

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 30th November 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 D Ellis)

 Mr G Wilkie) SOUTH EAST WARD

 Mr D Powell) WEST WARD

 Mr R Gant) BOVERTON WARD

 Mrs S Hanks)

 Mr A Clark)

 Mr J Evans)

PC J Williamson

Apologies received from.

Councillor Mr G Morgan – Prior Commitment

Councillor Mr G John – Prior Commitment

Councillor Mr G Thomas – Prior Commitment

Councillor Mr E Williams – Work Commitment

Councillor Dr P Dickson – Family Commitment

Councillor Mrs J Norman asked permission to bring forward the Agenda Item Community Constable Item 1 to receive Community Constables Report.

101. ITEMS BROUGHT FORWARD

COMMUNITY CONSTABLE

To receive Community Constables report

PC J Williamson introduced himself to Councillors.

PC Williamson confirmed that a total of 36 crimes were reported for the month of October 2017.

PC Williamson confirmed these figures included 17 violent crimes of which 10 had caused injury. There had been 3 Shop Lifting crimes.

PC J Williamson stated that for the Month of November 2017 there had been 40 reported crimes. He confirmed that there were 3 burglaries in the West Camp Housing Estate and 20 offences of shop lifting. PC Williamson confirmed that the continuing dispute between two neighbours is causing the crime figures to be slightly higher than expected.

PC Williamson informed Councillors to be aware of an increase in telephone scams.

Councillor Dr D Ellis confirmed to Councillors that following the Neighbourhood Watch Open Meeting there were potentially four new members. PC Williamson agreed to follow up the progress of the membership with the relevant department.

PC J Williamson vacated the Council Chamber.

102. MINUTES**Full Town Council Meeting held 26th October 2017**

The minutes of the Full Town Council meeting held on 26th October 2017, had previously been circulated to the Council members. Councillor Dr D Ellis noted that under Procedural Matters, Members Report that it should read 'Woody's Lodge' and not as previously stated 'Woody Lodge'.

RESOLVED: That subject to the above amendments the Minutes of the Full Town Council Meeting held on 26th October 2017 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Allotment Sub Committee Meeting held on 31st October 2017

The minutes of the Allotment Sub Committee Meeting held on 31st October 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Allotment Sub Committee Meeting held on 31st October 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 1st November 2017

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

RESOLVED: That the minutes of the Sports Development Committee Meeting held on 1st November 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 7th November 2017

The minutes of the Planning Committee Meeting held on 7th November 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 7th November 2017 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 8th November 2017

The minutes of the Working Group Meeting held on 8th November 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Working Group Meeting held on 8th November 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Five Year Plan Committee Meeting held on 9th November 2017

The minutes of the Five Year Committee Meeting held on 9th November 2017, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Five Year Plan Committee Meeting held on 9th November 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Nations Tribute Meeting held on 21st November 2017

The minutes of the Nations Tribute Meeting held on 21st November 2017, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Nations Tribute meeting held on 21st November 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 22nd November 2017

The minutes of the Sports Development Committee Meeting held on 22nd November 2017, had previously been circulated to the Council members. Councillor Foster noted that under Item 2 'Tenders for replacing the Sports Pavilion' it should read 'shortfall of £29,283' and not as previously stated 'shortfall of £29,000'. Councillor Foster noted that under Item 3 'Tenders for refurbishing the Tennis Courts' it should read 'reduced to £10,904' and not as previously stated 'reduced to £10,800'.

RESOLVED: That subject to the above amendments the minutes of the Sports Development Committee Meeting held on 22nd November 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

103. 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.

104. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors, Deputy Town Mayors and Past Mayors engagements undertaken for the period 1st November 2017 to 30th November 2017. Noted.

Questions to Town Mayor

There were no questions to the Town Mayor

105. YOUTH COUNCIL**Youth Activity Progress**

There were no Youth Council representatives present to update on Youth Activity Progress.

To discuss any Agenda Items as highlighted by the Youth Council

There were no additional Agenda Items the Youth Council wished to discuss.

