

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 25th May 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 P Dickson)
 Mr E Williams)
 Dr D Ellis)

 Mr G Wilkie) SOUTH EAST WARD
 Mr G Morgan)

 Mr G John) WEST WARD
 Mr D Powell)

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

PC Colin Malone
 Acting Inspector Dave Barclay

Apologies received from.
 Councillor Mr D Thomas – On Holiday
 Youth Council – Prior Commitment
 PC Jamie Williamson – Prior Commitment

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G John declared an interest under Procedural Matters, Item 5, to note minutes of Community Liaison Committee Meeting held on 22nd March 2017 and under Miscellaneous, Item 2 to discuss proposal reference the Mulligan Community Llantwit Major.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs S Hanks declared an interest under Miscellaneous, Item 2 to discuss proposal reference the Mulligan Community Llantwit Major.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs J Norman declared an interest under Miscellaneous, Item 2 to discuss proposal reference the Mulligan Community Llantwit Major.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr E Williams declared an interest under Miscellaneous, Item 2 to discuss proposal reference the Mulligan Community Llantwit Major and Item 3 to discuss Agenda Brief re 'Celebrating St Illtuds'.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Dr D Ellis declared an interest under Miscellaneous, Item 3 to discuss Agenda Brief re 'Celebrating St Illtuds'.

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

**13. ITEMS BROUGHT FORWARD
COMMUNITY CONSTABLE**

To receive Community Constables report

PC Colin Malone introduced himself and sent apologies for PC J Williamson. He stated that since the last Meeting there had been 23 crimes of which 12 had been detected. PC Malone stated that most crimes were domestic related however there had been a burglary at the Sea Watch Centre. He confirmed that all road closure orders were in place for the Victorian Fair on the 24th June 2017. PC Malone then introduced Acting Inspector Dave Barclay of Barry, Penarth and Rural Vale. Acting Inspector Barclay stated he would be in this position for at least a year and hoped to attend most of the Full Town Council Meetings.

Councillor Mrs J Norman thanked PC Malone for all his work within the community and wished him a very happy retirement.

PC C Malone and Acting Inspector D Barclay vacated the Council Chamber.

**14. MINUTES
Full Town Council meeting held 27th April 2017**

The minutes of the Full Town Council meeting held on 27th April 2017, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 27th April 2017 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Annual Meeting held on 11th May 2017

The minutes of the Annual Meeting held on 11th May 2017, had previously been circulated to the Council Members. Councillor Dr D Ellis requested that his name be amended throughout the minutes to 'Councillor Dr D Ellis' instead of at present 'Councillor Dr P Ellis'.

RESOLVED: That subject to the above amendments the minutes of the Annual Meeting on 11th May 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Planning Committee Meeting held on 25th April 2017

The minutes of the Planning Committee Meeting held on 25th April 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 25th April 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Council Chamber Redecoration Committee Meeting held on 27th April 2017

The minutes of the Council Chamber Redecoration Committee Meeting held on 27th April 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Council Chamber Redecoration Committee Meeting held on 27th April 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

15. 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.

16. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st May 2017 to 31st May 2017. Councillor Mrs J Norman thanked Councillor Dr D Ellis for attending events on the 16th and 19th May 2017 on her behalf. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor

17. COUNCIL MEETINGS**Meetings for the Month of June, 2017**

Councillors had previously been circulated with a list of the Meetings for the Month of June 2017.

Councillor Evans informed Councillors that on the 8th June 2017 at 5:00pm a site visit of all Town Council facilities will take place.

Councillor D Foster informed Councillors that a Working Group Meeting had been arranged for 10:00am on the 14th June 2017 in the Heritage Centre.

Councillor Mrs S Hanks and Councillor G John agreed to assist with the judging of the School Gardens Competition to be held on the 3rd July 2017.

18. PROCEDURAL MATTERS**Members Report**

There we no member reports.

Action Tracker

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

The Town Clerk informed Councillors she was liaising with Llantwit Major Football Club to organise a date for the Football Team to attend a presentation ceremony in the Council Chamber to celebrate their successful Championship promotion to the Welsh League Second Division.

To note receipt of email re Applications for Dispensation to Standards Committee 1st June 2017 (previously circulated)

Councillors had previously been circulated with an email dated 11th May 2017 re Applications for Dispensation to Standards Committee 1st June 2017. Noted.

To discuss Appointment of Community Committee member (Community Councillor) to the Standards Committee

Councillors had previously been circulated with a letter dated 10th May 2017 discussing appointment of Community Committee member (Community Councillor) to the Standards Committee. Noted.

To note minutes of Community Liaison Committee Meeting held on 22nd March 2017

Councillors had previously been circulated with the minutes of the Community Liaison Committee Meeting held on 22nd March 2017. Councillors noted that Councillor G Morgan was/is our representative sitting on this Committee. Councillor Morgan stated his disappointment with the response to the Minute Item 975 'Request for consideration from Llantwit Major Town Council – consultation with town/community councils on planning'.

