

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 28th September 2017 at 7.05pm in the Council Chamber, Old School, Llantwit Major

PRESENT; Chairman – Councillor Mrs J Norman - Town Mayor

Councillors Mr D Foster) NORTH WARD
 Dr P Dickson)
 Mr E Williams)
 Dr D Ellis)

 Mr G Thomas) SOUTH EAST WARD
 Mr G Morgan)

 Mr G John) WEST WARD

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

PC J Williamson
PCSO Rhiannon Cummings

Apologies received from.
Councillor Mr D Powell – Prior Commitment
Councillor Mr G Wilkie – Prior Commitment
Llantwit Major Youth Council – Prior Commitment

Pursuant to the requirements of this Council's Code of Conduct, Councillor Mr G John declared an interest under Community Constable, Item 3, to discuss relocation of the PRU to Llantwit Major.

Pursuant to the requirements of this Council's Code of Conduct, Councillor Mrs S Hanks declared an interest under Community Constable, Item 3, to discuss relocation of the PRU to Llantwit Major.

Pursuant to the requirements of this Council's Code of Conduct, Councillor Mrs J Norman declared an interest under Community Constable, Item 3, to discuss relocation of the PRU to Llantwit Major.

Pursuant to the requirements of this Council's Code of Conduct, Councillor Dr D Ellis declared an interest under Community Constable, Item 2, to discuss starting up a Neighbourhood Watch.

Councillor Mrs J Norman asked permission to bring forward the Agenda Item Community Constable Item 1 to receive Community Constables Report, Item 2 to discuss starting up a Neighbourhood Watch and Item 3 to discuss email re relocation of the PRU to Llantwit Major.

67. **ITEMS BROUGHT FORWARD**
COMMUNITY CONSTABLE

To receive Community Constables report

PC J Williamson and PCSO Rhiannon Cummings introduced themselves to Councillors. PC Williamson confirmed that a total of 27 crimes were reported for the month of August 2017. There were 3 cases of burglary, 3 violent crimes with injury, 8 violent crimes with no injury the remaining crimes were domestic, theft and miscellaneous. PC Williams confirmed that proceedings against various juveniles in Llantwit Major were still ongoing.

To discuss starting up a Neighbourhood Watch

Councillor Dr D Ellis declared an interest.

Councillors had previously been circulated with a leaflet on Neighbourhood Watch.

PC J Williamson stated the Police would fully support this initiative and try to assist with encouraging members of the public to attend a Public Meeting.

RESOLVED: That a Public Meeting on Neighbourhood Watch in Llantwit Major be organised to take place within the next two months. Venue, date, time and lists of organisations to be invited to be confirmed. An Article on the Neighbourhood Watch, detailing the Public Meeting, be sent for publication in the Local Gem Newspaper.

To discuss email re relocation of the PRU to Llantwit Major

Councillor Mrs S Hanks declared an interest.

Councillor G John declared an interest and vacated the Council Chamber.

Councillor Mrs J Norman declared an interest and vacated the Chair

Councillor Dr D Ellis took the Chair.

Councillors had previously been circulated with an email dated 21st September 2017 reference the relocation of the PRU to Llantwit Major. Councillor Dr Ellis updated Councillors of his concerns regarding the lack of consultation of the PRU relocation to Llantwit Major Youth Centre. He queried the security requirements needed for the PRU with regard to the close proximity of St Iltyds Primary School and the WVIC Centre.

Councillor Clark noted there was no Risk Assessments for this proposed relocation, he questioned what outdoor area would be available for the PRU to use and highlighted his disappointment in the lack of communication between all interested parties.

Councillor Dr Dickson endorsed the above comments and raised the safeguarding issues for both the PRU and neighbouring organisations.

PC Williamson informed Councillors that they had received no correspondence regarding the PRU relocation from Amelia Trust Farm to Llantwit Major.

Councillor D Foster stated the Town Council require more information and clarification of the proposed relocation before being able to give further consultation on this matter.

RESOLVED: That a letter be written to the Vale of Glamorgan Council requesting further information on how the PRU will be operated if relocated to Llantwit Major. Request a Vale of Glamorgan Officer attend a meeting of the Town Council to further discuss the proposed relocation of the PRU.

PC J Williamson and PCSO Rhiannon Cummings vacated the Councillor Chamber.

Councillor Dr D Ellis vacated the Chair.