To note minutes of Llantwit Youth Council Meeting on Wednesday 13th September 2017

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting on Wednesday 13th September 2017. Noted.

To note minutes of Llantwit Youth Council Meeting on Thursday 26th October 2017

Councillors had previously been circulated with the minutes of the Llantwit Youth Council Meeting on Thursday 26th October 2017. Noted.

To discuss and complete UNCRC & Children & Young Peoples National Participation Standards and Monitoring and Evaluation Form

Councillors had previously been circulated with the UNCRC & Children & Young Peoples National Participation Standards and Monitoring and Evaluation Form

RESOLVED: That Councillor E Williams complete the UNCRC & Children & Young Peoples National Participation Standards and Monitoring and Evaluation Form

106. COUNCIL MEETINGS**Meetings for the Month of December, 2017**

Councillors had previously been circulated with a list of the Meetings for the Month of November 2017. The Town Clerk confirmed that a Recreation & Buildings Meeting will be set for December 2017, date and time to be confirmed. Noted.

107. PROCEDURAL MATTERS**Members Report**

Councillor R Gant and Councillor Mrs S Hanks updated Councillors on a Meeting they had attended with Glamorgan Heritage Coast. Councillor Mrs Hanks stated they had learnt of the criteria for Blue Flag Accreditation of Beaches and discussed the Memorial Benches positioned along the coast line. Councillor Gant stated that the Welsh Government Consultation on the Rights of Way had resulted in 16,000 responses. Half of the responses raised concerns re allowing cyclists along the footpaths. He stated that the Rights of Way Draft Report was expected to be released

early 2018 and completed by the end of 2018. Councillor Gant also confirmed the Glamorgan Heritage Coast team were continuing their assessment of the erosion of the cliff face by Fontygary.

Councillor D Powell updated Councillors on a Workshop on the Rights of Way Improvement Plan he had attended.

Action Tracker

Councillors had previously been circulated with an up to date Action Tracker. Councillors asked if there had been any progress re the adoption of the proposed footpath along Mill Road. The Town Clerk stated she was still liaising with the Vale of Glamorgan Councils Rights of Way Officer and would bring further progress back to a future Full Town Council Meeting.

The Town Clerk confirmed that correspondence re liaising with other local Councils on Clustering had so far resulted in an interest to meet and discuss from Llanmaes Community Council. Noted.

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

Councillors had no Agenda Items for Inclusion on the Community Liaison Meeting.

To accept Terms of Reference for A Nations Tribute Committee

Councillors had previously been circulated with a copy of the Terms of Reference for A Nations Tribute Committee.

RESOLVED: That the Terms of Reference for A Nations Tribute Committee be accepted.

To note Town Council Office and Facilities will be closed 22nd December 2017 to 3rd January 2018

Councillors noted that the Town Council Office and Facilities will be closed from midday 22nd December 2017 until 9.00pm on the 3rd January 2018.

108. FINANCE

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

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

Income for the period 21st October 2017 to 23rd November 2017

Councillors had previously been circulated with a copy of the Income for the period 21st October 2017 to 23rd November 2017. Noted.

Expenditure for the period 21st October 2017 to 23rd November 2017

Councillors had previously been circulated with a copy of the Expenditure for the period 21st October 2017 to 23rd November 2017. Noted.

Credit Card Statement for period 21st October 2017 to 23rd November 2017

Councillors had previously been circulated with a copy of the Credit Card Statement for the period 21st October 2017 to 23rd November 2017. Noted.

109. 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 receipt of Planning Workshop for Community and Town Councils on the 15th November 2017

Councillors had previously been circulated with a report of a Workshop for Community and Town Councils on the 15th November 2017. Councillor Evans stated it had been a very informative Workshop with useful information on S106 expenditure and explanation of Planning Terms. Noted.

110. CEMETERY

The following Burial matters were noted.

- 1) Burial of Hywel Gwyn Jones new plot (Mb1) on 27th October 2017
- 2) Burial of Donna Hughes re-open (Hn2) on 15th November 2017
- 3) Burial of Charmaine Irene Davies new plot (E191b) on 20th November 2017
- 4) Burial of Raymond Cocks re-open (Lh7) on 23rd November 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 matters 1 & 3.

