

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 28<sup>th</sup> February 2019 at 7.05pm in the Council Chamber, Old School, Llantwit Major

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PRESENT;        Chairman –        Councillor Dr D Ellis - Town Mayor

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

                                                                Mr G Thomas                   ) SOUTH EAST WARD  
                                                                Mr G Morgan                    )

                                                                Mr D Powell                    ) WEST WARD  
                                                                Mr G John                        )

                                                                Mrs S Hanks                    ) BOVERTON WARD  
                                                                Mr R Gant                        )  
                                                                Mrs G Hughes                    )

PC Jamie Williamson  
David Maughan – Youth Council  
Paige Holley – Youth Council  
Amy Turrell – Youth Council  
Rebecca Thomas – Youth Council

Apologies received from.  
Councillor Mr J Evans – illness  
Councillor Mr G Wilkie – family commitment

Pursuant to the requirements of this Councils Code of Conduct, Councillor G John declared an interest under Recreation and Open Spaces, Item 3, to note receipt of Community Chest Grant Award of £800 towards a Parent and Children exercise class.

Pursuant to the requirements of this Councils Code of Conduct, Councillor D Powell declared an interest under Finance, Item 6, to discuss Grant Aid Applications 2019/2020.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs J Norman declared an interest under Finance, Item 6, to discuss Grant Aid Applications 2019/2020.

Councillor Dr D Ellis asked permission to bring forward Agenda Community Constable Item 1, to receive Community Constables report.

#### **347.        ITEMS BROUGHT FORWARD**

##### **COMMUNITY CONSTABLE**

##### **To receive Community Constables report**

PC Jamie Williamson introduced himself to Councillors.

PC Williamson confirmed that from the period 1<sup>st</sup> January 2019 to 31<sup>st</sup> January 2019 there had been 20 reported crimes. These included 12 public order offences, domestic crimes and 1 drug related crime.

He also confirmed that for the month of February 2019, so far, there had been 35 crimes reported. Of these crimes, 12 incidents were for inappropriate use of a mobile phone, accessing social media sites by children ranging in age from 11 to 14 years old.

PC Williamson stated that there had been reports of anti-social behaviour in the Precinct and the Dovecot and additional patrols were being undertaken in these areas.

He stated that PCSO Rhiannon Cummings had undertaken a very success KICKS project for children. In order to continue, they required additional funding, and Councillors were asked if they could let PSCO Cummings know of any possible funding opportunities available.

Councillor Mrs S Hank confirmed that the police cones situated outside the Spar was proving successful in deterring vehicles from parking outside the shop.

Councillor Mrs Hanks asked PC Williamson if he could contact the Vale of Glamorgan Council to ask for the flashing 30mph sign along Boverton Road to be fixed. She stated that she had tried unsuccessfully on numerous occasions.

She also queried with PC Williamson the length of time it takes to answer a 101 call. PC Williamson suggested that an alternative option for non-emergency calls would be to send an email to the contact desk. The email address can be found on the South Wales Police Website.

He confirmed the email is recorded at source the same way as 101 phone calls.

PC Williams confirmed to Councillor R Gant that nobody had been apprehended with reference to the Allotment thefts on Llanmaes Road. He stated the Police are continuing to regularly patrol the area.

Councillor D Foster enquired if there was any additional information regarding the damage a tractor caused along Windmill Lane and the Windmill Playing Fields on the 25/2/19. PC Williamson stated he would investigate this matter and report back to Councillors.

Councillors thanked PC Williamson for attending the meeting and he vacated the Council Chamber.

Councillor Dr D Ellis asked permission to bring forward Agenda Item Youth Council.

### 348. **YOUTH COUNCIL**

#### **Youth Activity Progress**

David Maughan, from Llantwit Youth Council, updated Councillors on the activities the Youth Council have undertaken over the last two months. He stated that they had undertaken a litter survey around the town and highlighted that in general the beach and parks were tidy. However there was a lot of litter in the Precinct Carpark and more bins were required in this area.

David Maughan confirmed in January they had met with Friends of Llantwit Major Library and they had asked the Youth Council if they would help assist with further promoting their organisation.

He confirmed the Youth Council had attended a Photoshoot to unveil the new Play Equipment in the Park in the 'Bird' Estate in St Athan.

David thanked the Town Mayor for inviting them to assist in helping at the Mayors Youth Concert and stated they would be delighted to help again in the future.

