

395.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr E Williams declared an interest under Vale of Glamorgan Council, Item 1, To note Active Travel Consultation Draft Network Map, Item 2, To discuss proposed Active Travel route along Llanmaes Road, Item 3, To note email update re station car park improvements, Item 4, To note completion of boundary review of the electoral arrangements for Vale of Glamorgan, Development, Item 1, To note Planning Application decisions by the Vale of Glamorgan Council and Item 2, To discuss correspondence re Planning Application 2020/00659/1/NMA, Llantwit Major Ambulance Station. Councillor Williams stated he had permission to speak but not vote on these items.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr R Gant declared an interest under Vale of Glamorgan Council, Item 2, To discuss correspondence re Planning Application 2020/00659/1/NMA, Llantwit Major Ambulance Station.

Councillor Thomas welcomed Mr Richard Hendicott from the Standards Committee of Vale of Glamorgan Council to the Meeting.

Councillor Thomas asked permission to bring forward Agenda Item Youth Council.

660. **ITEMS BROUGHT FORWARD**

Youth Activity Progress

Adley Curtis introduced the new appointed Chair, Taron Ellerton, and Vice Chair, Tia Jade Allen to Councillors. He confirmed that the Vice Chair position was to be shared by Tia Allen, Aimee Turrell and Cai Ellerton.

Tia Allen updated Councillors on the Period Poverty Campaign the Youth Council were undertaking. She confirmed that they had made up the period poverty packs, consisting of sanitary products, hygiene products to give young people in Llantwit Major easier access to these products. She confirmed they would be recommencing the pop-up sessions on the Recreation Field to hand out packs, once lockdown restrictions permitted. Adley Curtis confirmed to Councillors that the Campaign Ambassadors had handed out 18 packs at previous Pop-up Sessions.

Tia Allen informed Councillors that they had received a presentation from a guest speaker re Active Travel in the Vale of Glamorgan. The aim to raise the profile of walking, cycling around the Vale. She stated the Youth Council are planning to make a promotional video and were considering producing a travel pack to raise awareness of Active Travel routes in the Vale of Glamorgan.

Adley Curtis confirmed to Councillor Dr Dickson at present they had sufficient funding to sustain producing the period poverty packs to the end of this financial year. He stated he would inform Councillors of available funding for the next financial year once their budget had been finalised.

Following a query from Councillor Mrs Norman, re would the period poverty packs be handed out during the School holidays, Adley Curtis confirmed that pop-up sessions would be planned during the summer holidays, if restrictions allowed. He stated they may even look at giving packs to Schools.

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

There were no Agenda Items to discuss.

Councillor Thomas thanked the Youth Council for their attendance, and they left the Meeting.

661. MINUTES**Full Town Council Meeting held 28th January 2021**

The minutes of the Full Town Council meeting held on 28th January 2021, had previously been circulated to Council Members. Councillor Dr Ellis noted that under item Community Constables Report it should read 'Lockdown Regulations' and not as previously stated 'Breakdown Regulations'. Under Fairtrade Forum Meeting on 19th January 2021, it should read 'Fairtrade Forum' and not as previously stated 'Fair-Trade Forum'. Under Procedural Matters, verbal update by Councillor Dr Ellis with the Older Peoples Commissioner for Wales it should read 'Age Connects' and not as previously stated 'Age Connect'.

RESOLVED: That subject to the above amendments the Minutes of the Full Town Council Meeting held on 28th January 2021 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Footpath Forum Meeting 25th January 2021

The minutes of the Footpath Forum Meeting held on 25th January 2021, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Footpath Forum Meeting held on 25th January 2021 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 3rd February 2021

The minutes of the Planning Committee Meeting held on 3rd February 2021, had previously been circulated to the Council Members. Councillor Williams abstained from voting.

RESOLVED: That the minutes of the Planning Committee Meeting held on 3rd February 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Fairtrade Forum Meeting on 9th February 2021

The minutes of the Fairtrade Forum Meeting held on 9th February 2021, had previously been circulated to the Council Members.

RESOLVED: That the minutes of the Fairtrade Forum Meeting held on 9th February 2021 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 15th February 2021

The minutes of the Planning Committee Meeting held on 15th February 2021, had previously been circulated to the Council Members. Councillor Williams abstained from voting.

RESOLVED: That the minutes of the Planning Committee Meeting held on 15th February 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

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

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

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

There were no questions to the Town Mayor.

