

Town Study Steering Group Meeting held on 18th April 2019

The minutes of the Town Study Steering Group Meeting held on 18th April 2019, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Town Study Steering Group Meeting held on the 18th April 2019 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 29th April 2019

The minutes of the Allotment Sub Committee Meeting held on 29th April 2019, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Allotment Sub Committee Meeting held on the 29th April 2019 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising

395. SIGNING OF MINUTES**Signing of Minutes of Previous Meeting**

Councillors noted that the Town Mayor would sign the Minutes at the end of the meeting.

396. TOWN MAYOR**Town Mayor report of events attended 1st May 2019 to 31st May 2019**

Councillors had previously been circulated with a copy of events attended by the Town Mayor between 1st May 2019 and 31st May 2019. Noted.

Deputy Town Mayor report of events attended 1st May 2019 to 31st May 2019

Councillors had previously been circulated with a copy of events attended by the Deputy Town Mayor between 1st May 2019 and 31st May 2019. Councillor Dr D Ellis confirmed he had presented cheques of £1520 to each of his three chosen charities (Headlines, Age Connects and St Illtuds Church) from his fundraising events over the last twelve months. He thanked Councillor R Gant for attending the presentation. Noted.

Questions to the Town Mayor

There were no questions to the Town Mayor.

397. COMMUNITY CONSTABLE**To receive Community Constables report**

PC J Williamson sent his apologies for being unable to attend tonight's Meeting due to a prior engagement. He sent a report to Councillors and confirmed that for the month of April 2019 there

had been 33 crimes reported. These included 10 violent crimes, 4 shop lifting offences and 5 Public Order offences.

To date the unofficial reported crimes figures for May 2019 are 28. The crimes include a high percentage of Public Order offences. PC Williamson stated in the report he would investigate if there are any patterns with these offences and bring his findings back to June Full Town Council Meeting.

PC Williamson also stated that there had been several complaints from residents throughout the month of youths drinking/ taking drugs in Lorna Hughes Park and at the Dovecote. Regular patrols are being undertaken in both areas.

PC Williamson was pleased to report that there had been no further reports of inappropriate social behaviour of youths using mobile phones.

398. **YOUTH COUNCIL**

Youth Activity Progress

No Youth Council representatives were present.

To note minutes of Llantwit Youth Council Meeting on 9th May 2019 and Llantwit Youth Council Update September 2018 – March 2019 & April 2019 - March 2020

Councillors had previously been circulated with the minutes of Llantwit Youth Council Meeting on 9th May 2019 and Llantwit Youth Council Update September 2018 – March 2019 & April 2019 - March 2020. Noted.

To note Certificate for 1st Place in the Wrigley Litter less Campaign National Awards 2019 - Young Reporters for the Environment

Councillors had previously been circulated with a copy of a Certificate for 1st Place in the Wrigley Litter less Campaign National Awards 2019 - Young Reporters for the Environment. Noted.

To discuss Agenda Brief re replacement of bin in Recreation Field

Councillors had previously been circulated with an Agenda Brief re details and costs of a replacement bin in the Recreation Field. Councillors further discussed liaising with the Youth Council re their recommendation for a replacement Bin on this site.

RESOLVED : That the Town Clerk has permission to liaise with the Youth Council and come up with a solution for a replacement bin for the Recreation Field, that both the Town Council and Youth Council consider acceptable. A budget of up to £1000 is to be set aside to cover the cost and installation of a replacement Litter Bin on the site.

To discuss any Agenda Items as highlighted by the Youth Council

As no Youth Council representatives were present this was not discussed.

399. **COUNCIL MEETINGS**

Meetings for the Month of June 2019

Councillors had previously been circulated with a list of the Meetings for the Month of June

2019. Councillor Foster informed Councillors that the Finance Meeting on the 6th June 2019 was being cancelled as the majority of figures was on the Agenda. Noted.

400. PROCEDURAL MATTERS

Members Report

There were no Members Reports.

