

Minutes of the Meeting of Llantwit Major Town Council held on Thursday 31st March 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 E Williams)
Mrs J Norman) NORTH WARD
Mr M Mason)
Mr D Foster)
Mr E Hacker)

Mrs S Geary) SOUTH EAST WARD
Mr G Morgan)

Mr G John) WEST WARD

Sgt Mark John

Apologies received from.

Councillor Mr R Austin - Prior Commitment

Councillor Mr R Jenkins –Holiday Leave

Councillor M Marsh - Illness

Llantwit Youth Council - Prior Commitment

Declarations of Interest Forms were received from Councillors.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr J Evans, declared an interest under Development to discuss Planning Application 2016/00180/FUL for Llantwit Major Rugby Football Club.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Morgan, declared an interest under Development to discuss Planning Application 2016/00180/FUL for Llantwit Major Rugby Football Club.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr D Foster, declared an interest under Development to discuss Planning Application 2016/00180/FUL for Llantwit Major Rugby Football Club.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G John, declared an interest under Recreation & Open Spaces to discuss request from Llantwit Major Events Group to use Lorna Hughes Park for Queens 90th Birthday Party. Councillor Mr G John declared an interest under Miscellaneous to note Green Links Community Transport presentation undertaken at a Community Liaison Committee meeting.

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

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

Sergeant Mark John updated Councillors that since the 25th February 2016 there were 28 crimes of which 17 had been detected. Crimes included domestic assaults, damage to property, theft, Drug Offence, damage to a motor vehicle, burglary and breach of community orders.

Sergeant Mark John confirmed to Councillors he had been informed of complaints regarding St Donats Students, with reference to drinking, noise, camping and leaving rubbish. Councillor G John informed Councillors that St Donats College had been made fully aware of this situation. Sergeant John informed Councillors that PC Colin Malone was visiting the College the following week to present an Educational Talk regarding these matters.

Councillor Mrs P Lancaster raised concerns to Sergeant John with regard to the excessive speed vehicles were travelling along Dimlands Road leading into West Street. Sergeant John informed Councillors he would look into asking volunteers to man a Community Speed Watch Scheme in the area.

To discuss update from Llantwit Major Police Station regarding obstructions along Boverton Road

Councillors had previously been circulated with an email and documentation dated 8th March 2016 regarding obstructions along Boverton Road. Sergeant Mark John informed Councillors that the Police no longer have responsibility for enforcing parking related offences reference parking on single and double yellow lines and this responsibility now falls under the Vale of Glamorgan Local Authority remit. Councillor G John informed Councillors that he had already asked for more Enforcement Officers from the Vale of Glamorgan to patrol Llantwit Major. Sergeant John stated he would also speak to the Local Authority requesting more patrols for Llantwit Major .

To discuss email regarding rubbish and antisocial behaviour around the Dovecot

Councillors had previously been circulated with an email from a Llantwit Major resident dated 20th March 2016 detailing the behaviour and lack of respect for the environment by St Donats Atlantic College students. Councillors further discussed this matter.

RESOLVED: That a letter be written to the Principal of St Donats Atlantic College raising the Town Councils concern regarding the antisocial behaviour of St Donats students in and around Llantwit Major. State that the student's behaviour is bringing the Colleges name into disrepute and this is particularly disappointing as the College has always been able to pride itself on the good relationship they have had with Llantwit Major Town.

Sergeant Mark John vacated the Council Chamber.

734. MINUTES**Full Town Council meeting held 25th February 2016**

The minutes of the Full Town Council meeting held on 25th February 2016, had previously been circulated to the Council members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on 25th February 2016 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Planning Committee Meeting held on 29th February 2016

The minutes of the Planning Committee meeting held on 29th February 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 29th February 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 Hall Working Group Meeting held on 7th March 2016

The minutes of the Town Hall Working Group Meeting held on 7th March 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Town Hall Working Group meeting held on 7th March 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.

Youth Activities Forum Meeting held on 9th March 2016

The minutes of the Youth Activities Forum meeting held on 9th March 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Youth Activities Forum meeting held on 9th March 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.

Wellbeing of Future Generations Committee Meeting held on 10th March 2016

The minutes of the Wellbeing of Future Generations Committee meeting held on 10th March 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Wellbeing of Future Generations Committee meeting held on 10th March 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.

Planning Committee Meeting held on 21st March 2016

The minutes of the Planning Committee meeting held on 21st March 2016, had previously been circulated to the Council members.

RESOLVED: That the minutes of the Planning Committee meeting held on 21st March 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.

735. 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.

