

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 27th July 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)

 Mr G Wilkie) SOUTH EAST WARD

 Mr G John) WEST WARD
 Mr D Powell)

 Mr R Gant) BOVERTON WARD

Acting Inspector David Barclay
 Kyle Burch - Llantwit Youth Council
 Liam Taylor – Llantwit Youth Council
 Ve Van De Voorde – Youth Participation Officer

Apologies received from.
 Councillor Mr J Evans – Prior Commitment
 Councillor Mr G Morgan – Prior Commitment
 Councillor Mr G Thomas – Prior Commitment
 Councillor Mr A Clark – Illness
 Councillor Dr D Ellis - Holiday Leave
 Councillor Mrs S Hanks – Holiday Leave

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G John declared an interest under Vale of Glamorgan Council, Item 1, to note report of Highways Resurfacing 3 Year Plan 2017 – 2020, Item 2 to discuss Consultation re Anti-Social Behaviour, Crime and Policing Act 2014 Public Space Protection Order – Controlled Drinking Zones, Item 3 to discuss Consultation re Rights of Way Improvements and Item 4 to further discuss consultation on the Draft Active Travel Integrated Network Maps.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr R Gant declared an interest under Recreation and Open Spaces, Item 3, to discuss quotation re new Path and Slabbed Area on the Allotment Site.

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

50. **ITEMS BROUGHT FORWARD**

COMMUNITY CONSTABLE

To receive Community Constables report

Acting Inspector David Barclay introduced himself to Councillors. He apologised for PC J Williamson absence due to being on holiday.

Acting Inspector Barclay confirmed that now all Community Councils in South Wales will follow the corporate standard data crime figures. He confirmed that the crime figures for June 2017 were 6 cases of violence with injury, 8 cases of violence with intent, 2 residential burglaries, 3 commercial burglaries, 4 vehicle offences, 1 bike theft, 1 shop lifting, 18 cases criminal damage and 3 public order offences. In total 46 crimes were reported. Of these cases 4 have been charged/summoned to appear in court, 1 settled out of court action, 1 fine, 2 community resolutions 1 case not proceeding, 13 case evidential difficulties and 13 cases still outstanding/ ongoing investigations.

Acting Inspector Barclay also confirmed that a Criminal Behaviour Order have been applied for, with reference to a juvenile within Llantwit Major. He also confirmed that he had been liaising with the South Wales Media Team regarding Juvenile Anti-Social Behaviour in Llantwit Major.

Councillor G John asked if there had been any progress with reference to vandalism of the flower beds in the Precinct. Acting Inspector Barclay stated that this was an ongoing investigation and CCTV Cameras in the area were being looked at.

Acting Inspector David Barclay vacated the Council Chamber.

51. MINUTES

Full Town Council Meeting held 29th June 2017

The minutes of the Full Town Council meeting held on 29th June 2017, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 29th June 2017 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Planning Committee Meeting held on 28th June 2017

The minutes of the Planning Committee Meeting held on 28th June 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 28th June 2017 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 3rd July 2017

The minutes of the Footpath Forum Meeting held on 3rd July 2017, had previously been circulated to the Council Members. Councillor John expressed confusion regarding the proposed Footpath from Boverton Mill to Summer House Point. He thought that this additional footpath had been approved. Councillor Williams stated that due to change of ownership of the land the Footpath had not progressed as planned. Councillor Williams stated he would bring this matter to the attention of the Local Access Forum Meeting to be held on the 31st July 2017. He suggested that an email be sent to Mr Gwyn Teague, Public Rights of Way Officer for Vale of

Glamorgan Council, asking what further action needs to be undertaken to ensure the footpath is progressed.

RESOLVED: That the minutes of the Footpath Forum Meeting on 3rd July 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Further

RESOLVED: That an email be written to Mr Gwyn Teague, Public Rights of Way Office for the Vale of Glamorgan Council, stating the Town Councils disappointment that the lack of progress on the proposed Footpath from Boverton Mill to Summer House Point and ask what action can be taken to ensure this Footpath is fully endorsed.

Matters Arising

There were no matters arising.

Five Year Plan Committee Meeting held on 11th July 2017

The minutes of the Five Year Plan Committee Meeting held on 11th July 2017, had previously been circulated to the Council Members.

