

Minutes of the Meeting of Llantwit Major Town Council held on Tuesday 26th January 2017 at 7.05pm in the Llantonian Hall, Llantwit Major

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PRESENT;      Chairman –      Councillor Mrs S Hanks - Town Mayor

                         Councillors      Mr D Foster                      )      NORTH WARD  
                                                              Mr E Williams                      )  
                                                              Mr E Hacker                      )  
                                                              Mr M Mason                      )  
                                                              Mrs J Norman

                                                              Mr R H Austin                      )      SOUTH EAST WARD  
                                                              Mrs S Geary                      )  
                                                              Mr G Morgan                      )

                                                              Mr G John                      )      WEST WARD  
                                                              Mrs P Lancaster                      )

                                                              Mr R Gant                      )      BOVERTON WARD  
                                                              Mr M Marsh                      )  
                                                              Mr J Evans                      )

Councillor Mr A Bennett : Vale of Glamorgan Councillor

Apologies received from.

PCSO Sarah Johnson                      - Prior Commitment  
Llantwit Youth Council                      - Prior Commitment

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr R Austin declared an interest under Finance, item 7 to discuss Recreation and Allotment Charges for 2017/2018.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr E Hacker declared an interest under Finance, item 7 to discuss Recreation and Allotment Charges for 2017/2018.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr E Williams declared an interest under Finance, item 7 to discuss Recreation and Allotment Charges for 2017/2018.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs P Lancaster declared an interest under Finance, item 7 to discuss Recreation and Allotment Charges for 2017/2018.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr R Gant declared an interest under Finance, item 7 to discuss Recreation and Allotment Charges for 2017/2018.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Morgan declared an interest under Part II, Finance, item 1 to discuss Agenda Brief re Pay Scales for 2017/2018.

**904. MINUTES****Full Town Council meeting held 13<sup>th</sup> December 2016**

The minutes of the Full Town Council meeting held on 13<sup>th</sup> December 2016, had previously been circulated to the Council members.

**RESOLVED:** That the Minutes of the Full Town Council Meeting held on 13<sup>th</sup> December 2016 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Planning Committee Meeting held on 21<sup>st</sup> December 2016**

The minutes of the Planning Committee Meeting held on 21<sup>st</sup> December 2016, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Planning Committee meeting held on 21<sup>st</sup> December 2016 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 10<sup>th</sup> January 2017**

The minutes of the Footpath Forum Meeting held on 10<sup>th</sup> January 2017, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Footpath Forum Meeting held on 10th January 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Youth Forum Meeting held on 11th January 2017**

The minutes of the Youth Forum Meeting held on 11<sup>th</sup> January 2017, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Youth Forum Meeting held on 11<sup>th</sup> January 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 12<sup>th</sup> January 2017**

The minutes of the Planning Committee Meeting held on 12th January 2017, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Planning Committee meeting held on 12<sup>th</sup> January 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Finance and Policy Meeting held on 12<sup>th</sup> January 2017**

The minutes of the Finance and Policy Meeting held on 12<sup>th</sup> January 2017, had previously been circulated to the Council members. Councillor R Gant queried paragraph 14 of the minutes to finalise the Town Council 2017/18 Precept Amount. Councillor D Foster confirmed to Councillors that there was no increase in the Town Council Precept for the year 2017/2018.

**RESOLVED:** That the minutes of the Finance and Policy meeting held on 12<sup>th</sup> January 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Citizen of Year Meeting held on 16th January 2017**

The minutes of the Citizen of Year Meeting held on 16<sup>th</sup> January 2017, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Citizen of Year meeting held on 16<sup>th</sup> January 2017 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 Meeting held on 16th January 2017**

The minutes of the Town Study Steering Meeting held on 16<sup>th</sup> January 2017, had previously been circulated to the Council members. Councillor R Gant informed Councillors that the old Sign situated at Llantwit Beach had been removed.