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

There was no Community Constable available to give a report this month.

665. COUNCIL MEETINGS**Meetings for Month of March 2021**

Councillors had previously been circulated with Meetings for the Month of March 2021. Noted.

666. PROCEDURAL MATTERS**Members Announcements**

There were no Members Announcements.

Action Tracker

Councillors had previously been circulated with an up to-date Action Tracker. Councillor Thomas confirmed that the Sound System had been installed at Llantonian Hall and the CCTV cameras were now installed on the Sports Pavilion. Councillor Thomas queried the response received by residents of St Illtyds Avenue re the fence along the Recreation Field. The Town Clerk informed Councillors at present there had been approximately 25% response to the letters sent out regarding this matter and she would bring findings back to next month's Full Town Council Meeting. Noted.

To discuss Agenda Brief re proposed amendment to Financial Regulations

Councillors had previously been circulated with an Agenda Brief re a proposed amendment to the Financial Regulations. Councillor Foster informed Councillors that the Agenda Brief stated a request to increase the Town Clerks spend limit to £2500 for emergencies and day to day running of the Council. Following further consideration, he proposed that the Financial Regulations should be amended to increase the Town Clerks spend limit to £2000.

398.

RESOLVED: That the Financial Regulations be amended to state that, the order for works, goods and services, the spend limit be increased to allow the Town Clerk / Responsible Financial Office permission to spend up to £2000 for emergencies and day to day running of the Council. The Financial Regulations be brought back to March Full Town Council Meeting for adopting.

To discuss adoption of CCTV Policy

Councillors had previously been circulated with a proposed Llantwit Major CCTV Policy.

RESOLVED: That the Llantwit Major Town Council CCTV Policy be adopted.

667. **FINANCE**

Bank Reconciliation for period 1st January 2021 to 31st January 2021

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st January 2021 to 31st January 2021. Noted.

Income for the period 21st January 2021 to 18th February 2021

Councillors had previously been circulated with a copy of the Income for the period 21st January 2021 to 18th February 2021. Noted.

Expenditure for the period 21st January 2021 to 18th February 2021

Councillors had previously been circulated with a copy of the Expenditure for the period 21st January 2021 to 18th February 2021. Noted.

To discuss letter re participation of the Remuneration Framework for Community and Town Councils

Councillors had previously been circulated with a letter dated 15th February 2021 re participating in the review of the Remuneration Framework for Community and Town Councils.

RESOLVED: That Llantwit Major Town Council will not participate in the review of the Remuneration Framework for Community and Town Councils but will wait till the Consultation is published to comment further on this matter.

To discuss Agenda Brief & Periodical Electrical Inspection from the 1st March 2021 to 29th February 2024

Councillors had previously been circulated with an Agenda Brief & Periodical Electrical from the Inspection 1st March 2021 to 29th February 2024. It was noted that although tenders had been sought to cover the periodical electrical inspections, following advice from health and safety advisors, qualified electricians, and shared regulatory services it was noted the annual inspections are not required and 3 yearly inspections would cover the Town Council premises. The Town Clerk advised Councillors that the last Periodical Electrical Inspections had been completed in February 2021.

RESOLVED: That no Tender be awarded for the Periodical Electrical Inspection from the 1st March 2021 to the 29th February 2024 and that the tender processes for Periodical Electrical Inspections be completed every 3 years. The next inspection will be due in February 2024.

To discuss Emergency Lighting Contract for 1st April 2021 to 31st March 2024

Councillors had previously been circulated with tenders for the Emergency Lighting Contract for 1st April 2021 to 31st March 2024

399.

RESOLVED: That the tender from A&A Electricals Services at an annual cost of £1020.00 + vat be accepted as the Emergency Lighting Contract for 1st April 2021 to 31st March 2024

To receive retrospective permission to pay Watsons Fuel 3 invoices totalling £2350.06.

Councillors had previously been requested to received retrospective permission to pay Watsons Fuel 3 invoices totalling £2350.06 + vat.

RESOLVED: That retrospective permission be given to pay Watsons Fuel 3 invoices totalling £2350.06 + vat.

To approve payment of £1055.00 for the renewal of the Old School as a venue for Marriage and Civil Partnerships

Councillors had previously been requested to approve payment of £1055.00 for the renewal of the Old School as a venue for Marriage and Civil Partnerships

RESOLVED: That permission be granted to pay £1055.00 for the renewal of the Old School as a venue for Marriage and Civil Partnerships.