RESOLVED: That the Minutes of the Five Year Plan Committee Meeting held on 11th July 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 11th July 2017

The minutes of the Planning Committee Meeting held on 11th July 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 11th July 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 Group Meeting held on 11th July 2017

The minutes of the Town Study Steering Group Meeting held on 11th July 2017, had previously been circulated to the Council Members.

RESOLVED: That subject to the above amendments the minutes of the Town Study Steering Group Meeting held on 11th July 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 13th July 2017

The minutes of the Allotment Sub Committee Meeting held on 13th July 2017, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Allotment Sub Committee Meeting held on 13th July 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Councillor Mrs J Norman asked permission to bring forward the Agenda Item Youth Council to receive Youth Activity Progress.

52. ITEMS BROUGHT FORWARD**YOUTH COUNCIL****Youth Activity Progress**

Liam Taylor introduced himself to Town Councillors. He confirmed that they had had their Annual Elections for 2017/2018 and he had been elected Chair of the Llantwit Youth Council. Cai Ellerton was elected Vice Chair and Tia-Jade Allen was elected to represent the Llantwit Youth Council on the Vale Youth Forum. Liam confirmed that since their last attendance at a Town Council Meeting they have held three Youth Council Meetings.

Kyle Burch stated that at the Victorian Fair they had undertaken a promotional drive and had recruited new members, two of which had attended today's Youth Council Meeting. Kyle confirmed that they had also met with Jane Hutt AM and three pupils from Llantwit Major Comprehensive School to discuss the lack of Playground equipment on West Camp, MOD St Athan. The Town Clerk confirmed that she had organised a site meeting on 3rd August 2017 with Jane Hutt AM, MOD employees, Housing Representatives from West Camp and Town Councillors to discuss this matter further.

Kyle Burch thanked Councillor Mrs S Hanks, Councillor R Gant, Councillor J Evans, Councillor Dr P Dickson, Councillor D Powell and Councillor E Williams for attending the Rights of a Child Workshop that he and Mr Geraint Evans presented to Councillors.

Kyle thanked Councillors for their support as this was his last Meeting before leaving the Youth Council.

Liam Taylor and Kyle Burch vacated the Council Chamber.

53. 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.

54. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st July 2017 to 31st July 2017. Councillor Mrs J Norman updated Councillors on engagements attended and informed the Meeting that she had booked the West

House Hotel on the 3rd November 2017 to host a Murder Mystery Evening to raise money for her chosen charities. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor

55. COUNCIL MEETINGS

Meetings for the Month of September, 2017

Councillors had previously been circulated with a list of the Meetings for the Month of September 2017. The Town Clerk confirmed that a Youth Activities Forum Informal Meeting will be held on the 31st July 2017 at 1pm to discuss the way forward for the Youth Activities Forum Committee. Noted.

56. PROCEDURAL MATTERS

Members Report

There we no member reports.

Action Tracker

Councillors had previously been circulated with an up to date Action Tracker. Councillor G John questioned if Llantwit Major Rugby Club had initiated the Town Councils request to strim around the benches and undertaken litter picking around the area. The Town Clerk confirmed that LMRFC had started to ensure these actions are being progressed. Noted.

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

Councillors had previously been circulated with a an Agenda of the Community Liaison Meeting to be held on the 4th July 2017, a Report of the Community Liaison Meeting held on the 4th July 2017 and a Report of the Vale of Glamorgan Council Cabinet Meeting on the 3rd April 2017 re the Strong Communities Grant Fund. Councillor D Foster discussed the importance of different Local Councillors sitting on the Public Services Board, Strong Communities Fund Evaluation Panel and the Reshaping Services Panel. Councillor Foster felt that there should be a representative from both the East Vale and West Vale on the Reshaping Services Committee so that a fair representation of local Council view's are expressed.

RESOLVED: That a letter be written to the Vale of Glamorgan Council expressing the Town Councils views that a Town/Community Councillor should not sit on more than one of the following Boards:
Public Service Board, Reshaping Services Board and the Strong Communities Fund Evaluation Panel
State that Llantwit Major Town Council recommend that the Reshaping Services Committee have a Town or Community Councillor from both the East Vale and West Vale to ensure a fair representation of Local Councils views are expressed.
All findings from these Meetings are then bought back to the Community Liaison Group.

