

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 28th January 2016 at 7.05pm in the Council Chamber, Old School, Llantwit Major

PRESENT; Chairman – Councillor Mrs P Lancaster - Town Mayor

 Councillors Mrs S Hanks) BOVERTON WARD
 Mr J Evans)
 Mr M Marsh)
 Mr R Jenkins)

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

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

 Mr G John) WEST WARD

Councillor A Bennett –Vale Councillor

Apologies received from.
 PC Colin Malone – Holiday Leave

Declarations of Interest Forms were received from Councillors.
 Pursuant to the requirements of this Council's Code of Conduct, Councillor Mrs S Geary declared an interest under Finance to discuss recommendation from the Allotment Sub Committee to renew membership to the Horticultural Society and declared an interest under Recreation and Open Spaces to re-discuss letter and associated paperwork regarding proposed cycle path on the Recreation Ground.

Councillor Mrs Lancaster welcomed Councillor Austin to his first Full Town Council Meeting since being elected as a Town Councillor on 14th January 2016.

700. **MINUTES**

Full Town Council meeting held 17th December 2015

The minutes of the Full Town Council meeting held on 17th December 2015, had previously been circulated to the Council members. Councillors noted that on page 462 under Community Constable it should state offences and not as previously stated offenses. Councillors noted that on page 466 under Miscellaneous it should state regarding and not as previously stated regrading. Councillors noted that on page 466 under Miscellaneous Wick Community Council should be removed from the report.

RESOLVED: That subject to the above amendments the Minutes of the Full Town Council Meeting held on 17th December 2015 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Planning Committee Meeting held on 17th December 2015

The minutes of the Planning Committee meeting held on 17th December 2015, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 17th December 2015 be adopted and 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 5th January 2016

The minutes of the Footpath Forum meeting held on 5th January 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Footpath Forum meeting held on 5th January 2016 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Finance & Policy Meeting held on 14th January 2016

The minutes of the Finance & Policy meeting held on 14th January 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Finance & Policy Meeting held on 14th January 2016 be adopted and 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 18th January 2016

The minutes of the Allotment Sub Committee meeting held on 18th January 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Allotment Sub Committee meeting held on 18th January 2016 be adopted and 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 19th January 2016

The minutes of the Town Study Steering meeting held on 19th January 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Town Study Steering meeting held on 19th January 2016 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

701. 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.

702. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 12th December 2015 to 27th January 2016. Noted.

Questions to Town Mayor

There were no questions for the Town Mayor.

703. COMMUNITY CONSTABLE

To receive Community Constables report

Councillor Mrs P Lancaster informed Councillors that PC C Malone had sent his apologies, but had submitted crime figures since the previous meeting of 17th December 2015. There had been 27 crimes of which 18 had been detected. PC Malone stated these figures included 2 theft offences, 5 general damage offences, 2 harassment offences, 1 Public Order offence, 6 damage to Motor Vehicles offences, 8 common assault offences, 1 garage burglary offence, 1 household burglary offence and 1 possession of drugs offence. Noted.

704. COUNCIL MEETING

Meetings for the Month of February 2016

Councillors had previously been circulated with a copy of the Council Meetings for the month of February 2016. Councillor Evans informed Councillors that a Recreation and Buildings Committee Meeting needs to be added into the Meetings for February 2016.

RESOLVED: That a Recreation and Buildings Committee Meeting is to be set for 18th February 2016 at 7.00 pm in the Council Chambers, Old School.

705. PROCEDURAL MATTERS

Action Tracker

Councillors had previously been circulated with an up to date Action Tracker. Councillor Mrs Hanks asked if Fields in Trust had accepted the Recreation Ground as a General Field Site. The

Town Clerk informed Councillors that she was still in the process of completing the Application Forms with regard to this matter.

Members Report

Councillor Mrs S Hanks informed Councillors that she had attended a very successful Games Night with Llantwit Youth Council. She stated she had also attended a Compulsory Governors Training Session.

