

Minutes of the Meeting of Llantwit Major Town Council to be held remotely on Thursday 30<sup>th</sup> July 2020 at 7.05pm

PRESENT;	Chairman –	Councillor Mr G Thomas	- 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 D Powell	) WEST WARD
		Mr G John	)
		Mr J Evans	)
		Mrs S Hanks	) BOVERTON WARD
		Mrs G Hughes	)
		Mr R Gant	)

Apologies received from.  
Sgt Richard Jones  
PC Jamie Williamson

Declaration of Interest Forms were received from:

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G John declared an interest under Vale of Glamorgan Council, Item 1, to discuss letter re Mill Road, Boverton, Llantwit Major.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs S Hanks declared an interest under Vale of Glamorgan Council, Item 1, to discuss letter re Mill Road, Boverton, Llantwit Major.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr J Evans declared an interest under Recreation and Open Spaces, Item 3, to discuss Licence/Management Agreement with Llantwit Major Rugby Club.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Morgan declared an interest under Recreation and Open Spaces, Item 3, to discuss Licence/Management Agreement with Llantwit Major Rugby Club.

572. **MINUTES**

**Full Town Council Meeting held 25<sup>th</sup> June 2020**

The minutes of the Full Town Council meeting held on 25<sup>th</sup> June 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the Minutes of the Full Town Council Meeting held on 25<sup>th</sup> June 2020 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Planning Committee Meeting held on 10<sup>th</sup> July 2020**

The minutes of the Planning Committee Meeting held on 10<sup>th</sup> July 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on 10<sup>th</sup> July 2020 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 16<sup>th</sup> July 2020**

The minutes of the Allotment Sub Committee Meeting held on 16<sup>th</sup> July 2020, had previously been circulated to the Council Members. Councillors noted that on page 1 it should read '16<sup>th</sup> July 2020' and not as previously stated '16<sup>th</sup> July 2019'.

**RESOLVED:** That subject to the above amendments the minutes of the Allotment Sub Committee held on the 16<sup>th</sup> July 2020, be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

Councillors were informed that no further communication had been received from Network Rail re the maintenance of the trees bordering onto the back of the Allotment site.

**Tennis Sub Committee Meeting held on 17<sup>th</sup> July 2020**

The minutes of the Tennis Sub Committee Meeting held on 17<sup>th</sup> July 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Tennis Sub Committee held on the 17<sup>th</sup> July 2020, be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Footpath Forum Meeting held on 21st July 2020**

The minutes of the Footpath Forum Meeting held on 21<sup>st</sup> July 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Footpath Forum Meeting held on 21st July 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 21st July 2020**

The minutes of the Planning Committee Meeting held on 21<sup>st</sup> July 2020, had previously been circulated to the Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on 21st July 2020 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising

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

Councillors noted that the Town Mayor would sign the minutes when lockdown restrictions are lifted.

**574. TOWN MAYOR****Town Mayors Report of events attended 26th June 2020 to 31st July 2020**

Councillor G Thomas informed Councillors that no events had been attended during the period 26<sup>th</sup> June 2020 to 31<sup>st</sup> July 2020 due to the Coronavirus pandemic and current lockdown guidelines. Noted.

**Questions to the Town Mayor**

There were no questions to the Town Mayor.

**To discuss Agenda Brief re letter of thanks to shops/chemists**

Councillors had previously been circulated with an Agenda Brief from Councillor R Gant re sending a letter of thanks to shops/chemists of Llantwit Major for their contribution to the community during the ongoing coronavirus pandemic. Concerns were raised that there was a danger of accidentally excluding businesses. It was important that no organisations that helped in the community were forgotten. It was suggested a generic letter be written thanking all businesses /organisations for their support and posting the letter on the local social media sites.

**RESOLVED:** That the Present and Past Mayor of Llantwit Major write a generic letter of thanks to all businesses/organisation that have contributed to support the town during the Coronavirus pandemic. The letter be posted on the Llantwit Major Town Council Website and Face Book page.

**575. COMMUNITY CONSTABLE****To receive Community Constable report**

Sergeant Richard Jones and PC Jamie Williamson both sent their apologies for being unable to attend the meeting due to ongoing work commitments.

