



David stated they were in the process of designing a new Youth Council Logo Design and were looking forward to a social event of Midnight Ice Skating in Cardiff on Friday 6<sup>th</sup> December 2019.

David confirmed that all future Youth Council minutes were to be recorded by Tia-Jade Allen.

Councillor G John informed the Youth Council that the lighting under the Black Bridge in Llantwit Major should be completed by Network Rail by March 2020. He thanked the Youth Council for all their hard work in highlighting this matter to the Town Council.

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

The Youth Council had no Agenda Items they wished to discuss.

The Youth Council vacated the Council Chamber.

**474. MINUTES**

**Special Meeting held 24<sup>th</sup> October 2019**

The minutes of the Special Meeting held on 24<sup>th</sup> October 2019, had previously been circulated to the Council Members

**RESOLVED:** That the Minutes of the Special Meeting held on 24<sup>th</sup> October 2019 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising

**Full Town Council Meeting held 31<sup>st</sup> October 2019**

The minutes of the Full Town Council meeting held on 31<sup>st</sup> October 2019, had previously been circulated to the Council Members

**RESOLVED:** That the Minutes of the Full Town Council Meeting held on 31<sup>st</sup> October 2019 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**5 Year Plan Committee Meeting held 24<sup>th</sup> October 2019**

The minutes of the 5 Year Plan Committee Meeting held on 24<sup>th</sup> October 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the Minutes of the 5 Year Plan Meeting held on 24<sup>th</sup> October 2019 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**VE Day Celebration Committee held on 6<sup>th</sup> November 2019**

The minutes of the VE Day Celebration Committee held on 6<sup>th</sup> November 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the VE Day Celebration Committee Meeting held on the 6<sup>th</sup> November 2019 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

**Fair Trade Forum Meeting held on 7<sup>th</sup> November 2019**

The minutes of the Fair-Trade Forum Meeting held on 7<sup>th</sup> November 2019, had previously been circulated to the Council Members. Councillors noted that under Date of Next Meeting it should read '10am' and not as previously stated '10pm'.

**RESOLVED:** That subject to the above amendments the minutes of the Fair-Trade Forum Meeting held on the 7<sup>th</sup> November 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 13<sup>th</sup> November 2019**

The minutes of the Planning Committee Meeting held on 13<sup>th</sup> November 2019, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on the 13<sup>th</sup> November 2019 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

**475. 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.

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

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

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

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

**Past Mayors report of events attended 1<sup>st</sup> November 2019 to 30<sup>th</sup> November 2019**

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

**Questions to the Town Mayor**

Councillor R Gant informed Councillors he had received a response from the Gem Newspaper regarding the Town Councils concern re the lack of coverage by the local newspaper of Llantwit Major events. A spokesperson from the Gem stated that since the restructure of the paper the financial targets had become a higher priority for the paper. Councillor Ellis queried this response, as last week's Gem, had considerable support and advertisements from local businesses within the town. Councillors agreed to monitor the coverage over the next month.

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

PC Jamie Williamson sent his apologies for being unable to attend due to a prior work commitment's. PC Williamson sent a report that stated for the month of October 2019 there had been 49 reported crimes. This was slightly higher than normal due to 12 cases of stalking and harassment and 9 public order offences.

To date the unofficial reported crime figures for November 2019 is 30. These crimes include 6 assaults and anti-social offences.

PC Williamson also confirmed that the Llantwit Police had now moved into the Emergency Services Centre along Llanmaes Road.

**478. COUNCIL MEETINGS****Meetings for the Month of December 2019**

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

**479. PROCEDURAL MATTERS****Members Announcements**

Councillors R Gant confirmed that he and Councillor Mrs S Hanks had attended a Meeting of the Glamorgan Heritage Coast. Matters discussed included the stopping of the Welsh Government Bio-diversity grant. Councillor Gant confirmed that a new Heritage Coastal sign had been installed on Llantwit Beach financed by the Friends of the Heritage Coast. He also stated that funding and manning issues re the Glamorgan Heritage Coast Centre at Dunraven Bay was also discussed.

Councillor Mrs S Hanks informed Councillors that the new Chamber of Trade Committee were planning a Social Get Together in January 2020.

**Action Tracker**

Councillors had previously been circulated with an up to date Action Tracker. Councillor Mrs S Hanks requested an updated on the fencing around the tennis courts. The Town Clerk clarified that the fencing was on hold until a final decision was made re the tennis court surface in early Spring 2020. Noted.

**To discuss possible Agenda Items for inclusion on Community Liaison Meeting**

There were no items for inclusion on the Community Liaison Meeting.