736. TOWN MAYOR

Councillors had previously been circulated with a copy of the Town Mayors engagements undertaken for the period 25th February 2016 to 31st March 2016. Councillor Mrs P Lancaster informed Councillors she had also held a Buffet in the Council Chamber on the 10th March 2016 as a Thank You to all Performers and Helpers of the Llantwit Major Musical Youth Talent Concert. Noted.

Questions to Town Mayor

There were no question to the Town Mayor.

737. COUNCIL MEETING**Meetings for the Month of April 2016**

Councillors had previously been circulated with a copy of the Council Meetings for the month of April 2016. The Town Clerk informed Councillors that she would need to call a Recreation & Buildings Meeting in April. Noted.

738. PROCEDURAL MATTERS**Action Tracker**

Councillors had previously been circulated with an up to date Action Tracker. Councillor Mrs S Hanks asked if additional Cemetery Land was still required on the Action Tracker. The Town Clerk stated that it was still an ongoing requirement and thus should remain on the Action Tracker.

Councillor G John asked for an updated on the Application for the Recreation Ground to become a Field in Trust site. The Town Clerk informed Councillors that this project was still ongoing.

Councillor M Mason asked if any response had been received from the Llantwit Major Branch of the Royal British Legion regarding the memorial plaque for VE Day. The Town Clerk stated no response had yet been received from the Llantwit Major Royal British Legion.

Members Report

Councillor J Evans stated he had attended a Pub Watch Meeting. The Tudor Tavern had sent a letter to Pub Watch and all neighbouring residents in response to queries regarding Live Music & disturbances in the Street after closing times. The Tudor Tavern confirmed the disturbances were due to the outside of the Tudor Tavern being used as a Pick-up Point by the Moonshine Club to take customers onto the Night Club after Closing Time. The Tudor Tavern and the Police are trying to resolve this matter and endeavouring to encourage the Moon Shine Club to find a more satisfactory Pick-up Point.

Councillor Mrs P Lancaster had attended an Events Committee Meeting. She confirmed to Councillors that the Easter Market had been a great success with 10 Market Stalls being set up. A Fashion Show is being held on the 23rd May 2016 at Rosedew Farm and preparations for the Children's Party to celebrate the Queens 90th Birthday were in the early stages of being organised.

Town Clerks Report

Councillors were previously circulated with a Town Clerks Report dated 25th February 2016 detailing the Report of Creative Communities Meeting. Noted.

To adopt proposed Social Media Policy

Councillors had previously been circulated with a Document detailing Llantwit Major Town Council Use of Social Media Policy.

RESOLVED: That the Llantwit Major Town Council Town Use of Social Media Policy be adopted.

To adopt Terms of Reference for the Wellbeing of Future Generations Committee of Llantwit Major Town Council

Councillors had previously been circulated with the Terms of Reference for the Wellbeing of Future Generations Committee of Llantwit Major Town Council. Councillors requested that under 'Composition', the Mayor, as Chairperson be removed.

RESOLVED: That subject to the above amendment the Terms of Reference for the Wellbeing of Future Generations Committee of Llantwit Major Town Council be adopted.

739. YOUTH COUNCIL**Youth Activity Progress**

No members of the Youth Council were present at the Meeting

740. FINANCE**Income for the period 19th February 2016 to 23rd March 2016**

Councillors had previously been circulated with a copy of the Income for the period 19th February 2016 to 23rd March 2016. The Town Clerk confirmed that payment had been received from the Social Club in respect of the new staging in Llantonian Hall. Noted.

Expenditure for the period 19th February 2016 to 23rd March 2016

Councillors had previously been circulated with a copy of the Expenditure for the period 19th February 2016 to 23rd March 2016. Noted.

Bank Reconciliation for period 1st February 2016 to 29th February 2016

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st February 2016 to 29th February 2016. Noted.

Proposed Income & Expenditure figures 2015/2016

Councillors had previously been circulated with a copy of the proposed Income & Expenditure figures for 2015/2016. The Town Clerk informed Councillors that the Grave Digging fees are included within the Cemetery figures and therefore although the Cemetery budget shows an over spend the actual expenditure within the Cemetery budget does not exceed its budget figures. Noted.

To discuss Invoice for payment of Llantwit Major South East By Election on 14th January 2016

Councillors had previously been circulated with an Invoice, dated 12 February 2016, for payment of Llantwit Major South East By Election on 14th January 2016.

RESOLVED: That permission is given to pay in full for the Invoice of £3,259.86 for the Llantwit Major South East By Election held on 14th January 2016

Further

RESOLVED: That future Town Council Contingency Budgets include the cost of one By Election per year.

