

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 27th October 2016  
at 7.05pm in the Council Chamber, Old School, Llantwit Major

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PRESENT;      Chairman –      Councillor Mrs S Hanks - Town Mayor

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

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

                                              Mrs P Lancaster        )      WEST WARD  
                                              Mr G John                )

                                              Mr R Gant                )      BOVERTON WARD  
                                              Mr M Marsh

PC Colin Malone  
Councillor Mr A Bennett: Vale of Glamorgan Councillor  
Llantwit Youth Council : Shannon Wade  
   Amiee Turrell

Member of the Public

Apologies received from.  
Councillor J Evans              – Prior Commitment  
Councillor G Morgan           - Prior Commitment

Declarations of Interest Forms were received from Councillors.

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 discuss email reference contribution towards Llantwit Major Town Centre Partnership Programme. Item 2 to discuss email regarding PT Phone Box – Consultation on Removal. Item 3 Report of Reshaping Services Programme Update as presented to Vale of Glamorgan Cabinet 3<sup>rd</sup> October 2016. Item 4 copy of presentation given to Community Liaison Committee October 2016, Reshaping Services Programme and Item 5 copy of presentation given to Community Liaison Committee October 2016, Community & Town Council Perspective.

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

**850. ITEMS BROUGHT FORWARD****COMMUNITY CONSTABLE****To receive Community Constables report**

PC Colin Malone updated Councillors that since the 29<sup>th</sup> September 2016 there had been 14 crimes of which 2 had been shop lifting. All crimes during this period have been low level incidents.

PC Malone informed Councillors that he was liaising with the Road Safety Camera Partnership Organisation re arranging for a Mobile Safety Camera Van to review the speeding along Boverton Road.

PC Malone updated Councillors that Sgt Wayne Locke was the new Sergeant at Llantwit Major Police Station. Also that PCSO Sarah Johnson is replacing PCSO Serena James in Llantwit Major. PCSO James has been transferred to Barry Police Station for a year.

PC Malone expected a busy time in the town over the next two months with Firework Night, Remembrance Sunday and the Christmas Lighting Up Event, all scheduled to take place over the next month.

PC Colin Malone vacated the Council Chamber.

**851. MINUTES****Full Town Council meeting held 29<sup>th</sup> September 2016**

The minutes of the Full Town Council meeting held on 29<sup>th</sup> September 2016, had previously been circulated to the Council members. Councillor G John stated that under Apologies it should read 'Due to Illness' and not as previously stated 'Prior Commitment'. Councillor Mrs S Geary stated that under Finance (Expenditure for the period 16<sup>th</sup> July 2016 to 21<sup>st</sup> September 2016) it should read Councillor Mrs P Lancaster and not as previously stated Councillor Mrs S Geary. Councillors stated that under Vale of Glamorgan Council (Proposed highway safety improvements along Boverton Road, Option 1, 26<sup>th</sup> August 2016) it should read 27<sup>th</sup> September 2016 and not as previously stated 25<sup>th</sup> October 2016.

**RESOLVED:** That subject to the above amendments the Minutes of the Full Town Council Meeting held on 29<sup>th</sup> September 2016 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Allotment Sub Committee Meeting held on 26<sup>th</sup> September 2016**

The minutes of the Allotment Sub Committee Meeting held on 26<sup>th</sup> September 2016, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Allotment Sub Committee Meeting held on 26<sup>th</sup> September 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Wellbeing Future Generations Committee Meeting held on 28<sup>th</sup> September 2016**

The minutes of the Wellbeing Future Generations Committee Meeting held on 28th September 2016, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Wellbeing Future Generations Committee Meeting held on 28<sup>th</sup> September 2016 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 5<sup>th</sup> October 2016**

The minutes of the Planning Committee Meeting held on 5<sup>th</sup> October 2016, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Planning Committee meeting held on 5th October 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Finance & Policy Committee Meeting held on 6<sup>th</sup> October 2016**

The minutes of the Finance & Policy Committee Meeting held on 6<sup>th</sup> October 2016, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Finance & Policy Committee Meeting held on 6<sup>th</sup> October 2016 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 11<sup>th</sup> October 2016**

The minutes of the Town Study Steering Group Meeting held on 11th October 2016, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Town Study Steering Group Meeting held on 11th October 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Citizen Awards Group Meeting held on 17<sup>th</sup> October 2016**

The minutes of the Citizen Awards Group Meeting held on 17<sup>th</sup> October 2016, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Citizen Awards Group Meeting held on 17th October 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Working Group Meeting held on 20<sup>th</sup> October 2016**

The minutes of the Working Group Meeting held on 20th October 2016, had previously been circulated to the Council members.

**RESOLVED:** That the minutes of the Working Group Meeting held on 20<sup>th</sup> October 2016 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**852. 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.

