



**RESOLVED:** That the Minutes of the Full Town Council Meeting held on 30<sup>th</sup> May 2019 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Planning Committee Meeting held on 28<sup>th</sup> May 2019**

The minutes of the Planning Committee Meeting held on 28<sup>th</sup> May 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on the 28<sup>th</sup> May 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 4<sup>th</sup> June 2019**

The minutes of the Allotment Sub Committee Meeting held on 4<sup>th</sup> June 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Allotment Sub Committee Meeting held on the 4<sup>th</sup> June 2019 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 18<sup>th</sup> June 2019**

The minutes of the Planning Committee Meeting held on 18<sup>th</sup> June 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on the 18<sup>th</sup> June 2019 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

**Remembrance Day Committee Meeting held on 19<sup>th</sup> June 2019**

The minutes of the Remembrance Day Committee Meeting held on 19<sup>th</sup> June 2019, had previously been circulated to the Council Members. Councillors noted that under To discuss the Following, p) Additional Items it should read 'Mr P Lindsay' and not as previously stated 'Mr P Lyndsay'.

**RESOLVED:** That subject to the above amendments the minutes of the Remembrance Day Committee Meeting held on the 19<sup>th</sup> June 2019 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

**411. 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.

**412. TOWN MAYOR****Town Mayor report of events attended 1<sup>st</sup> June 2019 to 30<sup>th</sup> June 2019**

Councillors had previously been circulated with a copy of events attended by the Town Mayor between 1<sup>st</sup> June 2019 and 30<sup>th</sup> June 2019. Councillor R Gant confirmed he had officially opened the Victorian Fair and he and his consort had spent a very enjoyable day at the event. Noted.

**Deputy Town Mayor report of events attended 1<sup>st</sup> June 2019 to 30<sup>th</sup> June 2019**

Councillors had previously been circulated with a copy of events attended by the Deputy Town Mayor between 1<sup>st</sup> June 2019 and 30<sup>th</sup> June 2019. Noted.

**Questions to the Town Mayor**

There were no questions to the Town Mayor.

**413. YOUTH COUNCIL****Youth Activity Progress**

No Youth Council representatives were present. They will attend the July Full Town Council Meeting, on completion of their school examinations.

**To discuss any Agenda Items as highlighted by the Youth Council**

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

**414. COUNCIL MEETINGS****Meetings for the Month of July 2019**

Councillors had previously been circulated with a list of the Meetings for the Month of July 2019. Noted.

**415. PROCEDURAL MATTERS****Members Report**

There were no Members Reports.

**Action Tracker**

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

The Town Clerk informed Councillors she had had an informal meeting with Liv Phillips from Plant Llantwit. The Town Clerk confirmed she has given a map of the Town Council Land to Ms Phillips and she was going to take this away to produce a detailed breakdown of their proposed plans. Findings will be brought back to July's Full Town Council Meeting.

Councillors requested an update on the Sculpture. The Town Clerk confirmed that Alun Griffiths Ltd, had carried out a site survey of the area where the Sculpture is to be erected. They determined that further support posts were required to ensure the rigidity of the sculpture. The supports had

been ordered and once delivery received Alun Griffiths Ltd will then erect the Sculpture on the Recreation Field.

**To adopt amended Terms of Reference for Remembrance Day Committee**

Councillors had previously been circulated with amended Terms of Reference for the Remembrance Day Committee.

**RESOLVED:** That the amended Terms of Reference for the Remembrance Day Committee be adopted.

**To appoint Deputy Town Mayor to sit on Remembrance Day Committee**

Councillors discussed appointing the Deputy Town Mayor to sit on the Remembrance Day Committee.

**RESOLVED:** That permission be granted for the Deputy Town Mayor to sit on the Remembrance Day Committee.

**To note minor authority appointment – Wick and Marcross Church in Wales Primary School**

Councillors had previously been circulated with an email dated 18<sup>th</sup> June 2019 detailing the minor authority appointment for Wick and Marcross Church in Wales Primary School. Noted.

**To discuss meeting with Cardiff and Vale University Health Board**

Councillors had previously been circulated with an email dated 30<sup>th</sup> May 2019 confirming a meeting planned with Maria Battle from the Cardiff and Vale University Health Board on the 31<sup>st</sup> October 2019.

**RESOLVED:** That any questions Councillors wished to ask Maria Battle from the Cardiff and Vale University Board be forwarded to the Town Clerk by the 30<sup>th</sup> September 2019 to be passed to Ms Battle, prior to the Meeting on the 31<sup>st</sup> October 2019.

**416. FINANCE**

**Bank Reconciliation for period 1<sup>st</sup> May 2019 to 31<sup>st</sup> May 2019**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> May 2019 to 31<sup>st</sup> May 2019. Noted.

**Income for the period 24<sup>th</sup> May 2019 to 20<sup>th</sup> June 2019**

Councillors had previously been circulated with a copy of the Income for the period 24<sup>th</sup> May 2019 to 20<sup>th</sup> June 2019. Noted.

**Expenditure for the period 24<sup>th</sup> May 2019 to 20<sup>th</sup> June 2019**

Councillors had previously been circulated with a copy of the Expenditure for the period 24<sup>th</sup> May 2019 to 20<sup>th</sup> June 2019. Noted.

