

Minutes of the Meeting of Llantwit Major Town Council held on Tuesday 13th December 2016
at 7.05pm in the Council Chamber, Old School, Llantwit Major

PRESENT;	Chairman –	Councillor Mrs S Hanks -	Town Mayor
	Councillors	Mr D Foster) NORTH WARD
		Mr E Williams)
		Mr E Hacker)
		Mr R H Austin) SOUTH EAST WARD
		Mrs S Geary)
		Mr G Morgan)
		Mr G John) WEST WARD
		Mr R Gant) BOVERTON WARD
		Mr M Marsh)
		Mr J Evans)

Councillor Mr A Bennett : Vale of Glamorgan Councillor
Shannon Wade : Llantwit Youth Council
Ieuan Hawks : Llantwit Youth Council

Apologies received from.

Councillor Mrs P Lancaster – Due to Illness
Councillor Mr M Mason - Prior Commitment
Councillor Mrs J Norman - Due to Illness
PCSO Sarah Johnson - Prior Commitment

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Morgan declared an interest under Old School, item 1 to discuss Agenda Brief reference Pyjama Drama and the Cylch Meithrin.

886. MINUTES

Full Town Council meeting held 24th November 2016

The minutes of the Full Town Council meeting held on 24th November 2016, had previously been circulated to the Council members. Councillors stated that under Recreation & Open Spaces, to discuss Agenda Brief re update on Play Equipment it should read ‘£850 + vat’ and not as previously stated ‘£1850 + vat’.

RESOLVED: That subject to the above amendments the Minutes of the Full Town Council Meeting held on 24th November 2016 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Planning Committee Meeting held on 30th November 2016

The minutes of the Planning Committee Meeting held on 30th November 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 30th November 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

887. 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.

888. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st November 2016 to 31st December 2016. Noted.

Questions to Town Mayor

There were no question to the Town Mayor.

889. COMMUNITY CONSTABLE

PCSO Sarah Johnson sent her apologies for being unable to attend the Meeting due to a prior commitment. Councillor Mrs S Hanks read a report from her which stated that since the last meeting there had been 12 crimes. Crimes included Violence against a person, Theft of a motor vehicle, Burglary of a Dwelling, Theft of a bin and Theft of a Mobile Phone.

890. COUNCIL MEETING**Meetings for the Month of January 2017**

Councillors had previously been circulated with a copy of the Council Meetings for the month of January 2017. Noted.

891. PROCEDURAL MATTERS**Action Tracker**

Councillors had previously been circulated with an up to date Action Tracker. Councillor Mrs S Geary asked for an update on Llantwit Major Rugby Football Club cutting the overgrown hedge/grass area around the benches and litter picking on the Recreation Ground. The Town Clerk informed Councillors that the Town Council and Llantwit Major Rugby Football Club are working together to ensure this is continually undertaken.

Councillor R Gant asked if any progress had been made with regard to organising a visit from the Chief Inspector of the Vale of Glamorgan Police. The Town Clerk said this matter was still ongoing and it was hoped a mutually convenient date could be found soon.

Members Report

No Members Reports were given

To nominate two representatives to sit on the One Voice Wales Area Meetings

Councillors had previously been circulated with a letter dated 28th November 2016 to nominate two representatives to sit on the One Voice Wales Area Meetings.

RESOLVED: That Councillor G Morgan and Councillor R Gant are nominated as the two representatives of the Town Council to sit on the One Voice Wales Area Meetings.

892. PERSONNEL

To accept letter of intention to retire on the 31st December 2016 from Cleaner/Caretaker, Llantonian Hall

Councillors had previously been circulated with a letter dated 29th November 2016 detailing a letter of intention from the Cleaner/Caretaker of Llantonian Hall to retire on the 31st December 2016. Noted.

To set interview date for Maternity Cover Administrative Assistant

Councillors discussed setting an interview date for covering the Maternity Cover of the Administrative Assistant.

RESOLVED: That the Application for the Maternity Cover Administrative Assistant be advertised from the 3rd January 2017. Closing date for Applications will be 25th January 2017.

Further

RESOLVED: That the Interview Panel consist of the Town Clerk, Councillor D Foster and Councillor Mrs S Hanks. The Town Clerk to liaise with Councillor D Foster & Councillor Mrs S Hanks to arrange a mutually convenient Interview Date in mid February.

893. YOUTH COUNCIL

Youth Activity Progress

Ieuan Hawks updated Councillors on Octobers & Novembers Youth Activity progress. He stated that they had finalised their Action Plan for 2017 and had added an additional item which was to raise awareness of the dangers of substance abuse. The Youth Council were hoping to ask a Police Officer to attend their next Meeting to discuss this matter further.

Ieuan Hawks stated that as part of the Llantwit Major Christmas Light Up Event they had organised two activities, a Cup Game and a Blue Plaque Trail Quiz. They raised £20.00 for Llantwit Majors Town Mayors chosen charities though felt they could have been more successful if their stall had been located in a better position.

Shannon Wade updated Councillors on the latest News Letter they had produced. Councillor Mrs S Hanks thanked the Youth Council for their contribution towards her chosen charities.

To note Minutes of Llantwit Youth Council Meeting on 9th November 2016

Councillors had previously been circulated with the Minutes of Llantwit Youth Council Meeting on the 9th November 2016. Noted.

To note Llantwit Youth Council Newsletter April to October 2016

Councillors had previously been circulated with the Llantwit Youth Council Newsletter April to October 2016. Noted.