**853. TOWN MAYOR**

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1<sup>st</sup> October 2016 to 31<sup>st</sup> October 2016. Noted.

**Questions to Town Mayor**

There were no question to the Town Mayor.

**854. COUNCIL MEETING****Meetings for the Month of November 2016**

Councillors had previously been circulated with a copy of the Council Meetings for the month of November 2016. Noted.

**856. PROCEDURAL MATTERS****Action Tracker**

Councillors had previously been circulated with an up to date Action Tracker. Councillor G John stated that the Fields in Trust Application for the Recreation Ground was near completion. The Town Clerk confirmed to Councillors that she hoped the Recreation Ground will be accepted and officially stamped as a Field in Trust site by the end of 2016.

Councillor G John also informed Councillors that the Vale of Glamorgan Council were to undertake a Traffic Survey outside the Spar Shop to look into vehicles parking along the yellow line.

**Members Report**

Councillor Mrs S Hanks and Councillor Mrs S Geary informed Councillors that they had attended a Welfare Committee Meeting. The Committee have decided not to give donations as there is no Rector at present serving the Parish of Llantwit Major.

Councillor R Austin confirmed to Councillors that the Service of Remembrance in association with MOD St Athan will be held at 10:30am on the 11<sup>th</sup> November 2016 at St Illtuds Church.

**To note Order of Remembrance Sunday Parade & Service 13<sup>th</sup> November 2016**

Councillors had previously been circulated with the Order of Remembrance Sunday Parade & Service on the 13<sup>th</sup> November 2016. Councillor M Mason informed Councillors that he had attended a Meeting of the Llantwit Major Branch of the Royal British Legion where the Order in which Organisation's lay their wreaths at the Cenotaph was discussed and finalised. Noted.

**857. YOUTH COUNCIL**

**Youth Activity Progress**

Miss Shannon Wade updated Councillors on Youth Activity Progress. She confirmed that she had been re-elected Chair of Llantwit Youth Council and Miss Cerys Baker had been appointed her Deputy. Miss Wade informed the Meeting that the Youth Councils Plans for the upcoming months were:

1. To continue working on the Make Your Mark Ballot
2. To continue to develop Llantwit Youth Council Action Plan
3. To raise funds for the Llantwit Major Town Mayors chosen charities

**To note minutes of the Llantwit Youth Council Meeting held on 3<sup>rd</sup> October 2016**

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting held on 3<sup>rd</sup> October 2016. Noted.

**858. FINANCE**

**Income for the period 22<sup>nd</sup> September 2016 to 20<sup>th</sup> October 2016**

Councillors had previously been circulated with a copy of the Income for the period 22<sup>nd</sup> September 2016 to 20<sup>th</sup> October 2016. Noted.

**Expenditure for the period 22<sup>nd</sup> September 2016 to 20<sup>th</sup> October 2016**

Councillors had previously been circulated with a copy of the Expenditure for the period 22<sup>nd</sup> September 2016 to 20<sup>th</sup> October 2016. Noted.

**Bank Reconciliation for period 1<sup>st</sup> July 2016 to 30<sup>th</sup> September 2016**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> July 2016 to 30<sup>th</sup> September 2016. Councillor M Mason queried the unpresented cheque 13387 that continually appear on the Bank Reconciliation Reports.

**RESOLVED:** That a resolution be passed that the unpresented cheque be removed from the Bank Reconciliation Report.

**Bank Reconciliation for period 1<sup>st</sup> September 2016 to 30<sup>th</sup> September 2016**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> September 2016 to 30<sup>th</sup> September 2016. Noted.

**To discuss Agenda Brief re Tourist Sign designs for Llantwit Major**

Councillors had previously been circulated with an Agenda Brief detailing Tourist Sign designs for Llantwit Major. Councillor's discussed paying Vale of Glamorgan Councils Visible Services & Transport Department £250.00 to design new Tourist Signs & Welcome to Llantwit Major Sign for the Town Council.

**RESOLVED:** That £250.00 be paid to the Visible Services and Transport Department to design new Tourist Signs & Welcome to Llantwit Major sign for the Town Council.

**To discuss the Independent Remuneration Panel for Wales Draft Annual Report for 2017/2018**

Councillors had previously been circulated with a Report dated 3<sup>rd</sup> October 2016 detailing the Independent Remuneration Panel for Wales Draft Annual Report for 2017/2018. Noted.

**859. 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.

**860. CEMETERY**

The following Burial matters were noted.

- 1) Burial of Mr Gordon Christopher Matheson D9 (new plot) on 21<sup>st</sup> October 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.