Councillor Mrs J Norman retook the chair.

Councillor G John re-entered the Council Chamber.

68. MINUTES**Full Town Council Meeting held 27th July 2017**

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

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

Matters Arising

There were no matters arising.

Youth Activities Forum Meeting held on 31st July 2017

The minutes of the Youth Activities Forum Meeting held on 31st July 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Youth Activities Forum Meeting held on 31st 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 2nd August 2017

The minutes of the Planning Committee Meeting held on 2nd August 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 2nd August June 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 16th August 2017

The minutes of the Planning Committee Meeting held on 16th August 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 16th August 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 1st September 2017

The minutes of the Planning Committee Meeting held on 1st September 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 1st September 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Sports Development Committee Meeting held on 4th September 2017

The minutes of the Sports Development Committee Meeting held on 4th September 2017, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Sports Development Committee Meeting held on 4th September 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 5th September 2017

The minutes of the Allotment Sub Committee Meeting held on 5th September 2017, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Allotment Sub Committee Meeting held on 5th September 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 18th September 2017

The minutes of the Planning Committee Meeting held on 18th September 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 18th September 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

69. 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.

70. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 1st August 2017 to 30th September 2017. Councillor Mrs J Norman updated Councillors on engagements attended and thanked Councillor Dr Ellis for covering her engagements in her absence. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor

71. **COUNCIL MEETINGS**

Meetings for the Month of October, 2017

Councillors had previously been circulated with a list of the Meetings for the Month of October 2017. The Town Clerk confirmed that a Special Meeting will be arranged for the beginning of November 2017 to discuss Tenders received with reference to the Sports Development Project. Noted.

72. **PROCEDURAL MATTERS**

Members Report

Councillor Dr P Dickson informed Councillors he had attended a Meeting with representatives from Welsh Government, Public Health Wales and Natural Resource Wales to discuss the findings from the recent fire at Siteserv on the Llandow Industrial Estate. He concluded that the Meeting had been very informative and he would give another verbal report once the minutes of this meeting were published.

Action Tracker

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

Councillor Mrs S Hanks informed Councillors that the new Playground Equipment for Trebeferad Play Park will be installed by the end of October 2017.

Councillor Mrs Hanks asked for an update on the log sheet for incidents that Heavy Vehicles have caused when driving through the Old Town of Llantwit Major. The Town Clerk confirmed that in total there had been four recorded incidents. Since the new Road Signs have been installed warning HGV drivers to use alternative routes into the Town Centre there had only been one incident noted.

The Town Clerk also informed Councillors that the old surplus plastic chairs from the Town Hall were gradually being disposed of.

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

Councillors had yet to receive the Agenda for the Community Liaison Meeting to be held on the 10th October 2017. Noted.

To discuss appointment of MAR Governor at St Illtyds Primary School

Councillors had previously been circulated with an email dated 21st September 2017 detailing the appointment of MAR Governor at St Illtyds School.

RESOLVED: That Councillor Mr A Clark to be appointed MAR Governor at St Illtyd School.

73. **YOUTH COUNCIL**

Youth Activity Progress

There were no Youth Council representatives at the Meeting.

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

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting on Thursday 27th July 2017. Noted.

74. FINANCE**Bank Reconciliation for period 1st July 2017 to 31st July 2017**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st July 2017 to 31st July 2017. Noted.

Bank Reconciliation for period 1st August 2017 to 31st August 2017

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st August 2017 to 31st August 2017. Noted.

Income for the period 20th July 2017 to 21st September 2017

Councillors had previously been circulated with a copy of the Income for the period 20th July 2017 to 21st September 2017. Noted.

Expenditure for the period 20th July 2017 to 21st September 2017

Councillors had previously been circulated with a copy of the Expenditure for the period 20th July 2017 to 21st September 2017. Noted.

Credit Card Statement for period 20th July 2017 to 21st September 2017

Councillors had previously been circulated with a copy of the Credit Card Statement for the period 20th July 2017 to 21st September 2017. Noted.

To note certified Annual Return for year ended 31st March 2017

Councillors had previously been circulated with the certified Annual Return for year ended 31st March 2017. Noted.

75. 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. Councillors noted that Planning Application 2017/00859/FUL had not been reviewed and should therefore be removed from the Planning Application decisions report. Noted.

76. CEMETERY

The following Burial matters were noted.