Councillor Mrs P Lancaster stated she was disappointed at the lack of representatives from Town Councillor's, due to prior commitments, at the Llantwit Youth Council Games Night.

Councillor Marsh updated Councillors that he had attended a Community Liaison Meeting. The Meeting included a presentation from Green Link Buses and further updates regarding the £13 million savings that the Vale of Glamorgan Council is undertaking.

Councillor Mrs S Geary stated she had attended an Age Connect Lunch where she had been introduced to some of the Volunteers of the organisation.

Councillor Evans confirmed he had attended a Pub Watch Meeting and there were no problems to report over the Christmas period.

To discuss recommendation by Finance Committee regarding amendment to Page 9 of the Financial Regulations

Councillors were previously circulated with page 9 of the Financial Regulations detailing a request to increase the financial limit the Town Clerk/ Responsible Financial Officer has to spend for emergencies and day to day running of the Town Council.

RESOLVED: That approval be given to increase the financial limit to £1000 plus vat that the Town Clerk/ Responsible Financial Officer has to spend for emergencies and day to day running of the Town Council.

To discuss appointment of Representative to sit on the Destination Management Partnership

Councillors were previously circulated with an email and Agenda dated 15th December 2015 detailing the first Vale of Glamorgan Destination Management Partnership Meeting. The Partnership is to look at improving the competitive position of Tourism in the Vale of Glamorgan. The Town Clerk informed Councillors that she had attend the first Meeting held on the 22nd January 2016 on behalf of the Town Council and distributed notes from the inaugural Meeting.

RESOLVED: That the Town Clerk remain as the Llantwit Major Town Council Representative to sit on the Destination Management Partnership Committee.

Councillor's stated that Llantwit Major should have at least two representatives sitting on this Committee, such as a Local Trader or a representative from the Youth Forum Committee.

RESOLVED: That a letter be written to the Vale of Glamorgan Destination Partnership requesting permission for Llantwit Major to be allowed further representatives to sit on the newly formed Committee, possibly someone from the Town Study Steering Group.

Further

RESOLVED: That the Town Clerk seek clarification who the representative for the Llantwit Major Traders Group is and ensure they are circulated details.

706. YOUTH COUNCIL

Youth Activity Progress

No members of the Youth Council were present at the Meeting.

Councillor John entered the Council Chambers.

707. FINANCE

Income for the period 12th December 2015 to 18th January 2016

Councillors had previously been circulated with a copy of the Income for the period 12th December 2015 to 18th January 2016. Noted.

Expenditure for the period 12th December 2015 to 18th January 2016

Councillors had previously been circulated with a copy of the Expenditure for the period 12th December 2015 to 18th January 2016. Noted.

Bank Reconciliation for period 1st December 2015 to 31st December 2015

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st December 2015 to 31st December 2015. Noted.

Bank Reconciliation for period 1st October 2015 to 31st December 2015

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st October 2015 to 31st December 2015. Noted.

To ratify Precept amount and proposed budget sheets for 2016/2017 as recommended by the Finance & Policy Committee

Councillors had previously been circulated with the precept amount and proposed budget sheets for 2016/2017 as recommend by the Finance and Policy Committee. The Town Clerk confirmed to Councillors that the Finance and Policy Committee had resolved to increase the precept amount by £1.

RESOLVED: The Town Clerk to write a letter to the Vale of Glamorgan Council confirming the Precept request of £229,318 for financial year 2016/2017.

To discuss Bro Radio Letter requesting financial support to increase radio transmission coverage onto the Western Vale

Councillors had previously been circulated with a letter dated 9th December 2015 detailing a request from Bro Radio for financial support in order to increase radio transmission coverage in the Western Vale area. Following the recent presentation Councillors felt this was a worthy cause.

RESOLVED: That the financial request for funding by Bro Radio be reconsidered at the financial year end March 2016.

To receive retrospective permission to pay invoice to C&A Scaffolding & Roofing to repair and replace roof on small back room of the Old School

Councillors had previously been circulated with an Invoice dated 15th December 2015 from C &A Scaffolding to repair and replace roof on small back room of the Old School.