**RESOLVED:** That the minutes of the Town Study Steering Meeting held on 16<sup>th</sup> January 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Wellbeing of Future Generations Committee Meeting held on 18th January 2017**

The minutes of the Wellbeing of Future Generations Committee Meeting held on 18<sup>th</sup> January 2017, had previously circulated to the Council members. The Town Clerk confirmed to Councillor Mrs S Geary that the Vale of Glamorgan Council were still looking into alternative funding for the proposed Trebeferad Play Park. Councillors discussed booking the Pantomime for Christmas 2017.

**RESOLVED:** That the minutes of the Wellbeing of Future Generations Citizen of Year meeting held on 16<sup>th</sup> January 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Further

**RESOLVED:** That the Pantomime be booked for Friday 5<sup>th</sup> January 2018 for two performances (a matinee and an evening performance).

### **Matters Arising**

There were no matters arising.

### **905. 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.

### **906. TOWN MAYOR**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1<sup>st</sup> January 2017 to 31<sup>st</sup> January 2017. Noted.

#### **To discuss Agenda Brief re Town Mayor Coffee Mornings**

Councillors had previously been circulated with an Agenda Brief detailing a request from Councillor Mrs S Hank to host Town Mayor Coffee Mornings in the Council Chamber.

**RESOLVED:** That Councillor Mrs S Hanks has permission to hold Town Mayor Coffee Mornings in the Council Chamber.

#### **Questions to Town Mayor**

There were no question to the Town Mayor.

### **907. 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 23 crimes of which 14 have been detected. Crimes included Malicious Communication, damage to Motor Vehicle, Shop Lifting, Theft, Criminal Damage, Possession of Cannabis, Public Order, Domestic Relative Harassment, Burglary and Domestic related Assault. Councillor Mrs S Hanks stated that PCSO Johnson had emailed the Traffic Management Unit to look into enforcing a Speed Camera on Boverton Road. PCSO Johnson will update Councillors when a response is received.

Councillor G John informed Councillors of his disappointment that for the second month running no representative from Llantwit Major Police Station was available to attend the Full Town Council Meeting.

**RESOLVED:** That a letter be written to Sergeant Wayne Lock, Llantwit Major Police Department, stating the Councils disappointment that a representative from

Llantwit Major Police Station does not always attend the monthly Full Town Council Meetings.

**908. PROCEDURAL MATTERS**

**Action Tracker**

Councillors had previously been circulated with an up to date Action Tracker. Councillor Mr J Evans confirmed to Councillors that the Fields in Trust Deeds for the Recreation Ground will be signed by the Llantwit Major Rugby Club within the next week.

Councillor M Marsh asked if any progress had been made on finding additional Cemetery Land in Llantwit Major. Councillor G John stated he felt it should be the priority of the newly elected Town Council in May 2017 to form a Sub Committee to review this matter further.

The Town Clerk confirmed to Councillor Mrs P Lancaster that there had been no further development re sub-letting of Cylch Meithrin rooms.

**Members Report**

Councillor R Gant updated members on the One Voice Wales, Bridgend and Cardiff Area Committee Meeting he attended on the 16<sup>th</sup> January 2017. He informed Councillors that the key topic areas discussed were the Cardiff Capital Region City Deal, Unfair costs of elections for Town & Community Councils and an updated on the Reshaping Services Programme.

Councillor M Mason and Councillor Mrs S Hanks confirmed they had attended a Chamber of Trade Meeting. Councillor M Mason confirmed that the chain of office had been handed over to the newly appointed Chairperson Mrs Claire Ingram. Mrs Ingram was planning to meet with Mr Christopher Edwards, Town Centre Development Officer, the Royal British Legion and the Llantwit Events Committee over the next few weeks to discuss various projects planned for Llantwit Major over the forth coming year. The next Meeting is planned for the 15<sup>th</sup> March 2017.

**909. COUNCIL MEETING**

**Meetings for the Month of February 2017**

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

**910. 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 Llantwit Youth Council Meeting on 13<sup>th</sup> December 2016**

Councillors had previously been circulated with the Minutes of Llantwit Youth Council Meeting on the 13<sup>th</sup> December 2016. Noted.

