

Minutes of the Meeting of Llantwit Major Town Council to be held remotely on Thursday 29th October 2020 at 7.05pm

PRESENT; Chairman – Councillor Mr G Thomas - Town Mayor

Councillors Mr D Foster)
 Mr E Williams)
 Dr D Ellis) NORTH WARD
 Dr P Dickson)
 Mrs J Norman)

Mr G Morgan)
 Mr G Wilkie) SOUTH EAST WARD

Mr D Powell) WEST WARD
 Mr G John)

Mrs S Hanks) BOVERTON WARD
 Mrs G Hughes)
 Mr R Gant)
 Mr J Evans

PC Jamie Williamson

There were no Apologies.

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 Procedural Matters, Item 5, to discuss recommendations from Footpath Forum re meeting between Town Council, Public Rights Officer and Landowners about Mill Road..

Councillor Thomas asked permission to bring forward Agenda Item Community Constable Item 1 To receive Community Constables Report.

597. ITEMS BROUGHT FORWARD
COMMUNITY CONSTABLE

To receive Community Constables report

PC Jamie Williamson informed Councillors that so far for the month of October 2020 there had been 31 reported crimes. These included public order offences, theft, damage to vehicles, a burglary, three reported Allotment Shed break ins and an assault.

PC Williamson confirmed to Councillors there were still the ongoing issues of parking outside the Spar, along Wine Street and in the Heol Ger-Y-Felin estate. The continuing anti-social behaviour linked with litter, drug use and noise. Also, this month there were coronavirus breeches linked with the local and national lockdown restrictions.

PC Williamson confirmed that Llantwit Major police resources were up to one Sergeant and four Police Officers / PCSO's. PC Williamson stated that a Double Crew Response Unit was now planned to be in operation in Cowbridge Fire Station by December 2020.

Councillor Thomas thanked PC Williamson for his attendance and PC Williamson left the Meeting.

598. MINUTES**Full Town Council Meeting held 24th September 2020**

The minutes of the Full Town Council meeting held on 24th September 2020, had previously been circulated to Council Members. Councillor Dr Ellis noted that under item Procedural Matters, Members Announcements it should read 'Paula Hodge' and not as previously stated 'Paul Holder'.

RESOLVED: That subject to the above amendments the Minutes of the Full Town Council Meeting held on 24th September 2020 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Planning Committee Meeting 23rd September 2020 and onwards

The minutes of the Planning Committee Meeting held on 23rd September 2020 and onwards, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Planning Committee Meeting held on 23rd September 2020 and onwards 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 5th October 2020

The minutes of the Footpath Forum Meeting held on 5th October 2020, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Footpath Forum Meeting held on the 5th October 2020, be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising

Informal Meeting of the Remembrance Day Committee 1st October 2020

The minutes of the informal Meeting of the Remembrance Day Committee held on 1st October 2020, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the informal Meeting of the Remembrance Day Committee held on 1st October 2020 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 8th October 2020

The minutes of the Remembrance Day Committee Meeting held on 8th October 2020 had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Remembrance Day Committee Meeting held on 8th October 2020 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

Councillor G Thomas updated Councillors on the finalised plans, subject to latest Welsh Government lockdown guidelines, for the Remembrance Day ceremony to be held on the 8th November 2020.

Allotment Sub Committee Meeting held on 15th October 2020

The minutes of the Allotment Sub Committee Meeting held on 15th October 2020, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Allotment Sub Committee held on the 15th October 2020, be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

599. SIGNING OF MINUTES

Signing of Minutes of Previous Meeting

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

600. TOWN MAYOR

Town Mayors Report of events attended 1st October 2020 to 31st October 2020

Councillor G Thomas informed Councillors that he was judging the Halloween Competition on the 30th October 2020 and then being interviewed on Bro Radio about the competition. Councillor Thomas confirmed he would also be judging the best Guy competition on the 5th November.

Questions to the Town Mayor

There were no questions to the Town Mayor.

601. COUNCIL MEETINGS

Meetings for Month of November 2020

Councillors had previously been circulated with Meetings for the Month of November 2020. Councillor Foster informed Councillors that a provisional date of the 17th November 2020 had been set for the Five Year Plan Meeting. Noted.

602. PROCEDURAL MATTERS

Members Announcements

(i) Update on Recreation and Building Projects

Councillor J Evans updated Councillors on the Projects that are planned or have been undertaken in 2020. These included:

Tenders sent to Companies to repair damage wet pour highlighted in Annual Playground Inspection.

New Sign ordered for Recreation Field.

New Litter Bin designed by Llantwit Major Youth Council being installed on Recreation Field.

New Kitchen being fitted in Old School Back Annex.

Repairs completed to stonework of Town Hall Building (by Mintfield House).

Town Hall External Lighting, verbal confirmation received of approval of Planning Application.

Tenders sent out for Old School Double Gates.

