

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 26th April 2018 at 7.05pm in the Council Chamber, Old School, Llantwit Major

---

PRESENT;      Chairman –      Councillor Mrs J Norman - Town Mayor

                         Councillors      Mr D Foster                              )      NORTH WARD  
                                                       Dr D Ellis                                )  
                                                       Dr P Dickson                            )  
                                                       Mr E Williams                         )

                                                      Mr G Thomas                            )      SOUTH EAST WARD

                                                      Mr D Powell                             )      WEST WARD  
                                                       Mr G John                                )

                                                      Mr R Gant                                )      BOVERTON WARD  
                                                       Mrs S Hanks                             )  
                                                       Mr J Evans                                )

PC Jamie Williamson  
 Gethin Punter )  
 Amy Turrell ) Llantwit Youth Council  
 Tia Allen )  
 Eleanor Fife )

Apologies received from.  
 Councillor Mr A Clark – Prior Commitment  
 Councillor Mr G Wilkie – Prior Commitment  
 Councillor Mr G Morgan – Prior Commitment

There were no Declarations of Interests received.

Councillor Mrs J Norman asked permission to bring forward the Agenda Item Community Constable Item 1 to receive Community Constables Report.

**190.      ITEMS BROUGHT FORWARD**  
**COMMUNITY CONSTABLE**

**To receive Community Constables report**

PC Jamie Williamson introduced himself to Councillors. PC Williamson stated that a total of 33 crimes were reported for the month of March 2018. This number included 3 house burglaries, 9 violent crimes (common assault), 9 public order offences, 9 criminal damages, 1 vehicle crime and 1 shop lifting incident.

PC Williamson informed Councillors that PCSO Rhiannon Cummings had been actively assisting with organising ‘Kicks’, a program where Cardiff City Football Club Coaches provide free football training to pupils aged 11 to 14 years old in Llantwit Major.

PC Williamson stated that from now until 30<sup>th</sup> September 2018 the Police would be undergoing regular patrols at the local Beach Car Parks trying to dissuade anti-social behaviour and vehicle crimes.

Councillors were informed that Andy Rice had been appointed as the new Inspector for Penarth and Vale of Glamorgan Police Force.

Councillor Dr Ellis raised concerns reference the parking along Boverton road. Councillors were advised that parking on double yellow lines was a Vale of Glamorgan Council issue however double parking was an obstruction and came under the Police remit. Councillors noted that Traffic Enforcement Officers were patrolling Llantwit Major Town Centre on an adhoc basis.

Councillors thanked PC J Williamson for his attendance and he vacated the Council Chamber.

Councillor D Powell entered the Council Chamber.

Councillor Mrs J Norman asked permission to bring forward the Agenda Item Youth Council Item 1 to receive Youth Activity Progress.

## 191. YOUTH COUNCIL

### Youth Activity Progress

Gethin Punter, Amy Turrell, Tia Allen and Eleanor Fife updated Councillor on Youth Council Activity progress. They confirmed that they had held a further two meetings and over the Easter Holidays had undertaken Dementia Training to assist with Llantwit Major in becoming a dementia friendly town. The Youth Council have produced a number of poppy squares for the Nations Tribute wall hanging. They also have welcomed two new Youth Council members and have undertaken recruitment drives with the following organisations:

Bethel Baptist Church, Scouts, Boys Brigade, Karate Club and the Air Cadets

The Youth Council said they had been asking youth organisations for what they would like to see in the town centre. Suggestions included free WIFI and KFC/McDonalds.

Councillors thanked the Youth Council for their attendance and they vacated the Council Chamber.

## 192. MINUTES

### Full Town Council Meeting held 22<sup>nd</sup> March 2018

The minutes of the Full Town Council meeting held on 22<sup>nd</sup> March 2018, had previously been circulated to the Council Members.

**RESOLVED:** That the Minutes of the Full Town Council Meeting held on 22<sup>nd</sup> March 2018 be adopted and accepted as a true record.

### **Matters Arising**

There were no matters arising.