To discuss Agenda Brief reference renewal of 3 Year Maintenance Service Agreement for Town Hall Clock

Councillors had previously been circulated with an Agenda Brief and Estimate for the 3 Year Maintenance Agreement for the Town Hall Clock.

RESOLVED: That the 3 year Maintenance Service Agreement for the Town Hall Clock be renewed at a total cost of £928.80 including vat.

To discuss Agenda Brief reference increasing the Town Mayors Financial Budget for year 2016/2017

Councillors had previously circulated with an Agenda Brief reference increasing the Town Mayors Financial Budget for the year 2016/17 in order for the Town Council to host a Pantomime on the 14th & 15th December 2016 for the residents of Llantwit Major. The Town Clerk confirmed that Llantonian Hall could seat approximately 200 people per performance. Councillor D Foster felt it was an excellent idea to put on a Pantomime for Llantwit Major Residents but would further investigate the Budget these costing could be taken from.

RESOLVED: That the Town Clerk investigates if the cost for the pantomime could be taken from another 'power'. That permission be given to proceed with organising a panto.

To discuss Agenda Brief reference Bro Radio request for funding

Councillors had previously been circulated with an Agenda Brief reference Bro Radio request for funding. Councillor D Foster informed Councillors that he felt that before this funding request is considered Bro Radio should be questioned as to how much Money has been raised so far towards the Project of increasing the radio transmission area in the rural Western Vale of Glamorgan.

RESOLVED: That a letter be written to Bro Radio requesting a breakdown of funding raised to-date, towards the project to increase Radio Transmission in the rural Vale.
The findings from this and a decision regarding this funding request be bought back to a Future Full Town Council Meeting.

To discuss funding Application in respect of Major Music

Councillors had previously circulated with an Application, dated 21st March 2016, requesting funding for Major Music from the YMCA Barry. Councillor D Foster queried as to why Major Music need to raise £6988 and felt further clarification was needed regarding this matter before the funding request could be considered.

RESOLVED: That a letter be written to YMCA Barry requesting clarification and a breakdown as to why Major Music need to raise £6988.
The findings from this and a decision regarding this funding request be bought back to a Future Full Town Council Meeting.

741. PERSONNEL**To agree retrospective permission for Advertisement and Job Description for Handy person / Gardener vacancy**

Councillors had previously circulated with an Advertisement and Job Description for the Handy person / Gardener vacancy. Councillor E Williams stated that he would recommend for this vacancy reducing the Interview Panel to two Councillors and the Town Clerk.

RESOLVED: That retrospective permission is given for the Advertisement and Job Description for the Handy Person / Gardener vacancy.

Further

RESOLVED: That the Interview Panel for the Handy Person / Gardener vacancy will consist of two Councillors and the Town Clerk.

742. 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 discuss Planning Application 2016/00180/FUL for Llantwit Major Rugby Football Club due to Declaration of Interest from Planning Committee Members

Councillor J Evans, Councillor D Foster and Councillor G Morgan declared an interest. Councillor J Evans informed Councillors he had special dispensation to speak but not to vote regarding this matter.

Councillors had previously been circulated with the Planning Application 2016/00180/FUL for Llantwit Major Rugby Football Club. Councillor J Evans showed Councillors large site plans and explained the purpose of the proposed new Rugby Club building.

Councillor E Hacker asked permission to leave the Meeting due to feeling unwell.

Councillor J Evans, Councillor G Morgan and Councillor Foster vacated the Council Chamber.

RESOLVED: That that Town Council have no observation regarding the Planning Application 2016/00180/FUL, for Llantwit Major Rugby Club. The Town Council wished concerns to be noted regarding Car Parking and the impact this may have on Llantonian Hall.

Councillor J Evans, Councillor G Morgan and Councillor D Foster re-entered the Council Chamber.

743 . CEMETERY

The following Burial matters were noted.

- 1) Burial of Christine Edwards E94 (re-open) on 17th March 2016
- 2) Burial of Bayden Leonard Jenkins E152 (re-open) on 17th March 2016

744. RECREATION AND OPEN SPACES

Play Equipment Reports 4th March 2016

Councillors had previously been circulated with a copy of the playground Inspection/Maintenance Report dated 4th March 2016. Noted.

To discuss letter re Annual Playarea Inspection

Councillors had previously been circulated with a letter dated 1st March 2016 re the Vale of Glamorgan Annual Play area Inspection.