- 1) Scattering of Ashes Suzanne June Griffiths on 1st September 2017
- 2) Burial of Brian Bush re-open (D21) on 20th September 2017
- 3) Burial of Barbara Patricia Walker new plot (Ma11) on 27th September 2017
- 4) Scattering of Ashes Albert Charles Wilfred Wesson on 29th September 2017
- 5) Scattering of Ashes Florence Leah Wesson on 29th September 2017

RESOLVED: That approval be granted for the Exclusive Right of Burial Certificate to be issued and sealed on behalf of the Town Council in respect of matter 3.

To discuss letter from Mr Huw Jones re interment fees

Councillors had previously been circulated with a letter dated 13th September 2017 from Mr Huw Jones re interment fees. Councillors discussed the Town Councils costs for interments for residents and non-residents of Llantwit Major.

RESOLVED: That a letter be written to Mr Huw Jones confirming the Town Council costs for the interment of ashes of a person residing outside the parish. State that the fees cover a lifetime maintenance of the plot, general maintenance of Boverton Cemetery and looking for additional cemetery land. It should also be noted that the fees are comparable with all other Burial Authorities in the area.

77. RECREATION AND OPEN SPACES**To note playground inspections 4th August 2017**

Councillors had previously been circulated with the Playground inspections held on 4th August 2017. The Town Clerk confirmed that the Safety surface in the Under 10's Park had risen and was due to be fixed by the end of October 2017. The worn bearings on the Tornado and the Basket Swing in the Recreation Park were matters she was aware of and were being continually monitored. Noted.

To note playground inspections 6th September 2017

Councillors had previously been circulated with the Playground inspections held on 6th September 2017.

To discuss Agenda Brief re child safety on Llantwit Major Tennis Courts

Councillors had previously been circulated with an Agenda Brief re child safety on Llantwit Major Tennis Courts. Councillors discussed the age a child could be allowed to play in the Tennis Courts unsupervised.

RESOLVED: That notices be placed around the Tennis Courts stating that any child under the age of 13 playing on the Tennis Courts must be accompanied by an Adult.

To discuss Agenda Brief re play equipment for the Bird estate, West Camp

Councillors had previously been circulated with an Agenda Brief re play equipment for the Bird Estate, West Camp. Councillor A Clark confirmed that the results of the Survey confirmed that residents would like to see a Multi Sports Area be sited on the Old Tennis Courts by Starling Road and Llantwit Road.

RESOLVED: That the Town Council move forward with obtaining permission and costings for this project. Once all information received it be brought back to a future Full Town Council Meeting for further consideration.

To note email re approval of Rural Community Development Fund approval for funding the improvements to the Footpath in the Recreation Ground

Councillors had previously been circulated with an email dated 3rd August 2017 re approval of Rural Community Development Fund approval for funding the improvements to the Footpath in the Recreation Ground. Noted.

To discuss Contact Form from local resident re Boules / Petanque Pitch on the Recreation Ground

Councillors had previously been circulated with a Contact Form dated 21st August 2017 detailing a request from a local resident re a Boules / Petanque Pitch being installed on the Recreation Ground.

RESOLVED: That a letter be written to the resident thanking her for the idea and advise that the Recreation Ground is undergoing development at present and her suggestion will be considered in the near future.

78. OLD SCHOOL

To discuss works to Compass Building

Councillors had previously been circulated with an Agenda Brief and correspondence re urgent work needed to be undertaken on the Compass Building due to the render on one wall having blown. It was confirmed that a Chartered Building Surveyor had visited the Site to see if there was any structural movement to the building. The Town Clerk confirmed that various costings had been sought re replacing the roof, external insulation and costs of a replacement fire door and surround. Discussions took place regarding possible solutions.

RESOLVED: That Richie Builders be approached to remove a small section of the exterior wall to see the condition behind it. Councillor J Evans to lead the Project and will bring findings back to a future Town Council Meeting.

79. LORNA HUGHES PARK

To discuss Tree Hazards Risk Assessment and Costings

Councillors had previously been circulated with a Tree Hazards Risk Assessment dated 4th August 2017 and costings for proposed tree works to be carried out in Lorna Hughes Park. Councillors discussed what priority of work the Town Council should apply to the Vale of Glamorgan Planning Department to be undertaken.

RESOLVED: That a Planning Application be applied to the Vale of Glamorgan Council to undertake work on trees in Lorna Hughes Park with a priority level of 2, 3 and 4.