**861. RECREATION AND OPEN SPACES**

**Vale of Glamorgan Playground Maintenance Logs for 6<sup>th</sup> October 2016**

Councillors had previously been circulated with the Vale of Glamorgan Playground Maintenance Logs for 6<sup>th</sup> October 2016. The Town Clerk informed Councillors that the Zip Wire was now fully operational again. The Town Clerk stated she was meeting with GB Sports & Leisure, Independent Playground Inspectors, to discuss replacement for some of the damaged Playground equipment (i.e. Whizzer Bearings / Basket Swing & repairing a section of damaged Wet Pour).

**RESOLVED:** That the Town Clerk bring the findings from her Meeting with GB Sports & Leisure back to Novembers Full Town Council Meeting.

**To discuss Agenda Brief regarding the Bench from outside the Town Hall**

Councillors had previously been circulated with an Agenda Brief confirming that the bench which used to be outside the Town Hall is now in Storage as the Vale of Glamorgan Council have agreed ownership of the bench has been transferred to the Town Council. Councillors discussed the new proposed location of the bench in the top narrow corner of the U10'S Play Area. The Town Clerk suggested that the bench be painted white and the local nursery schools be invited to put their children's painted hand prints on the bench.

**RESOLVED:** That permission be granted to position the bench in the narrow corner of the U10's Play Area and that the local nursery schools be invited to paint their hand prints on the bench.

**To discuss email re inclusive equipment for U10's in Llantwit Major**

Councillors had previously been circulated with an email dated 11<sup>th</sup> October 2016 from Lucy Thomas re inclusive playground equipment for U10's in Llantwit Major. Councillor D Foster endorsed Mrs Thomas sentiments and stated that it should be considered next time we look at purchasing / replacing a piece of Playground equipment. The Town Clerk informed Councillors that there was no space in the U10's Play Park for any further Play Ground equipment.

**RESOLVED:** That the Town Clerk write a letter to Mrs Lucy Thomas reiterating the Town Council position reference inclusive Play Equipment, confirming that there is no space in the U10's Play area at present for new equipment however if an item needs repairing or replacing inclusive equipment will be considered.

**To discuss Application from LMRFC to use the Recreation Ground for a Firework Display on 4<sup>th</sup> November 2016 and 4<sup>th</sup>/5<sup>th</sup> November 2017**

Councillors had previously been circulated with an Application dated 17<sup>th</sup> October 2016 to use the Recreation Ground for a Firework Display on the 4<sup>th</sup> November 2016 and the 4<sup>th</sup>/5<sup>th</sup> November 2017.

**RESOLVED:** That permission is granted for LMRFC to use the Recreation Ground for a Firework Display on 4<sup>th</sup> November 2016 and 4<sup>th</sup>/5<sup>th</sup> November 2017.

**To note letter regarding successful Application for RDP Funding, Improvement to Footpath, Recreation Ground**

Councillors had previously been circulated with a letter regarding successful Application re RDP Funding, Improvement to Footpath, Recreation Ground. The Town Clerk informed Councillors that the next stage of the Application would involve a large amount of paperwork as there were nine sections to complete within this stage.

**RESOLVED:** That the Funding Forum Committee meet to discuss the next stage of the RDP Funding for Improvement to the Footpath, Recreation Ground. The Committee to liaise with Creative Rural Communities re advice and guidance for this phase of the Application.

**862. WEST STREET POOL****To discuss letter re Jemima Duck House on West Street Pool**

Councillors had previously been circulated with a letter dated 1<sup>st</sup> October 2016 re a Duck House for Jemima on West Street Pool.

Councillor Mrs S Hanks asked permission for Standing Orders to be suspended to allow Councillor Anthony Bennett to speak to the Councillors.

**STANDING ORDERS WERE SUSPENDED**

Councillor A Bennett informed Councillors that he had no input into the building of the Duck House but after inspecting the house he felt the house should be installed on a solid, static platform consisting of raised breeze blocks. He said he would be happy to install the Duck House on the pond.

## **STANDING ORDERS WERE REINSTATED**

**RESOLVED:** That permission is granted for the Duck House to be installed on West Street Pool. The house must be a static, on a breeze block base.  
Councillors will review the success of the Duck House in six months.

### **863. VALE OF GLAMORGAN COUNCIL**

#### **To discuss email reference contributions towards Llantwit Major Town Centre Partnership Programme**

Councillor G John declared an interest but had special dispensation to speak. Councillors had previously been circulated with an email dated 5<sup>th</sup> October 2016 reference contributions towards Llantwit Major Town Centre Partnership Programme. Noted.

#### **To discuss email regarding BT Phone Box – Consultation on Removal**

Councillor G John declared an interest but had special dispensation to speak. Councillors had previously been circulated with an email dated 4<sup>th</sup> October 2016 regrading BT Phone Box – Consultation on Removal of two phone boxes in Llantwit Major. The Phone Boxes are positioned at Redwood Close and Bedford Rise. Councillors Mrs S Hanks confirmed that the Redwood Close Phone Box was vandalised. Noted.

