

Minutes of the Meeting of Llantwit Major Town Council to be held remotely on Thursday 28<sup>th</sup> May 2020 at 7.05pm

PRESENT;	Chairman –	Councillor Mr R Gant - Town Mayor	
	Councillors	Mr D Foster	)
		Mr E Williams	)
		Dr D Ellis	) NORTH WARD
		Mrs J Norman	)
		Dr P Dickson	)
		Mr G Morgan	)
		Mr G Wilkie	) SOUTH EAST WARD
		Mr G Thomas	)
		Mr D Powell	) WEST WARD
		Mr G John	)
		Mr J Evans	)
		Mrs S Hanks	) BOVERTON WARD
		Mrs G Hughes	)

No apologies received

Declaration of Interest forms were received from;

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs S Hanks declared an interest under Miscellaneous, Item 1, to discuss Agenda Brief and correspondence re footpath along Mill Road.

Pursuant to the requirements of this Councils Code of Conduct, Councillor J Evans declared an interest under Recreation and Open Spaces, Item 1, to discuss letter from Llantwit Major Rugby Club re becoming a Company Limited by Guarantee Company and subsequent response from Town Council Legal representative and Item 2, to discuss request from Llantwit Major Rugby Club for financial assistance to cut the grass in Recreation Field.

Pursuant to the requirements of this Councils Code of Conduct, Councillor G Morgan declared an interest under Recreation and Open Spaces, Item 1, to discuss letter from Llantwit Major Rugby Club re becoming a Company Limited by Guarantee Company and subsequent response from Town Council Legal representative and Item 2, to discuss request from Llantwit Major Rugby Club for financial assistance to cut the grass in Recreation Field.

Pursuant to the requirements of this Councils Code of Conduct, Councillor G Thomas declared an interest under Recreation and Open Spaces, Item 1, to discuss letter from Llantwit Major Rugby Club re becoming a Company Limited by Guarantee Company and subsequent response from Town Council Legal representative and Item 2, to discuss request from Llantwit Major Rugby Club for financial assistance to cut the grass in Recreation Field.

537. **MINUTES**

310.

**Full Town Council Meeting held 27<sup>th</sup> February 2020**

The minutes of the Full Town Council meeting held on 27<sup>th</sup> February 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the Minutes of the Full Town Council Meeting held on 27<sup>th</sup> February 2020 be adopted and accepted as a true record.

**Matters Arising**

Councillor Dr D Ellis informed Councillors that his action to produce a database of all clubs/groups/provisions for the elderly in the area was on hold until the lockdown restrictions were lifted.

**Planning Committee Meeting held on 25<sup>th</sup> February 2020**

The minutes of the Planning Committee Meeting held on 25<sup>th</sup> February 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on the 25<sup>th</sup> February 2020 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

**VE Day Celebrations Committee Meeting held on 3<sup>rd</sup> March 2020**

The minutes of the VE Day Celebrations Committee Meeting held on 3<sup>rd</sup> March 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the VE Day Celebrations Committee Meeting held on 3<sup>rd</sup> March 2020, be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

**School Garden Competition meeting held on 4<sup>th</sup> March 2020**

The minutes of the School Garden Competition Meeting held on 4<sup>th</sup> March 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the School Garden Competition Meeting held on the 4<sup>th</sup> March 2020 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 4<sup>th</sup> March 2020**

The minutes of the Planning Committee Meeting held on 4<sup>th</sup> March 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on the 4<sup>th</sup> March 2020 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 19<sup>th</sup> March 2020**

The minutes of the Planning Committee Meeting held on 19<sup>th</sup> March 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on the 19<sup>th</sup> March 2020 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 2<sup>nd</sup> April 2020**

The minutes of the Planning Committee Meeting held on 2<sup>nd</sup> April 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on the 2<sup>nd</sup> April 2020 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 9<sup>th</sup> April to 19<sup>th</sup> May 2020**

The minutes of the Planning Committee Meeting held on 9<sup>th</sup> April to 19<sup>th</sup> May 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on the 9<sup>th</sup> April to 19<sup>th</sup> May 2020 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

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

Councillors noted that the Town Mayor would sign the minutes.