To discuss Quotation for new Street Light

Councillors had previously been circulated with a Quotation from Centre Great Limited to install a new Street Light in Lorna Hughes Park. Councillors discussed the Quotation and confirmed their disappointment that the Vale of Glamorgan Council would not allow the new light to be ran through the Vale of Glamorgan Council feeder system.

RESOLVED: That a letter be written to the Vale of Glamorgan Council requesting that they reconsider the Town Councils request to allow an additional Street Light to be installed through their existing feeder system.

80. VALE OF GLAMORGAN COUNCIL**To discuss correspondence regarding applying for a Definitive Map Modification Order re the creation of the Footpath along Mill Road, following Footpath Forum report 3rd July 2017**

Councillors had previously been circulated with correspondence dated 31st July 2017 regarding applying for a Definitive Map Modification Order re the creation of the Footpath along Mill Road, following Footpath Forum report 3rd July 2017. Councillor G John expressed his disappointment that this Footpath had not progressed and been finalised. Councillors noted that the only way to move forward with the footpath along Mill Road was for the Town Council to complete the extensive Application Form for a Definitive Map Modification Order.

RESOLVED: That permission be granted to start the process to complete the Application Form for a Definitive Map Modification Order. The Footpath Forum Committee will discuss the Application at the next Meeting to be held on the 2nd October 2017.

To note letter from Vale of Glamorgan Council re painting of Town Hall Car Park Toilet Block

Councillors had previously been circulated with a letter dated 18th August 2017 from Vale of Glamorgan Council agreeing to the Town Council painting the Town Hall Car Park Toilet Block. Noted.

To discuss correspondence regarding new Stronger Communities Fund

Councillors had previously been circulated with correspondence dated 23rd August 2017 regarding new Stronger Communities Fund. Councillors discussed the possibility of using this fund towards the Bird Estate Play Equipment Project.

RESOLVED: That an Application for a Stronger Communities Fund Grant be reconsidered further information obtained on the Bird Estate Play Equipment Project.

To note email reading update on the development of the Vale of Glamorgan Public Services Well-Being Plan

Councillors had previously been circulated with an email dated 25th July 2017 regarding an update on the development of the Vale of Glamorgan Public Services Well-Being Plan. Noted.

To discuss Agenda Brief re Adoption of Land outside the Cemetery

Councillors had previously been circulated with an Agenda Brief to look at writing to the Vale of Glamorgan Council to adopt the land outside the Cemetery including the wooden bench.

RESOLVED: That a letter be written to the Managing Director of the Vale of Glamorgan Council asking if the Town Council could adopt the land and bench outside the Cemetery Gates along Boverton Road.

81. ONE VOICE WALES**To discuss Seminar re Alternative Delivery Models to deliver Public Services**

Councillors had previously been circulated with correspondence re Alternative Delivery Models to deliver Public Services. Noted.

To discuss email regarding seminar on protection against cyber attacks

Councillors had previously been circulated with an email dated 19th September 2017 detailing a seminar on protection against cyber-attacks. Noted.

To note One Voice Wales AGM Motions 2017

Councillors had previously been circulated with correspondence from One Voice Wales on the AGM Motions for 2017. Noted.

To discuss launch of the Plant a Tree Charter Legacy Tree

Councillors had previously been circulated with correspondence detailing the launch of the Plant a Tree Charter Legacy Tree. Noted.

82. WELSH GOVERNMENT**To discuss consultation regarding White Paper on the Welsh Language Bill as circulated 15th September 2017**

Councillor had previously been circulated with a White Paper Consultation Document on the 15th September 2017 detailing the Welsh Language Bill. Councillor Dr Ellis informed Councillors that if the Welsh Government were to achieve these targets he believed it should be started in early year's education with the development /promotion of bi-lingual schools.

RESOLVED: That the Town Council submit to the Consultation the importance of promoting the Welsh language through schools and education.

To discuss Consultation Document re Electoral Reform in Local Government in Wales as circulated 25th July 2017

Councillors had previously been circulated, via email on 25th July 2017, with a Consultation Document re Electoral Reform in Local Government in Wales. Councillors felt that it was not for the Town Council to comment on this Document but each Councillor to respond to the proposals individually as a member of the general public.