**Credit Card Statement for period 23<sup>rd</sup> May 2019 to 4<sup>th</sup> June 2019**

Councillors had previously been circulated with a Credit Card Statement dated 5<sup>th</sup> June 2019 for the period 23<sup>rd</sup> May 2019 to 4<sup>th</sup> June 2019. The Town Clerk asked Councillors if they wish to receive copies of the monthly Credit Card statement as all credit card payments are detailed on the Expenditure Reports.

**RESOLVED:** That there is no requirement for copies of the monthly Credit Card Statements to be recorded under the Finance Item of the Full Town Council Agenda.

**Credit Card Statement for period 7th May 2019 to 28th May 2019**

Councillors had previously been circulated with a Credit Card Statement dated 5<sup>th</sup> June 2019 for the period 7<sup>th</sup> May 2019 to 28<sup>th</sup> May 2019. Noted.

**To note Town Mayors expenses for 2018/2019**

Councillors had previously been circulated with Town Mayors expenses for 2018/2019. Noted.

**To note Town Mayors Fund Raising Account for 2018/2019**

Councillors had previously been circulated with Town Mayors Fund Raising Account for 2018/2019. Noted.

**To note payments to members of Llantwit Major Town Council for 2018/2019**

Councillors had previously been circulated with payments to members of Llantwit Major Town Council for 2018/2019. Noted.

**To discuss membership to Fields in Trust**

Councillors had previously been circulated with an email dated 28<sup>th</sup> May 2019 re renewing the Field in Trust Membership from 31<sup>st</sup> May 2019.

**RESOLVED:** That the Field in Trust Membership effective from 31<sup>st</sup> May 2019 be renewed at a cost of £65.00.

**To discuss Orbits IT Hardware Quotation for three business desktop computers**

Councillors had previously been circulated with an Orbits Hardware Quotation for three business desktop computers. The Town Clerk informed Councillors that the Office computer hardware was between 3 and 7 years old and was not coping with the IT upgrade that had recently been installed. Councillors discussed the Orbits Quotation and raised concerns reference the specification for 4GB RAM.

**RESOLVED:** That the Town Clerk be given permission to accept the Orbits ITS Quotation for three business desktop computers subject to a satisfactory revised quotation for increasing the RAM specification to 8GB.

**417. DEVELOPMENT**

**To note Planning Application decisions by the Vale of Glamorgan Councils**

Councillors had previously been circulated with a copy of the Vale of Glamorgan Councils Planning Application decisions. Noted.

**418. CEMETERY**

The following Burial matters were noted.

- 1) Burial of Geoffrey Peter Evans (new plot) K2 on 3<sup>rd</sup> June 2019
- 2) Burial of Timothy Christopher O'Sullivan (re open) E51 on 14<sup>th</sup> June 2019
- 3) Burial of Beatrice Kathleen Morgan (re open) D41 on 17<sup>th</sup> June 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 1.

**To discuss letter from resident requesting placing a bench adjacent to his deceased wife's grave**

Councillors had previously been circulated with a letter dated 25th May 2019 requesting placing a bench adjacent to his deceased wife's grave. Councillor discussed the number of benches at present within the cemetery and the location of this proposed bench.

**RESOLVED:** That a letter be written to the gentleman giving permission to place a bench adjacent to his deceased wife's grave. State that the bench must follow Town Council specifications, made of recyclable material and confirm that it is the resident's responsibility to maintain the bench in future years.

**To discuss Agenda Brief re space in Boverton Cemetery**

Councillors had previously been circulated with an Agenda Brief detailing the estimated space left for burials in Boverton Cemetery. Councillors discussed options available as to where and how to acquire burial land for the future.

**RESOLVED:** That letters be written to the Vale of Glamorgan Council and Welsh Government stating that with all the additional housing developments being built within the town is there any land that they would consider suitable for a new Cemetery within Llantwit Major.

**419. RECREATION AND OPEN SPACES**

**To discuss Playground Annual Inspection Report dated 9<sup>th</sup> May 2019**

Councillors had previously been circulated with the Playground Annual Inspection Report dated 9<sup>th</sup> May 2019. Noted.

**To discuss Tender letters for replacement roof on Garage, Recreation Field**

Councillors had previously been circulated with Tender letters for replacement roof on the Garage on the Recreation Field. Councillors discussed the quotations.

**RESOLVED:** That the Tender from Middleton Roofing Ltd at a cost of £3420.00 excluding vat be accepted to replace the roof on the Garage on the Recreation Field.

**To discuss Agenda Brief and correspondence from Llantwit Major Tennis Club**

Councillors had previously been circulated with an Agenda Brief and correspondence from Llantwit Major Tennis Club. Councillors discussed the issues with the newly erected lower fencing. It was confirmed that temporary safety netting had been installed on top of the lower fencing to ensure the safety of spectators when standing/sitting outside the Tennis Pavilion.

**RESOLVED:** That a letter be written to the Llantwit Major Tennis Club stating that the fence will be re installed to its previous height of 8ft at a cost of £350.00 from Matthews Construction. Request that Llantwit Major Tennis Club pay £280.00 towards the replacement cost.

