

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 27th September 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)
 Dr P Dickson)

 Mr G Morgan) SOUTH EAST WARD
 Mr G Thomas)
 Mr G Wilkie)

 Mr D Powell) WEST WARD
 Mr G John)

 Mrs S Hanks) BOVERTON WARD
 Mr R Gant)

PCSO Rhiannon Cummings

Apologies received from.
 Councillor Mr J Evans – Prior Commitment

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

269. ITEMS BROUGHT FORWARD **COMMUNITY CONSTABLE**

To receive Community Constables report

PCSO Rhiannon Cummings introduced herself to Councillors.

PCSO Cummings confirmed that from the period 1st July 2018 to the 31st July 2018 there had been 32 reported crimes. These included 5 assaults with violence, 5 assaults without violence, 7 public order offences and 4 crimes of damage to property.

For the period 1st August 2018 to the 31st August 2018 there were 45 reported crimes including 5 assaults with violence, 4 assaults without violence, 8 cases of stalking / harassment and 2 crimes of damage to property.

PCSO Cummings stated that for the month of September 2018 there had so far been 45 crimes reported. These include reports of vandalism and graffiti to property around the town. PCSO Cummings confirmed that two separate groups of youths had been identified as responsible for these crimes and their details had been passed to the Youth Services Department.

PCSO Cummings confirmed that a male suspect had been identified regarding the theft of petrol from vehicles in the Town Hall Car Park and investigations were ongoing.

She informed Councillors that an Application for an extended Alcohol Licence had been requested at Windmill Football Club from 11am to 11pm. Councillors discussed this Application and Councillor G John queried that under the existing Planning Conditions Regulations the building should be closed daily by 10pm.

PCSO Cummings confirmed that the action being undertaken to prevent further drinking issues with students at Atlantic College was proving successful. The local police were undertaking talks with students re anti-social behaviour / pub culture, students were wearing High Vis vests when walking along the St Donats Road and the Public Houses were enforcing the rule regarding students having to show two sets of identification when purchasing drinks.

Recommended: That a letter be written to the Youth Services Department requesting that the groups responsible for the vandalism / graffiti in Lorna Hughes Park are requested to clean the graffiti from the area.

Councillors thanked PCSO Cummings for attending the meeting and she vacated the Council Chamber.

270. MINUTES

Full Town Council Meeting held 26th July 2018

The minutes of the Full Town Council meeting held on 26th July 2018, had previously been circulated to the Council Members. Councillors noted that under Present Mrs S Hanks should be removed from the list of Councillors that attended the Meeting.

RESOLVED: That subject to the above amendments the Minutes of the Full Town Council Meeting held on 26th July 2018 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Provision of Youth Services Meeting held on 10th July 2018

The minutes of the Provision of Youth Services Meeting held on 10th July 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Provision of Youth Services Meeting held on 10th July 2018 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 15th August 2018

The minutes of the Tennis Club Sub Committee Meeting held on 15th August 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Tennis Club Sub Committee Meeting held on 15th August 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Sports Development Sub Committee Meeting held on 15th August 2018

The minutes of the Sports Development Sub Committee Meeting held on 15th August 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Sports Development Sub Committee meeting held on 15th August 2018 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 August 2018

The minutes of the Planning Committee Meeting held on 15th August 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Planning Committee meeting held on 15th August 2018 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 August 2018

The minutes of the Planning Committee Meeting held on 15th August 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Planning Committee meeting held on 15th August 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 5th September 2018

The minutes of the Nations Tribute Celebrations Committee Meeting held on 5th September 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Nations Tribute Celebrations Committee meeting held on 5th September 2018 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 6th September 2018

The minutes of the Citizen of the Year Committee Meeting held on 6th September 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Citizen of the Year Committee meeting held on 6th August 2018 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 September 2018

The minutes of the Planning Committee Meeting held on 17th September 2018, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Planning Committee meeting held on 17th September 2018 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

271. 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.

272. TOWN MAYOR**Town Mayor report of events attended 1st August 2018 to 31st August 2018**

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

Town Mayor report of events attended 1st September 2018 to 30th September 2018

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st September 2018 to 30th September 2018. Noted.

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

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

Deputy Town Mayor report of events attended 1st September 2018 to 30th September 2018

Councillors had previously been circulated with a copy of the Deputy Town Mayors engagements undertaken for the period 1st September 2018 to 30th September 2018. Noted.