To discuss possible Agenda Items for inclusion on Community Liaison Meeting

Councillors were reminded to inform the Town Clerk of any possible Agenda Items for inclusion on the Community Liaison Meeting.

19. YOUTH COUNCIL**Youth Activity Progress**

There were no Youth Council representatives at the Meeting to update Councillors on Youth Activity Progress.

To note minutes of the Llantwit Youth Council Meeting on Thursday 27th April 2017

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on Thursday 27th April 2017. Councillor Dr D Ellis stated that the guest speaker name was spelt incorrectly and should read 'PC Kevin Purnell' and not as previously stated 'PC Kevin Pennell'. Noted.

20. FINANCE**Bank Reconciliation for period 1st April 2017 to 30th April 2017**

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

Income for the period 21st April 2017 to 18th May 2017

Councillors had previously been circulated with a copy of the Income for the period 21st April 2017 to 18th May 2017. Noted.

Expenditure for the period 21st April 2017 to 18th May 2017

Councillors had previously been circulated with a copy of the Expenditure for the period 21st April 2017 to 18th May 2017. Noted.

Credit Card Statement for period 6th April 2017 to 18th May 2017

Councillors had previously been circulated with a copy of the Credit Card Statement for the period 6th April 2017 to 18th May 2017. Noted.

To discuss membership of One Voice Wales 2017/18

Councillors had previously been circulated with a letter dated 2nd February 2017 reference membership of One Voice Wales for period 2017/18 at a cost of £1233.00 The Town Clerk updated Councillors that Membership was taken with One Voice Wales at a discounted introductory rate for the year starting October 2016. She confirmed she has clarified with One Voice Wales that the annual membership runs until November 2017. One Voice Wales confirmed that then a short term membership of 5 months (Nov 2017 to March 2018) would be required to be taken out at a cost of £515. This would then bring the Town Council into line with all other Community /Town Councils where membership commences on the 1st April each year.

Councillor R Gant stated he had attended a One Voice Wales Meeting and had found them very informative.

Councillor Dr P Dickson stated that as a newly elected Councillor he would like a precis of what One Voice Wales offers the Town Council before he felt able to make a decision on One Voice Wales membership fees.

RESOLVED: That the membership fees for One Voice Wales be deferred until a future Full Town Council Meeting.
The Town Clerk to provide a report on what One Voice Wales offers the Town Council.

To discuss membership to Friends of the Glamorgan Heritage Coast

Councillors had previously been circulated with a letter dated April 2017 detailing renewing membership for the year 2017/2018 at a cost of £25.00

RESOLVED: That 'Friends of the Glamorgan Heritage Coast' membership for the year 2017/2018 be renewed at a cost of £25.00.

21. 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 letter re response to Planning Application for Chantry House, Church Lane, Llantwit Major

Councillors had previously been circulated with a letter dated 10th May 2017 detailing a response to the Planning Application for Chantry House, Church Lane, Llantwit Major.

Councillor G Morgan updated Councillors on the objections the Planning Committee made to this Application and the visible impact this modern extension will have on the area.

RESOLVED: That the Planning Committee write a letter to Councillor J Bird Cabinet Member for Regeneration and Planning, requesting his comments and support with reference to Chantry House.

Further

RESOLVED: That a letter be written to the Gem Newspaper noting the frustration that when objecting to a Planning Application Town Councils feels their comments are not always taken into consideration by the Vale of Glamorgan Planning Department.

Further

RESOLVED: That a copy of the Officers Report for Planning Application re Chantry House, Church Lane be requested from the Vale of Glamorgan Planning Department.

Further

RESOLVED: The Town Clerk continue to investigate costings to employ a Part time Planning Consultant on an adhoc basis and bring findings back to a future Full Town Council Meeting.

22. CEMETERY

The following Burial matters were noted.

- 1) Burial of Ronald Anthony Joseph Creegan E37 (re-open) on 4th May 2017
- 2) Burial of Doreen Marion Davies Lh1 (re-open) on 10th May 2017
- 3) Burial of Annie Elizabeth Farhall D182d (new plot) on 11th May 2017
- 2) Burial of John Greig E147 (re-open) on 30th May 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 matter 3.

23. RECREATION AND OPEN SPACES

To note playground inspections 9th May 2017

Councillors had previously been circulated with the Playground inspections held on 9th May 2017. The Town Clerk confirmed that there had been vandalism to the newly installed Basket Swing in the Recreation Ground and to the Chalk Flower Boards in the U10'S Play Ground. Noted.

To discuss Agenda Brief Tennis Banners on the new Recreation Field Fence
Councillors had previously been circulated with an Agenda Brief detailing placing Tennis Banners on the new Recreation Field Fence. Councillor discussed the request.

RESOLVED: That permission be granted for the Tennis Club to place a Banner on the new Recreation Field Fence for a maximum length of two weeks. This should coincide when events are being held at the Tennis Club.

To discuss email re proposed event ‘Great Get Together’ on the 18th June using Sea View Park

Councillors had previously been circulated with an email dated 16th May 2017 to request using Sea View Park to organise a ‘Great Get Together’ Event which is inspired by the family of Jo Cox.