To discuss Agenda Brief Fees for Exhumation

Councillors had previously been circulated an Agenda Brief re Fees for Exhumation. Councillors discussed the procedures a Town Council must follow re exhumation of human remains from any grave and the costs charged by neighbouring Town Councils.

RESOLVED: That the Town Council fee for exhumation of human remains from any grave be set at £1000.00.

To discuss Agenda Brief re update on land at the entrance to Boverton Cemetery

Councillors had previously been circulated an Agenda Brief re the update on land at the entrance to Boverton Cemetery. The Town Clerk confirmed to Councillors that she has written to the Vale of Glamorgan Council stating that the Town Council will take over responsibility for the land in front of the Cemetery from 1st April 2018. This will include cutting and maintaining the area and taking ownership on the bench situated on the site. Noted.

111. RECREATION AND OPEN SPACES**To note playground inspections 7th November 2017**

Councillors had previously been circulated with the Playground inspections held on 7th November 2017. Noted.

To discuss Horticultural Society's request to enclose A5 Flyers of the LMHS Summer Flower and Vegetable Show with the Allotment Invoices for 2018

Councillors had previously been circulated with a letter dated 20th November 2017 from the Horticultural Society requesting that A5 Flyers of the LMHS Summer Flower and Vegetable Show be enclosed with the Allotment Invoices for 2018.

RESOLVED: That a letter be written to the Horticultural Society stating the Town Council is unable to assist with this request as from 2018 they are aiming to send more Allotment Invoices to Tenants electronically by email. State the Town Council would place Flyers on all their Notice Boards and have leaflets publicising the LMHS Summer Flower and Vegetable Show in the Town Hall Offices.

To discuss Agenda Brief re Sports Development Project – Town Council Resolutions

Councillors had previously been circulated with an Agenda Brief re Sports Development Project – Town Council Resolutions to ensure that Part Two of the RCDF Application can be submitted.

RESOLVED: That the Town Council agree to match fund £1200 towards the installation of Lighting columns and contribute £441 towards the additional monies for the works be accepted.

Further

RESOLVED: That the Town Council agree to cover any shortfall in the match funding by Llantwit Major Tennis Club out of the Town Council ‘reserves’. These monies to be paid back by Llantwit Major Tennis Club.

Further

RESOLVED: That the Town Council agree that the balances in the Cemetery and Buildings Accounts be used for cashflow during the project

To discuss letter re placing a Bench in Seaview Park

Councillors had previously been circulated a letter dated 21st November 2017 from Mrs Jane Pilcher requesting to purchase and place a Bench in Seaview Park in memory of her late husband.

RESOLVED: That permission is granted for Mrs Pilcher to purchase and place a Bench in memory of her late husband in Seaview Park. Permission is subject to Mrs Pilcher purchasing a Bench made from recycled material as recommended by the Town Council. The Bench must be installed and secured onto a concrete plinth.

Further

RESOLVED: In future all requests for installing benches on Town Council land be made from Recycled Material, all follow a similar design and are secured onto a concrete plinth.

112. OLD SCHOOL

To discuss Agenda Brief re Compass Building (Rear Annexe)

Councillors had previously been circulated with an Agenda Brief re the Compass Building (rear annexe) in relation to works and letting of the building.

RESOLVED: That a Recreation & Buildings Meeting be held in December 2018 to solely discuss the best way forward with works and letting of the Compass Building (rear annexe).

The Meeting will be held at midday and will include a site visit of the Compass Building (rear annexe).

113. LORNA HUGHES PARK

To note revised Quotation for installing a Street Light in Lorna Hughes Park

Councillors had previously been circulated with a revised Quotation dated 17th November to install an additional streetlight in Lorna Hughes Park.

RESOLVED: That the Quotation from Centre Great Ltd at a cost of £1823.18 be accepted to install an additional Street Light in Lorna Hughes Park, with Funds coming from the J Hughes Legacy.