### Planning Committee Meeting held on 29<sup>th</sup> March 2018

The minutes of the Planning Committee Meeting held on 29<sup>th</sup> March 2018, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee meeting held on 29<sup>th</sup> March 2018 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 29<sup>th</sup> March 2018**

The minutes of the Allotment Sub Committee Meeting held on 29<sup>th</sup> March 2018, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Allotment Sub Committee meeting held on 29<sup>th</sup> March 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Provision of Youth Services Meeting held on 29<sup>th</sup> March 2018**

The minutes of the Provision of Youth Services Meeting held on 29<sup>th</sup> March 2018, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Provision of Youth Services Meeting held on 29<sup>th</sup> March 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Bowls Club Sub Committee Meeting held on 3<sup>rd</sup> April 2018**

The minutes of the Bowls Club Sub Committee Meeting held on 3<sup>rd</sup> April 2018, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Bowls Club Sub Committee meeting held on 3<sup>rd</sup> April 2018 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 9th April 2018**

The minutes of the Footpath Forum Meeting held on 9<sup>th</sup> April 2018, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Footpath Forum meeting held on 9<sup>th</sup> April 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

The Town Clerk confirmed that the Administrative Assistant had met with Mr Gwyn Teague, the Publics Rights of Way Officer for Vale of Glamorgan Council, to discuss completion of the Definitive Map Modification Order for the footpath along Mill Road.

**Finance and Policy Meeting held on 12th April 2018**

The minutes of the Finance and Policy Meeting held on 12<sup>th</sup> April 2018, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Finance and Policy meeting held on 12th April 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 Celebration Committee Meeting held on 16th April 2018**

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

**RESOLVED:** That the minutes of the Nations Tribute Celebration Committee meeting held on 16th April 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 17th April 2018**

The minutes of the Town Study Steering Group Meeting held on 17th April 2018, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Town Study Steering Group meeting held on 17th April 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

Councillor R Gant queried if any correspondence had been received reference the commercial recycling issues within the Town Centre. The Deputy Town Clerk confirmed she was still awaiting a response from the Vale of Glamorgan Towns Development Officer.

**Provision of Youth Services Meeting held on 18th April 2018**

The minutes of the Provision of Youth Services Meeting held on 18th April 2018, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Provision of Youth Services meeting held on 18th April 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**193. 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.

**194. TOWN MAYOR**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1<sup>st</sup> April 2018 to 30<sup>th</sup> April 2018. Councillor Mrs J Norman informed Councillors she had a busy month which included an Afternoon Tea Party, a visit to Barry Lifeboat Station and a Stitching Session for the poppy wall hanging. Her last fund raising event as Town Mayor will be on the 27<sup>th</sup> April 2018, a coffee morning at Llantwit Major Library. Noted.

**Questions to Town Mayor**

There were no questions to the Town Mayor

**195. YOUTH COUNCIL****To note minutes of Llantwit Youth Council Meeting held on 22<sup>nd</sup> February 2018**

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on 22<sup>nd</sup> February 2018. Noted.

**To note minutes of Llantwit Youth Council Meeting held on 22<sup>nd</sup> March 2018**

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on 22<sup>nd</sup> March 2018. Noted.

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

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

**196. COUNCIL MEETINGS****Meetings for the Month of May, 2018**

Councillors had previously been circulated with a list of the Meetings for the Month of May 2018. The Town Clerk confirmed she would need to call a Working Group Meeting in May. The date and time will be confirmed after the Annual Meeting to be held on the 3<sup>rd</sup> May 2018.

**197. PROCEDURAL MATTERS****Members Report**

Councillor R Gant confirmed that he and Councillor Mrs S Hanks had attended a Heritage Coastal Meeting. He confirmed that various topics were discussed including blue flag accreditation for the Vale of Glamorgan coastline, storm damage at Monknash, a rock fall at Tresillian Bay and the ongoing legal process with reference to Summerhouse Point.

Councillor Dr D Ellis stated he had attended a Creative Rural Communities Energy Inspiration Evening which looked at ways to develop community green energy projects. Councillor D Ellis stated he would like to see the Town Council support green energy projects, such as electric car charging points, and would like to ask representatives from Welsh Government Community Renewable Energy Services to provide a presentation to the Town Council. Noted.

**Action Tracker**

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

Councillor Evans informed Councillors that two Koi Karp had been successfully transported from Dyffryn Gardens to West Street Pool.