Councillor G Thomas stated the Youth Council had also been looking into the poor condition of the Bus Shelters in Llantwit Major and the lack of lighting under the Black Bridge, off Fairfield Rise.

Councillor G John stated that with reference to the Bus Shelter he was asking the Vale of Glamorgan Council to use S106 monies to look at replacing the Bus Shelters in Llantwit Major and would keep the Youth Council updated on any further developments.

Councillor Mrs Hanks agreed to follow up with Network Rail getting additional lighting under the 'Black Bridge' and will report findings back to the Youth Council.

**To discuss any Agenda Items as highlighted by the Youth Council**

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

**To note minutes of Llantwit Youth Council Meeting held on 24<sup>th</sup> January 2019**

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on 24<sup>th</sup> January 2019. Noted.

Councillors thanked Llantwit Youth Council for attending the meeting and they vacated the Council Chamber.

**349. MINUTES**

**Full Town Council Meeting held 31<sup>st</sup> January 2019**

The minutes of the Full Town Council meeting held on 31<sup>st</sup> January 2019, had previously been circulated to the Council Members. Councillors noted that under Procedural Matters, Members Report is should read 'Kelly Marsh' and not as previously stated 'Keely Marsh'.

**RESOLVED:** That subject to the above amendments the Minutes of the Full Town Council Meeting held on 31<sup>st</sup> January 2019 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Planning Meeting held on 4<sup>th</sup> February 2019**

The minutes of the Planning Meeting held on 4<sup>th</sup> February 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Meeting held on the 4<sup>th</sup> February 2019 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

**Tennis Club Sub Committee Meeting held on 6<sup>th</sup> February 2019**

The minutes of the Tennis Club Sub Committee Meeting held on 6<sup>th</sup> February 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Tennis Club Sub Committee Meeting held on the 6<sup>th</sup> February 2019 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 20<sup>th</sup> February 2019**

The minutes of the Citizen of the Year Committee Meeting held on 20<sup>th</sup> February 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Citizen of the Year Committee Meeting held on the 20<sup>th</sup> February 2019 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

**Town Hall Working Group Meeting held on 20<sup>th</sup> February 2019**

The minutes of the Town Hall Working Group Meeting held on 20<sup>th</sup> February 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Town Hall Working Group Meeting held on the 20<sup>th</sup> February 2019 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

**350. 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.

**351. TOWN MAYOR****Questions to Town Mayor**

There were no questions to the Town Mayor.

Councillor Dr D Ellis informed Councillors that the Mayor Youth Concert was a very successful event and wished to thank everyone who helped for their assistance.

**352. COUNCIL MEETINGS****Meetings for the Month of March 2019**

Councillors had previously been circulated with a list of the Meetings for the Month of March 2019. Noted.

**353. PROCEDURAL MATTERS****Members Report**

Councillor Mrs J Norman informed Councillors that the traffic lights / road works along the entrance to the new Sycamore Close housing development along the B4265 should be completed and removed by the 17<sup>th</sup> May 2019.

Councillor E Williams entered the Council Chamber.

Councillor Dr P Dickson stated he had attended a Meeting on the 12 February 2019 for 'Celebrating St Illtud's'. He confirmed that it was a very well attended meeting and they were looking at starting to promote Llantwit Major as a World Heritage Site.

#### **Action Tracker**

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

Councillor R Gant asked if there had been any update re Stradling Park from the Vale of Glamorgan Council. The Town Clerk confirmed at present no correspondence had been received.

#### **To discuss email received from resident re Town Councils environmental policy**

Councillors had previously been circulated with an email dated 17<sup>th</sup> February 2019 from a resident re Llantwit Major Town Councils environmental policy. Councillors discussed the email.

**RESOLVED:** That an email be written to the resident stating that Llantwit Major Town Council do not have an environmental policy. However they actively take part in initiatives including promoting a plastic free Llantwit Major and providing a free water refill point in the Town Hall.

#### **To discuss email received from resident re school garden competition**

Councillors had previously been circulated with an email from a local resident; dated 16th February 2019, reference the Town Councils Annual School Garden Competition. The resident queried why the event should be competitive. Councillors discussed the matter.

**RESOLVED:** That an email be sent to the resident confirming that there would be no changes to the existing Annual School Garden Competition. All schools and children enjoyed the Annual Competition and the Councillors saw no need to change the format of the event.