RESOLVED: That retrospective permission be given to pay invoice of £560.00 to C&A Scaffolding & Roofing to repair and replace roof on small back room of the Old School.

To receive retrospective permission to pay invoice to Watson for 2701 litres of Burning Oil for Old School and Llantonian Hall

Councillors had previously been circulated with an Invoice dated 19th November 2015 from Watson for 2701 litres of Burning Oil for the Old School and Llantonian Hall.

RESOLVED: That retrospective permission be given to pay invoice of £1053.39 to Watson for 2701 litres of Burning Oil for the Old School and Llantonian Hall

Further

RESOLVED: That the Town Clerk has permission to pay for Burning Oil without gaining permission from the Full Town Council. The Financial Regulations must be amended accordingly.

To discuss renewing Membership to Fields in Trust

Councillors were previously circulated with a letter dated 22nd December 2015 offering renewal Membership to Fields in Trust effective from 31/01/2016 at a cost of £50.00.

RESOLVED: That the Annual Membership for Fields in Trust is renewed effective from 31/01/2016 at a cost of £50.00.

To note letter received from Carston Chartered Accounts confirming the provision of Accountancy Services for year end March 2016

Councillors had previously been circulated with a letter dated 7th January 2016 from Carston Chartered Accounts confirming the provision of Accountancy Services for year end March 2016.

RESOLVED: That the Town Council accepts the tender from Carston Chartered Accounts in the sum of £850 plus vat to provide Accountancy Services for year end 2015/2016.

To note letter received from BPU Chartered Accounts confirming the provision of Internal Audit Services for the financial year end 2015/2016

Councillors had previously been circulated with a letter dated 14th January 2016 from BPU Chartered Accounts confirming the provision of Internal Audit Services for the financial year end 2015/2016.

RESOLVED: That the Town Council accepts the tender from BPU Chartered Accounts in the sum of £1500 plus vat to provide Internal Audit Services for year end 2015/2016.

To discuss recommendation from the Allotment Sub Committee to renew membership to the Horticultural Society at a cost of £5 per annum

Councillor Mrs Geary declared an interest.

Councillors had previously been recommended from the Allotment Sub Committee to renew membership to the Horticultural Society at a cost of £5 per annum.

RESOLVED: That the Horticultural Society Membership is renewed at a cost of £5 per annum.

708. 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.

709. CEMETERY

The following Burial matters were noted.

- 1) Burial of John Evan Davies LB3 (re-open plot) on 15th December 2015
- 2) Burial of Elizabeth Mary Smith Ma5 (new plot) on 23rd December 2015
- 3) Burial of Richard David Harray E176 (new plot) on 5th January 2016
- 4) Burial of Ian Henry Gillen C266 (re-open) on 14th January 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 2 and 3.

**710. RECREATION AND OPEN SPACES
Play Equipment Reports 7th January 2016**

Councillors had previously been circulated with a copy of the playground Inspection/Maintenance Report dated 7th January 2016. Noted.

To re-discuss letter and associated paperwork regarding the proposed cycle path on the Recreation Ground

Councillor Mrs Geary declared an interest.

Councillors had previously been circulated with a letter signed by three Councillors requesting this Agenda Item be discussed again as well as all the associated paperwork regarding the proposed cycle path on the Recreation Ground. Councillor Foster confirmed that the Town Council had declared an interest in increasing the width and renewing the existing footpath that runs around the bowling green, behind the existing play equipment and to the exit by Iltyd Avenue double gates. He stated the cost of this project would be £18,350, which if the Town Council were successful in receiving a Grant Application, the Town Council would need to fund 20% of the overall project costs. Councillor Foster informed Councillors the Vale of Glamorgan's proposal on the Recreation Ground was for a cycle path, of which two cycle paths were under consideration. The Vale option runs inside the Recreation Ground Boundary alongside Boverton Road and Ham Lane East Road. The exit point is the gate opposite Llantwit Major Comprehensive School. The Town Councils proposed cycle path for the Vale went to the