**To discuss Agenda Brief re Glamorgan Voluntary Services and Llantwit Youth Council**

Councillors had previously been circulated with an Agenda Brief re Glamorgan Voluntary Services and Llantwit Youth Council.

**RESOLVED:** That a letter be written to the Youth Council stating that following the Full Town Council Meeting Councillors would like the Youth Council to ask a representative from GVS to attend a Youth Council Meeting to consult with them on how more young people can become involved in volunteering within the rural vale.

**911. FINANCE**

**Bank Reconciliation for period 1<sup>st</sup> December 2016 to 31<sup>st</sup> December 2016**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> December 2016 to 31<sup>st</sup> December 2016. Noted.

**Income for the period 7<sup>th</sup> December 2016 to 18<sup>th</sup> January 2017**

Councillors had previously been circulated with a copy of the Income for the period 7<sup>th</sup> December 2016 to 18<sup>th</sup> January 2017. Noted.

**Expenditure for the period 7<sup>th</sup> December 2016 to 18<sup>th</sup> January 2017**

Councillors had previously been circulated with a copy of the Expenditure for the period 7<sup>th</sup> December 2016 to 18<sup>th</sup> January 2017. Noted.

**To ratify precept amount and proposed budget sheets for 2017/2018 as recommended by the Finance and Policy Committee**

Councillors had previously been circulated with the precept amount and proposed budget sheets for 2017/2018 as recommended by the Finance and Policy Committee.

**RESOLVED:** The Town Clerk to write a letter to the Vale of Glamorgan Council confirming the Precept request of £230,915 for financial year 2017/2018.

**To discuss Annual Membership to Fields in Trust**

Councillors had previously been circulated with a letter dated 16<sup>th</sup> January 2017 detailing the Annual Membership to Fields in Trust.

**RESOLVED:** That permission is granted to renew the Annual Memberships to Fields in Trust at a cost of £50.00, effective from 28<sup>th</sup> February 2017.

**To note receipt of Statement of Affairs of Events Group Christmas Illuminations Event**

Councillors had previously been circulated with the Statement of Affairs from the Events Group Christmas Illuminations Event. It was confirmed that the Statement of Affairs was being discussed at the Working Group Meeting to be held on the 1<sup>st</sup> February 2017. The findings from this Meeting will be brought back to the next Full Town Council Meeting.

**To discuss Recreation and Allotment charges for 2017/2018**

Councillor R Austin and Councillor R Gant declared an interest under Allotment Charges 2017/18.

Councillor E Williams declared an interest under Allotment Charges 2017/18 but had received dispensation to speak but not to vote on the matters.

Councillor Mrs P Lancaster and Councillor E Hacker declared an interest under Recreation charges 2017/2018.

Councillors had previously been circulated with Recreation and Allotment charges for 2017/2018. Councillor Mrs P Lancaster informed Councillors that as a Committee member on the Allotment Sub Committee she felt Allotment Annual Rents were very low and should be reviewed.

Councillor E Williams stated that after reviewing the proposed increased Allotment rates we should not expect to cover all costs of Allotments outlay and therefore would suggest an increase of 10% for the 2018 Annual Allotment rents. Councillor Mrs S Geary stated that a Skip on the site cost £300.00 and a 10% increase in the Annual Rents would not cover half of this amount. Councillor J Evans stated the Allotment Committee wanted to further improve the Allotment Site. Councillor Mrs Lancaster suggested that the minimum cost of an Allotment Plot be set at £10.00 from 2018. She stated at present there are 31 tenants that pay under £10.00 for their plots. Councillor G John informed Councillors that he had concerns regarding increasing Allotment rates. The Allotment Site provides healthy exercise for many residents of Llantwit Major.

**RESOLVED:** That letters be written to all Allotment Tenants confirming that effective from 1<sup>st</sup> April 2017 there will be a 10% increase on all Allotment Rents.

Further

**RESOLVED:** That the Allotment Rents be reviewed when the new Town Council is elected in May 2017.

Councillors discussed the fees for Llantwit Major Bowls Club.