To note report of the Town Mayors visit to Le Pouliguen from 30th August 2018 to 3rd September 2018

Councillors had previously been circulated with a report dated September 2018 of the Town Mayors visit to Le Pouliguen from the 30th August 2018 to the 3rd September 2018. Councillor Dr D Ellis informed Councillors he and his wife had an excellent trip and made to feel most welcome. Councillor Dr D Ellis stated he would like to initiate, with others delegates of the trip, the revival of the Twinning Group within Llantwit Major and asked Councillors to consider the Actions Plan he had written regarding this matter.

Councillors noted the Action Plan and, dependent upon financial costings, agreed in principal to the Action Plan. Councillors looked forward to further reports on plans to reform Twinning with Le Pouliguen.

Questions to Town Mayor

There were no questions to the Town Mayor

273. YOUTH COUNCIL**Youth Activity Progress**

No Youth Council members present to update Councillors on Youth Activity progress.

To note minutes of Llantwit Youth Council Meeting held on 24th July 2018

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on 24th July 2018. Councillor Mrs S Hanks stated her disappointment in the numbers of attendees at Youth Council Meeting. Councillor G Thomas stated that more recruitment drives were planned within Llantwit Major to encourage new Youth Council members.

To note Llantwit Youth Council Action Plan September 2017 to August 2018

Councillors had previously been circulated with the Llantwit Youth Council Action Plan September 2017 to August 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.

274. COUNCIL MEETINGS**Meetings for the Month of October 2018**

Councillors had previously been circulated with a list of the Meetings for the Month of October 2018. Noted.

275. PROCEDURAL MATTERS**Members Report**

Councillor R Gant confirmed Councillor G Thomas, the Town Clerk and he had attended a Meeting of the Llantwit Major Royal British Legion Branch.

Councillor R Gant stated he had also attended the One Voice Wales Meeting and AGM on the 5th July. Topics discussed included reshaping services within the Vale of Glamorgan. It was noted that the Vale of Glamorgan Council are consulting with Local Football Clubs re taking over the responsibility for maintaining their Football pitches and boundary areas. Councillor Gant also confirmed that the meeting discussed the costs payable by Town & Community Councils to the Vale of Glamorgan Council for running Local Council Elections. Barry Town Council had been sent an invoice of £15,000 from the Vale of Glamorgan Council to cover the costs of a local council election, called in 2018, following the sudden death of a Town Councillor.

Other discussions topics at the meeting included the Rights of Way Improvement Plan, the Parking Consultation throughout the Vale of Glamorgan and the Sea Watch Centre along the Heritage Coast. Councillor Gant confirmed that there is an interested party looking at purchasing the property however there are ongoing issues regarding vehicular access to the property.

Councillor Foster and Councillor John questioned what funding Llantwit Major town receive from Leisure Services within the Vale when with reshaping services they are looking at passing over the maintenance of the Playing Fields to local organisations and the very poor amenities of Llantwit Major Leisure Centre. Councillors endorsed these comments.

Councillor Gant also stated he and Councillor Mrs S Hanks had attended a Heritage Coast Meeting with a presentation from Ms Nia Hollins of Tourism within the Vale of Glamorgan.

Councillor G Thomas and Councillor D Powell attend a meeting on the Vale and Town Council Charter Review. Councillor Thomas confirmed that topics such as Planning, IT and better consultation with local councillors were discussed.

RESOLVED: That Councillors forward, to the Town Clerk, any facts / information regarding concerns re leisure within Llantwit Major. A report will be accumulated of all data and forwarded to the Vale of Glamorgan Council for their attention.

Further

RESOLVED: That the Town Clerk forward a copy of the existing Charter Agreement between the Vale and Town Council to all Councillors.

Action Tracker

Councillors had previously been circulated with an up to date Action Tracker. Councillor Mrs S Hanks asked if all the tree work had now been completed in Lorna Hughes Park. The Town Clerk confirmed that all works had been completed.

Councillor Mrs J Norman asked if any progress had been made on the design of an Art Sculpture. The Town Clerk confirmed that the Town Sculpture would be discussed further at the Town Study Steering Group Meeting to be held on the 9th October 2018. Noted.

To discuss possible Agenda Items for inclusion on Community Liaison Meeting

Councillors discussed possible Agenda Items for inclusion on the Community Liaison Meeting.

