

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 25th October 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)

 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)

PC Jamie Williamson
 David Maughan – Youth Council
 Amy Turrell – Youth Council

Apologies received from.
 Councillor Mr G Wilkie – Prior Commitment
 Councillor Dr P Dickson – Six month sabbatical

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

285. ITEMS BROUGHT FORWARD
COMMUNITY CONSTABLE

To receive Community Constables report

PC Jamie Williamson introduced himself to Councillors and apologised for being unavailable to attend last month's Meeting.

PC Williamson confirmed that from the period 1st September 2018 to the 30th September 2018 there had been 52 reported crimes. These included 9 criminal damages and 15 violent crimes.

PC Williamson stated that for the month of October 2018 there had so far been 19 crimes reported.

He informed Councillors that an ongoing drug operation was being undertaken in Llantwit Major to try to disrupt drug dealing. PC Williamson stated they had acted on reports of drug dealing around the Train Station and Frampton area of the town. PC Williamson noted to Councillors that Youths caught possessing drugs are passed to the Youth Services Department. PC Williamson emphasised the importance to Councillor of reporting any suspicious incidents, no matter how small, by calling the 101 emergency telephone number.

PC Williamson made Councillors aware that there have been 5 thefts crimes reported in Llanmaes where sheds had been broken into and lawn mowers stolen.

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

Councillor Dr D Ellis asked permission to bring forward Agenda Youth Council Item 1 to receive Youth Activity Progress, Item 2 to note minutes of Llantwit Youth Council Meeting on 20th September 2018 and item 3 to discuss any Agenda Items as highlighted by the Youth Council.

286. **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 confirmed that they had held two Council Meetings and produced a News Letter. David stated they were looking at setting up two Task Groups to look at the Water Refill Scheme and Litter problems in Llantwit Major. They would be looking at creating their Action Plan next month for 2019 and were planning to help with the Beach Clean Up on the 28th October 2018 and the Vale Half Marathon on 10th November 2018.

To note minutes of Llantwit Youth Council Meeting held on 20th September 2018

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on 20th September 2018. Councillor Dr Ellis informed the Youth Council that he was hoping to revive the Twinning Committee in Llantwit Major and would like to see a Youth Council representatives sit on the Committee. The Youth Council confirmed that they would set an Agenda Item at their next Meeting to elect a representative to be part of a Twinning Committee. Noted.

To discuss any Agenda Items as highlighted by the Youth Council

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

287. **MINUTES**

Full Town Council Meeting held 27th September 2018

The minutes of the Full Town Council meeting held on 27th September 2018, had previously been circulated to the Council Members.

RESOLVED: That Minutes of the Full Town Council Meeting held on 27th September 2018 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Allotment Sub Committee Meeting held on 28th September 2018

The minutes of the Allotment Sub Committee Meeting held on 28th September 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Allotment Sub Committee held on 28th September 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 2nd October 2018

The minutes of the Nations Tribute Celebrations Committee Meeting held on 2nd October 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Nations Tribute Celebrations Committee meeting held on 2nd October 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Finance and Policy Committee Meeting held on 4th October 2018

The minutes of the Finance & Policy Committee Meeting held on 4th October 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Finance and Policy Committee Meeting held on 4th October 2018 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 9th October 2018

The minutes of the Town Study Steering Group Meeting held on 9th October 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Town Study Steering Group Meeting held on 9th 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 16th October 2018

The minutes of the Nations Tribute Celebrations Committee Meeting held on 16th October 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Nations Tribute Celebrations Committee meeting held on 16th October 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

288. 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.

289. TOWN MAYOR**Town Mayor report of events attended 1st October 2018 to 31st October 2018**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st October 2018 to 31st October 2018. Noted.

Deputy Town Mayor report of events attended 1st October 2018 to 31st October 2018

Councillors had previously been circulated with a copy of the Deputy Town Mayors engagements undertaken for the period 1st October 2018 to 31st October 2018. Noted.

Past Town Mayor report of events attended 1st October 2018 to 31st October 2018

Councillors had previously been circulated with a copy of the Past Town Mayors engagements undertaken for the period 1st October 2018 to 31st October 2018. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor

290. COMMUNITY CONSTABLE**To note letter from Vale of Glamorgan Youth Offending Service**

Councillors had previously been circulated with a letter dated 26th September 2018 from the Vale of Glamorgan Council Youth Offending Service. The Town Clerk confirmed to Councillors that she had met with the Youth Offending Services and the four youths responsible for graffiti in Lorna Hughes Park. She confirmed that the Youths have been asked to join the Youth Council to learn more about their community. Noted.