**To nominate Councillor(s) to represent Llantwit Major Town Council at the Quarterly One Voice Wales Area Committee Meeting**

Councillors had previously been circulated with a letter dated 5<sup>th</sup> April 2018 to nominate Councillors to represent Llantwit Major Town Council at the Quarterly One Voice Wales Area Committee Meeting.

**RESOLVED:** That Councillor R Gant and Councillor G Thomas be nominated to sit as Llantwit Major Town Council representatives at the Quarterly One Voice Wales Area Committee Meetings.

**To discuss possible Agenda Items for inclusion on Community Liaison Meeting**

Councillors discussed possible Agenda Items for inclusion on the Community Liaison Meeting and noted that all suggested Agenda Items must be requested by completing and returning a 'Request for consideration of a matter by the Committee' Form.

**To nominate Councillor to be elected as Town Mayor**

Councillors discussed nominations for the Town Mayor 2018/19. It was;

**RESOLVED:** That the current Deputy Town Mayor, Councillor Dr D Ellis, be put forward to the Annual Meeting for nomination as Town Mayor 2018/19.

**To nominate Councillor to be elected as Deputy Town Mayor**

Councillors discussed nominations for the Deputy Town Mayor 2018/19. It was;

**RESOLVED:** That Councillor Mr R Gant be put forward to the Annual Meeting for nomination as Deputy Town Mayor 2018/19.

**198. FINANCE**

**Bank Reconciliation for period 1<sup>st</sup> March 2018 to 31<sup>st</sup> March 2018**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> March 2018 to 31<sup>st</sup> March 2018. Noted.

**Bank Reconciliation for period 1<sup>st</sup> January 2018 to 31<sup>st</sup> March 2018**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> January 2018 to 31<sup>st</sup> March 2018. Noted.

**Bank Reconciliation for period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018. Noted.

**Income for the period 16<sup>th</sup> March 2018 to 19<sup>th</sup> April 2018**

Councillors had previously been circulated with a copy of the Income for the period 16<sup>th</sup> March 2018 to 19<sup>th</sup> April 2018. Noted.

**Expenditure for the period 16<sup>th</sup> March 2018 to 19<sup>th</sup> April 2018**

Councillors had previously been circulated with a copy of the Expenditure for the period 16<sup>th</sup> March 2018 to 19<sup>th</sup> April 2018. Noted.

**Credit Card Statement for period 16th March 2018 to 19th April 2018**

Councillors had previously been circulated with a copy of the Credit Card Statement for the period 16<sup>th</sup> March 2018 to 19<sup>th</sup> April 2018. Noted.

**To discuss annual membership to Friends of Glamorgan Heritage Coast**

Councillors had previously been circulated with a letter dated April 2018 re the renewal of the annual membership to Friends of Glamorgan Heritage Coast.

**RESOLVED:** That the annual membership to Friends of Glamorgan Heritage Coast be renewed at an annual premium of £25.00.

**To discuss annual membership to Fields in Trust**

Councillors had previously been circulated with a letter dated 16<sup>th</sup> March 2018 re the renewal of the annual membership to Fields in Trust.

**RESOLVED:** That the annual membership to Fields in Trust be renewed at an annual premium of £50.00.

**To discuss annual membership to the Institute of Cemetery and Crematorium Management**

Councillors had previously been circulated with an Invoice dated 1<sup>st</sup> April 2018 re the renewal of the annual membership to the Institute of Cemetery and Crematorium Management.

**RESOLVED:** That the annual membership to the Institute of Cemetery and Crematorium Management be renewed at an annual premium of £90.00.

**To discuss Agenda Brief re request from Major Music**

Councillors had previously been circulated with an Agenda Brief from Major Music stating that due to the lack of funds Major Music will have to close on the 24<sup>th</sup> April and requested if the Town Council could offer any assistance regarding this matter. Major Music stated that they need £250.00 a month to cover operational costs of running Major Music in Llantwit Major. Councillors discussed in full this request.

**RESOLVED:** That a meeting be arranged with Anthea Clements, Chief Executive Officer, YMCA Barry and the Provision of Youth Services Committee to discuss this request further.