RESOLVED: That permission is granted for the Vale of Glamorgan Council to undertake (via an Independent Playground Inspection Company) the annual inspection of the Llantwit Major Town Council Play Parks at a cost of £63.00. The Town Council will ask for a detailed breakdown of the criteria of the Risk Assessment when the Annual Inspection is undertaken.

To discuss request by Avonmore Associates Ltd for pre-season sand dressing of the Bowling Green

Councillors had previously been circulated with a letter dated 15th February 2016 requesting permission to proceed with the pre-season sand dressing of the Bowling Green.

RESOLVED: That permission is given for Avonmore Associates Ltd to proceed with the pre-Season dressing of the Bowling Green as a cost of £260.00 plus vat.

Further

RESOLVED: That at the next Bowling Club Sub Committee Meeting Councillors re-endorse the procedures and protocol the Bowling Club should follow regarding Invoices payable by the Town Council.

To discuss letter from Llantwit Major Events Group to request permission to use Lorna Hughes Park for Queens 90th Birthday Party

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

Councillors had previously been circulated with a letter dated 29th February 2016 requesting permission for the Events Group to use Lorna Hughes Park for the Queens 90th Birthday Party.

RESOLVED: That the Events Group be informed that permission is granted to use Lorna Hughes Park for the Queens 90th Birthday Party.

Councillor G John re-entered the Council Chamber.

To note report of Discussions re Llantwit Major Tennis Courts on 3rd March 2016

Councillors had previously been circulated with a report of Discussions re Llantwit Major Tennis Courts on 3rd March 2016. Councillor Mason raised concerns regarding the issue of the Barn construction being discussed at this Meeting. The Town Council had resolved not to proceed with this project. Noted.

To note report of further Discussions re Llantwit Major Tennis Courts on 10th March 2016

Councillors had previously been circulated with a report of further Discussions re Llantwit Major Tennis Courts on 10th March 2016.

Councillors were all in agreement that it would be an asset for Llantwit Major to have a Tennis Club. Noted.

To discuss Agenda Brief re Tennis Notice Board

Councillors had previously been circulated with an Agenda Brief requesting permission for the Vale Tennis Academy to install a Notice Board on the front gates of the Tennis Courts, near the main entrance to Llantonian Hall.

RESOLVED: That a letter be written to the Vale Tennis Academy giving permission for a Notice Board to be placed on the Tennis Courts near the main entrance to Llantonian Hall.

To discuss Agenda Brief re Tennis Open Meeting

Councillors had previously been circulated with an Agenda Brief requesting permission to organise an Open Meeting for Llantwit Major residents to discuss setting up a Tennis Club.

RESOLVED: That an open Meeting be held on Tuesday 3rd May 2016 at 7:30pm in Llantonian Hall to discuss setting up a Llantwit Major Tennis Club.

Further

RESOLVED: That should volunteers be prepared to move forward with a Tennis Club, the Town Council Staff be given permission to assist with the administration.

To discuss Application to request permission to use Llantwit Major Recreation Ground for a Summer Fayre on Saturday 25th June 2016

Councillors had previously been circulated with an Application from Llantwit Major Events Group to request permission to use Llantwit Major Recreation Ground for a Summer Fayre on Saturday 25th June 2016.

RESOLVED: That a letter be written to the Llantwit Major Events Group to give permission to use Llantwit Major Recreation Ground for a Summer Fayre on Saturday 25th June 2016, subject to all licence etc. being in place from Vale of Glamorgan Council prior to the event.

745. TOWN HALL

To discuss Agenda Brief re Town Hall Bench

Councillors had previously been circulated with an Agenda Brief to discuss obtaining permission and costings to replace the bench outside the Town Hall. Councillors wished to thank Councillor Mrs S Geary for agreeing to cover the cost and upkeep of the bench for the next few years.

RESOLVED: That the Town Council give permission to replace the Bench outside the Town Hall . The Town Council will organise and purchase a Plaque to be fixed onto the Bench in memory of Councillor Mr K Geary. Councillor Mrs S Geary will liaise with the Town Clerk as to the wording to be placed on the Plaque.

To discuss Agenda Brief re the Heritage Centre

Councillors had previously been circulated with an Agenda Brief to discuss volunteers to man the Heritage Centre at weekends during the Tourist Season. The Town Clerk confirmed the History Society are struggling to get volunteers this year so the Heritage Centre would only be open from 12 noon on a Saturday and Sunday.

RESOLVED: That Councillor's will inform the Town Clerk of dates they are able to volunteer to help in the Heritage Centre at the weekends during the Tourist Season. The Town Clerk will forward this information onto the History Society.