291. COUNCIL MEETINGS**Meetings for the Month of November 2018**

Councillors had previously been circulated with a list of the Meetings for the Month of November 2018. The Town Clerk informed Councillors that the following additional Meetings would need to be undertaken in November 2018:-

Tennis Club Sub Committee Meeting, Small Sculpture Committee Meeting, Working Group Meeting and Five Year Plan Meeting.

292. PROCEDURAL MATTERS**Members Report**

Councillor Thomas informed Councillors he had attended a One Voice Wales Meeting and various Topics were discussed. He stated they had talked about Vale of Glamorgan Councils fees for local elections. The Welsh Local Government Association are looking into introducing

a flat rate charge for election costs allowing Town and Community Councils to be able to budget more effectively to cover these additional costs.

Councillor Thomas stated discussions were undertaken reference Council Allowances which varied greatly between areas. Councillor Thomas said the Meeting had concerns re Local Councils Internal Audit processes.

Other topics discussed included the existing Charter Agreement with the Vale of Glamorgan Council and Community Asset Transfer. Councillor Thomas noted that only one of 35 transfers had been completed. Councillor Thomas confirmed that 610 local councils out of 730 local councils were members of One Voice Wales. He confirmed that One Voice Wales were looking at finding a new sponsor as AON are no longer supporting the organisation.

Action Tracker

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

Noted.

To note email from Councillor Dr P Dickson

Councillors had previously been circulated with an email dated 8th October 2018 from Councillor Dr P Dickson.

RESOLVED: That it be agreed for Councillor Dr Dickson to take a 6 month sabbatical from his Town Council duties.

To discuss vacancy of MAR Governor at St Iltyd Primary School

Councillors had previously been circulated with an email dated 28th September 2018 re the vacancy of MAR Governor at St Iltyd Primary School following the resignation of Andrew Clarke. Councillors discussed this vacancy position.

RESOLVED: That Councillor D Foster be put forward to fill the vacancy of MAR Governor at St Iltyd Primary School.

To discuss Agenda Brief re vacancies to Town Council Committees

Councillors had previously been circulated with an Agenda Brief re the vacancies on Town Council Committees. Councillor Foster stated that as a new Councillor would be co-opted onto the Town Council by December 2018 he felt that most Committees could manage with one less member until this date. The only Committee that needed the position to be filled prior to December 2018 was the external Power Station Liaison Group.

RESOLVED: That Councillor D Powell be elected as the Town Council representative to sit on the Power Station Liaison Group.

To note Llantwit Major Town Council Flag Flying policy

Councillors had previously been circulated with an Agenda Brief detailing Llantwit Major Town Council Flag Flying Policy. Noted.

To sign and seal the Licence re Sections 115 and 142 of the Highways Act 1980 relating to Llantwit Major Cemetery between the Llantwit Major Town Council and the Vale of Glamorgan Council

Councillors had previously been circulated with the Licence re Sections 115 and 142 of the Highways Act 1980 relating to Llantwit Major Cemetery between the Llantwit Major Town Council and the Vale of Glamorgan Council.

RESOLVED: That permission be given for the Licence re Sections 115 and 142 of the Highways Act 1980 relating to Llantwit Major Cemetery between the Llantwit Major Town Council and the Vale of Glamorgan Council be signed and sealed.

To discuss email from Cardiff and Vale of Glamorgan Scouts re working in partnership with the Town Council

Councillors had previously been circulated with an email from Cardiff and Vale of Glamorgan Scouts re working in partnership with the Town Council. Councillors discussed this matter and felt that it would not be appropriate to have a special partnership with one organisation and not support others.

RESOLVED: That a letter be written to the Cardiff and Vale of Glamorgan Scouts thanking them for their email and suggest that a representative of the Scouts could sit on Llantwit Youth Council which would be an excellent way of building a stronger relationship with Llantwit Major Town Council.

To note email re casual vacancy advert and requirement to co-opt and procedures now to follow for filling vacancy on Town Council

Councillors had previously been circulated with an email dated 19th October 2018 re the casual vacancy advert and requirement to co-opt and procedures now to follow for filling vacancy on the Town Council. Councillors discussed the co-option procedures in greater detail.

RESOLVED: That the Councillors agreed to proceed with the co-option. The closing date for co-opting set for 19th November 2018.

Further

RESOLVED: That a Special Full Town Council Meeting will be held on the 6th December 2018 to fill the vacancy of Town Councillor on the Boverton Ward. Each candidate will be given 3 minutes to speak.

