

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 21st December 2017 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 Wilkie) SOUTH EAST WARD
 Mr G Thomas)
 Mr G Morgan)

 Mr D Powell) WEST WARD
 Mr G John)

 Mr R Gant) BOVERTON WARD
 Mrs S Hanks)
 Mr A Clark)

Gethin Punter – Llantwit Youth Council
 Amy Turrell – Llantwit Youth Council

Apologies received from.
 Councillor Mr J Evans – Family emergency
 PC J Williamson – Prior Commitment

There were no Declaration of Interest Forms received.

119. MINUTES
Full Town Council Meeting held 30th November 2017

The minutes of the Full Town Council meeting held on 30th November 2017, had previously been circulated to the Council Members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 30th November 2017 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Planning Committee Meeting held on 29th November 2017

The minutes of the Planning Committee Meeting held on 29th November 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 29th November 2017 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 1st December 2017

The minutes of the Allotment Sub Committee Meeting held on 1st December 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Allotment Sub Committee Meeting held on 1st December 2017 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 8th December 2017

The minutes of the Planning Committee Meeting held on 8th December 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 8th December 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Recreation & Buildings Meeting held on 11th December 2017

The minutes of the Recreation & Buildings Meeting held on 11th December 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Recreation & Buildings Meeting held on 11th December 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

120. 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.

121. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors, Deputy Town Mayors and Past Mayors engagements undertaken for the period 1st December 2017 to 22nd December 2017. Councillor Mrs J Norman stated that under the Deputy Town Mayors engagements the date of the attendance of the Age Connects Annual Christmas Party should read Friday 15th December 2017 and not as previously stated Tuesday 5th December 2017. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor

122. COMMUNITY CONSTABLE

To receive Community Constables report

There was no Community Constables report as PC J Williamson had sent his apologies as was unable to attend the Meeting.

123. YOUTH COUNCIL

Youth Activity Progress

Gethin Punter and Amy Turrell updated Councillors on activities undertaken by Llantwit Youth Council since October 2017. They confirmed that they had held two Meetings which focused on finalising their Action Plan for the upcoming year. Topics they have agreed to support are:

- (i) Creating a new St Athan Play Park
 - (ii) First Aid Training, including use of a Defibrillator
 - (iii) Llantwit Major Photograph Project and volunteering opportunities with the Library.
- Gethin and Amy also confirmed that they had met with the new Vale Youth Mayor.

RESOLVED: That the Town Clerk will liaise and include the Youth Council in First Aid Training and Defibrillator Training when arranging courses for the Town Council Staff.

Further

RESOLVED: That the Town Mayor, Councillor Mrs J Norman, discuss with the Alzheimer's Society re Training of Young People in becoming a Dementia Friendly Town and bring findings back to a future Youth Council Meeting.

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 on Wednesday 22nd November 2017

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting on Wednesday 22nd November 2017. Noted.

124. COUNCIL MEETINGS

Meetings for the Month of January, 2018

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

125. PROCEDURAL MATTERS

Members Report

Councillor Dr D Ellis and Councillor R Gant informed Councillors they had attended the Age Connect Christmas Lunch. A very successful event with over 60 attendees.

Councillor Mrs S Hanks, Councillor E Williams and Councillor Mrs J Norman confirmed that they had attended the first session of the Vale of Glamorgan Councils Reshaping Services Training Programme.

Councillor G John informed Councillors he had attended a Community Meeting held at Atlantic College to look into housing a Syrian Refugee family within Llantwit Major. Councillors noted their disappointment that the Town Mayor had not received an Invite to attend this Community Meeting.

Action Tracker

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

Councillors Mrs S Hanks asked if the Recreation Ground had officially been adopted as a Field in Trust Site. The Town Clerk confirmed the Field in Trust Team were in the process of completing the application for the Recreation Ground to be accepted as a General Field in Trust Site.

Councillor Mrs S Hanks queried if the issue of litter on the Recreation Ground had been resolved. The Town Clerk confirmed to Councillors that this was an ongoing issue.

Councillor A Clark asked if there had been any response from MOD St Athan re setting up a new play area on the Tennis Court Site. The Town Clerk confirmed that she had obtained some preliminary costings for play equipment and would liaise with MOD St Athan early in 2018.