#### **To note Terms of Reference for Tennis Club Sub Committee of Llantwit Major Town Council**

Councillors had previously been circulated with the Terms of Reference for the Tennis Club Sub Committee of Llantwit Major Town Council. Noted.

### **354. FINANCE**

#### **Bank Reconciliation for period 1<sup>st</sup> January 2019 to 31<sup>st</sup> January 2019**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> January 2019 to 31<sup>st</sup> January 2019. Noted.

#### **Income for the period 25<sup>th</sup> January 2019 to 21<sup>st</sup> February 2019**

Councillors had previously been circulated with a copy of the Income for the period 25th January 2019 to 21<sup>st</sup> February 2019. Noted.

**Expenditure for the period 25<sup>th</sup> January 2019 to 21<sup>st</sup> February 2019**

Councillors had previously been circulated with a copy of the Expenditure for the period 25<sup>th</sup> January 2019 to 21<sup>st</sup> February 2019. Noted.

**To discuss the Independent Remuneration Panel for Wales – Annual Report 2019/2020**

Councillors had previously been circulated with a report dated February 2019 detailing the Independent Remuneration Panel for Wales – Annual Report 2019/2020. Councillors discussed payments to members of Community and Town Councils.

**RESOLVED:** With regards the mandatory Determination 40, Payment to member of a maximum amount of £150 – **Accepted**. Councillors noted that should a member not wish to receive payment a letter must be sent to the Town Clerk declining payment.

With regards mandatory Determination 41, Payment to member in recognition of specific responsibility not exceeding £500 – **Accepted**. Accepted Chair of Recreation & Buildings and the Chair of Finance & Policy. It was noted that this payment could be declined by either Chair subject to a letter being sent to the Town Clerk.

With regards Determination 43, Payment to member in respect of travel costs – **Accepted** subject to attending meeting/function outside of area as requested by Town Council.

**To discuss provision of Internal Audit Services Year Ended 31<sup>st</sup> March 2019**

Councillors had previously been circulated with Quotations for the provision of Internal Audit Services for year ending 31<sup>st</sup> March 2019. Councillors discussed the Quotations provided.

**RESOLVED:** That the Quotation with KLG Internal Auditor be accepted a cost of £889.80 for one year.

**To discuss Grant Aid Applications 2019/2020 – (£600 balance)**

Councillors had previously been circulated with copies of Grant Aid Applications submitted for Financial Year 2019/2020.

**a) Grant Aid Application from Bridgend Samaritans**

Brief discussion followed and it was;

**RESOLVED:** That no donation be made this year.

**b) Grant Aid Application from Llantwit Major Boys Brigade**

Brief discussion followed and it was;

**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 £100.00 to Llantwit Major Boys Brigade.

**c) Grant Aid Application from Llantwit Major Brownies**

Councillor Mrs J Norman and Councillor D Powell declared an interest.

Brief discussion followed and it was;

**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 Brownies.

**d) Grant Aid Application from Llantwit Major Ladies Choir**

Brief discussion followed and it was;

**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 £100.00 to Llantwit Major Ladies Choir.

**e) Grant Aid Application from Parkinson UK**

Brief discussion followed and it was;

**RESOLVED:** That no donation be made to the local Parkinsons UK, but a reduction on the hiring fee for Llantonian Hall be offered.

**To confirm Grant Payment to Llanilltud Fawr in Flower re Boverton Road Regeneration (Year 1 of agreed 4 year)**

Councillors had previously been circulated with details of the Grant Payment to Llanilltud Fawr re Boverton Road Regeneration (Year 1 of agreed 4 year).

**RESOLVED:** That a sum of £450 be forwarded to Llanilltud Fawr in Flower from the Boverton Road Regeneration Project.

**To discuss Grant Application received from Llantwit Major Chamber of Trade re Christmas Illuminations**

Councillors had previously been circulated with a Grant Application from Llantwit Major Chamber of Trade re the Christmas Illuminations. Councillors discussed the Christmas Illuminations for the town. The Town Clerk confirmed that a budget of £5000 had been placed in reserve for Llantwit Major Christmas Lights for 2019/2020.

**RESOLVED:** That £5000 been held in reserve until clarification of the following:

- a) Confirmation of the formation of a Christmas Illuminations Committee
- b) Traders and Businesses of Llantwit Major contribute to the Christmas Lights for the town
- c) The Grant from the Town Council is only for use of the purchase and installation of Christmas Illuminations for the town.