**RESOLVED:** That the Bowls Club be informed that the Bowling Fees for 1<sup>st</sup> April 2017 will be increased by 10%.

Councillors discussed the fees charged for the Tennis Courts. It was confirmed that the Tennis Club had not yet been running for a year and the suggestion made was to leave the fees as per 2016.

**RESOLVED:** That there is no increase in the Tennis Club fees from the 1<sup>st</sup> April 2017.

## 912. 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.

## 913. CEMETERY

The following Burial matters were noted.

- 1) Burial of David & Beryl Mylchreest Ma8 (new plot) on 19th December 2016
- 2) Burial of Melinda Jones Le4(re-open) on 19<sup>th</sup> 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 1.

**914. RECREATION AND OPEN SPACES**

**To discuss Agenda Brief to replace the fencing around the bottom of the Recreation Field**

Councillors had previously been circulated with an Agenda Brief to replace the fencing around the bottom of the Recreation Field. Councillor J Evans gave a verbal report with regards to the condition of the fence and surrounding area.

**RESOLVED:** That permission is granted to send out Tenders for the cost of replacing the Fence around the bottom of the Recreation Ground and tenders be bought back to February Full Town Council Meeting.

Further

**RESOLVED:** That a letter be written to Mr Miles Punter, Vale of Glamorgan Council asking if the brambles and bushes along Ham Lane South, by the Recreation Ground, could be cut down.

Further

**RESOLVED:** That a letter be written to Mr Miles Punter, Vale of Glamorgan Council asking if the Town Council could have the galvanised fencing around Eagleswell School to replace the fencing in the Recreation Ground.

**915. TOWN HALL**

**To discuss Letter from Tailor Made Travel re parking a coach outside the Town Hall for a promotional event on the 18<sup>th</sup> February 2017**

Councillors had previously been circulated with a letter dated 13<sup>th</sup> January 2017 requesting permission from the Town Council to park a Coach outside the Town Hall for a promotional event on the 18<sup>th</sup> February 2017.

**RESOLVED:** That permission is granted to Tailor Made Travel to park a coach outside the Town Hall on 18<sup>th</sup> February 2017 subject to access still being available to the Heritage Centre and no Fire Exits are blocked.

**916. LLANTONIAN HALL**

**To discuss Agenda Brief re disposal of old chairs in Llantonian Hall**

Councillors had previously been circulated with an Agenda Brief requesting permission to dispose of the 42 old chairs in Llantonian Hall.

**RESOLVED:** That permission is granted to dispose of the 42 old chairs from Llantonian Hall.



**917. VALE OF GLAMORGAN COUNCIL****To discuss Vale of Glamorgan Councils new Employee Assistance Programme provided by Care First**

Councillors had previously been circulated with an email dated 4<sup>th</sup> January 2017 detailing the Vale of Glamorgan Councils new Employee Assistance Programme provided by Care First. Noted.

**To note letter re Double yellow lines, Boverton Road parking issues**

Councillors noted receipt of the letter dated 8<sup>th</sup> December 2017 reference installing Double yellow lines along Boverton Road by the Spar Shop.

**To discuss Vale of Glamorgan Public Services Board Draft Well-Being Assessment**

Councillors had previously been circulated with an email dated 11<sup>th</sup> January 2017 detailing the Vale of Glamorgan Public Services Board Draft Well-Being Assessment. Councillor G John suggested that all Councillors respond individually online to this Draft Assessment.

**To discuss Workshop Invitation – Let’s Talk Wellbeing in the Vale**

Councillors had previously been circulated with an email dated 11<sup>th</sup> January 2017 detailing an Invitation to a Workshop on Let’s Talk Wellbeing in the Vale. Councillor Mrs J Norman confirmed to Councillors that she had already booked a place on the half day Workshop.

**918. ONE VOICE WALES****To discuss training opportunities from One Voice Wales**

Councillors had previously been circulated with an email dated 10<sup>th</sup> January 2017 detailing training opportunities from One Voice Wales. Councillor R Gant passed around a copy of One Voice Wales training schedule for the next few months. Noted.