front of the Rugby Club, behind the play equipment and inside the boundary of the gardens backing onto Illtyd Avenue. Either of these proposed cycle paths would be funded by the Vale of Glamorgan Council. Councillor Mason raised concerns of the width of the cycle paths. At 3 meters wide he felt this could cause additional drainage problems on the Recreation Ground. Councillor Evans felt the cycle paths could be dangerous for the Rugby Players as they run alongside the Rugby pitches. Councillor Jenkins felt that residents would just cycle across the middle of the Recreation Ground rather than using the cycle path.

RESOLVED: That the Rural Development Fund Application be submitted for the Town Councils proposal of widening the existing Footpath in the Recreation Ground with match funding at £3058.

Further

RESOLVED: That a letter be written to Clare Cameron from the Vale of Glamorgan Council stating that Llantwit Major Town Council no longer support the Vale of Glamorgan Councils proposal for a cycle path in the Recreation Ground. State the Town Council has concerns regarding the proximity of the Rugby Pitches, the exit gate leading onto Ham Lane East and drainage.

711. LLANTONIAN HALL

To discuss letter from Boverton WI re paying for tables in Llantonian Hall to be put out and replaced at their monthly meetings

Councillors had previously been circulated with a letter dated 19th January 2016 from Boverton WI re paying for tables in Llantonian Hall to be put out and replaced at their monthly meetings.

RESOLVED: That a letter be written to the Boverton WI stating that unfortunately the Town Council cannot assist with putting out and replacing tables at their monthly meetings due to the lack of manpower.

712. VALE OF GLAMORGAN COUNCIL

To receive Vale of Glamorgan Councillors

Councillor Hacker and Councillor Williams stated they had nothing to report.

Councillor John updated Councillors that the pedestrian crossing on Llanmaes Road will be completed over the next few weeks.

Councillor John informed the meeting that he had chaired the Community Liaison Meeting. He stated reshaping services was under discussion at this Meeting and he felt Llantwit Major Town Council should consider undertaking a Public Consultation to gain the general public's views on the Town Council taking on additional services from the Vale of Glamorgan Council. Councillor John suggested this topic should be put as an Agenda Item on a future Full Town Council Meeting. Councillor John also stated the Community Liaison Meeting discussed 'Clustering Councils'.

Councillor Bennett informed Councillors that S106 money was being used to refurbish the Llys Steffan Play park. He confirmed that the Boverton Flood Scheme had been accepted and timelines for the project should be outlined in the near future. Councillor Bennett also stated he had maps of the 5 Mile Lane Highway Improvements Scheme planned for Barry if Councillors are interested in viewing them.

To note Application to vary premises licence at Heritage Coast Campsite

Councillors had previously been circulated with an email dated 17th December 2015 detailing an Application to vary premises licence at Heritage Coast Campsite. Noted.

To note receipt of the Agenda of the Special Council 25th January 2016 reference the A4226, Five Mile Lane, Highway Improvements

Councillors had previously been circulated with an Agenda of the Special Council Meeting on the 25th January 2016 with reference to the A4226, Five Mile Lane, Highway Improvements. Noted.

713. WELSH ASSEMBLY GOVERNMENT**To note the Section 137 Expenditure Limit for 2016-17**

Councillors were previously circulated with a letter dated 18th January 2016 detailing the Section 137 Expenditure Limit of £7.42 per electorate for 2016-17. Noted.

714. MISCELLANEOUS**To discuss letter received from Chairman of Llantwit Major Cavaliers**

Councillors had previously been circulated with a letter dated 31st December 2015 from the Chairman of Llantwit Major Cavaliers. Councillor Foster informed Councillors that circumstances had changed since this letter was sent to the Town Council. Therefore no further action, at present, can be undertaken regarding this request.