**To discuss purchase of Barry Tide Timetables**

Councillors had previously been circulated with an email dated 21<sup>st</sup> February 2019 re the cost of purchasing 2019 Barry Time Timetables. Councillors were informed that for 2019 the Vale of

Glamorgan Council were no longer providing free copies of Barry Tide Tables to Llantwit Major Town Council.

**RESOLVED:** That permission be granted to purchase 200 Barry Tide Tables at a cost of 25p each plus £6.25 postage and package from Tidal Press.

**355. 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.

Councillor Foster recommended to Councillor's that if the Developer appeals against the refusal of Planning Application 2016/01160/FUL the Town Council write to the Vale of Glamorgan Council requesting that the Appeal take the format of a public enquiry rather than a written representation.

**RESOLVED:** That a letter be written to the Vale of Glamorgan Council requesting that if the Developer appeals against the decision of Planning Application 2016/01160/FUL that the Appeal take the format of a public enquiry rather than a written representation.

**356. CEMETERY**

The following Burial matters were noted.

- 1) Scattering of ashes Eileen Kate Singer, on the rose beds on 15<sup>th</sup> February 2019
- 2) Burial of John Albert Knight (pre-purchase) F195 on 18<sup>th</sup> February 2019
- 3) Burial of Michael Wilfred Grist (new plot) D20 on 19<sup>th</sup> February 2019

**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 3.

**357. RECREATION AND OPEN SPACES**

**To note Playground Inspection 19<sup>th</sup> February 2019**

Councillors had previously been circulated with a Playground Inspection Report dated 19<sup>th</sup> February 2019. The Town Clerk stated that no sign of corrosion had been found on the Rocking Rockette when recently painted so was going to request that this comment be removed from the Playground Inspection Report. Noted.

**To discuss email re Annual Play area Inspection**

Councillors had previously been circulated with a quotation for the Annual Play Area inspection 2019, dated 11<sup>th</sup> February 2019 by an independent playground inspection company commissioned by the Vale of Glamorgan Council.

**RESOLVED:** That permission be granted for the Annual Play Area Inspection for 2019 to be undertaken at a cost per site of £66.60.



**To note receipt of Community Chest Grant Award of £800 towards a Parent and Children exercise class**

Councillor G John declared an interest

Councillors had previously been circulated with a letter dated 11<sup>th</sup> February 2019 detailing a Community Chest Grant Award of £800 awarded to Llantwit Major Town Council towards a Parent and Child exercise class. Noted.

**To discuss email from Croeso Llantwit requesting Community plot within Allotment site**

Councillors had previously been circulated with an email dated 16<sup>th</sup> February 2019 from Croeso Llantwit requesting a Community plot within the Allotment Site. Councillors discussed this request and felt that Croeso Llantwit would need to adhere to the same procedures any potential Allotment tenant would follow.

**RESOLVED:** That a letter be sent to Croeso Llantwit explaining that the same rules and regulations for any resident applying for an Allotment Plot would need to be adhered to. An Allotment Application Form would need to be completed and then the applicant would be put on a Waiting List until a plot became available.

**358. LLANTONIAN HALL**

**To discuss the Music Licence Annual Review**

Councillors had previously been circulated with a letter and instructions dated 16<sup>th</sup> February 2019 re the Music Licence Annual Review. The Town Clerk informed Councillors there would be a substantial increase in this year's Music Licence fee. The Town Clerk confirmed she was still waiting the finalised figure. Councillors discussed what organisations played music and what organisations / groups this impacted on. Councillors discussed adjustments in fees for Hirers using the venue with / without music. Councillors discussed the difficulty of administering such additional fees.

**RESOLVED:** That an Agenda Brief be produced and brought to a future Full Town Council Meeting re the Music Licence Annual Review. This to look at existing Hirers that play music, the costs of the music licence fee and the usage of Llantonian Hall for musical events.

**359. OLD SCHOOL**

**To discuss request for a permanent white board in the Compass Building**

Councillors had previously been circulated with an email dated 18<sup>th</sup> February 2019 from Learning & Skills, Vale of Glamorgan Council requesting to purchase and place a permanent white board on a wall in Compass Room 1.

**RESOLVED:** That permission be granted for Learning Skills, Vale of Glamorgan Council to purchase and place a permanent white board on a wall in Compass Room 1.