57. YOUTH COUNCIL

To note the minutes of the Llantwit Youth Council Meeting on Saturday 24th June 2017

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting on Saturday 24th June 2017. Noted.

Verbal Update on the United Nations Convention on the Rights of a Child

Councillors had previously been circulated with an Article and SWOT Analysis on the United Nations Convention on the Rights of a Child. Councillor E Williams and Councillor R Gant were one of six Councillors that attended the Workshop of the Rights of a Child. They both stated what an informative and thought provoking evening it had been.

58. FINANCE

Bank Reconciliation for period 1st April 2017 to 30th June 2017

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

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

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

Income for the period 23rd June 2017 to 19th July 2017

Councillors had previously been circulated with a copy of the Income for the period 23rd June 2017 to 19th July 2017. Noted.

Expenditure for the period 23rd June 2017 to 19th July 2017

Councillors had previously been circulated with a copy of the Expenditure for the period 23rd June 2017 to 19th July 2017. Noted.

Credit Card Statement for period 23rd June 2017 to 19th July 2017

Councillors had previously been circulated with a copy of the Credit Card Statement for the period 23rd June 2017 to 19th July 2017. Noted.

To discuss Agenda Brief re purchase of two Llantwit Major Tourist Board Signs

Councillors had previously been circulated with an Agenda Brief re the purchase and installation of two Llantwit Major Tourist Board Signs at a cost of £5386.46. Councillor Foster expressed his disappointment at the increase in the overall cost of the Tourist Signs. Councillor Dr Dickson questioned if the Town Crest was needed on the Signs and how much of a reduction this could make to the price if the crest was removed from the design. Councillor John questioned if there was any S106 monies left over from the Station Yard / Durrell Street / High Street Developments.

RESOLVED: That permission be given to purchase and install two new Llantwit Major Tourist Board Sign (including crest motif) with a contribution of £2,834.46 from the Town Council. Liaise with the Vale of Glamorgan Council re timescale for completion.

Further

RESOLVED: That Councillor G John consult with Vale of Glamorgan Council re any additional S106 monies left over that could be also be used to assist with funding the cost of the Tourist Board Signs.

To discuss Membership of One Voice Wales 2017/2018

Councillors had previously been circulated with documentation dated 2nd February 2017, 14th April 2017 and 23rd May 2017 detailing Membership to One Voice Wales for 2017/2018.

Councillors discussed the benefits of re-joining One Voice Wales. The Town Clerk confirmed that Membership from September 2017 till March 2018 would be set at £515.

RESOLVED: That permission be granted to take out One Voice Wales Membership from September 2017 till March 2018 at a cost of £515. Councillors will then review the benefits of the membership in March 2018 prior to the next Renewal.

To discuss Agenda Brief re Footpath Improvements on the Recreation Ground

Councillors had previously been circulated with an Agenda Brief reference the financial and management of the Footpath Improvements project on the Recreation Ground once official written confirmation has been received from the Welsh Government.

RESOLVED: That the Town Mayor, Chair of Recreation and Buildings, Chair of Finance and the Town Clerk be given delegated powers to proceed with the Grant Application re Footpath Improvements on the Recreation Ground once the official go ahead from the Welsh Government is received.

59. 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 note letter re Vale of Glamorgan Local Development Plan 2011 – 2026: Notification of Adoption (Regulation 25)

Councillors had previously been circulated with a letter, dated 7th July 2017, re Vale of Glamorgan Local Development Plan 2011 – 2026: Notification of Adoption (Regulation 25). Noted.

To discuss Planning Letter received from Head of Regeneration and Planning, Vale of Glamorgan Council

Councillors had previously circulated with a letter dated 21st June 2017 from the Head of Regeneration and Planning re Town and Community Council Planning consultation processes. Noted.