To discuss email regarding supporting the rapid response Ambulance in Llantwit Major

Councillors were previously circulated with an email dated 11th January 2016 regarding supporting the rapid response Ambulance in Llantwit Major. Councillors discussed the successful meeting with Bob Tooby, Head of Operations Cardiff & Vale Welsh Ambulance Services NHS and Kevin Crowther on the 7th January 2016 regarding the new rapid response Ambulance. Councillors however noted their disappointment at a recent incident when a lady fell and broke her hip and it took over 3 hours for an Ambulance to attend the scene.

RESOLVED: That a letter of thanks be written to Mr Bob Tooby for the Presentation on the 7th January 2016 but note the Town Councillors disappointment at the incident that took over 3 hours for an Ambulance to attend.

Further

RESOLVED: That a letter be written to Tracy Myhill, Chief Executive for Welsh Ambulance Service, of the importance of keeping a full time rapid response Ambulance based in Llantwit Major.

To discuss emails from Vale of Glamorgan Tourism and Marketing Department re the Llantwit Major Town Guide

Councillors were previously circulated with emails dated 14th & 18th January 2016 from the Vale of Glamorgan Tourism and Marketing Department re the Llantwit Major Town Guide. The email confirmed that the Llantwit Major Town Guide was now out of print and the Tourism and Marketing Department do not have the budget to reprint this independently. The Town Clerk

informed Councillors that the Llantwit Major Town Guide was very popular with both local residents and tourists.

RESOLVED: That the Town Clerk obtain costings for reprint of the Llantwit Major Town Guide and findings be brought back to next month's Full Town Council Meeting

To discuss letter re lighting a Beacon for the Queens 90th Birthday on 21st April 2016

Councillors were previously circulated with a letter dated 8th January 2016 re lighting a Beacon for the Queens 90th Birthday on 21st April 2016. Councillor Austin felt out of respect the Town Council should do something towards marking this event. Councillors discussed various organisations that may consider undertaking this task.

RESOLVED: That Councillor Evans, Councillor Morgan and Councillor Austin approach Llantwit Major Rugby Club to see if they would be prepared to undertake lighting a Beacon to mark the Queens 90th Birthday on 21st April 2016. The decision be brought back to next month's Full Town Council Meeting

Further

RESOLVED: That the Town Clerk identify the costings of purchasing a Beacon.

To discuss Remembrance Service Order of Precedence

Councillors were previously circulated with an Agenda Brief and letters re Remembrance Service Order of Precedence. Councillor Jenkins expressed his annoyance at Llantwit Major Town Mayor only being in the second row at the Llantwit Major Remembrance Service in November 2015.

RESOLVED: That once the new Mayor for the Vale of Glamorgan Council has been voted in, in April, the Town Clerk write to their Personal Assistant requesting that the Llantwit Major Town Mayor lays the wreath for Remembrance Day after the Deputy Lord Lieutenant.

Further

RESOLVED: That Councillor Mason, as representative of the Town Council on the Llantwit Major British Legion Committee, express the Council's concerns regarding the Order of Precedence at Llantwit Major's Remembrance Service.

Agenda Brief to discuss sending letter of thanks to Reverend Butler

Councillors were previously circulated with an Agenda Brief detailing sending a letter of thanks to Reverend H Butler. Councillor Mrs P Lancaster supported that a letter of thanks be written to Reverend H Butler for all his work in the community.

RESOLVED: That a letter be written to Reverend H Butler thanking him for all his services to the community. All Town Councillors and Town Office Staff to sign the letter

Further

RESOLVED: That the Town Mayor present a Town Council Plaque to Reverend H Butler during his last service for the parish on 21st February 2016, subject to permission from the Benefice of Llantwit .

715. 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.

To discuss Agenda Brief on Visitors Centre Receptionist

Councillors had previously circulated with an Agenda Brief on employing a Visitors Centre Receptionist

RESOLVED: That Mrs Hole be employed as receptionist to the Visitor Centre on weekends and bank holidays during the spring & summer period 2016.

SIGNED

MAYOR

DATED