**539. TOWN MAYOR****Questions to the Town Mayor**

There were no questions to the Town Mayor.

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

No reports were received from PC Jamie Williamson. The Town Clerk informed Councillors that PC Williamson had communicated regularly with Town Hall Staff during the lockdown period.

541. **PROCEDURAL MATTERS****To note Cemetery Procedures re Coronavirus Covid 19**

Councillors had previously been circulated with a report detailing Cemetery procedures during the Coronavirus Covid 19 pandemic. Noted.

**To discuss meeting date for Annual Meeting 2020**

Councillors discussed several suggestions with regards the Annual meeting, including the importance of this meeting, the requirement to social distancing and the need for the Town Council to continue working during the pandemic and being proactive.

**RESOLVED:** That the Annual Meeting be held remotely at 7.05pm on the 4<sup>th</sup> June 2020. The Town Clerk will liaise with the Councillors re the procedures and formalities of the meeting week commencing 1<sup>st</sup> June 2020.

**To discuss Agenda Brief re amendment re register of gifts and hospitality figures**

Councillors had previously been circulated with an Agenda Brief re amendment re register of gifts and hospitality figures. Councillors discussed recommendation to increase the Town Councils Hospitality and Gift Register from over £25.00 to 'over the value of £50 or totally £100 over a year from a single source'.

**RESOLVED:** That the recommendation to increase the Town Councils Hospitality and Gifts Register to 'over the value of £50 or totally £100 over a year from a single source' be accepted.

**To nominate Councillor to be elected as Town Mayor for 2020/2021**

Councillors discussed nominations for the Town Mayor 2020/21. It was;

**RESOLVED:** That the current Deputy Town Mayor, Councillor G Thomas, be put forward to the Annual Meeting for nomination as Town Mayor 2020/21.

**To nominate Councillor to be elected as Deputy Town Mayor**

Councillors discussed nominations for the Deputy Town Mayor 2020/21. It was;

**RESOLVED:** That Councillor Mr D Powell be put forward to the Annual Meeting for nomination as Deputy Town Mayor 2020/21.

542. **FINANCE****Bank Reconciliation for period 1<sup>st</sup> February 2020 to 29<sup>th</sup> February 2020**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> February 2020 to 29<sup>th</sup> February 2020. Noted.

**Bank Reconciliation for period 1<sup>st</sup> March 2020 to 31<sup>st</sup> March 2020**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> March 2020 to 31<sup>st</sup> March 2020. Noted

**Bank Reconciliation for period 1<sup>st</sup> January 2020 to 31<sup>st</sup> March 2020**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> January 2020 to 31<sup>st</sup> March 2020. Noted

**Bank Reconciliation for period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> January 2019 to 31<sup>st</sup> March 2020. Noted

**Bank Reconciliation for period 1<sup>st</sup> April 2020 to 30<sup>th</sup> April 2020**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> April 2020 to 30<sup>th</sup> April 2020. Noted

**Income for the period 21<sup>st</sup> February 2020 to 31<sup>st</sup> March 2020**

Councillors had previously been circulated with a copy of the Income for the period 21<sup>st</sup> February 2020 to 31<sup>st</sup> March 2020. Noted.

**Income for the period 1<sup>st</sup> April 2020 to 22<sup>nd</sup> May 2020**

Councillors had previously been circulated with a copy of the Income for the period 1<sup>st</sup> April 2020 to 22<sup>nd</sup> May 2020. Noted.

**Expenditure for the period 21<sup>st</sup> February 2020 to 31<sup>st</sup> March 2020**

Councillors had previously been circulated with a copy of the Expenditure for the period 21<sup>st</sup> February 2020 to 31<sup>st</sup> March 2020. Noted.

**Expenditure for the period 1<sup>st</sup> April 2020 to 22<sup>nd</sup> May 2020**

Councillors had previously been circulated with a copy of the Expenditure for the period 1<sup>st</sup> April 2020 to 22<sup>nd</sup> May 2020. Noted.