**To discuss email from Gillybeans re opening all day after Easter Break**

Councillors had previously been circulated with an email dated 19<sup>th</sup> February 2019 from Gillybeans Playgroup to use their rooms all day from the 29<sup>th</sup> April 2019 to provide full day care.

**RESOLVED:** That permission be granted for Gillybeans Playgroup to use their room all day from the 29<sup>th</sup> April 2019 to provide full day care.

**To discuss report of informal meeting with Cylch Meithrin**

Councillors had previously been circulated with a report of the informal meeting with Cylch Meithrin. Councillors noted the Cylch Meithrin had informally asked the availability of extending the playgroup to use the Compass Building. Councillors discussed how popular the Compass Building had become since it has been refurbished providing affordable rooms for hire for the community.

**RESOLVED:** That the Town Council continue with their present approach with reference to the hiring of the Compass Building. To provide a Community Building for local organisations at affordable prices.

**360. VALE OF GLAMORGAN COUNCIL**

**To note times of estate walkabout by Housing Services**

Councillors had previously been circulated with an email dated 11<sup>th</sup> February 2019 detailing the times of estate walkabout by Housing Services. Noted.

**To discuss request from Communities for Work re employer engagement**

Councillors had previously been circulated with an email dated 8<sup>th</sup> February 2019 detailing a request from Communities for Work re employer engagement. Councillors discussed providing work experience to a participant.

**RESOLVED:** That a letter be written to Communities for Work stating the Town Council are not in a position to provide employer engagement at this time.

Councillor Mrs J Norman vacated the Council Chamber.

**To further discuss Llantwit Major Leisure Centre**

Councillors had previously been circulated with an email dated 1<sup>st</sup> February 2019 re Llantwit Major Leisure centre. Councillor Dr P Dickson raised concerns re the maintenance, management and cleanliness of Llantwit Major Leisure Centre. Councillor G John informed Councillors that he had been in contact with Mr Rob Thomas, Managing Director Vale of Glamorgan Council re the above concerns.

**RESOLVED:** Councillor Dr P Dickson and the Town Clerk compile a letter to Mr Rob Thomas, Managing Director of the Vale of Glamorgan Council re the Town Councils ongoing concerns re the maintenance, management and cleanliness of Llantwit Major Leisure Centre.

**To discuss Draft Charter as previously forwarded by email on 14/2/2019**

Councillors had previously been circulated with the Draft Charter as forwarded by email on the 14/2/2019. Councillor G Thomas stated the Draft Charter was not robust enough. He was frustrated by the Planning process and felt that Town Councils had no way to readdress issues with the Vale of Glamorgan Council.

**RESOLVED:** That the Town Clerk be given permission to respond in writing stating the Town Councils dissatisfaction with the Draft Charter.

**To note receipt of Council Agenda for 27<sup>th</sup> February 2019**

Councillors had previously been circulated with the Council Agenda for the 27<sup>th</sup> February 2019. Noted.

**361. ONE VOICE WALES**

**To discuss renewal of membership for 2019/2020 to One Voice Wales**

Councillors had previously been circulated with letter detailing the renewal of membership for 2019/2020 to One Voice Wales. Councillor discussed the benefits of membership to One Voice Wales.

**RESOLVED:** That the renewal of membership to One Voice Wales is continued for the coming year 2019/2020 at an annual fee of £1366.

**362. WELSH GOVERNMENT**

**To discuss 2019/2020 funding to support the initial setting up of joint arrangements**

Councillors had previously been circulated with a letter dated 20<sup>th</sup> February 2019 re 2019/2020 funding to support the initial setting up of joint arrangements.

**RESOLVED:** That Councillors bring possible suggestions for 2019/2020 funding ideas back to the next Full Town Council Meeting.

**363. MISCELLANEOUS**

**To note email re donation to the Salvation Army following ‘Carols with your Councillors’**

Councillor had previously been circulated with an email dated 5<sup>th</sup> February 2019 confirming the donation of £103.87 to the Salvation Army following ‘Carol’s with your Councillors’. Noted.

**To note minutes of the Public meeting – The Christmas Committee**

Councillors had previously been circulated with the minutes of the Public meeting – The Christmas Committee held on the 18<sup>th</sup> March 2019 in Llantwit Major Town Hall. Noted.

SIGNED .....  
MAYOR

DATED .....