Councillor A Clark also queried with Councillors if there had been any more correspondence re the relocation of the PRU. Councillor G John confirmed that this matter was still ongoing and was waiting for a final decision from the Vale of Glamorgan Cabinet.

To appoint representatives to sit on the Interview Panel

Councillors discussed representatives to sit on a Panel to interview candidates for a Part Time position of Administrative Assistance for the Town Hall Office.

RESOLVED: That Councillor Mrs J Norman, Councillor D Foster and the Town Clerk be the representatives elected to sit on the Interview Panel.

To discuss possible Agenda Items for Inclusion on the Community Liaison Meeting

Councillors Mrs S Hanks requested that an Agenda Item to be considered for Inclusion on the Community Liaison Meeting be to look at putting No Smoking Signs up in all Vale of Glamorgan Bus Shelters.

RESOLVED: That an Agenda Item regarding the above be placed on the next Full Town Council for consideration.

To note email from Llanmaes Community Council re Clustering Arrangements between Local Councils

Councillors had previously been circulated with an email dated 27th November 2017 from Llanmaes Community Council re Clustering Arrangements between Local Councils. Noted.

126. FINANCE

Bank Reconciliation for period 1st November 2017 to 30th November 2017

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st November 2017 to 30th November 2017. Noted.

Income for the period 24th November 2017 to 13th December 2017

Councillors had previously been circulated with a copy of the Income for the period 24th November 2017 to 13th December 2017. Noted.

Expenditure for the period 24th November 2017 to 13th December 2017

Councillors had previously been circulated with a copy of the Expenditure for the period 24th November 2017 to 13th December 2017. Noted.

Credit Card Statement for period 24th November 2017 to 13th December 2017

Councillors had previously been circulated with a copy of the Credit Card Statement for the period 24th November 2017 to 13th December 2017. Noted.

To note Section 137 Expenditure: Limit for 2018-19

Councillors had previously been circulated with a letter dated 30th November 2017 detailing the Section 137 Expenditure: Limit for 2018-19. Noted.

To discuss renewal of membership to the Society of Local Council Clerks

Councillors had previously been circulated with an email dated 6th December 2017 detailing the renewal of membership to the Society of Local Council Clerks at an annual cost of £308.00.

RESOLVED: That Membership to the Society of Local Council Clerks be renewed for 2018 at a cost of £308.00.

127. 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.

To discuss email re Planning Law in Wales Consultation

Councillors had previously been circulated with an email dated 14th December 2017 re the Consultation for the Planning Law in Wales Project. Councillors discussed the Consultation.

RESOLVED: That the Planning Committee discuss the Planning Law in Wales Consultation and bring their findings back to a future Full Town Council Meeting

128. CEMETERY

The following Burial matters were noted.

- 1) Burial of cremated remains Kenneth Nigel Way new plot (Mb2) on 1st December 2017
- 2) Burial of Patricia Grace Ricci new plot (D8) on 7th December 2017
- 3) Burial of Raymond Smith new plot (B197) on 12th December 2017
- 4) Burial of cremated remains John Richard Ashton new plot (Mb3) on 18th December 2017

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, 2, 3 & 4.

To discuss Agenda Brief Fees re administration fees and procedures for private interment of Ashes

Councillors had previously been circulated with an Agenda Brief re administration fees and procedures for private interment of Ashes. Councillors were informed that the private interment of Ashes was becoming a more common procedure and it was taking more of the Town Council Staff time to administer. Councillor G John stated that the Town Council are providing a service and a small fee to cover the Town Council's staff time for administering these requests should be considered.

RESOLVED: That a fee of £50.00 is charged for any private interment of Ashes.

Further

RESOLVED: That a Policy Documents is adopted and sent to all families wishing to make private arrangements confirming the Town Councils regulations re private Interments of Ashes.

129. RECREATION AND OPEN SPACES

To discuss Llantwit Major Tennis Clubs Business Plan and to discuss their requests to

(i) To take control of Court Access

(ii) Set up a Tenancy Agreement between Llantwit Major Tennis Club and the Town Council

Councillors had previously been circulated with the Llantwit Major Tennis Clubs Business Plan detailing their requests to take control of court access and request a Tenancy Agreement between Llantwit Major Tennis Club and the Town Council. Councillor D Foster stated that in order for the Tennis Club to apply for some Grant Funding there is a requirement for them to have a tenancy agreement in place. Councillor G John stated how pleased he was to see the Tennis Club up and running again in Llantwit Major.