668. **DEVELOPMENT**

To note Planning Application decisions by the Vale of Glamorgan Councils

Councillor Williams declared an interest.

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

To discuss correspondence re Planning Application 2020/00659/1/NMA, Llantwit Major Ambulance Station

Councillor Williams and Councillor Gant declared an interest.

Councillors had previously been circulated with correspondence dated 15th and 18th February 2021 re Planning Application 2020/00659/1/NMA, Llantwit Major Ambulance Station. Councillor Dr Dickson raised concerns re this development regarding the disregard to building controls/planning regulations and encroachment of building structures onto Town Council land. Councillor Dr Dickson requested a site visit be arranged with site developer and site foreman on how to manage this situation and to find an amicable solution that satisfies all parties.

RESOLVED: That a site visit be arranged with the Chair and Vice Chair of the Town Council Planning Committee, Chair of Allotment Sub Committee, Councillor Mrs Hanks, Deputy Town Clerk, Site Developer and Site Foreman to discuss ongoing concerns re Planning Application 2020/00659/1/NMA, Llantwit Major Ambulance Station. Findings be brought back to the next Full Town Council Meeting.

669. **CEMETERY**

The following Burial matters were noted.

- 1) Burial of Mary Louise Davies (new plot) C200 on 4th February 2021
- 2) Burial of cremated remains David Percival Lane (new plot) Mc10 on 19th February 2021

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 and 2.

To further discuss correspondence regarding additional Cemetery land

Councillors had previously been circulated with correspondence and an Agenda Brief regarding additional Cemetery Land. The Town Clerk updated Councillors that correspondence had been received from the Welsh Government re land along the Northern Access Road and neighbouring Community Councils had been written to asking if they would be interested in joining forces to pursue finding additional Cemetery land for the area. She stated at present only Llanmaes Community Council had responded to this request and had nominated their Town Clerk and two Councillors to undertake further discussions. Councillors further discussed this matter.

RESOLVED: That a meeting be organised with neighbouring Community Councils and the Chair of Recreation & Buildings Committee and the Chair of Finance to discuss further the acquisition of additional cemetery land for the area.

Further

RESOLVED: That all Councillors are invited to attend a presentation by a specialised company on the 16th March 2021 looking at the procedures involved in finding suitable burial land.

670. RECREATION AND OPEN SPACES**To discuss Tenders for Outdoor Leisure Equipment**

Councillors had previously been circulated with Tenders for Outdoor Leisure Equipment. Councillors discussed the quotations. It was noted that a grant had been obtained for £4,000 towards this project.

RESOLVED: That the tender from Sovereign Design Play Systems Ltd at £4190.00 + vat be accepted for the purchase and installation of four pieces of outdoor leisure equipment.

Further

RESOLVED: The additional £190 + vat towards this project be funded from the Recreation budget.

To discuss Report of meeting with Kingfisher Developments re Sports Pavilion

Councillors had previously been circulated with a report dated 16th February 2021 of a meeting with Kingfishers Developments re the Sports Pavilion. Councillor Foster updated Councillors that discussion were still ongoing with Kingfishers Developments re the final invoice of £17,000 received from the Building Contractors for the Sports Pavilion extension. Councillor Foster stated the Invoice was significantly higher than what the Town council had expected. He stated that both parties had a very productive Meeting and reviewed and discussed individual items on the Invoice. Kingfisher Developments agreed to review the Final Account and bring findings and a revised Invoice back to a further meeting. Noted.

671. TOWN HALL**To discuss Agenda Brief Legionella testing for all buildings**

Councillors had previously been circulated with an Agenda Brief re Legionella testing for all buildings as a requirement of the Town Councils Risk Assessment Policy.

RESOLVED: That the Town Clerk be given a spend budget of up to £1,500 to liaise with local companies and progress with arrangements for legionella testing to take place on all the Town Council buildings.

672. **VALE OF GLAMORGAN COUNCIL****To note Active Travel Consultation Draft Network Map**

Councillor Williams, Councillor John, Councillor Mrs Hanks and Councillor Mrs Norman declared an interest.

Councillors had previously been circulated with an Active Travel Consultation Draft Network Map dated 10th February 2021. Noted.