Action Tracker

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

Councillor D Foster confirmed that the issue with the damage to the bench in the Cemetery off Boverton Road had been resolved and a mutually satisfactory agreement had been reached between the Town Council and the owner of the bench.

Councillor Dr Ellis asked if there was any update on the installation of the Sculpture on the Recreation Field. The Town Clerk confirmed the installation had been delayed as further strengthening posts had been ordered to ensure the rigidity of the Sculpture. It was hoped the Sculpture would be erected on site within the next few weeks.

Councillor G John re-emphasised the importance of continuing to look for further Cemetery land within Llantwit Major with the ever-increasing rise of population within the town.

The Town Clerk confirmed to Councillor Mrs S Hanks that there was no further update reference the lease/transfer of Stradling Park to the Town Council from the Vale of Glamorgan Council.

Councillor Mrs J Norman stated that Vale Councillors had further Meetings planned re Llantwit Major Leisure Centre.

Councillor Mrs S Hank confirmed that Ms Maria Battle, Chair of Cardiff & Vale University Health Board was available to attend a Meeting with the Town Council on the 31st October 2019.

401. FINANCE

Bank Reconciliation for period 1st April 2019 to 30th April 2019

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st April 2019 to 30th April 2019. Noted.

Income for the period 17th April 2019 to 23rd May 2019

Councillors had previously been circulated with a copy of the Income for the period 17th April 2019 to 23rd May 2019. Noted.

Expenditure for the period 17th April 2019 to 23rd May 2019

Councillors had previously been circulated with a copy of the Expenditure for the period 17th April 2019 to 23rd May 2019. Noted.

To discuss Statement of Accounts, Annual Return and Internal Auditors Report 1st April 2018 to 31st March 2019

Councillors had previously been circulated with the Statement of Accounts, Annual Return and Internal Auditors Report 1st April 2018 to 31st March 2019.

RESOLVED: That all the paperwork relating the Accounting Statements, Annual Return and Internal Auditor report be signed and forwarded to the External Auditor.

To discuss membership to Friends of the Heritage Coast

Councillors had previously been circulated with the Annual membership to Friends of the Heritage Coast.

RESOLVED: That the Annual subscription to the membership to Friends of the Heritage Coast be renewed at a cost of £25.00.

402. CEMETERY

The following Burial matters were noted.

- 1) Burial of George Charles Sawyer (re open) Lf8 on 10th May 2019
- 2) Burial of Joyce Vera Waite (re open) A93 on 13th May 2019
- 3) Burial of cremated remains Marlene Teresa Combs (new plot) Mc3 on 17th May 2019
- 4) Burial of cremated remains Margaret Ann Scobie (new plot) Mc4 on 24th May 2019
- 5) Burial of Kenneth Norman Kincaid (re open) 40B on 28th May 2019

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 3 & 4.

403. RECREATION AND OPEN SPACES**To discuss Open Spaces Application Form for a ‘Llantwit Major Dog Show’ on 28th July 2019**

Councillor had previously been circulated with an Open Spaces Application Form for a ‘Llantwit Major Dog Show’ on the 28th July 2019. Councillor G Thomas queried where the Dog Show would take place. The Town Clerk clarified that the event would not take place on the Rugby Fields but the small grassed area by the side of the Rugby Club House.

RESOLVED: That permission be granted for Llantwit Major Dog Show to take place on the Recreation Field on 28th July 2019, with the suggestion the Dog Control Officer be invited from the Vale of Glamorgan Council.

To discuss Playground Annual Inspection Report dated 2nd April 2019

Councillors had previously been circulated with the Playground Annual Inspection Report dated 2nd April 2019. Noted.

To discuss letter from resident regarding tree planting at Seaview Park

Councillors had previously been circulated with a letter dated 13th May 2019 regarding planting trees at Seaview Park. Concern was raised about the amount of trees proposed.

RESOLVED: That a letter be written to the resident stating that a newly formed Group ‘Plant Llantwit’ had recently been established in the town, perhaps she could liaise and work with them.