293. FINANCE

Bank Reconciliation for period 1st July 2018 to 30th September 2018

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st July 2018 to 30th September 2018. Noted.

Bank Reconciliation for period 1st September 2018 to 30th September 2018

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st September 2018 to 30th September 2018. Noted.

Income for the period 21st September 2018 to 18th October 2018

Councillors had previously been circulated with a copy of the Income for the period 21st September 2018 to 18th October 2018. Noted.

Expenditure for the period 21st September 2018 to 18th October 2018

Councillors had previously been circulated with a copy of the Expenditure for the period 21st September 2018 to 18th October 2018. Noted.

Credit Card Statement for period 21st September 2018 to 18th October 2018

Councillors had previously been circulated with a copy of the Credit Card Statement for period 21st September 2018 to 18th October 2018. Noted.

To discuss letter and comments from Auditor General for Wales, Audit Certificate and report for the year ended 31st March 2018

Councillors had previously been circulated with a letter dated 27th September 2018 and comments from the Auditor General for Wales, Audit Certificate and report for year ended 31st March 2018. Councillor Foster stated the Accounts were in good order and wished to express his thanks to the Town Clerk for all her hard work. Noted.

To note Llantwit Major Bowls Club final figures for season ending 30th September 2018

Councillors had previously been circulated with a letter dated 8th October 2018 detailing Llantwit Major Bowls Club final figures for season ending 30th September 2018. Noted.

To note Draft Independent Remuneration for Wales – Annual Report 2019/20

Councillors had previously been circulated with a report dated 2nd October 2018 detailing the Draft Independent Remuneration for Wales – Annual Report 2019/20. Councillors noted that in the Draft it was up to individual Councillors to decide if they wish to claim the £150 payment for costs and expenses. Councillor John wished it documented that last year the majority of Llantwit Major Town Councillors did not claim the £150 payment. Noted.

To discuss email re Strong Communities Grant Fund and possible project ideas

Councillors had previously been circulated with an email dated 17th October 2018 re Strong Communities Grant Fund and possible project ideas. Councillors stated that they would encourage working in partnership with the Llantwit Major Tennis Club to look at applying for Stronger Communities Grant for fencing and flood lighting.

RESOLVED: That Councillors look into further project ideas that the Town Council could apply for a Stronger Communities Grant Fund and bring ideas back to a future Full Town Council Meetings.

To discuss existing Zurich Insurance policy and possible additional cover requirements

Councillors had previously been circulated with an Agenda Brief and email dated 17th October 2018 detailing the existing Zurich Insurance policy and possible additional cover. Councillors discussed the existing policy and possible extra cover requirements.

RESOLVED: That permission is granted to add additional cover to the Town Councils Zurich Insurance policy for the demolition and rebuild of part of the Sporting Pavilion if Kingfishers Contractors (Wales) Ltd Insurance policy does not sufficiently cover the work.

Further

RESOLVED: That the Zurich Policy be amended to cover a new recycled bench outside the Cemetery gates at a cost of £600 and the four new street lights installed in the Recreation Ground to the value of £4000.

Further

RESOLVED: It was agreed no additional cover was required for the new macadam surface laid on the Tennis Courts as part of the Sports Development Project.

To discuss recommendation from Finance and Policy meeting 4th October 2018 for donations to LMRFC re Bonfire Night

Councillor D Foster, Councillor J Evans and Councillor G Morgan declared an interest. Councillors had previously been circulated with a recommendation from the Finance and Policy Meeting on the 4th October 2018 for donations to LMRFC re Bonfire Night.

RESOLVED: That permission be granted to donate £500, as recommended at the Finance & Policy Meeting on the 4th October 2018, to LMRFC for Bonfire Night.

To discuss recommendation from Finance and Policy meeting 4th October 2018 for donations to LMRFC re Remembrance Day

Councillor D Foster, Councillor J Evans and Councillor G Morgan declared an interest. Councillors had previously been circulated with a recommendation from the Finance and Policy Meeting on the 4th October 2018 for donations to LMRFC re Remembrance Day.

RESOLVED: That permission be granted to donate £250, as recommended at the Finance & Policy Meeting on the 4th October 2018, to LMRFC for Remembrance Day.

294. 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.

295. CEMETERY

The following Burial matters were noted.

- 1) Burial of cremated remains Joan Stonehouse re-open plot (LJ5) on 28th September 2018
- 2) Burial of Julia Doreen Baker new plot (E178a) on 8th October 2018
- 3) Burial of Sylvia Christine Jose re-open plot (E38) on 25th October 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 2.