114. VALE OF GLAMORGAN COUNCIL

To note letter re replacing trees along Ham Lane East, Llantwit Major

Councillors had previously been circulated with a letter dated 26th October 2017 from the Vale of Glamorgan Council re replacing the trees along Ham Lane East, Llantwit Major. Noted.

To discuss licence for provision of an Interactive Kiosk at the Town Hall

Councillors had previously been circulated with a licence dated 2nd November 2017 detailing the provision of an Interactive Kiosk at the Town Hall. The Town Clerk confirmed to Councillors that the Interactive Kiosk would be an iPad that tourists could download copies of Vale Leaflets etc. onto their Smart Phones.

RESOLVED: That permission is granted to sign and return to the Vale of Glamorgan Council the licence for the provision of an Interactive Kiosk at the Town Hall.

To discuss Agreement for the Provision of Legal Services between Llantwit Major and Vale of Glamorgan Council Legal Services

Councillors had previously been circulated with the Agreement for the Provision of legal Services between Llantwit Major and Vale of Glamorgan Council Legal Services.

RESOLVED: That permission is granted to sign and return to the Vale of Glamorgan Council the Agreement for the Provision of legal Services between Llantwit Major and Vale of Glamorgan Council Legal Services.

115. ONE VOICE WALES

To note Larger Councils Committee meetings for 2018

Councillors had previously been circulated with an email dated 3rd November 2017 detailing the Large Council Committee Meetings for 2018.

RESOLVED: That a decision re attendance of the Larger Councils Committee Meetings for 2018 be deferred to a future Full Town Council Meeting.

To discuss Consultation Events for Review of the Community and Town Council Sector

Councillors had previously been circulated with an email dated 2nd November 2017 detailing Consultation Events for Review of the Community and Town Council Sector. Noted.

To discuss One Voice Wales Innovative Practice National Awards 2018

Councillors had previously been circulated with an email and document dated 1st November 2017 detailing the One Voice Wales Innovative Practice National Awards 2018. Councillors agreed that the Town Council should nominate themselves for awards in some of the categories.

RESOLVED: That Councillors and Staff consider categories for submitting nominations in the One Voice Wales Innovative Practice National Awards 2018. Nominations to be entered by the end of January 2018.

116. WELSH GOVERNMENT

To discuss the Written Statement by the Welsh Government detailing the Revised Local Government Scheme 2017

Councillors had previously been circulated with a Written Statement by the Welsh Government dated 27th October 2017 detailing the Revised Local Government Scheme 2017. Noted.

117. MISCELLANEOUS

To note the Consultation process for the revised proposals for the 2018 Review of Parliamentary Constituencies in Wales

Councillors had previously been circulated with an email dated 6th November 2017 detailing the Consultation process for the revised proposals for the 2018 Review of Parliamentary Constituencies in Wales. Noted.

To discuss UWC Atlantic College request to become an Incredible Edible Town

Councillors had previously been circulated with a letter dated 13th November 2017 detailing a request from UWC Atlantic College requesting for Llantwit Major to become an Incredible Edible Town.

RESOLVED: That a letter be written to UWC Atlantic College stating that the Town Council area unable to assist with their request as we do not have any suitable areas of land that could be used for community garden plots. Note that the areas that they have suggested for this Project are not owned by the Town Council.

To discuss Report of Meeting with representatives from RAF St Athan regarding Anniversary Celebrations 2018

Councillors had previously been circulated with a Report following a Meeting with a representative from RAF St Athan regarding Celebrations for 2018 to mark the 80th Anniversary of RAF being based at St Athan. Councillors all agreed a March through Llantwit Major by the RAF to celebrate this Anniversary was an excellent idea and they look forward to hearing further details of the event.

118. 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 receive minutes of Part II of the Working Group Meeting held on 8th November 2017 and verbal report by Councillor D Foster

Councillors had previously been circulated with the minutes of Part II of the Working Group Meeting held on 8th November 2017 and received a verbal report from Councillor D Foster.

RESOLVED: That the minutes of Part II of the Working Group Meeting held on 8th November 2017 be accepted as a true record and all recommendations be actioned by the Town Clerk.

SIGNED
MAYOR

DATED