894. FINANCE

Income for the period 18th November 2016 to 6th December 2016

Councillors had previously been circulated with a copy of the Income for the period 18th November 2016 to 6th December 2016. Noted.

Expenditure for the period 18th November 2016 to 6th December 2016

Councillors had previously been circulated with a copy of the Expenditure for the period 18th November 2016 to 6th December 2016. Noted.

Bank Reconciliation for period 1st November 2016 to 30th November 2016

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st November 2016 to 30th November 2016. Noted.

To discuss renewing membership to the Society of Local Council Clerks

Councillors had previously been circulated with a letter dated 16th November 2016 detailing renewing the Annual Membership to the Society of Local Council Clerk.

RESOLVED: That permission be granted to renew the membership to the Society of Local Council Clerks at a cost of £275.00.

To note Poppy Appeal Town Hall and District Total

Councillors had previously been circulated with a postcard detailing the Poppy Appeal Town Hall total of £42.05 and the District Total of £6985.47. Noted.

895. 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.

896. CEMETERY

The following Burial matters were noted.

- 1) Burial of Mr Brian Stapleton C248 (re-open) on 6th December 2016
- 2) Burial of Mr Gwyn Edwards Ma(7) (new plot) on 8th December 2016

- 3) Scattering of Ashes of Mr Gary Coles on 8th December 2016
- 4) Burial of Mrs Elizabeth Summerhill C216 (re-open) on 13th December 2016

RESOLVED: That approval be granted for the Exclusive Right of Burial Certificate to be Issued and sealed on behalf of the Town Council in respect of matter 2.

897. RECREATION AND OPEN SPACES

To discuss Agenda Brief re update on Play Equipment

Councillors had previously been circulated with an Agenda Brief reference an update on the Play Equipment. The Town Clerk informed Councillors that the Cradle Swing Seat in Llantonian Park must be replaced. Councillors discussed various swing design options and prices.

The Town Clerk also stated that the Basket Swing in the Recreation Ground would need to be replaced in the Summer 2017. Various design options and benefits were discussed including a tyre basket swing, a metal chain basket swing and a rope basket swing.

RESOLVED: That permission be granted to purchase a Cradle Swing Seat, as per existing Swing design, at a cost of £90.00 plus vat.

Further

RESOLVED: That permission be granted in the Summer 2017 to purchase a Rope Basket Swing, same design as existing swing, at a cost of £525.00 plus vat.

898. OLD SCHOOL

To discuss Agenda Brief re Pyjama Drama and the Cylch Meithrin

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

Councillors had previously been circulated with an Agenda Brief raising concerns that Cylch Meithrin may be sub-letting their room. Councillors agreed that within the Cylch Meithrin Hiring Agreement sub-letting is not permitted.

RESOLVED: That the Town Clerk and Councillor Mrs S Hank visit Cylch Meithrin to discuss concerns regarding a possible sub-letting and remind them that if they are it is not permitted.

Councillor G Morgan re-entered the Council Chamber.

899. ONE VOICE WALES

To discuss One Voice Wales January Training Sessions

Councillors had previously been circulated with an email dated 7th December 2016 detailing the One Voice Wales January Training Sessions. Noted.

900. VALE OF GLAMORGAN COUNCIL**To discuss email from the Local Democracy Boundary Commission for Wales outlining the Electoral Review Programme**

Councillors had previously been circulated with an email dated 28th November 2016 outlining the Local Boundary Commission for Wales Electoral Review Programme. Noted.

To note receipt of Register of Electors (Full) effective from 1/12/2016

Councillors noted receipt of the Register of Electors (Full) effective from 1/12/2016.

To discuss provision of Legal Services

Councillors had previously been circulated with a copy of the provision of Legal Services.

RESOLVED: That the provision of Legal Services Document be signed and dated and returned to the Vale of Glamorgan Council.

901 MISCELLANEOUS**To discuss letter from resident re Remembrance Service at the Cenotaph on the 13th November 2016**

Councillors had previously been circulated with a letter dated 29th November 2016 from a resident regarding the Remembrance Service at the Cenotaph on the 13th November 2016. Councillor G John confirmed he had spoken with the resident regarding this matter and suggested a copy of the letter be sent directly to the owner of Café Velo.

RESOLVED: That the residents letter regarding the Remembrance Service at the Cenotaph on the 13th November 2016 be forwarded to the owner of Café Velo.

To discuss letter from Mrs Jane Hutt (AM) re proposed Northern Access Road

Councillors had previously been circulated with a letter dated 2nd December 2016 from Mrs Jane Hutt (AM) re the proposed Northern Access Road. Councillor D Foster re-emphasized the severe implications this proposal could have to the town of Llantwit Major.

RESOLVED: That all comments / objections to this Proposal are forwarded to the Town Council Planning Committee. They will accumulate the information and forward to the Vale of Glamorgan Council Planning Department once the Planning Application is issued.

903. PART II

The public and press may be excluded from the meeting during consideration of the items in accordance with Section 100a(4) of the Local Government Act, 1972.

Personnel

- 1) To discuss Agenda Brief regarding position of Cleaner / Caretaker of Llantonian Hall**
Councillors had previously been circulated with an Agenda Brief regarding the position of the Cleaner / Caretaker of Llantonian Hall.

RESOLVED: That the Town Clerk put together an Agenda Brief detailing all options discussed and this be taken to the next Working Group Meeting.

SIGNED
MAYOR

DATED