PC Williamson sent a report that stated that for the month of July 2020 there had been 29 crimes. The figures included two thefts on building sites. There has been an increase in Anti-Social Behaviour during the summer months and additional patrols are being undertaken in specific problem areas around the town. PC Williamson stated that Llantwit Beach will be one of several areas within the Vale of Glamorgan subject to the Public Social Protection Orders. This giving the Police power to seize alcohol from anyone 'likely' to cause trouble. PC Williamson also

confirmed that the accident along Boverton Road on the 28<sup>th</sup> July 2020 was sadly fatal and the incident is being investigated by the SWP Collision Investigation Unit.

Councillor D Powell informed Councillors of a resident's concerns re anti-social behaviour in the Nicholl Court area of the town.

Councillor G John expressed concern that at times in the town there is not a PC on duty. At present PC Williamson had been seconded to Cardiff. Councillor John stated that the PCSO's do a fabulous job for our town but do not have the legal authority to act if required.

**RESOLVED:** That the Town Clerk inform PC Williamson of the resident concerns re the anti-social behaviour in Nicholl Court.

Further

**RESOLVED:** That a letter be written to the South Wales Police and Crime Commissioner Alun Michael and Chief Inspector Anthony Williams stating the Town Council request for the presence of a PC always within our town. State our dissatisfaction that our PC is continually seconded to Cardiff and other areas of the Vale of Glamorgan. The Council are aware of the fabulous PCSO's we have in the town however, they do not have the authority to act when an incident occurs within the town.

## 576. COUNCIL MEETINGS

### **Meetings for Month of September 2020**

Councillors had previously been circulated with the Meetings for the Month of September 2020. Noted.

## 577. PROCEDURAL MATTERS

### **Members Announcements**

Councillor Thomas informed Councillors that he and the Town Clerk had attended a Town Centre Resilience Meeting. Councillor Thomas confirmed the bollards outside the front of some of the shops in the town have been removed. Signs will display the social distance guidelines. He stated the Vale of Glamorgan Council had commissioned Jam Jar to investigate ways of increasing the footfall in the Vale Towns. Two surveys were being undertaken, one for shopkeepers and one for residents. Also Visit Wales were going to start promoting local High Streets.

### **Action Tracker**

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

### **To discuss Agenda Brief re procedural matters re Playparks and Community Centres.**

Councillors had previously been circulated with an Agenda Brief and Risk Assessments re the latest guidelines for opening Play Parks and Community Centres re the Covid 19 pandemic. Councillors Evans confirmed that all the signs had been installed in the playparks displaying the guidelines to follow. Councillors noted the numbers of people that had been seen playing the park and reiterated the importance of the public taking responsibility for their own actions.

Councillor Foster stated that with the everchanging Coronavirus guidelines being introduced it would be prudent to have a small action group that could support the Town Clerk in implementing changes to ensure the Town Council work is compliant with everchanging legislation re Covid 19 as well as address topics such as the reopening of the community buildings and purchasing additional PPE equipment.

**RESOLVED:** That permission for the Town Clerk to continue to work towards opening our Community Buildings when further guidance and announcements are received from the Welsh Government. The Action Group will consist of:

Chair of Finance, Chair of Buildings and Recreation, Town Mayor,  
Deputy Town Mayor and Councillor Mrs S Hanks.

**To discuss contingency plan for Remembrance Day**

The Town Clerk asked Councillors to consider a contingency plan for Remembrance Day re the Coronavirus pandemic. The Town Clerk confirmed at present no guidelines re holding a Remembrance Day Parade have been received from either the Welsh Government or the Royal British Legion. She asked Councillor if we should still proceed and apply for road closures. Councillors further discussed this matter.

**RESOLVED:** That the Town Clerk apply to the Vale of Glamorgan Council for the Remembrance Day road closures.

**Further**

**RESOLVED:** That letters be written to all local organisations involved in Remembrance Day to advise that at the present time the Town Council are still looking at providing some smaller scale Remembrance Day Parade. A final decision on the event will be taken the September Full Town Council Meeting subject to the latest government advice and guidelines re Covid 19.

578.

**FINANCE**

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

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

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

**Income for the period 19<sup>th</sup> June 2020 to 23<sup>rd</sup> July 2020**

Councillors had previously been circulated with a copy of the Income for the period 19<sup>th</sup> June 2020 to 23<sup>rd</sup> July 2020. Noted.