**To note payment to Councillors for 2019/2020**

Councillors had previously been circulated with a copy of the payment to Councillors 2019/2020. Noted.

**To note proposed Income and Expenditure Budget up to the 31<sup>st</sup> March 2020**

Councillors had previously been circulated with the proposed Income and Expenditure Budget up to the 31<sup>st</sup> March 2020. Noted.

Councillor R Gant expresses his thanks on behalf of the Town Council to the Town Clerk and Chair of Finance, Councillor D Foster, for all their hard work in the production of the end of year Financial Accounts.

**To discuss Statement of Accounts, Annual Return and Internal Auditors Report 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

Councillors had previously been circulated with the Statement of Accounts, Annual Return and Internal Auditors Report 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

**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 Corporate Membership Invoice to the ICCM**

Councillors had previously been circulated with the Invoice for annual corporate membership to the ICCM.

**RESOLVED:** That the Annual Corporate Membership to the ICCM be renewed at a cost of £95.00.

**543. 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.

**To note letter re Planning amendment procedures during Coronavirus Covid 19**

Councillors had previously been circulated with a letter dated 15<sup>th</sup> May 2020 re Planning amendment procedures during Coronavirus Covid 19. Noted.

**544. CEMETERY**

The following Burial matters were noted.

- 1) Burial of cremated remains Nina Ball (reopen plot) E146 on 28<sup>th</sup> February 2020
- 2) Burial of Robert Fyfe (new plot) E129a on 16<sup>th</sup> March 2020
- 3) Burial of Derek Clive Branch (pre purchased) C284 on 30<sup>th</sup> March 2020
- 4) Burial of Gladys May Kilby (reopen plot) A137 on 6<sup>th</sup> May 2020
- 5) Burial of Karen Sweeting (new plot) E136a on 19<sup>th</sup> May 2020

**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 2 & 5.

**545. RECREATION AND OPEN SPACES****To discuss letter from Llantwit Major Rugby Club re becoming a Company Limited by Guarantee and subsequent response from Town Council Legal representative**

Councillor G Morgan, Councillor J Evans and Councillor G Thomas declared an interest.

Councillors had previously been circulated with a letter, dated 6<sup>th</sup> March 2020, from Llantwit Major Rugby Club re becoming a Company Limited by Guarantee and subsequent response from Town Council Legal representative, dated 15<sup>th</sup> May 2020. The Town Clerk confirmed that she had sought Legal advice, as no Full Town Council Meeting could be held in March 2020 due to Coronavirus pandemic and lockdown restrictions.

**RESOLVED:** That permission is granted for the Town Clerk to continue to liaise with the Vale of Glamorgan Legal Department at drawing up a new Licence and Management Agreement between Llantwit Major Rugby Club re LMRFC becoming a Company Limited by Guarantee trading as 'Llantwit Major Rugby Football and Social Club Ltd'.

**Further**

**RESOLVED:** Prior to the Town Clerk instructing our legal representatives to move forward with a new Licence and Management Agreement, clarification be sought from Llantwit Major Rugby Football Club as to whether they are prepared to cover the Town Council legal costs as they are the ones requesting a change to the documents.

**To discuss request from Llantwit Major Rugby Club for financial assistance to cut the grass in Recreation Field**

Councillor G Morgan, Councillor J Evans and Councillor G Thomas declared an interest.

Councillors had previously been circulated with a letter dated 29<sup>th</sup> April 2020, received from Llantwit Major Rugby Club for financial assistance to cut the grass in the Recreation Field, at a cost of approximately £336 a month. Councillors noted Llantwit Major Rugby Club had received £25,000 from the Vale of Glamorgan Council to assist the Club during this difficult time, it was also noted that with the current hot weather grass is not growing.

A discussion took place were it was;

**RESOLVED:** That no financial assistance be given to Llantwit Major Rugby Club at this time, but it be reviewed in 3 months when circumstances surround the weather and the current Covid 19 crisis may have changed.

**To discuss email to install a memorial bench on the Recreation Field**

Councillors had previously been circulated with an email dated 7<sup>th</sup> May 2020 to install a memorial bench on the Recreation Field. Councillors noted the request was to renovate an existing concrete bench and replace existing green slats with purple slats.