To note resignation of Councillor Mr A Clark

Councillors had previously been circulated with an email dated 20th September 2018 informing of Councillor Mr A Clark decision to resign as a Town Councillor. Noted.

276.

FINANCE

Bank Reconciliation for period 1st July 2018 to 31st July 2018

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st July 2018 to 31st July 2018. Noted.

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

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

Income for the period 20th July 2018 to 20th September 2018

Councillors had previously been circulated with a copy of the Income for the period 20th July 2018 to 20th September 2018. Noted.

Expenditure for the period 20th July 2018 to 20th September 2018

Councillors had previously been circulated with a copy of the Expenditure for the period 20th July 2018 to 20th September 2018. Noted.

Credit Card Statement for period 20th July 2018 to 20th September 2018

Councillors had previously been circulated with a copy of the Credit Card Statement for period 20th July 2018 to 20th September 2018. Noted.

To discuss Grant Applications for Llantwit Major Town Christmas Event for 2018

Councillors had previously been circulated with a Grant Application for Llantwit Major Town Christmas Event for 2018. Correspondence had been received from the Chamber of Trade stating that following discussion with the Events Committee the Chamber of Trade were taking over the responsibility for the installation of the Christmas Lights for 2018. The email stated that the Events Committee will be organising the 'Christmas switch on' event.

RESOLVED: That the Chamber of Trade be given the Grant from the Town Council for £2500 to install the Christmas Lights around the town for the 'Christmas switch on' event of 2018.

Further

RESOLVED: That no Council representatives, in future, sit on the Events Committee

277. 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.

278. CEMETERY

The following Burial matters were noted.

- 1) Burial of Samuel James Gillen new plot (E194) on 31st July 2018
- 2) Burial of cremated remains Vivian Griffiths re-open plot (A89) on 8th August 2018
- 3) Scattering of Ashes Edward William John West and Edith May Blanche West on 10th August 2018
- 4) Burial of cremated remains Philomena Lacey re-open plot (Mb10) on 17th August 2018
- 5) Burial of William Higgins new plot (E53) on 10th September 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 and 5.

6) To discuss Agenda Brief re the Bench at the Cemetery entrance

Councillors had previously been circulated with an Agenda Brief reference replacing the bench at the Cemetery entrance. Councillors discussed the wording to be placed on the plaque. The Town Clerk clarified to Councillors that although she had received verbal permission to install a Silent Soldier Statue on the entrance to the Cemetery Site no written confirmation had been received and thus at present she had not placed an order for purchasing a Silent Soldier Statue.

RESOLVED: That a bench made out of recyclable material be purchased for the entrance to the cemetery at a cost of £663.84 plus vat.

Further

RESOLVED: That a Silent Soldier be purchased at a cost of £250.00.

279. RECREATION AND OPEN SPACES**To note Playground Inspection 6th August 2018**

Councillors had previously been circulated with a Playground Inspection Report dated 6th August 2018. Councillors were informed that the new mulch floor underneath the Zip Wire had been completed. Noted.

To note email re approval of RCDF funding for Improvements to Community Spots Facilities

Councillors had previously been circulated with an email dated 3rd August 2018 re approval of RCDF funding for Improvements to Community Facilities. Noted.

To discuss email from resident reference bench in Seaview Park

Councillors had previously been circulated with an email dated 29th July 2018 from a resident raising his grievances as to the erection of the new bench in Sea View Park. Councillors discussed this matter.

RESOLVED: That a letter be written to the concerned resident detailing that the Town Council do not consider the bench installed in Seaview Park to be intrusive. State that each request to erect a bench on Town Council property is looked at on an individual basis by the Town Council and a decision made accordingly.

To discuss letter from Llantwit Major Tennis Club to name the Tennis Pavilion in memory of Oliver Stephens

Councillors had previously been circulated with a letter dated 17th September 2018 from Llantwit Major Tennis Club to name the Tennis Pavilion in memory of Oliver Stephens. Councillors discussed the background of this request.

RESOLVED: That a letter be written to Llantwit Major Tennis Club stating that the Town Council have no objection, in principal, to a Plaque being fitted onto the outside of the building reading ‘ The Oliver Stephens Tennis Pavilion’.

Councillor Dr Peter Dickson entered the Council Chamber.

To note letter from Active Spaces – Capital Grant

Councillors had previously been circulated with a letter dated 20th July 2018 detailing the Town Council was unsuccessful in its Application for an Active Spaces – Capital Grant. Noted.