**Expenditure for the period 19<sup>th</sup> June 2020 to 23<sup>rd</sup> July 2020**

Councillors had previously been circulated with a copy of the Expenditure for the period 19<sup>th</sup> June 2020 to 23<sup>rd</sup> July 2020. Noted.

**To receive retrospective permission to pay invoices Richie Builders and C James re the Old School Oil Tank**

Councillors had previously been circulated with an Agenda Brief and Invoices to receive retrospective permission to pay invoices to Smith of the Forest of Dean, Richie Builders and C James Plumbing re the replacement School Oil Tank, as per agreement at Full Town Council on 27<sup>th</sup> February 2020 that the oil tank urgently needed replacing due to a leak.

**RESOLVED:** That retrospective permission be given to pay invoices from Smith of the Forest of Dean of £1349 9inc.vat for the purchase of the new oil tank, £2580.00 (exc.

Vat) to Richie Builders and £1120.00 to C James Plumbing for the installation of the oil tanks.

**To discuss renewing Field in Trust Membership**

Councillors had previously been circulated with an email dated 17<sup>th</sup> July 2020 detailing renewing the Town Councils Field in Trust Membership for 2020.

**RESOLVED:** That permission be granted to renew the Town Councils Field in Trust Membership for 2020 at a cost of £65.00.

**To discuss Agenda Brief re update Llantwit Major 10K Lockdown**

Councillors had previously been circulated with an Agenda Brief re an update on the Llantwit Major 10K Lockdown scheduled to take place between the 8<sup>th</sup> to the 16<sup>th</sup> August 2020. Councillors noted that over 150 participants had already registered an interest to take part in the virtual event.

**579. 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.

Councillor John requested Councillors notify him if any residents have complaints (e.g. large vehicles accessing site / damage to pavement's) re the development of the land off Spitzkop.

**580. CEMETERY**

The following Burial matters were noted.

- 1) Burial of cremated remains Raymond Francis O'Cullinane (new plot) Mc5 on 30<sup>th</sup> June 2020
- 2) Burial of cremated remains George Hanson (new plot) Mc6 on 2<sup>nd</sup> July 2020
- 3) Burial of cremated remains Mason Richardson (new plot) Mc7 on 29<sup>th</sup> July 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 1,2 and 3.

**To discuss Agenda Brief re the Memorial Application for Plot C253**

Councillors had previously been circulated with an Agenda Brief re the Memorial Application for Plot C253. Councillors discussed the Memorial Application.

**RESOLVED:** That permission be granted to inscribe the poem on the back of the Memorial Stone. The deceased name and details must be inscribed on the front of the Memorial Stone, Plot C253.

**581. RECREATION AND OPEN SPACES**

**To note new Llantwit Major Bowls Club Guidelines re Covid 19**

Councillors had previously been circulated with Version 2 – July 2020 Llantwit Major Bowls Club Guidelines re Covid 19. Noted.

**To discuss Agenda Brief re Allotment Plot 80**

Councillors had previously been circulated with an Agenda Brief and email dated 21<sup>st</sup> July 2020 re an existing Greenhouse/Shed being constructed on Plot 80. Councillors were informed concerns had been raised about the size of the Greenhouse and a site visit had been held with the tenant to discuss the matter. Councillors noted that the tenant had sent an email proposing to reduce the size of both the shed and greenhouse to a maximum size of 2.5m (length), 2.1m (width) and 2.2m(height). Councillors further discussed the matter.

**RESOLVED:** The permission be granted for the tenant of Allotment Plot 80 to keep both the green house and shed on his Allotment Plot, subject to both constructions not exceeding the following dimensions (2.5m (length), 2.1m (width) and 2.2m(height)). Inform tenant that when he vacates the Allotment Plot it will be his responsibility to dismantle and remove the green house from the plot. Failure to do so will result in the Town Council removing the construction and invoicing the tenant for clearance and removal costs.

**To discuss Licence/Management Agreement with Llantwit Major Rugby Club**

Councillor J Evans and Councillor G Morgan declared an interest.

Councillors had previously been circulated with a draft Licence/Management Agreement between Llantwit Major Town Council and Llantwit Major Rugby Club to reflect the Rugby Club becoming a Limited Company. Councillor Mrs Norman stated that on page 19 it should read Licensees Address as 'Llantwit Major' and not as stated 'Llantwit Mayor'. Councillors further discussed the maintenance agreement re the boundary lines hedges, grass cutting and litter guidelines. It was noted that the Management Company of LMRFC have agreed to cover the costs of drawing up and signing of the proposed Agreement.