To note Llanmaes Community Council letter to J Hutt AM, correspondence and written Assembly Questions from Andrew RT Davies AM re the Planning Application 2017/00564/FUL Northern Access Road

Councillors had previously circulated with a letter dated 13th July 2017 to J Hutt AM and correspondence and written Assembly Questions dated 13th July 2017 from Andrew RT Davies AM re the Planning Application 2017/00564/FUL Northern Access Road. Councillor G John confirmed that he and fellow Councillors had attended an Open Meeting with Llanmaes Community Council and residents to show their support in opposing the proposed Northern Access Road. He stated an additional Open Meeting was being planned for Llantwit Major. Councillor John raised concerns re the additional houses planned within this Application and the impact this will have on our local health services and schools. Councillor Foster stated Boverton Ward resident's concerns re the increase in noise and pollution caused by the proposed new Road and questioned what powers the Town Council could action to canvas public reaction regarding this Planning Application 2017/00564/FUL.

RESOLVED: That the Town Clerk investigate if the Town Council have any powers that they can enforce to canvas local residents are raise their awareness of the impact to the Community of Planning Application 2017/00564/FUL Northern Access Road.

Further

RESOLVED: That letters be written to Eryl Surgery and Llantwit Major Clinic requesting their thoughts on the projected population increase with reference to Planning Application 2017/00564 Northern Access Road.

60. CEMETERY

The following Burial matters were noted.

- 1) Burial of Eric Reid re-open (He4) on 30th June 2017
- 2) Burial of Elisabeth Ann Gabb new plot (Ma10) on 18th July 2017
- 3) Burial of Beryl Hannah Williams re-open (He5) on 25th July 2017
- 4) Burial of James Searle re-open (F138) ON 26th July 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 2.

To discuss Agenda Brief re Tenders for Cemetery Posts

Councillors had previously been circulated with tenders for replacing 70 Cemetery posts in Boverton Cemetery. Councillors discussed the Tenders and if to use Recycled Plastic or wood posts.

RESOLVED: That Richie Builders Ltd tender be accepted to supply and fit 70 wooden posts with caps in the Cemetery at a cost of £3000 plus vat. The Town Council handy man will remove all existing posts and refill and repair all the holes.

To note correspondence re additional cemetery land for Llantwit Major

Councillors had previously been circulated with a letter dated 20th July 2017 from the Operational Manager Property, Vale of Glamorgan Council re additional cemetery land for Llantwit Major. The letter stated that there was no suitable surplus land available for use as a cemetery in Llantwit Major.

RESOLVED: That the Town Clerk write to Landowners of the Town to see if they have any surplus land they would consider selling for additional Cemetery in Llantwit Major.

61. RECREATION AND OPEN SPACES

To note playground inspections 4th July 2017

Councillors had previously been circulated with the Playground inspections held on 4th July 2017. Noted.

To discuss Avonmore Associates Ltd proposal for management of Bowling Green for Autumn 2017 and Pre and Playing Season 2018

Councillors had previously been circulated with a proposal dated 10th July 2017 from Avonmore Associates Ltd for management of Bowling Green for Autumn 2017 and Pre and Playing Season 2018.

RESOLVED: That the proposal for management of Bowling Green for Autumn 2017 and pre and playing season 2018 be accepted at an average cost of £4360.00 plus vat.

To discuss Quotation re new Path and Slabbed Area at the Allotment Site

Councillor R Gant declared an interest.

Councillors had previously been circulated with a Quotation from Richie Builders Ltd for £3216.00 to create a new Path and Slabbed Area at the Allotment Site.

RESOLVED: The Quotation from Richie Builders Ltd for £3216.00 plus vat to create a new Path and Slabbed Area at the Allotment Site be accepted and agreement be made for the work to be undertaken in late September 2017.

To discuss applying to the Fields in Trust for the 2017 Active Spaces Program

Councillors had previously been circulated with correspondence and an Application Form from the Fields in Trust for the 2017 Active Spaces Program. Councillors were informed that the Active Spaces Program is a £5000 grant available from Fields in Trust. They would look at organising activity classes to be run on a park/playing field /open space area. Recipients of the Grants would be expected then to protect their playing field/open space as a Field in Trust Site.

RESOLVED: That permission is granted to complete the Application Form to apply for a Grant of £5000 from the Fields in Trust for the Recreation Ground for the 2017 Active Spaces Program.

To discuss Application for permission to use Recreation Ground for Party on the Pitch on the 27th August 2017

Councillors had previously been circulated with an Application dated 20th July 2017 for permission to use the Recreation Ground for Party on the Pitch on the 27th August 2017.