Further

RESOLVED: That a letter be written to ‘Plant Llantwit’ suggesting that following their next meeting and subject to advice received from the Woodland Trust, they speak to the Vale of Glamorgan Planning Department with regards to their requests for suitable sites as they have officers in this area of expertise, which we as a Town Council do not have. State it would be beneficial if they spoke to Persimmon

Homes, Barrett Homes and the Northern Access Road Developers, all of which will have a planting plan.

Advise 'Plant Llantwit' that the Town Council are open to discussion with regards tree planting, and once a planting and maintenance plan have been drawn up, would be more than happy to meet them.

To note Certificate of Insurance for the 'Great Get together at Seaview Park' on the 23rd June 2019

Councillors had previously been circulated with a Certificate of Insurance for the 'Great Get together at Seaview Park' on the 23rd June 2019. Noted.

To discuss letter from Llantwit Major Bowls Club re Ladies Coaching on Wednesday morning

Councillor Mrs G Hughes declared an interest.

Councillors had previously been circulated with a letter dated 9th May 2019 from Llantwit Major Bowls Club re running Ladies Coaching sessions on Wednesday mornings.

RESOLVED: That permission is granted for Llantwit Major Bowls Club to hold Ladies Coaching on Wednesday mornings.

To discuss Agenda Brief re breakdown of Income and Expenditure following completion of Sports Development Project.

Councillors had previously been circulated with an Agenda Brief re the breakdown of Income and Expenditure following completion of the Sports Development Project. Councillors noted that the project had come in with an underspend of £3995.99.

RESOLVED: That retrospective permission be given to pay EM Fencing £3980 + vat to cover the cost and installation of timber and galvanised fencing including gates to surround the Bowling Ground from the underspend within the Sports Development Budget.

Within the Agenda Brief was reference to three invoices forwarded from the Bowls Club from British Gas. There were two electrical bills covering dates 29th October 2018 to 28th April 2019. It was confirmed that Kingfisher Developments Ltd had agreed to cover the costs of these invoices. The third invoice received from British Gas of £230.51 covered the Meter relocation charge.

Further

RESOLVED: That Llantwit Major Bowls Club are to be informed that they are responsible for the payment of the British Gas Invoice of £230.51 to cover the cost of the Meter relocation charge.

The Agenda Brief also outlined additional costs needed to ensure the Bowling Pavilion is compliant with fire regulations. These include Fire Extinguishers, emergency lighting and smoke detectors. Councillors discussed the lease agreement held with the Bowls Club in reference to these matters.

Further

RESOLVED: That a letter be written to the Llantwit Major Bowls Club stating that with reference to the additional cost of the project (to comply with Fire Safety Regulations) that the Town Council and Bowls Club pay half each.

To discuss letter from Llantwit Major Tennis Club re Online Booking System

Councillors had previously been circulated with a letter dated 22nd May 2019 from Llantwit Major Tennis Club re trialling a new Online Booking System via the Tennis Clubs website to book a court for up to a two hour session. Llantwit Major Tennis Club request permission to increase the charge of a court for an hour to £8.00.

RESOLVED: That permission is granted for Llantwit Major Tennis Club to trial a new Online Booking System.

Further

RESOLVED: That permission is granted to increase the cost of hiring a court for 1 hour to £8.00.

To note request to go on tender list for play area equipment

Councillors had previously been circulated with a request by Urban Recreation to be accepted onto the Town Councils Tender List for play area equipment.

RESOLVED: That a letter be written to Urban Recreation confirming that they have been accepted to be added onto the Town Councils Tender List for play area equipment.

404. LLANTONIAN HALL**To discuss Agenda Brief re Licence with PPL / PRS**

Councillors had previously been circulated with an Agenda Brief re the Invoice from PPL / PRS. It was noted that following discussion with PPL / PRS regarding the music licence for Llantonian Hall that the cost of the hall had been incorrectly invoiced, and the annual cost should have been £364.36 + vat.

RESOLVED: That the invoice for PPL/PRS for £264.36 + VAT be paid to cover the music licence for Llantonian Hall.