**RESOLVED:** That permission be granted to send the Draft Licence/ Management Agreement between Llantwit Major Town Council and Llantwit Major Rugby Club to the legal representatives of LMRFC.

**To discuss proposals from Avonmore Associates Ltd for management of the Bowling Green for Autumn 2020 and Pre and Playing Season 2021**

Councillors had previously been circulated with a letter dated 10<sup>th</sup> July 2020 from Avonmore Associates Ltd for management of the Bowling Green for Autumn 2020 and Pre and Playing Season 2021.

**RESOLVED:** That permission be granted to accept the Gold package from Avonmore Associates Ltd for management of the Bowling Green for Autumn 2020 and Pre and Playing Season 2021 at a cost of £2340.00 plus vat.

**To note update on Tennis Court Surface**

Councillors had previously been circulated with a report detailing an update on the Tennis Court Surface following a site visit by all representatives on the 30<sup>th</sup> June 2020. Councillors were informed, it was hoped, a final decision re the resurfacing of all four courts would be undertaken by the 31<sup>st</sup> July 2020. Noted.

**582. OLD SCHOOL****To discuss Quotations for refurbishing the kitchen**

Councillor Dr P Dickson left the Meeting due to a prior engagement.

Councillors had previously been circulated with an Agenda Brief and quotations for refurbishing the Old School Kitchen. Councillors discussed the Quotation of Howdens and Wickes. Clarification was required if the Wickes Quotation included vat and if the units being delivered would be flat packed or pre-built. All quotations did not include installation which would incur additional costs.

**RESOLVED:** That the Wickes Quotation be accepted at a cost of £2448.91 subject to this including vat and the units come pre-built. If these criteria is not met, then permission be granted to order the Howden Kitchen at a cost of £2493.31 including vat.

**583. VALE OF GLAMORGAN COUNCIL**

**To discuss letter re Mill Road, Boverton, Llantwit Major**

Councillor G John and Councillor Mrs S Hanks declared an interest.

Councillors had previously been circulated with a letter dated 23<sup>rd</sup> June 2020 re Mill Road, Llantwit Major. Councillor Powell updated Councillors on the latest position re Mill Road becoming an adopted highway. Councillor's discussed the ongoing issues re the proposed footpath/adopted highway along Mill Road.

**RESOLVED:** That the Town Council will support the adoption of Mill Road as a highway if an Application is processed, subject to there being no financial cost liable to the Town Council.

**584. MISCELLANEOUS**

**To discuss email re concerns of traffic and litter at Llantwit Major Beach**

Councillors had previously been circulated with an email dated 27<sup>th</sup> June 2020 re concerns of the traffic and litter at Llantwit Major Beach. Councillor John informed Councillors that the speed vehicles go along the Beach Road had been brought to the attention of the Vale of Glamorgan Council who were looking into various solutions to this issue. Councillor John stated the Vale of Glamorgan had increase their waste collections down the Beach to reduce the litter problem and under the Public Open Spaces Consultation there would be more policing of the beaches to ensure the social distancing guidelines are adhered to.

**To discuss Agenda Brief re Volunteer event**

Councillors had previously been circulated with an Agenda Brief from Councillor R Gant re organising an event to thank all volunteers that have helped during the coronavirus pandemic. Councillors discussed the difficulty of organising an event at this time.

**RESOLVED:** That the item be deferred until a future Full Town Council Meeting where the restrictions re Covid 19 have been lifted and larger social gatherings are permitted.

**To discuss Agenda Brief re VE Day celebrations**

Councillors had previously been circulated with an Agenda Brief re VE Day celebrations.

Councillors discussed the issue re pre-purchased tickets for the cancelled children's street party.



**RESOLVED:** That all monies be redeemed to those that had purchased tickets for the Street party. The VE Day medals purchased for this event will be kept and utilised at a future event.

**To note email re Tilley Award 2020 Application**

Councillors had previously been circulated with an email dated 17<sup>th</sup> July 2020 re the Tilley Award 2020 Application. Noted.

SIGNED .....  
MAYOR

DATED .....