296. RECREATION AND OPEN SPACES

To note Playground Inspection 11th September 2018

Councillors had previously been circulated with a Playground Inspection Report dated 11th September 2018. The Town Clerk informed Councillors that a specialist tool was on order to tighten the ground connections of the Spring Unit. She also informed the Councillors that work would need to be undertaken in the near future to replace the bearings on the Tornado and Whirl play equipment. She stated that the replacement bearings would cost in the region of £1000. Noted.

To discuss Open Spaces Hiring Form from Llantwit Major Rugby Club to hold a Firework Display on the 5th November 2018

Councillor D Foster, Councillor J Evans and Councillor G Morgan declared an interest. Councillors had previously been circulated with an Open Spaces Hiring Form dated 1st October 2018 from Llantwit Major Rugby Club to hold a Firework Display on the 5th November 2018.

RESOLVED: That permission be given for Llantwit Major Rugby Club to hold a Firework Display on the 5th November 2018

To note letter from Field in Trust re Llantwit Major Recreation Ground

Councillors had previously been circulated with a letter dated 27th September 2018 from Field in Trust re Llantwit Major Recreation Ground. The Town Clerk confirmed the Town Council had received a wooden plaque from the Fields in Trust re the Recreation Ground. Councillor John stated that it was important to publically unveil the plaque to celebrate that the Recreation Ground had become a protected site for the next 99 years.

RESOLVED: To clarify what the Fields in Trust plaque was awarded to the Town Council for. Then a decision can be taken as to where the plaque will be placed and how it will be unveiled.

To discuss Agenda Brief re update on Sports Development Project

Councillors had previously been circulated with an Agenda Brief re update on Sports Development Project. The Town Clerk informed Councillors that additional costings for the Tennis Courts and the Sports Pavilion had been discussed at a Sports Development Committee Meeting but no resolution actioned to cover these costs.

RESOLVED: That permission be granted for the Town Council to cover the additional cost of £900 to put temporary lines down on the four tennis courts thus allowing the courts to be played on over the winter months.

RESOLVED: That permission be granted for the Town Council to cover the additional cost of £904.50 to obtain building control via the Vale of Glamorgan Council.

To note Playground Inspection 8th October 2018

Councillors had previously been circulated with the Playground Inspection dated 8th October 2018. Noted.

297. CENOTAPH

To discuss Memorial Maintenance Agreement Contract

Councillors had previously been circulated with a Memorial Maintenance Agreement Contract dated 16th October 2018 detailing the cost for a 1 year or 3 year maintenance programme.

RESOLVED: That the Mossfords Memorial Maintenance Agreement for the 3 year programme at a cost of £1715.00 exc. vat be accepted.

298. VALE OF GLAMORGAN COUNCIL

To discuss letter re Bid Proposal and Business Case for Llantwit Major Youth

Councillors had previously been circulated with a letter dated 3rd October 2018 from Vale of Glamorgan Council re the notification of the Town Councils unsuccessful Bid Process and Business Case for Llantwit Major Youth Centre. Councillors expressed their disappointment at the Vale of Glamorgan Councils decision. Councillor John, Councillor Mrs Hanks, Councillor Williams and Councillor Mrs Norman informed Councillors they were meeting with Mr Rob

Thomas, Managing Director Vale of Glamorgan Council on Friday 26th October 2018 to discuss this decision and would bring their findings back to the next Full Town Council Meeting.

To discuss letter re Plastic Free Llantwit Major

Councillors had previously been circulated with a letter dated 9th October 2018 re Plastic Free Llantwit Major stating the Vale of Glamorgan could not assist with providing food bags to the local supermarkets for fruit and vegetables. The Town Clerk stated she was meeting with Mr Hunt, Filco Food Stores to see if he would like to progress, through his store in Llantwit Major, this initiative.

299. MISCELLANEOUS

To discuss email from Peterson Super Ely Community Council re 20mph for Our Streets

Councillors had previously been circulated with an email dated 16th October 2018 from Peterson Super Ely Community Council re enforcing a 20mph speed limit through Our Streets. Councillors queried how this 20mph speed limit proposal could be enforced within our towns.

RESOLVED: That a letter be written to Peterson Super Ely Community Council thanking them for their letter. Confirm that Llantwit Major Town Council had already investigated this matter and found that due to the heavy congestion it was not a problem for Llantwit Major.

To note Llantwit Major 10K letter of thanks and Accounts for 2018

Councillors had previously been circulated with a letter dated 1st October 2018 re a letter of thanks from the Llantwit Major 10K Committee and Accounts for 2018. Noted.

SIGNED
MAYOR

DATED