Further

RESOLVED: That an Agenda Item be added onto the next Five Year Plan Meeting to discuss the tariffs for Hiring Llantonian Hall when music is played.

405. OLD SCHOOL**To discuss Letter from Scouts Cymru re notification to vacate premises**

Councillors had previously been circulated with a letter dated 1st April 2019 from Scouts Cymru re notification to vacate premises effective from 28th June 2019. Noted.

To discuss correspondence from Cylch Meithrin re Rooms upstairs in Old School

Councillors had previously been circulated with correspondence dated 3rd April 2019 from Cylch Meithrin re renting rooms upstairs in the Old School for additional space to accommodate more children. Councillors discussed the setup of the upstairs rooms in the Old School.

RESOLVED: That the Cylch Meithrin be offered a 1-year lease to provide additional accommodation for children in the upstairs of the Old School. The cost per week of hiring the upstairs meeting room and small adjacent Office will be set at £50.00

per week. Cylch Meithrin will be responsible for ensuring that they comply with all relevant health and safety regulations.

406. VALE OF GLAMORGAN COUNCIL

To note letter re-creation of public footpath No. 62 Trebeferad, Boverton, Llantwit Major

Councillors had previously been circulated with a letter dated 29th April 2019 detailing the creation of public footpath No. 62 Trebeferad, Boverton, Llantwit Major. Councillor G John confirmed that Footpath No 62 had been built from S106 monies received from the Redwood Close Housing Development. Noted.

To note Agenda for Annual Meeting 20th May 2019

Councillors had previously been circulated with an Agenda for the Annual Meeting 20th May 2019. Noted.

407. PUBLICATIONS RECEIVED

To note the Glamorgan Heritage Coast, A Newsletter for the Friends Spring 2019

Councillors had previously been circulated with the Glamorgan Heritage Coast, A Newsletter for the Friends Spring 2019. Noted.

408. MISCELLANEOUS

To discuss letter from Llantwit Major Town Twinning Association

Councillors had previously been circulated with a letter dated 14th May 2019 from Llantwit Major Town Twinning Association requesting permission to use the Llantwit Major Town Crest on headed paper and other associated stationary.

RESOLVED: That permission be granted for Llantwit Major Town Twinning Association to use the Llantwit Major Town Crest on headed paper and other associated stationary.

To note minutes of Llantwit Major Christmas Committee Meeting on 29th April 2019

Councillors had previously been circulated with a copy of the Llantwit Major Christmas Committee Meeting on 29th April 2019. Councillor Mrs G Hughes confirmed she had attended this meeting and advised Councillor that the Committee were organising various fund raising activities to raise money for the Llantwit Major Christmas Lights Event. She confirmed the next meeting was to be held on 17th June 2019. Noted.

To discuss letter re Councils Contribution to the understanding Welsh Places Website

Councillors had previously been circulated with a letter dated 30th April 2019 reference the Councils Contribution to the understanding Welsh Places Website.

RESOLVED: That the Town Clerk to write approximately 100 words about Llantwit Major for inclusion onto the Understanding Welsh Places Website. Consider adding the new Town Flag Logo 'Love Llantwit Major' within the information sent.

To discuss correspondence reviewing the electoral arrangements for the county borough of the Vale of Glamorgan

Councillors had previously been circulated with a letter dated 30th April 2019 discussing correspondence reviewing the electoral arrangements for the county borough of the Vale of Glamorgan. Councillor Foster confirmed that the Town Clerk and himself had attended a presentation on the proposed electoral arrangements for the county borough of the Vale of Glamorgan. He stated that the proposal would result in the loss of one Vale Councillor for Llantwit Major Ward which as a Town Council he stated we should not accept. Councillor Foster stated Llanmaes Community Council had verbally offered their support and assistance with resisting this proposal.

RESOLVED: That a Meeting be organised with the Town Clerk, Councillor D Foster, Councillor G John and Llanmaes Community Council to discuss further the proposed electoral arrangements for the county borough of the Vale of Glamorgan.

SIGNED

MAYOR

DATED