746. VALE OF GLAMORGAN COUNCIL

To discuss email regarding S106 money available from Redwood Close Development

Councillors were previously circulated with an email dated 21st March 2016 from all Boverton Ward Town Councillors regarding an update on the S106 money available from the Redwood Close Development and requesting the monies granted be used to refurbish/develop a Play area at Trebeferad. Councillor G John confirmed to Councillors that S106 monies would be available very soon from this development.

RESOLVED: That the four Boverton Ward Town Councillors organise to meet with the Town Clerk to discuss best way forward.

To discuss email re Application for a premise Licence for Corner House, Tearoom, Commercial Street, Llantwit Major

Councillors had previously been circulated with an Application dated 19th February 2016 detailing a request for a Premise Licence for the Corner House Tearoom, Commercial Street, Llantwit Major.

RESOLVED: That the Town Council have no observations regarding the request for an Application for a premise Licence for the Corner House Tearoom, Commercial Street, Llantwit Major.

To review selling Dog Bags as per Full Town Council Minutes of 26th March 2015

Councillors had previously been circulated with an extract from the Full Town Council Minutes of 26th March 2015 reviewing the selling of Dog Bags.

RESOLVED: That permission is granted for Town Hall Staff to continue to sell Dog Fouling Bags at a cost of £2.00 per 100 bags.

To note Agenda for the Vale of Glamorgan Council Meeting on 2nd March 2016

Councillors had previously been circulated with an Agenda detailing the Vale of Glamorgan Council Meeting on 2nd March 2016. Noted.

To note Agenda for the Vale of Glamorgan Council Special Meeting on 10th March 2016

Councillors had previously been circulated with an Agenda detailing the Vale of Glamorgan Council Special Meeting on 10th March 2016. Noted.

747. WELSH GOVERNMENT**To note letter re the Shared Future – Statutory Guidance for the Well Being of Future Generations (Wales) Act 2015**

Councillors had previously been circulated with a letter dated 1st March 2016 re the Shared Future – Statutory Guidance for the Well Being of Future Generations (Wales) Act 2015. Noted.

To discuss the letter re the Local Government Ethical Framework

Councillors had previously been circulated with a letter dated 2nd March 2016 discussing the Local Government Ethical Framework. Noted.

748. PUBLICATIONS RECEIVED**To note receipt of Heritage Bill E-Bulletin for March 2016**

Councillors were informed that the Town Council office was in receipt of the Historic Environment Bill E-Bulletin for March 2016. Noted.

749. MISCELLANEOUS**To discuss HM Queen Elizabeth II Birthday Commemorative Medal for Schools and Councils**

Councillors had previously been circulated with an Order Form to purchase HM Queen Elizabeth II Birthday Commemorative Medal for Schools and Councils. Noted.

To note Green Links Community Transport presentation undertook at a recent Community Liaison Committee Meeting

Councillor G John declared an interest.

Councillors were previously circulated with an email and report dated 14th March 2016 detailing a presentation undertook at a recent Community Liaison Committee Meeting. Noted.

To discuss Agenda Brief for theme for this Year's School Garden Competition

Councillors were previously circulated with an Agenda Brief detailing a proposed theme for this Year's School Garden Competition.

RESOLVED: That the theme for this year's School Garden Competition is 'Grow your own Fruit and vegetables'.

To discuss Agenda Brief re Armed Forces Day Flag

Councillors were previously circulated with an Agenda Brief detailing the protocol for raising the Armed Forces Day Flag and the cost of purchasing the Flag.

RESOLVED: That an Armed Forces Day Flag be purchased at a cost of £5.50 plus vat.

Further

RESOLVED: That the Welsh Flag will be taken down and the Armed Forces Day Flag will be flown above the Town Hall on the 22nd June 2016.

To discuss update on Queens Beacon to celebrate HM Queen Elizabeth II 90th Birthday Celebrations.

Councillors were given a verbal update from Councillor J Evans confirming that the lighting of the Queens Beacon to celebrate HM Queen Elizabeth II 90th Birthday was being undertaken by Mr Rhodri Davies.

750. 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

To note letter re Notice to terminate employment effective from 11th March 2016

Councillors had previously been circulated with a letter re Notice to terminate employment effective from the Gardner / Handy Person as of 11th March 2016. Noted.

To note Agenda Brief to confirm appointment of Administrative Assistant

Councillors had previously been circulated with an Agenda Brief to confirm appointment of Miss Nia Morgan, Administrative Assistant. Noted.

SIGNED

MAYOR

DATED