Further

**RESOLVED:** That the Town Council will not be replacing the fence post that the Tennis Club queried to be slightly leaning.

Further

**RESOLVED:** That Fosse Contractors, the company contracted to resurface Llantwit Major Tennis Courts, be contacted to arrange a site visit to discuss the weeds that have started growing through on Court 4.

Councillor G John entered the Council Chamber.

**To discuss email from resident re ‘Happy to Chat’ bench idea**

Councillors had previously been circulated with an email dated 19<sup>th</sup> May 2019 re ‘Happy to Chat’ bench idea. Councillor Dr Ellis requested clarification as to where the sign would be installed.

**RESOLVED:** That an email be written to the resident confirming the Town Councils support of a ‘Happy to Chat’ Bench and look forward to hearing further details of where the sign will be installed.

**420. OLD SCHOOL**

**To discuss letter from Llantwit Major History Society re rental charge for the Archive Room**

Councillors had previously been circulated with a letter dated 7<sup>th</sup> June 2019 from Llantwit Major History Society re rental charge for the Archive Room. Noted.

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

Councillors had previously been circulated with a letter dated 31<sup>st</sup> May 2019 from Cylch Meithrin re renting some of the rooms upstairs in the Old School. Noted.

**421. VALE OF GLAMORGAN COUNCIL**

**To discuss email re fifth round of funding available for Strong Communities Grants**

Councillors had previously been circulated with an email dated 12<sup>th</sup> June 2019 detailing the fifth round of Funding available for Strong Communities Grants.

**RESOLVED:** That the Town Study Steering Group be asked at their next Meeting, to be held on the 9<sup>th</sup> July 2019, for ideas for community projects that would fall under the Stronger Communities Grand funding program. Any recommendations be brought back to a future Full Town Council Meeting.

**To discuss email re A Place for Sport Funding Stream – Capital Grant Funding**

Councillors had previously been circulated with an email dated 17<sup>th</sup> June 2019 re A place for Sport Funding Stream – Capital Grant Funding. The Town Clerk confirmed to Councillors she had forwarded the email to Llantwit Major Tennis Club for their consideration. Noted.

**To discuss email re Stradling Park**

Councillors had previously been circulated with an email dated 20<sup>th</sup> June 2019 re an update on Stradling Park. Noted.

**422. PUBLICATIONS RECEIVED****To note the Institute of Cemetery and Crematorium Management Journal – Summer 2019 Edition**

Councillors had previously been circulated with the Institute of Cemetery and Crematorium Management Journal – Summer 2019 Edition. Noted.

**423. MISCELLANEOUS****To discuss letter from Woodland Trust re a Wales Tree of the year Competition**

Councillors had previously been circulated with a letter from Woodland Trust re a Wales Tree of the Year Competition. Noted.

**To discuss letter from Llantwit Major Christmas Committee**

Councillors had previously been circulated with a letter dated 3<sup>rd</sup> June 2019 from Llantwit Major Christmas Committee. Councillors discussed the request from the Christmas Committee for a donation so they can begin planning for the Switch on event to be held on the 30<sup>th</sup> November 2019.

**RESOLVED:** That the Town Council will agree to look at funding to the Christmas Committee at September 2019 Full Town Council Meeting.  
Monies will only be released to the Christmas Committee when guarantees have been received that all points stated under the Finance Resolution of the Full Town Council Minutes, dated February 2019, have been clarified.

**To discuss email regarding Llantwit Major as a ‘Fair Trade Town’**

Councillors had previously been circulated with an email from a resident dated 31<sup>st</sup> May 2019 regrading Llantwit Major as a ‘Fair Trade Town’. Councillors discussed that Llantwit Major was a Fair-Trade Town however membership had lapsed? Councillor Dr D Ellis stated that it is important to resurrect and promote Llantwit Major as a Fair Trade Town and work with the resident to plan and regain the Fair Trade accreditation.

**RESOLVED:** That Councillor Dr D Ellis and Councillor R Gant are nominated as the Town Council representatives to discuss proposals with the resident to look at regaining Llantwit Major Town Fair Trade accreditation.

**To discuss VE Day 75<sup>th</sup> Anniversary over the weekend of the 8<sup>th</sup> to 10<sup>th</sup> May 2020**

Councillors had previously been circulated with an email dated 23<sup>rd</sup> May 2019 reference VE Day 75<sup>th</sup> Anniversary over the weekend of the 8<sup>th</sup> to 10<sup>th</sup> May 2020.

Councillors discussed various ideas including a wreath laying ceremony and relighting the beacon as per Nations Tribute celebrations in 2018. The Town Clerk stated she had informal discussion with Llantwit Major Rugby Club that were also looking at planning a VE Day event.

**RESOLVED:** That discussions be undertaken with Llantwit Major Rugby Club on a way forward to commemorate the 75th Anniversary of VE Day on the weekend of 8<sup>th</sup> to 10<sup>th</sup> May 2020. Findings be brought back to a future Full Town Council Meeting.

SIGNED .....

MAYOR

DATED .....