New Fire Door installed at Sports Pavilion

Resurfaced all four tennis. To be painted in Spring 2021.

Higher fencing installed by Tennis Pavilion.

Action Tracker

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

To note potential Llantwit Major Food Poverty Project Meeting on 12th October 2020 and to appoint a Town Council representative to sit on the Food Poverty Project

Councillors had previously been circulated with a report on the potential Llantwit Major Food Poverty Project Meeting held on the 12th October 2020. Councillors further discussed the Food Poverty Project.

RESOLVED: That Councillor Dr D Ellis be the Town Council representative to sit on the Llantwit Major Food Poverty Project.

To discuss Agenda Brief re Llantwit Major Town Council Website Accessibility

Councillors had previously been circulated with Llantwit Major Town Council Website Accessibility Statement and Llantwit Major Town Council Audit and Overview of recommendations. Councillor Thomas stated that to obtain 97% website accessibility compliance was a satisfactory recommendation.

RESOLVED: That permission be granted for Treganna Designs to quote to adapt the website to 97% accessibility compliant.

To discuss recommendations from Footpath Forum re meeting between Town Council, Public Rights Officer and Landowners about Mill Road

Councillor Mrs S Hanks declared an interest.

Councillor D Powell verbally updated Councillors on the recommendations from the Footpath Forum re a meeting between Town Council, Public Rights Officer and Landowners about Mill Road. Councillor Powell stated there had been a request from the Landowner to discuss the alternative route for the footpath along Mill Road. The Footpath Forum felt strongly that the way forward was to continue with the Definitive Map Modification Order and the Forum therefore felt there would be no benefit with meeting landowners to discuss alternative routes. Councillors further discussed the recommendation

RESOLVED: That Councillors agreed with the Footpath Forum recommendation that there is no requirement to hold a meeting with the Landowners re an alternative route and would continue to support the progress of the Definitive Map Modification Order.

To discuss Llantwit Major Town Council Citizen Awards 2021 and whether event should be postponed

Councillors G Thomas informed Councillors that a decision needed to be taken whether to proceed with the Town Councils Citizen Awards Event for 2021. It was felt the event would be overshadowed by the ongoing coronavirus pandemic.

RESOLVED: That the Llantwit Major Town Council Citizen Awards for 2021 be postponed until 2022.

To adopt LMTC protocol on remote access to Meetings

Councillors had previously been circulated with the Llantwit Major Town Council protocol on remote access to Meetings

RESOLVED: That the Llantwit Major Town Council protocol on remoted access to Meetings be adopted.

603. PERSONNEL

To note Certificate of Local Administration Learning Agreement

Councillors had previously been circulated with a Certificate of Local Administration Learning Agreement for the Deputy Town Clerk to undertake the CiLCA Qualification. Noted.

604. FINANCE

Bank Reconciliation for period 1st September to 30th September 2020

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st September 2020 to 30th September 2020. Noted.

Bank Reconciliation for period 1st July 2020 to 30th September 2020

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st July 2020 to 30th September 2020. Noted.

Income for the period 17th September 2020 to 21st October 2020

Councillors had previously been circulated with a copy of the Income for the period 17th September 2020 to 21st October 2020. Noted.

Expenditure for the period 17th September 2020 to 21st October 2020

Councillors had previously been circulated with a copy of the Expenditure for the period 17th September 2020 to 21st October 2020. Noted.

To discuss Income Budget for financial year 2020/21 up to 30th September 2020

Councillors had previously been circulated with the Income Budget for financial year 2020/21 up to 30th September 2020. Councillor Foster informed Councillors that there would be a reduced income from Covid 19\and that the Town Council reserves would be used to cover this loss. Councillors endorsed these comments.

To discuss Expenditure Budget for financial year 2020/21 up to 30th September 2020

Councillors had previously been circulated with the Expenditure Budget for financial year 2020/21 up to 30th September 2020

To discuss Independent Remuneration for Wales – Draft Annual Report 2021/22

Councillors had previously been circulated with a Report dated 28th September 2020 detailing the Independent Remuneration for Wales – Draft Annual Report 2021/22. Noted.

To note Future Audit Arrangements for Community and Town Councils in Wales

Councillors had previously been circulated with a report dated October 2020 detailing the Future Audit Arrangements for Community and Town Councils in Wales. Noted.

605. 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 discuss Agenda Brief re Planning Application Tree Preservation Orders

Councillors had previously been circulated with an Agenda Brief re Planning Application for Tree Preservation Orders. Councillor Powell informed Councillors that he felt it was important that the Planning Committee were made aware of Tree Preservation Orders in the town, specifically those in the conservation area. Councillor Dr Dickson supported Councillor Powell's suggestions but had further concerns that the Planning Committees decisions on Planning Applications are overlooked by Vale of Glamorgan Council Planning Officers and would like to organise a Meeting with a Vale Planner to discuss the relationship between the two parties and a way forward re the above matters.