280. OLD SCHOOL**To note letter re approval of venue for Marriage and Civil Partnership at the Old School**

Councillors had previously been circulated with a letter dated 13th August 2018 re approval of the venue for Marriage and Civil Partnership at the Old School. Noted.

To discuss Agenda Brief re works to the Compass Building

Councillors had previously been circulated with an Agenda Brief detailing the works undertaken over the summer months to the Compass Building Councillors noted the additional works that had to be undertaken when removal of the end gable exposed extensive rotten wood to a further three sides of the building.

RESOLVED: That retrospective permission be given for the payment of additional works to the Compass Building of £2,434.00.

To discuss Agenda Brief re redecoration of Room B

Councillors had previously been circulated with an Agenda Brief reference the redecoration of Room B of the Old School. Noted.

281. VALE OF GLAMORGAN COUNCIL

To note letter re footway along Stallcourt Avenue, Llantwit Major

Councillors had previously been circulated with a letter dated 31st August 2018 from the Vale of Glamorgan Council re the footway along Stallcourt Avenue, Llantwit Major. Noted.

282. WELSH GOVERNMENT

To note review of Community & Town Council Sector in Wales August Newsletter

Councillors had previously been circulated with the review of Community & Town Council Sector in Wales August Newsletter. Noted.

To note Independent Review Panel and Community & Town Council in Wales – Outline Findings and Recommendations

Councillors had previously been circulated with the Independent Review Panel and Community & Town Council in Wales – Outline Findings and Recommendations. Noted.

283. PUBLICATIONS RECEIVED

To note the Autumn Issue 2018 of the Institute of Cemetery and Crematorium Management

Councillors noted the receipt of the Autumn Issue 2018 of the Institute of Cemetery and Crematorium Management.

284. MISCELLANEOUS

To discuss email from Forces Fitness reference conducting free health and well being sessions in Llantwit Major

Councillors had previously been circulated with an email dated 17th August 2018 from Forces Fitness reference conducting free health and well being sessions in Llantwit Major. Noted.

To discuss email, letters and report from Royal British Legion regarding Remembrance Parade on the 11th November 2018.

Councillors had previously been circulated with an email dated 31st July 2018, letters dated 23rd July 2018 and 19th September 2018 and a report dated the 5th September 2018 from Royal British Legion regarding Remembrance Parade on the 11th November 2018. The Town Clerk confirmed to Councillors that there were no issues regarding policing the Parade and the Police would be using the Town and Police Clauses Act to ensure the event took place.

RESOLVED: Councillor Gant, Councillor Thomas and the Town Clerk will attend the next Llantwit Major Royal British Legion Meeting on Wednesday 3rd October 2018 where Councillors will clarify the requirements expected of the Town Council on Remembrance Sunday.

To note letter from Wick and Marcross Church in Wales Primary School to establish a 24 Place part time nursery unit at the School

Councillors had previously been circulated with a letter dated 24th July 2018 from Wick and Marcross Church in Wales Primary School to establish a 24 place part time nursery unit at the School. Noted.

To discuss adding Power and Lighting Solutions Ltd to the Tender List

Councillors had previously been circulated with a letter an email dated 28th August 2018 from Power and Lighting Solutions Ltd to be added onto Llantwit Major Town Councils Tender List.

RESOLVED: That Power and Lighting Solutions Ltd be added onto Llantwit Major Town Council Tender List.

To receive Agenda Brief and Reports of Refill / Plastic Free Llantwit Major

Councillors had previously been circulated with an Agenda Brief and Reports of Refill / Plastic Free Llantwit Major. The Town Clerk confirmed that the Group looking into making Llantwit Major a ‘Plastic Free’ Town are investigating initiatives to achieve this goal including a beach clean-up.

The Town Clerk informed Councillors that the group would like to introduce a pilot scheme using Green Waste Food bags, based on an initiative already set up in France where by local Supermarkets offer green recyclable waste bags for all loose fruit and vegetables bought. They can then be used by all shoppers for their recyclable food waste.

RESOLVED: That the Town Council support a plastic free initiative for Llantwit Major.

Further

RESOLVED: That a paragraph be included on all Town Council Hiring Forms to consider the use of an alternative to plastics when hiring a Town Council facility.

SIGNED
MAYOR

DATED