**To discuss vacancy for a Minor Authority Governor at Ysgol Y Ddraig**

Councillors had previously been circulated with an email dated 5<sup>th</sup> November 2019 for a vacancy for a Minor Authority Governor at Ysgol Y Ddraig. Councillors were informed that Llanmaes Community Council did not wish to put a representative forward for this post.

**RESOLVED:** That Councillor Mrs S Hanks be put forward as the representative to sit as a Minor Authority Governor at Ysgol Y Ddraig School

**To note Agenda Brief re Christmas Closure of Office**

Councillors had previously been circulated with an Agenda Brief detailing proposed dates and times of the Office being closed over the Christmas period.

**RESOLVED:** That the proposed dates and times of the Office closure over the Christmas period be accepted.

**To discuss Website Accessibility regulations effective from September 2020.**

Councillors had previously been circulated with details of the Website Accessibility regulations effective from September 2020. The Town Clerk informed Councillors that changes will be required to Llantwit Major Town Council Website in order to adhere to the regulations coming in force. Noted.

**480. FINANCE****Bank Reconciliation for period 1<sup>st</sup> October 2019 to 31<sup>st</sup> October 2019**

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

**Income for the period 24<sup>th</sup> October 2019 to 20<sup>th</sup> November 2019**

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

**Expenditure for the period 24<sup>th</sup> October 2019 to 20<sup>th</sup> November 2019**

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

**To discuss Fee Summary for provision of Internal Audit**

Councillors had previously been circulated with a letter dated 13<sup>th</sup> November 2019 detailing a fee summary for KLG Internal Auditor for the provision of an internal audit for 2019/2020.

**RESOLVED:** That KLG Internal Auditor be accepted as the Internal Auditor for 2019/2020 at a total cost of £915.80.

**To discuss membership to SLCC**

Councillors had previously been circulated with a Membership Form to the SLCC for 2020.

**RESOLVED:** That permission is given to take out full membership to SLCC for 2020 at an Annual Subscription of £336.00.

**To receive permission to reimburse Llantwit Major Bowls Club £941.47 due to overpayment to Welsh Water**

Councillors had been asked to receive permission to reimburse Llantwit Major Bowls Club £941.47 due to overpayment to Welsh Water.

**RESOLVED:** That retrospective permission be given to reimburse Llantwit Major Bowls Club £941.47 due to overpayment to Welsh Water.

**481. 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.

**482. CEMETERY**

**To discuss memorial application for Plot C211**

Councillors had previously been circulated with a document detailing a memorial application for Plot C211. The memorial is defined as a Welsh Grey Slate Boulder. The dimensions are within the Cemetery regulations however this type of memorial has not been installed in the cemetery before.

**RESOLVED:** That permission is granted for a Welsh Grey Slate Boulder to be installed as a memorial on plot C211.

**483. RECREATION AND OPEN SPACES**

**To discuss Agenda Brief re area in front of Llantwit Major Rugby Football Club**

Councillors had previously been circulated with an Agenda Brief re the area in front of Llantwit Major Rugby Football Club. Councillors discussed the area and the way forward.

**RESOLVED:** That tenders be sent for paving the concrete path and re-seeding/re-turfing the area in front of the Clubhouse. Once tenders returned re-negotiate costings with Llantwit Major Rugby Football Club.

**484. TOWN HALL**

**To discuss Tenders for replacement of Guttering around the Town Hall**

Councillors had previously been circulated with Tenders for replacing the Guttering around the Town Hall.

**RESOLVED:** That the tender from Clive Jones Scaffolding be accepted at a cost of £2800.00 for replacing the Guttering around the Town Hall.

**485. OLD SCHOOL**

**To discuss Quotation re proposed essential Fire Alarm Repairs**

Councillors had previously been circulated with a Quotation dated 3<sup>rd</sup> November 2019 from Dragon Fire & Security Systems Ltd for proposed essential Fire Alarm Repairs.

**RESOLVED:** That permission be granted to rewire zone 4 of the Old School by Dragon Fires & Security Systems Ltd.

Further

**RESOLVED:** That advice is sought from the Fire Office as to whether smoke detectors and heat detectors are a requirement in the Compass Building. The Fire Officers decision will determine whether the quotation for installing a smoke and heat detector in the Compass Building by Dragon Fire & Security Systems is undertaken.

**486. VALE OF GLAMORGAN COUNCIL**

**To discuss email re Old Ambulance Station, Llanmaes Road**

Councillors had previously been circulated with an email dated 9<sup>th</sup> November 2019 re the old ambulance station. Councillors discussed the email which stated that the Vale of Glamorgan Council were looking at the old Ambulance station as a potential site for social housing. The email requested that if the area was accepted as a potential development site would the Town Council consider giving access to the site via the Allotment Site.