RESOLVED: That a Meeting be organised with a Vale of Glamorgan Planning Officer, Councillor Dr Dickson, Councillor Thomas and Councillor Powell to discuss the Town Councils concerns on matters such as TPO's, clarification of Vale Planning decisions and create an open working dialogue between both parties on Planning Applications.

606. CEMETERY

The following Burial matters were noted.

- 1) Burial of cremated remains Colin Franklin (re-open) HK5 on 25th September 2020

607. RECREATION AND OPEN SPACES**To discuss Annual Playground Inspection Report for the Recreation Field and U10'S Play Park**

Councillors had previously been circulated with the report dated the 10th August 2020 detailing the Annual Playground Inspection Report for the Recreation Field and U10'S Play Park. Noted.

To note Llantwit Major Tennis Club Annual General Meeting held in the Rugby Club, Llantwit Major held on Friday 11th September 2020.

Councillors had previously been circulated with the report of the Llantwit Major Tennis Club Annual General Meeting held in the Rugby Club, Llantwit Major held on Friday 11th September 2020. Noted.

608. CENOTAPH**To discuss email from Llantwit Major Christmas Committee re placing garlands around the Cenotaph railings**

Councillors had previously been circulated with an email dated 12th October 2020 from Llantwit Major Christmas Committee requesting permission to place garlands around the Cenotaph railings over the Christmas period.

RESOLVED: That permission is granted for Llantwit Major Christmas Committee to place garlands around the Cenotaph railings but only memory hearts be placed at the Cemetery.

609. OLD SCHOOL**To discuss Agenda Brief and tenders re replacing Old School Gates**

Councillors had previously been circulated with an Agenda Brief and Tenders for replacing the Old School Gates. Councillors discussed the tenders and queried if the quotes were for the gates to be made from hardwood.

RESOLVED: That the companies, that have tendered for replacing the Old School Gates, are asked to confirm that their quotes are for the gates to be made from hardwood. Bring findings back to November's Full Town Council Meeting.

610. VALE OF GLAMORGAN COUNCIL**To note Vale of Glamorgan Council Annual Report re Section 106 Agreements 2019/20**

Councillors had previously been circulated with a report dated 29th September 2020 detailing the Vale of Glamorgan Council Annual Report re Section 106 Agreements 2019/20.

Councillors noted that with all the large developments/building projects being undertaken in Llantwit Major and surrounding areas the importance of being able to give ideas as to where S106 monies could usefully be spent. Councillor John confirmed that Vale Councillors are consulted on S106 funding opportunities and detailed examples of where S106 monies in the past had been spent (e.g. Beach signage and the Bedford Rise Play Park).

RESOLVED: That the Five Year Plan Committee and the Town Study Steering Group provide Vale Councillors with potential project ideas for S106 funding opportunities.

611. PUBLICATIONS RECEIVED**To note Older Peoples Commissioner for Wales Newsletter September 2020**

Councillors had previously been circulated with a newsletter dated September 2020 from the Older Peoples Commissioner for Wales. Councillor Mrs Norman expressed the importance of the carer's role, especially during the Covid 19 pandemic. Councillors stated they would like to see more funding available at the grass root sections of the community. Councillor Dr Dickson suggested a Meeting be arranged with the Older Peoples Commissioner to further discuss Llantwit Major concerns re this matter.

RESOLVED: That a meeting be requested with the Older Peoples Commissioner for Wales for the Town Council to further discuss their concerns for the old people within Llantwit Major. The Meeting be either, remote or face to face, dependent upon current Welsh Government Guidelines.

612. MISCELLANEOUS

To note email from Bro Radio re opening of new studios in Llantwit Major

Councillors had previously been circulated with an email dated 2nd October 2020 from Bro Radio re opening of new studios in Llantwit Major and an invitation to look around the studio and discuss their future plans.

RESOLVED: That an email be written to Bro Radio stating Councillors would be delighted to visit the new Bro Radio Site once Welsh Government Guidelines permit.

To discuss Agenda Brief re publishing a book of resident's experiences during the coronavirus pandemic

Councillors had previously been circulated with an Agenda Brief re publishing a book of resident's experiences during the coronavirus pandemic. Councillors noted the book should be a personal view of local's experiences and not solely a historical view of the period.

RESOLVED: That permission be granted to apply for Grants to look at producing a book of resident's experiences during the coronavirus pandemic.

613. **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).

Personnel

To discuss Agenda Brief re Wellbeing of Staff

Councillors had previously been circulated with an Agenda Brief re Wellbeing of Staff. Councillors further discussed the wellbeing of staff

RESOLVED: That a financial budget of £800.00 be allocated to cover the wellbeing of Council Staff. This resolution is reviewable if a member of Staff requires additional assistance.

SIGNED
MAYOR

DATED