps and along Boverton Road outside the Spar Shop.

Councillors had previously been circulated with an email from Councillor Mrs S Hanks re parking at the bottom of the Town Hall Steps and along Boverton Road outside the Spar Shop.

RESOLVED: That a letter be written to the Vale of Glamorgan Highways Department requesting that double yellow lines be installed outside the Spar Shop along Boverton Road and at the bottom of the Town Hall Steps opposite the Swan Public House.

To discuss proposed local letting policy for Redwood Close Development

Councillors had previously been circulated with the proposed local lettings policy for Redwood Close Development.

RESOLVED: That the Town Council adopt the local letting policy for Redwood Close Development.

To note Agenda for Council Meeting on 28th September 2016

Councillors had previously been circulated with an Agenda for the Council Meeting on Wednesday 28th September 2016. Noted.

847. PUBLICATIONS RECEIVED

To note receipt of the Autumn Issue 2016 of the Institute of Cemetery and Crematorium Management

Councillors were informed that the Town Council office was in receipt of the Autumn issue 2016 of the Institute of Cemetery and Crematorium Management. Noted.

848. MISCELLANEOUS

To discuss email received from Dr David Elis for a request to give presentation to the Town Council re the Bryn Iltyd Trust, Galilee Chapel Schools Project and the Vale of Glamorgan Neighbourhood Watch.

Councillors had previously been circulated with an email dated 2nd August 2016 from Dr David Elis requested permission to give a presentation to the Town Council re the Bryn Iltyd Trust, Galilee Chapel Schools Project and the Vale of Glamorgan Neighbourhood Watch. Councillors all agreed it was important to find out more information on these organisations.

RESOLVED: That Dr David Elis be invited to a Meeting at 6:30pm on the 27th October 2016, prior to Octobers Full Town Council Meeting, to give a presentation to the Town Council on the Bryn Iltyd Trust, Galilee Chapel Schools Project and the Vale of Glamorgan Neighbourhood Watch.

To discuss date for setting up an engagement session with Cardiff & Vale University Health Board

Councillors had previously been circulated with an email dated 7th September 2016 regarding a date for an engagement session with Cardiff & Vale University Health Board. Councillors discussed inviting other organisations to the Session, such as the local Surgeries, Women Institutes etc.

RESOLVED: That the 19th October 2016 at 6.30pm be arranged with the Health Board for the Engagement Session. If this date is acceptable invites be sent to local Organisations inviting them to attend the Session.

To note Llantwit Major 10k Accounts for 2016

Councillors had previously been circulated with the a copy of the Llantwit Major 10k Accounts for 2016.

RESOLVED:That a letter be written to the Llantwit Major 10k Committee on hosting a good Event for the Community and producing a comprehensive set of Accounts.

To discuss AGM of Glamorgan Voluntary Services on 13th October 2016 at Memorial Hall, Barry.

Councillors had previously been circulated with an email dated 19th September 2016 detailing the AGM of Glamorgan Voluntary Services on 13th October 2016 in the Memorial Hall, Barry. Noted.

To note letter from Bro Radio regarding a Launch Event for the Transmitter move

Councillors had previously been circulated with letter dated 16th August 2016 from Bro Radio regarding a Launch Event for the Transmitter move. Noted.

To discuss the initial proposals of the 2018 review of parliamentary Constituencies in Wales

Councillors had previously been circulated with a document detailing the proposals of the 2018 review of parliamentary Constituencies in Wales. Noted.

849. 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.

Procedural Matters

1) Members Report

(i) Llantwit Major Events Group

Councillor Mrs P Lancaster and Councillor Mrs J Norman gave a Verbal Report reference the Llantwit Major Events Group.

RESOLVED: That a letter be written to the Llantwit Major Events Group stating that Town Council Representatives will no longer be sitting on the Events Committee, with immediate effect.

Personnel

Councillor G Morgan declared an interest and vacated the Council Chamber.

1) To discuss Agenda Brief re Staff Working Hours

Councillors had previously been circulated with an Agenda Brief detailing Staff Working Hours.

RESOLVED: That the Staff listed in the Agenda Brief be allowed Overtime payment as detailed.

2) Staff Updates

The Town Clerk gave a verbal report to Councillors on Staff Updates.

Councillor G Morgan re-entered the Council Chamber.

SIGNED
MAYOR

DATED