RESOLVED: That permission be granted for Ms L Henderson Gregory to use Sea View Park to put on a ‘Great Get Together’ Event on the 18th June 2017. Stipulate that the Park must be tidied up after the event or a charge will be incurred.

24. WEST STREET POND

To discuss Agenda Brief and further correspondence re resident entering West Street Pond

Councillors had previously been circulated with an Agenda Brief and correspondence re resident entering West Street Pond. The Town Clerk informed Councillors that the resident of West Street had apologised as she was unable to attend the Meeting. The disclaimer for entering and exiting the West Street Pond, previously sent, has not been returned. Councillors discussed the health and safety issues with reference to West Street Pond.

RESOLVED: That a letter be sent recorded delivery to the resident of West Street stating that the Town Council are not liable for any injury caused to the resident while entering /exiting West Street Pond.

Further

RESOLVED: That a sign be produced and purchased and put on West Street Pond stating that ‘No unauthorised person allowed in West Street Pond’

25. VALE OF GLAMORGAN COUNCIL

To discuss letter re a training session for Councillors with reference to the United Nations Convention on the Rights of the Child and the National Participation Standards for Children and Young People

Councillors had previously been circulated with a letter dated 15th May 2017 re a training session for Councillors with reference to the United Nations Convention on the Rights of the Child and the National Participation Standards for Children and Young People. Councillors discussed the matter.

RESOLVED: That Mr Geraint Evans (Rights Ambassador Project Worker for Vale of Glamorgan Council) & Kyle Burch (Member of the Youth Council) be approached to provide dates for providing a Workshop to the Town Council on the Rights of the Child. State the Workshop should last no longer than two hours.

26. ONE VOICE WALES

To note minutes of the Bridgend, Vale of Glamorgan and Cardiff Area Committee Meeting for One Voice wales held on 24th April 2017

Councillors had previously been circulated with the minutes of the Bridgend, Vale of Glamorgan and Cardiff Area Committee Meeting for One Voice Wales held on 24th April 2017. Noted.

27. WELSH GOVERNMENT

To discuss Code of Practice on Workforce Matters – Annual Monitoring Exercise

Councillors had previously been circulated with a document dated 8th May 2017 of the Code of Practice on Workforce Matters – Annual Monitoring Exercise.

RESOLVED: That the Town Clerk be given permission to complete and return the Code of Practice on Workforce Matters – Annual Monitoring Exercise

28. PUBLICATIONS RECEIVED

To note receipt of the Spring Issue 2017 of the Newsletter for the friends of the Glamorgan Heritage Coast

Councillors had previously been circulated with a copy of the Spring Issue 2017 of the Newsletter for the friends of the Glamorgan Heritage. Noted.

To note receipt of the Spring/Summer Issue 2017 of the Fields in Trust Field Notes

Councillors had previously been circulated with a copy of the Spring/Summer Issue 2017 of the Fields in Trust Field Notes. Noted.

29. MISCELLANEOUS

To note Annual General Meeting of the Fields in Trust on 6th June 2017

Councillors had previously been circulated with the a letter dated 4th May 2017 detailing the Annual General Meeting of the Fields in Trust on 6th June 2017. Noted.

To discuss proposal reference the Mulligan Community Llantwit Major

Councillor Mr G John, Councillor E Williams, Councillor Mrs S Hanks and Councillor Mrs J Norman declared an interest.

Councillors had previously been circulated with a proposal dated 12th May 2017 reference the Mulligan Community. Councillor Foster stated that the proposal for the Mulligan Community to take over the former Western Vale Integrated Children's Centre in Llantwit Major looked very impressive however until all other proposals had been considered for this site Councillors should not support or discount this option.

RESOLVED: That an email be sent to the Mulligan Community stating that the Town Council support, in principle, this proposal subject to other Applications from interested parties.

To discuss Agenda Brief re ‘Celebrating St Illtuds’

Councillor E Williams & Councillor Dr D Ellis declared an interest.

Councillors had previously been circulated with an Agenda Brief re ‘Celebrating St Illtuds’. The Town Clerk informed Councillors that she had attended a Meeting on the 4th April 2017 looking at ways of further promoting St Illtuds. The Town Clerk stated that the next Meeting would be held early / mid May and they would like two representatives from the Town council to sit on the Committee.

RESOLVED: That Councillor Dr P Dickson and the Town Clerk be the two representatives to sit on the Committee of ‘Celebrating St Illtuds’.

Further

RESOLVED: That the Town Council support this project although no financial contribution be pledged at this time.

30. 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 note letter re Notice to terminate employment effective from 5th July 2017

Councillors had previously been circulated with a letter from Mrs Jade Christophers dated 4th May 2017 re notice to terminate employment effective from 5th July 2017.
Noted.

RESOLVED: That the Town Hall Working Group be given permission to move forward with appointment of a Temporary Administrative Assistant

SIGNED
MAYOR

DATED