RESOLVED: That permission be granted for Llantwit Major Rugby Club to use the Recreation Ground for Party on the Pitch on the 27th August 2017.

62. TOWN HALL

To discuss Tenders for re-conditioning the Town Hall Floor

Councillors had previously been circulated with Tenders for re-conditioning the Town Hall Floor. Councillors discussed the various Quotations.

RESOLVED: That the Tender from Acorn Floor Sanding at a cost of £1661.50 plus vat be accepted to recondition the Town Hall Floor. This is subject to the receipt of satisfactory references.

To discuss Tenders for eighty banquet style chairs for the Town Hall

Councillors had previously been circulated with Tenders for eighty banquet style chairs for the Town Hall. Councillors discussed the various Quotations.

RESOLVED: That the Tender from Fiesta Furniture at a cost of £1320.00 plus vat be

accepted to purchase eighty banquet style chairs for the Town Hall.

41.

63. **WEST STREET POOL**

To discuss request for a No Fishing Sign at West Street Pool

Councillors had previously been circulated with an email dated 3rd July 2017 from a resident requesting a No Fishing Sign at West Street Pool. Noted.

64. **LORNA HUGHES PARK**

To discuss Agenda Brief re costings for a Tree Survey

Councillors had previously been circulated with an Agenda Brief detailing the costings for a Tree Survey in Lorna Hughes Park. The Town Clerk informed Councillors that a risk Assessment was required to be undertaken on all trees on Town Council Property.

RESOLVED: That the quotation from Arborwood Tree Care be accepted to carry out a Tree Survey on the Trees in Lorna Hughes Park at a cost of £250.00 plus vat to allow for an Application to be submitted to the Vale of Glamorgan Council.
It is also agreed that an additional £250.00 be allocated for a Risk Assessment to take place on all other trees planted on Town Council property.

65. **VALE OF GLAMORGAN COUNCIL**

To note report of Highways Resurfacing 3 Year Plan 2017 - 2020

Councillor G John declared an interest.

Councillors had previously been circulated with a report dated 13th July 2017 detailing the Highways Resurfacing 3 Year Plan 2017- 2020. Noted.

To discuss Consultation re Anti-Social Behaviour, Crime and Policing Act 2014 Public Space Protection Order – Controlled Drinking Zones

Councillor G John declared an interest.

Councillors had previously been circulated with a Consultation Document dated 5th July 2017 detailing the Anti-Social Behaviour, Crime and Policing Act 2014 Public Space Protection Order – Controlled Drinking Zones. Noted.

To discuss Consultation re Rights of Way Improvements

Councillor G John declared an interest.

Councillors had previously been circulated with a Consultation dated 18th July 2017 detailing the Rights of way Improvements. Noted.

To further discuss consultation on Draft Active Travel Integrated Network Maps

Councillor G John declared an interest.

Councillors had previously been circulated with a copy of the Draft Active Travel Integrated Network Maps. Councillor Williams and Councillor John confirmed that the Ham Lane East was not part of the Active Travel Plan but had been authorised and actioned from funding from Welsh Government to provide a safer route for children to School. Councillor John suggested that an additional cycle route could be considered for the Integrated Network Map is between Llantwit Major and St Athan, a very busy road that is used regularly by cyclists.

RESOLVED: That the Letter be written to the Vale of Glamorgan Council suggesting that an additional cycle route be considered running between Llantwit Major and Llantwit Major and St Athan along the wide verge of the B4265.

66. **MISCELLANEOUS**

To discuss further correspondence re adopting the Red Heritage Phone Box and phone situated by the Cenotaph

Councillors had previously been circulated with correspondence dated 3rd July 2017 from Community Heartbeat re adopting the Red Heritage Phone Box and phone situated by the Cenotaph. The Town Clerk informed Councillors she was arranging to meet with Community Heartbeat and would report back to a future Full Town Council Meeting on progress being made on the adoption of the Phone Box, Phone and possible installation of a defibrillator.

To discuss presentation from GVS re the Western Vale Integrated Children's Centre

Councillors were informed that due to the unavailability of Councillors to attend the presentation from the GVS on the Western Vale Integrated Children's Centre the event had been cancelled. Councillors were distributed with a photocopy of the Presentation. Noted.

SIGNED
MAYOR

DATED