**To discuss the ‘Battles Overs – A Nations Tribute’ on the 11<sup>th</sup> November 2018**

Councillors had previously circulated with a letter to discuss the ‘Battles Overs – A Nations Tribute’ on the 11<sup>th</sup> November 2018. Councillor’s agreed that this was an excellent idea and the Town Council should look at purchasing a Beacon and organising an event, possibly including a church service, to mark this occasion. Councillors discussed possible locations where a Beacon could be situated.

**RESOLVED:** That the Town Clerk is assigned the Beacon Co-ordinator and will look into prices of purchasing a beacon.

Further

**RESOLVED:** That the new Town Council, elected in May 2017, look into forming a Committee to organise Llantwit Majors event for ‘Battles Overs – A Nations Tribute’ on the 11<sup>th</sup> November 2018.

**To note Agenda for Larger Local Councils Committee Meeting on 15<sup>th</sup> February 2017**

Councillors had previously been circulated with an Agenda for the Larger Local Councils Committee Meeting on 15<sup>th</sup> February 2017. Noted.

**919. WELSH GOVERNMENT****To discuss the National Development Framework**

Councillors had previously been circulated with an email dated 8<sup>th</sup> December 2016 re the National Development Framework for Wales. Noted.

**To discuss the Welsh Transport Appraisal Guidance (WelTAG) 2017**

Councillors had previously been circulated with a letter dated 8<sup>th</sup> December 2017 detailing consultation on the Welsh Transport Appraisal Guidance (WelTAG) 2017. Noted.

**To discuss the Consultation on changing the name of the National Assembly**

Councillors had previously been circulated with a letter dated 8<sup>th</sup> December 2016 detailing the Consultation on changing the name of the National Assembly. Noted.

**To note the Publication of guidance on the appropriate use of Non-Guaranteed Hour Arrangements in devolved public services in Wales**

Councillors had previously been circulated with a document detailing the Publication of guidance on the appropriate use of non-guaranteed hour arrangements in devolved public services in Wales. Councillor Mrs S Geary queried if the Relief Cleaner would be affected by these new arrangements. The Town Clerk confirmed the Relief Cleaner was not on a zero hour contract so was not affected by this publication. Noted.

**To discuss the appointment of Independent Members to NHS Wales**

Councillors had previously been circulated with a report detailing the appointment of independent members to NHS Wales.

**RESOLVED:** That Mr John Durant from Bethal Baptist Church be approached to see if he would be interested in applying for this position.

**920 MISCELLANEOUS****To discuss letter from Mr Andrew RT Davies AM re proposed Northern Access Road**

Councillors had previously been circulated with a letter dated 2<sup>nd</sup> December 2016 detailing the proposed Northern Access Road.

**RESOLVED:** That Mr Davies AM be invited to meet with representatives from both Llanmaes Community Council and the Town Council to discuss alternative options.

Further

**RESOLVED:** That the Town Council representatives on this Joint Committee are Councillor Mr R Gant, Councillor Mrs J Norman, Councillor Mrs S Hanks, Councillor G John and Councillor D Foster.

**921. 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 re Seasonal Reception Staff**

Councillors had previously been circulated with an Agenda Brief detailing Seasonal Reception Staff cover.

**RESOLVED:** That the Town Clerk liaise with the Vale of Glamorgan Council regarding possible Voluntary Services.

**Finance**

**1) To discuss Agenda brief re Pay Scales for 2017/2018**

Councillor G Morgan declared an Interest.

Councillors had previously been circulated with an Agenda Brief re Pay Scales for 2017/2018.

**RESOLVED:** That subject to amendments as discussed the Pay Scales for 2017/2018 be adopted.

**2) To discuss Barclays Llantwit Major Community Tennis Club Bank Account**

Councillors had previously been circulated with details of Barclays Llantwit Major Community Tennis Club Bank Account. Noted

SIGNED .....

MAYOR

DATED .....