Further

**RESOLVED:** That permission be granted for a sum of up to £500.00 to be allocated to the Provision of Youth Services Committee to negotiate with Major Music re ways to continue running Major Music until the end of July 2018.

**199. 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.

**200. CEMETERY**

The following Burial matters were noted.

- 1) Burial of Edward Alfred Jones new plot (D118) on 29<sup>th</sup> March 2018
- 2) Burial of Cremated Remains Michael David re-open plot Hb(10) on 3<sup>rd</sup> April 2018
- 3) Burial of William Llewellyn Williams new plot (Mb7) on 6<sup>th</sup> April 2018
- 4) Burial of Clive Matthews new plot (Mb8) on 6<sup>th</sup> April 2018
- 5) Burial of Cremated Remains Melvin Thomas re-open (A107) on 24<sup>th</sup> April 2018 – due to cancellation from 23<sup>rd</sup> March 2018
- 6) Burial of Emily May Anglin re-open plot (D60) on 25<sup>th</sup> April 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 1, 3 & 4.

Further

**RESOLVED:** Councillors note that the interment of cremated remains Melvin Thomas was Again cancelled on the 24th April 2018. A date has yet to been re-arranged for this interment.

## 201. RECREATION AND OPEN SPACES

**To discuss email from Annington re the redundant tennis court on West Camp, St Athan**

Councillors had previously been circulated with an email dated 19<sup>th</sup> April 2018 from Annington re the redundant tennis court on West Camp St Athan. Noted.

**To note receipt of Open Spaces Hiring Form from Llantwit Major Events Group re Summer Fayre 23<sup>rd</sup> June 2018**

Councillors had previously received an Open Spaces Hiring Form request from the Llantwit Major Events re holding the Summer Fayre on the Recreation Ground on the 23<sup>rd</sup> June 2018.

**RESOLVED:** That permission be given to Llantwit Major Events Group to use the Recreation Field for the Summer Fayre on the 23<sup>rd</sup> June 2018. Note that access to the field for vehicles will be subject to the ground and weather conditions. Any damage to new footpath will be repaired to a standard acceptable at the Llantwit Major Events Group expense.

## 202. OLD SCHOOL

**To discuss the Tenders for external wall installation, Rear Annexe, Old School Building**

Councillors had previously been circulated with Tenders for the external wall installation, Rear Annexe, Old School Building.

Councillor Mrs S Hanks queried if any further progress had been made with Creative Rural Communities re organising a trip to view the Office Units in Frome. The Town Clerk informed Councillors that a proposed date of the 19<sup>th</sup> June had been set.

**RESOLVED:** That the tender for external wall installation, Rear Annexe, Old School Building be accepted with SPMS(Wales) Ltd at a cost of £14,363.80 exc. vat.

## 203. VALE OF GLAMORGAN COUNCIL

**To note receipt of Agenda for Special Council Meeting on 28<sup>th</sup> March 2018**

Councillors noted receipt of Agenda for Special Council Meeting on 28<sup>th</sup> March 2018.



**To note Agenda Brief re highway resurfacing in Llantwit Major**

Councillors had previously circulated with an Agenda Brief re highway resurfacing in Llantwit Major. Councillor John stated that East Street running from Durrell Street to the Cenotaph needs resurfacing and patching the road would not be sufficient.

**RESOLVED:** That a letter be written to the Operational Manager, Highways & Engineering Department, Vale of Glamorgan Council stating that East Street, running from Durrell Street to the Cenotaph needs to be added to the list of highways to be resurfaced

**To note receipt of Agenda for Council Meeting on 25<sup>th</sup> April 2018**

Councillors noted receipt of Agenda for Council Meeting on 25<sup>th</sup> April 2018.

**204. WELSH GOVERNMENT****To discuss Green Paper Consultation Document on Strengthening Local Government**

Councillors had previously been circulated with the Green Paper Consultation Document dated 20<sup>th</sup> March 2018 on Strengthening Local Government. Councillor John informed Councillors that he felt it was important we support the Vale of Glamorgan Council in objecting to this Green Paper. He recommended a small committee be formed to look over the document and report findings back to the next Full Town Council Meeting.

**RESOLVED:** That Councillor John, Councillor Foster and Councillor Dr Dickson meet to review the Green Paper Consultation Document on Strengthening Local Government and bring findings and recommendations back to the Full Town Council Meeting on the 31st May 2018.