#### **Report of Reshaping Services Programme Update as presented to Vale of Glamorgan Cabinet 3<sup>rd</sup> October 2016**

Councillor G John declared an interest but had special dispensation to speak. Councillors had previously been circulated with a Report dated 3<sup>rd</sup> October 2016 of Reshaping Services Programme Update as presented to Vale of Glamorgan Cabinet. Councillor E Williams queried if any further correspondence had been received from the Vale of Glamorgan Council regarding Reshaping of Services. The Town Clerk confirmed that she regularly asks for updates and as of yet no further information regarding this matter had been received. Councillor G John informed Councillors that further discussions are being held in the Vale of Glamorgan Council regarding Reshaping Services within the next two months. Councillor G John stated that the Town Council should expect an update on these matters once these discussions have been completed.

#### **Copy of presentation given to Community Liaison Committee October 2016, Reshaping Services programme.**

Councillor G John declared an interest but had special dispensation to speak. Councillors had previously been circulated with a copy of a presentation given to Community Liaison Committee October 2016, Reshaping Services programme. Noted.

#### **Copy of presentation given to Community Liaison Committee October 2016, Community & Town Council Perspective**

Councillor G John declared an interest but had special dispensation to speak. Councillors had previously been circulated with a copy of a presentation given to Community Liaison Committee October 2016, Community & Town Council Perspective. Noted.



**864. ONE VOICE WALES****To discuss Membership to One Voice Wales**

Councillors had previously been circulated with an Agenda Brief regarding Membership to One Voice Wales. The Town Clerk updated Councillors that at present a contract was held with Ellis Whittam until October 2018. She confirmed that this covers Employment and Health and Safety Advice. Councillors discussed if a comparable services was offered and how One Voice Wales were able to advise on Welsh Government and Local Government.

**RESOLVED:** That permission is granted to take out Membership with One Voice Wales at a cost of £599.50 for a year to allow for an overlap of services and then the Town Clerk bring a report back to the Full Town Council.

**To note email regarding One Voice Wales National Conference held on the 1<sup>st</sup> October 2016**

Councillors had previously been circulated with an email 17<sup>th</sup> October 2016 regarding the One Voices National Conference held on 1<sup>st</sup> October 2016. Noted.

**865. WELSH GOVERNMENT****To note receipt of Statement by the Welsh Government Update on Local Government Reform**

Councillors had previously been circulated with a Statement dated 4<sup>th</sup> October 2016 by the Welsh Government Update on Local Government Reform. Noted.

**866. MISCELLANEOUS****To discuss letter received from Llanmaes Community Council re proposed Northern Access Road, St Athan**

Councillors had previously been circulated with a letter dated 10<sup>th</sup> October 2016 received from Llanmaes Community Council re proposed Northern Access Road, St Athan. Councillor Foster confirmed that he and Councillor Mrs P Lancaster had attended a Meeting reference the proposed Northern Access Road with Llanmaes Community Council on the 16<sup>th</sup> August 2016. Noted.

**To discuss presentation received by Dr D Ellis regarding The Bryn Iltyd Trust, the Galilee Chapel School Project, the Vale of Glamorgan Neighbourhood Watch Association**

Councillors had previously received a presentation on the 27<sup>th</sup> October 2016 by Dr D Ellis regarding the Bryn Iltyd Trust, the Galilee Chapel School Project and the Vale of Glamorgan Neighbourhood Watch Association. Noted.

**To discuss Community Mapping requirement**

Councillors had previously been circulated with details of the Community Mapping Toolkit. Councillors felt the Community Mapping Toolkit was of greater use to smaller villages / communities. Llantwit Major being the third largest Town in the Vale of Glamorgan does not fall into this Category.

**RESOLVED:** That no action be taken at the present time regarding the Community Mapping Toolkit.

**To discuss proposed radio base station installation on land at New Parc Farm, Llantwit Major for Cornerstone Telecommunications Infrastructure Ltd**

Councillors had previously been circulated with a letter dated 7<sup>th</sup> October 2016 re proposed radio based station installation on land at New Parc Farm, Llantwit Major for Cornerstone Telecommunications Infrastructure Ltd. Noted.

**To discuss Contact Form from Mr Charles Allen re setting up Llantwit Major as a Book Town**

Councillors had previously been circulated with a Contact Form dated 18<sup>th</sup> October 2016 from Mr Charles Allen re setting up Llantwit as a Book Town. Councillor Mrs P Lancaster questioned what a Book Town was?

**RESOLVED:** That a letter be written to Mr Charles Allen requesting further information on what a Book Town is and what it entails.

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**867. 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 confirm appointment of Mr Raymond Duncan to position of Handyperson / Gardener following successful probation period**

Councillors confirmed the appointment of Mr Raymond Duncan to the position of Handyperson/Gardener following a successful probation period. Noted.

SIGNED .....  
MAYOR

DATED .....