A discussion took place with regards a previous Town Council resolution where when benches are replaced or refurbished, recycled materials be looked at in the first instance and all follow a similar style.

**RESOLVED:** That an email be written to Mr Pilcher that the Town Council agree in principle to a memorial bench being installed/renovated on the Recreation Field. State that the bench must follow guidelines of other Town Council benches and be made of recycled material. Attach examples of existing bench designs that have been erected on Town Council sites.

**To discuss email to remove cherry tree in Recreation Field along Iltyd Avenue**

Councillors had previously been circulated with an email dated 26<sup>th</sup> April 2020 from a resident requesting a cherry tree is removed from the Recreation Field along Iltyd Avenue. The resident stated the cherry tree roots are damaging a hard-standing area in her rear garden. The resident is happy to plant a replacement tree once the cherry tree and stump has been removed.

**RESOLVED:** That permission is granted for a Tree Surgeon to be contracted to remove the cherry tree and stump in the Recreation Field along Iltyd Avenue. Once the tree has been removed the Town Council liaise with the resident re planting a new sapling.

**To discuss removal of tree branches overhanging 83 Iltyd Avenue**

Councillors had previously been circulated with an email dated 12<sup>th</sup> May 2020 re the removal of tree branches overhanging 83 Iltyd Avenue. Councillors discussed the overgrown area of the Recreation Field.

**RESOLVED:** That permission is granted for a tree surgeon to be contracted to remove all the tree branches overhanging 83 Iltyd Avenue, whilst on site removing the above cherry tree.

546. **WELSH GOVERNMENT**  
**To note letter from Welsh Government re financial support for community councils during coronavirus pandemic**  
 Councillors had previously been circulated with a letter dated 5<sup>th</sup> May 2020 from the Welsh Government re financial support for community councils during coronavirus pandemic. Councillor Foster clarified the letter stated that no monies are available to support local community/town councils. He stated that Llantwit Major Town Council would need to use Council Reserves to cover their losses whilst this pandemic continues. Councillor Foster estimated the loss of revenue from hiring our Council Buildings could be around £30,000. Noted.

547. **MISCELLANEOUS****To discuss Agenda Brief and correspondence re footpath along Mill Road**

Councillor Mrs S Hanks declared an interest.

Councillors had previously been circulated with an Agenda Brief and correspondence re footpath along Mill Road. Councillor Powell expressed his frustration to Councillors of the time and work undertaken, over many years, to try and establish the footpath along a section of Mill Road. He stated that it was over 12 months since the Application to establish a Footpath was sent to the Vale of Glamorgan Council.

**RESOLVED:** That a letter be written to Mr Miles Punter, Director of Environment and Housing, Vale of Glamorgan Council, requesting clarification as to the status of the existing road, and expressing the frustration of the Town Council that our application AP04 modification to the Definitive Map has not been moved forward.

**To discuss email regarding Home Front Coffee Mornings and Garden Shares**

Councillors had previously been circulated with an email dated 19<sup>th</sup> May 2020 re Home front Coffee Mornings and Garden Shares on the weekend of 19/20 June. Councillors discussed email and felt a local Food Bank over the weekend was an excellent idea however with the latest Welsh Government Guidelines re the coronavirus pandemic the Town Council do not see that they can help at this present time.

**RESOLVED:** That an email be written to Laura Henderson wishing her every success with the Home Front Coffee Mornings and Garden Shares but state at the present time and Welsh Government Guidelines re Coronavirus the Town Council are unable to offer any support.

**To discuss email from Llanilltyd Fawr in Flower re summer planting**

Councillors had previously been circulated with an email dated 19<sup>th</sup> May 2020 from Llanilltyd Fawr in Flower re summer planting. Noted.

**To discuss Independent Remuneration panel for Wales Supplementary Report**

Councillors had previously been circulated with a report dated May 2020 detailing the Independent Remuneration panel for Wales Supplementary Report. Noted.

SIGNED .....

MAYOR

DATED .....