**RESOLVED:** That permission is not given for access to the Old Ambulance Station from the Allotment Site.

**To discuss meeting and letter from Mr R Thomas re carparks and public toilets**

Councillors had previously been circulated with an email dated 22<sup>nd</sup> November 2019 re reshaping services and the possible transfer of assets to Llantwit Major Town Council. Councillor Foster confirmed that he, Councillor Evans and the Town Clerk had met with representatives of the Vale of Glamorgan Council and the following assets were discussed:

Town Hall Car Park  
 Town Hall Public Conveniences  
 Boverton Road Public Conveniences  
 Wine Street Car Park  
 Llantonian Hall Car Park

It was confirmed that a survey of each asset would be undertaken and forwarded to the Town Council.

**RESOLVED:** That a letter be written to Mr Rob Thomas, Managing Director Vale of Glamorgan Council clarifying the following points:

- 1) The Town Council would consider the position re assets following receipt of the completed survey.
- 2) The Town Council would only consider taking over these assets if an agreement of an annual contribution by the Vale of Glamorgan Council be undertaken of 5 times Band D rate.
- 3) The Town Council wish no restrictions to be enforced re the future use of Boverton Road Public Conveniences

**To confirm attendance of Catherine Partridge (Rural Housing Enabler) on Thursday 30<sup>th</sup> January 2020 at 6pm**

Councillors noted the attendance of Catherine Partridge (Rural Housing Enabler) on Thursday 30<sup>th</sup> January 2020 at 6pm.

487. **MISCELLANEOUS**

**To discuss Agenda Brief re proposed site for the Sculpture**

Councillors had previously been circulated with an Agenda Brief detailing a proposed new site for the installation of the Sculpture on the new roundabout along the B4265, by the entrance to the new Northern Access Road.

**RESOLVED:** That permission be granted for negotiation to take place for the Sculpture to be erected on the B4265, by the new Northern Access Road.

**To note Llantwit Major 10K 2019 End of Year Financial Report**

Councillors had previously been circulated with a copy of the Llantwit Major 10K End of Year Financial Report. Noted.

**To discuss letter re Age Connect Services in Llantwit Major**

Councillors had previously been circulated with a letter re Age Connect Services in Llantwit Major. Councillor Dr Ellis updated Councillors on his concerns re the lack of services now provided by Age Connect and that the Office is now rarely open. Councillors discussed the matter further re funding and location of the Age Connect Office.

**RESOLVED:** That a letter be written to Cardiff Age Connects requesting an informal meeting with them in the Heritage Centre to discuss the present situation re the services in Llantwit Major and to discuss a way forward.

**To note letter from Boverton WI re Remembrance Sunday**

Councillors had previously been circulated with a letter from Boverton WI re Remembrance Sunday thanking the Town Council for arranging this year's event. Noted.

**To discuss email re Defibrillator Training**

Councillors had previously been circulated with an email dated 19<sup>th</sup> November 2019 re Defibrillator Training. Councillor G Wilkie updated Councillors that St Johns Ambulance had stated they would provide free Defibrillator training session if sufficient numbers wished to attend. Councillor Hanks suggested extending an invitation to St Donats Community Council. Councillor Wilkie also suggested asking Llantwit Youth Council.

**RESOLVED:** That permission be granted to use a Town Council building for a St Johns Defibrillator training session. Councillor Wilkie to organise the event.

**To note letter from Cardiff and Vale University Health Board**

Councillors had previously been circulated with a letter from Cardiff and Vale University Health Board giving an update on queries raised following the meeting between the Health Board and Town Council on the 31<sup>st</sup> October 2019.

**RESOLVED:** That a letter of thanks be written to Charles Janczewski, Cardiff and Vale Health Board, for his response to our queries following the Meeting on the 31<sup>st</sup> October 2019 and look forward to further correspondence in the future.

488. **PART II**

The public and press may be excluded from the meeting during consideration of the items in accordance with Public Bodies (Admissions To Meetings) Act 1960 (2).

**Finance**

The Town Clerk and Deputy Town Clerk vacated the Council Chamber.

To discuss staffing salaries

Councillors had previously been circulated an email re proposed staffing salaries increases. Councillor Foster updated Councillors on proposals re increase in staffing salaries.

**RESOLVED:** That the proposed staffing salaries increases be approved and effective from 1<sup>st</sup> January 2020.

SIGNED .....  
MAYOR

DATED .....