To discuss Application Form and Guidance with reference to Welsh Government support for clustering for 2017-2018

Councillors had previously been circulated with a Letter, Application Form and Guidance Notes dated 1st September 2017 detailing the Welsh Government support for clustering for 2017-2018. Councillors discussed clustering with neighbouring local town and community councils and felt it was important to take the initiative and look at possible ideas for projects that could be considered for clustering (e.g. grass cutting, cleaning of public conveniences).

RESOLVED: That a letter be written to the following neighbouring Town and Community Councils:

St Donats, Wick, St Brides Major, Llanmaes, St Athan & Cowbridge

stating the importance of locally taking the initiative with clustering projects. The local Councils be asked to consider any areas that they would be prepared to look at working together on Suggested projects include grass cutting and cleaning the public conveniences. All findings be brought back to a future Full Town Council Meeting.

To discuss the Heritage Impact Statement effective from 1st September 2017

Councillors had previously been circulated with the Heritage Impact Statement effective from the 1st September 2017. Noted.

To discuss email and consultation regarding ‘Taking Forward Wales’ sustainable management of Natural Resources as circulated 21st September 2017.

Councillors had previously been circulated with an email and consultation dated 21st September 2017 regarding ‘Taking Forward Wales’ sustainable management of Natural Resources. Councillor Mrs S Hanks informed Councillors she had concerns re the proposal to increase the range of activities on access and public rights of way. She questioned who would look after all these additional cycle paths, bridleways etc. if implemented and felt it would fall on the Community and Town Councils to manage these routes. Councillor Dr Dickson stated that observations on this consultation needed submitting by the 30th September 2017 and due to the importance of the subject matter gave no time for consideration and consultation.

RESOLVED: That the Town Council send a short response stating their concerns that there are no guidelines or constraints into how the proposals will be implemented and maintained.

The Town Councils support Proposals 26 and 27 re the statutory code for access in Wales.

83. PUBLICATIONS RECEIVED

To note receipt of the Summer 2017 edition of the Newsletter for the friends of the Glamorgan Heritage Coast

Councillors noted receipt of the Summer 2017 edition of the Newsletter for the friend of the Glamorgan Heritage Coast.

To note receipt of the Autumn 2017 edition of the Institute of Cemetery and Crematorium Management

Councillors noted receipt of the Autumn 2017 edition of the Institute of Cemetery and Crematorium Management

84. MISCELLANEOUS

To note correspondence re the Gwanwyn Festival held annually in May each year throughout Wales

Councillors had previously been circulated with correspondence dated 16th August 2017 re the Gwanwyn Festival held annually in May each year throughout Wales. Noted.

To discuss letter from resident regarding the removal of the trees along Ham Lane East Road

Councillors had previously been circulated with a letter dated 3rd August 2017 from a local Resident regarding the removal of the trees along Ham Lane East Road.

RESOLVED: That a letter be written to the Vale of Glamorgan Council passing on the concerns of the resident re the removal of the trees along Ham Lane East Road.

Further

RESOLVED: That a letter be written to the resident of Llantwit Major noting their comments re the removal of the trees along Ham Lane East Road and confirming their concerns have been forwarded to the Vale of Glamorgan Council.

To note letter received from Lloyds Bank re revised opening times for the Llantwit Major Branch

Councillors had previously been circulated with a letter from Lloyds Banks confirming the revised opening times of Llantwit Major Branch. Noted.

To note letter from Eryl Surgery re Northern Access Road and additional housing

Councillors had previously been circulated with a letter from Eryl Surgery dated 15th September 2017 re the Northern Access Road and additional housing. Noted.

To receive update regarding Red Telephone Box in the Square

Councillors had previously been circulated with an Agenda Brief detailing the Red Telephone Box in the Square. Councillors were informed that a site meeting had taken place with Community Heartbeat re the refurbishment of the Red Phone Box, decommissioning of existing BT phone and installation of a Defibrillator and emergency 999 phone into the Phone Box. Cost would initially be covered by Community Heartbeat but annual maintenance costs and the purchase of the 999 emergency phone would be the responsibility of the Town Council.

RESOLVED: That the Town Council support Community Heartbeat in installing the Community Public Access Defibrillator, Emergency 999 phone and refurbishing the Phone Box in the Square. The Town Council agree to accept the costs for the purchase of the 999 emergency phone at £350.000, weekly line charge of £1.16 and the annual service charge of £126.00.

SIGNED
MAYOR

DATED