To discuss proposed Active Travel route along Llanmaes Road

Councillor Williams, Councillor John, Councillor Mrs Hanks and Councillor Mrs Norman declared an interest.

Councillors had previously been circulated with documentation dated 15th February 2021 re a proposed Active Travel Route along Llanmaes Road. Concerns were raised re the proposed cycle route/footpath especially with Emergency Services and allotment entrance.

RESOLVED: That Council members of the Footpath Forum and the Chair of Planning Committee met to discuss the above proposal. A report be brought back to Full Town Council.

To note email update re station car park improvements

Councillor Williams, Councillor John, Councillor Mrs Hanks and Councillor Mrs Norman declared an interest.

Councillors had previously been circulated with an email dated 15th February 2021 re an update on station car park improvements. Councillor Dr Ellis raised concerns he had received from Llanilltud in Flower as who would be responsible for the upkeep of the trees once they had been planted in the station car park. Councillor Thomas asked, as part of improvements, the flooding that continually occurs on the stairwell of the footbridge could be addressed. Councillors were all in favour of the station car park improvements. Noted.

To note completion of boundary review of the electoral arrangements for Vale of Glamorgan

Councillor Williams, Councillor John, Councillor Mrs Hanks and Councillor Mrs Norman declared an interest.

Councillors were previously circulated with an email and documentation dated 5th February 2021 re the completion of the boundary review of the electoral arrangements for the Vale of Glamorgan Council. Noted.

673. **MISCELLANEOUS****To further discuss Agenda Brief re Memory Book of resident's experiences during the Covid 19 pandemic**

Councillors had previously been circulated with an Agenda Brief re producing a Memory Book of resident's experiences during the Covid 19 pandemic. Councillors were informed that there had been a good response to providing contributions to the book from residents.

RESOLVED: That permission be granted to go out to tenders to companies to produce and print a Memory Book of Llantwit Major experiences during the Covid 19 pandemic.

To discuss email re electric car vehicle charging points in car parks

Councillors had previously been circulated with an email dated 13th February 2021 re the Town Council exploring options at putting electric car vehicle charging points in carparks around the town. Councillor Morgan stated he had done some investigation in charging points and recommended to Councillors that advice is sought from companies that install electric points to

obtain further information on costings/ charging times etc. Councillor John stated that the Vale of Glamorgan Council should be looking into this matter and referred Councillors to the Capital Budget Scheme. Councillor Foster suggested approaching Aston Martin, based at Bro Tathan, to see if they would consider sponsoring or subsidising an electrical car point. Councillors stated there was little Town Council land where an electrical charging point could be installed.

RESOLVED: That a letter be written to Aston Martin, at Bro Tathan, asking if they would consider funding an electric car point for Llantwit Major.

Further

RESOLVED: That further investigation is undertaken by the Town Council as to how electric car vehicle charging points work and breakdown of the costings. Approach companies for guidance and bring finding back to a future Full Town Council Meeting.

To discuss email from Chief Officer, South Glamorgan Community Health Council re Engagement with local Communities

Councillors had previously been circulated with an email dated 3rd February 2021 from the Chief Officer, South Glamorgan Health Council asking if the Town Council would be interested in receiving mailings about the local NHS Service in Cardiff and the Vale.

RESOLVED: That an email be written to the Chief Officer, South Glamorgan Community Health Council stating Llantwit Major Town Council would like to receive regular mailings re updates on the local NHS Service in Cardiff and the Vale.

To discuss Agenda Brief re production and distribution of Newsletter

Councillors had previously been circulated with an Agenda Brief re the production and distribution of a Newsletter. Councillor Foster stated that with the loss of the local Gem Newspaper it is important to get out the message of what the Town Council are doing. He stated that a local business owner had offered to place the newsletters in his shops for distribution. Councillor Foster recommended to Councillors we start looking at producing a Newsletter for the town. Councillor John endorsed Councillor Fosters comments.

RESOLVED: That a meeting be organised with Councillor Foster and the Town Council staff to look at a way forward to produce and distribute a Newsletter updating the town on news and promoting the Town Council.

To discuss email re Sight Loss Awareness Training from Sight Cymru

Councillors had previously been circulated with an email dated 16th February 2021 detailing an offer to provide free Sight Loss Awareness Training from Sight Cymru.

RESOLVED: That the Town Council accept the offer of free Sight Loss Awareness Training from Sight Cymru.

SIGNED
MAYOR

DATED