RESOLVED: The Llantwit Major Tennis Club be given control of Court Access to the Tennis Courts subject to the Town Clerks approval of the system installed.

Further

RESOLVED: The Vale of Glamorgan Council's Legal Department be approached to draw up a Legal Tenancy Agreement between the Town Council and Llantwit Major Tennis Club. The Llantwit Major Tennis Club be offered a 21 year licence agreement.

130. LORNA HUGHES PARK

To discuss works to trees following permission from Vale of Glamorgan Council

Councillors had previously been circulated with a letter dated 4th December 2017 detailing the Vale of Glamorgan Councils consent to works being undertaken in a conservation area on all the trees in Lorna Hughes Park. Councillors discussed the Risk Assessment Survey and the priority codes identified for the Trees in Lorna Hughes Park.

RESOLVED: That Tenders to be sent to specialist Tree Care Companies requesting quotations for works (categorised by priority code) on all Trees identified in the Risk Assessment Report.

131. VALE OF GLAMORGAN COUNCIL**To note the Draft Well Being Plan – Stakeholders Workshop held on the 29th November 2017**

Councillors had previously been circulated with the Draft Well Being Plan – Stakeholders Workshop held on the 29th November 2017. Noted.

To discuss the road names for the new development, land off Llantwit Major by Pass and Eglwys Brewis Road, Boverton

Councillors had previously been circulated with a letter dated 30th November 2017 detailing the suggested road names of Railway Close (Clos Y Rheilfordd) and Railway Drive (Lon Y Rheilfordd) for the new development, land off Llantwit Major By Pass and Eglwys Brewis Road, Boverton. Councillors discussed alternative road names.

RESOLVED: That Llantwit Major Town Council forward the following road names as suggestions for the new development, land off Llantwit Major By Pass and Eglwys Brewis Road, Boverton:

Caer Brewys
South View

To note Agenda for Council Meeting on Wednesday 13th December 2017

Councillors had previously been circulated with an Agenda for the Council Meeting on Wednesday 13th December 2017. Noted.

To discuss Annual Budget Consultation for 2018/2019

Councillors had previously been circulated with the Annual Budget Consultation for 2018/2019.

RESOLVED: That the Town Clerk complete the Annual Budget Consultation for 2018/2019 on behalf of the Town Council.

To discuss update on modification of Footpath along Mill Road

Councillors had previously been circulated with an email dated 29th November 2017 discussing the update on the modification of the Footpath along Mill Road.

RESOLVED: That the modification of the Footpath along Mill Road be bought up at the next Footpath Forum Meeting to be held on Monday 8th January 2018. The Footpath Forum to look at setting up a Working Group to further proceed with this Project. It was noted a budget will need to be put in place to cover costs of land registry searches etc.

132. ONE VOICE WALES**To discuss Invitation to Buckingham Palace Garden Party**

Councillors had previously been circulated with an Invitation dated 13th December 2017 to attend the Buckingham Palace Garden Party on either the 15th May 2018, 31st May 2018 or 5th June 2018.

RESOLVED: That the past Mayor, Councillor Mrs S Hanks be nominated to attend the Invitation to the Buckingham Palace Garden Party, as Councillor Mrs Norman had already attended a Garden Party and was therefore ineligible.

133. **MISCELLANEOUS**

To discuss a plaque for Dr Vince Brown, Head of Llantwit Major School for 18 years
Councillor G John informed the Meeting that he would like Councillors to consider awarding a Town Council Plaque to Dr Vince Brown for recognition of outstanding service to Llantwit Major Comprehensive School over the last 18 years.

RESOLVED: That a Town Council Plaque be awarded to Dr Vince Brown in recognition of services to Llantwit Major Comprehensive School. An Invitation be sent to Dr V Brown to attend a small ceremony in the Council Chamber to present the Plaque to him.

To discuss Valeways Walking Festival 2018

Councillors had previously been circulated with an email dated 14th December 2017 asking the Town Council to host a launch event to celebrate the Valeways Walking Festival 2018 to be held week commencing 15th May 2018.

RESOLVED: That the Town Council hold a coffee morning in the Town Hall to launch the Valeways Walking Festival 2018. Date and time for the event to be discussed with Valeways.

SIGNED
MAYOR

DATED