**205. MISCELLANEOUS****To discuss Consultation Document re Wick and Marcross Church in Wales Primary School re proposals to extend age range to 3 to 11 years and establish a Nursery Unit within the School**

Councillors had previously been circulated with a Consultation Document dated 26<sup>th</sup> March for Wick and Marcross Church in Wales Primary School re proposals to extend the age range to 3 to 11 years and establish a Nursery Unit within the School. Councillor Dr Ellis stated that a Nursery in Wick would have no impact on the existing Nurseries within Llantwit Major and therefore as a Council we should fully support this extension.

**RESOLVED:** That a letter be written to Wick and Marcross Church in Wales Primary School offering the Town Councils full support in the proposal to extend age range to 3 to 11 years and establish a Nursery Unit within the School.

**To discuss email request from Cardiff and Vale University Health Board to meet with the Town Council in 2018 to give an informal presentation and discussion on the UHB**

Councillors had previously been circulated with an email dated 21<sup>st</sup> March from the Cardiff and Vale University Health Board to meet with the Town Council in 2018 to give an informal presentation and discussion on the UHB. Councillor Dr Dickson stated the importance of the Town Council finding out the UHB plans for Llantwit Major.

**RESOLVED:** That a meeting be arranged for 6pm prior to a Full Town Council Meeting in

2018 for the Cardiff and Vale University Health Board to meet with the Town Council to give an informal presentation and discussion on the UHB

**To discuss email from Llantwit Major School on voluntary projects that the Town Council Could offer 20 to 25 pupils aged 14 as part of their Welsh Baccalaureate Community Week**  
Councillors had previously been circulated with an email dated 15<sup>th</sup> March from Llantwit Major School on voluntary projects that the Town Council could offer 20 to 25 pupils aged 14 as part of their Welsh Baccalaureate Community Week.

**RESOLVED:** That the Town Clerk consider voluntary projects suitable for Llantwit Major School pupils aged 14 to undertake as part of the Welsh Baccalaureate Community Week and advise the School accordingly.

**To discuss attendance of Fields in Trust Annual General Meeting on 5<sup>th</sup> June 2018**

Councillors had previously been circulated with an email dated 13<sup>th</sup> April 2018 detailing an invitation to attend the Fields in Trust Annual General Meeting on the 5<sup>th</sup> June 2018. Noted.

**To discuss email re Annual Saints Celebration Day**

Councillors had previously been circulated with an email dated 18<sup>th</sup> April 2018 re the Town Council leading a Group looking into organising an Annual Saints Celebration Day. Councillor Foster stated this was an excellent project however felt the Town Council Staff at present do not have the time or manpower to assist with this Group.

**RESOLVED:** That an email be sent to the Senior Rural Regeneration Officer, Vale of Glamorgan Council stating that the Town Council are unable to assist with an Annual Saints Celebration Day at the present time.

**To discuss Agenda Brief re Llantwit Major Leisure Centre**

Councillors had previously been circulated with an Agenda Brief detailing the poor condition of Llantwit Major Leisure Centre. Councillor Dr Dickson stated that several residents had expressed concerns re the cleanliness of the Leisure Centre particularly in the Pool area and Pool changing rooms. He stated signs and rails were broken and the overall maintenance of the building was very poor. Llantwit Major Leisure Centre was not kept to the same standard as other Legacy leased Leisure Centres within the Vale.

Councillor John stated that Llantwit Major Leisure Centre had inherent problems that are not faced by other Vale Leisure Centres. The Comprehensive School have first use of the Leisure Centre until 4pm term time therefore the general public cannot gain access to the pool / hall / exercise rooms all of the time. Councillor John confirmed to Councillors that he had met with Dave Knevitt, Operational Manager Leisure & Tourism recently at the Leisure Centre to discuss various issues re the condition of the building.

**RESOLVED:** That a letter be written to Dave Knevitt, Operational Manager Leisure & Tourism and Jo Smith, Manager Llantwit Major Leisure Centre regarding the Town Councils concerns re the poor condition and cleanliness of Llantwit Major Leisure Centre.

SIGNED .....

MAYOR

DATED .....