

Minutes of the Meeting of Llantwit Major Town Council to be held remotely on Thursday 25th March 2021 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 Wilkie) SOUTH EAST WARD
		Mr G Morgan)
		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

Apologies received from
Llantwit Youth Council

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 note report on informal meeting re Active Travel route along Llanmaes Road.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Thomas declared an interest under Recreation and Open Spaces, Item 1, To discuss Agenda Brief re fence line alongside Recreation Field and St Iltyd Avenue.

Councillor Thomas asked permission to bring forward Community Constable report.

674. ITEMS BROUGHT FORWARD

To receive Community Constables Report

PC Jamie Williamson informed Councillors that so far for the month of March 2021 there had been 28 crimes. These figures included one burglary, 3 domestic incidents and five public order offences. PC Williamson confirmed there has been an increase in dog incidents, theft of dogs and dogs misbehaving in public spaces, throughout the Vale of Glamorgan. There had been four incidents in Llantwit Major of dogs misbehaving in public areas. PC Williamson stated that if a dog bites a member of the public it is considered a serious offence and can result in the dog being put down and heavy fines imposed on the owner.

PC Williamson also confirmed there were continuing incidents of anti-social behaviour at Llantwit Major Beach, Dyfrig Court and the Precinct.

Councillor Dr Ellis queried if the police in our area had been deployed to Kent to deal with the issues re Brexit. PC Williamson confirmed that one Officer had been deployed for 1 week, however two other Officers had covered their shift, so manpower had not been affected within the town.

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

675. MINUTES

Full Town Council Meeting held 25th February 2021

The minutes of the Full Town Council meeting held on the 25th February 2021, had previously been circulated to Council Members.

RESOLVED: That the Minutes of the Full Town Council Meeting held on the 25th February 2021 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

676. SIGNING OF MINUTES

Signing of Minutes of Previous Meeting

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

677. TOWN MAYOR

Questions to the Town Mayor

There were no questions to the Town Mayor.

678. YOUTH COUNCIL

Youth Activity Progress

There were no Youth Council members present.

To note Llantwit Youth Council Annual Report April 2020 to March 2021

Councillors had previously been circulated with Llantwit Youth Council Annual Report April 2020 to March 2021. Councillor Thomas stated that this was an excellent, well presented report that highlighted the Youth Councils progress during the last year despite the ongoing Coronavirus pandemic. Noted.

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

There were no Agenda Items to discuss.

679. COUNCIL MEETINGS

Meetings for Month of April 2021

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

680. PROCEDURAL MATTERS**Members Announcements**

There were no Members Announcements.

Action Tracker

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

Councillor Dr Ellis queried if there had been any response from Aston Martin re supporting the installation of an electric car point in the town. The Town Clerk informed Councillors at present no response had been received.

The Town Clerk advised Councillors that the installation of the Adult Exercise Equipment on the Recreation Field had been delayed until the 8th April 2021, due to a delay with the shipping process. An extension to the funding agreement from Sports Wales had been negotiated to cover this delay. Noted.

To adopt amendments to Financial Regulations, 10 Order for Works, Goods and Services

Councillors had previously been circulated with amendments to the Financial Regulations, 10 Order for Works, Goods and Services to give permission for the Town Clerk / Responsible Financial Office permission to spend up to £2000 for emergencies and day to day running of the Council.

RESOLVED: That the Financial Regulations, 10 Order for Works, Goods and Services giving the Town Clerk / Responsible Financial Office permission to spend up to £2000 for emergencies and day to day running of the Council, be adopted.

To discuss Local Government and Elections (Wales) Act – commencement, implementation and guidance documents

Councillors had previously been circulated with the Local Government and Elections (Wales) Act – commencement, implementation and guidance documents, dated 1st March 2021.

Councillors discussed some of the new regulations detailed under this Act. Effective from the 1st May 2021 (an extension to the 2020 Regulations) Councillors do not need to be physically present at Meetings when guidelines permit Meetings to be undertaken in the Council Chamber.

From the 1th May 2021 Community and Town Councils must provide facilities to conduct hybrid meetings. (i.e. multi-locations for a meeting providing the availability for all to view). Councillors discussed the financial impact this would incur (i.e. to provide WIFI, Laptops and screen for the Council Chamber). Councillors queried if there would be financial assistance available and noted the tight schedule to implement this regulation.

RESOLVED: That feasibility and costings be obtained for making the Councillor Chamber accessible for Hybrid Meetings. Findings be brought back to a future Full Town Council Meeting.

681. FINANCE**Bank Reconciliation for period 1st February 2021 to 28th February 2021**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st February 2021 to 28th February 2021. Noted.

Income for the period 19th February 2021 to 17th March 2021

Councillors had previously been circulated with a copy of the Income for the period 19th February 2021 to 17th March 2021. Noted.

Expenditure for the period 19th February 2021 to 17th March 2021

Councillors had previously been circulated with a copy of the Expenditure for the period 19th February 2021 to 17th March 2021. Noted.

To receive draft End of Year Budget Figures 2020/21 as at 25th March 2021

Councillors had previously been circulated with the draft End of Year Budget Figures 2020/21 as at 25th March 2021. Councillor Foster updated Councillors on the figures for 2020/2021 noting that the end of year expenditure figure would be approximately £21,164 underspend. Income from hiring fees and interest will be approximately down £20,389 on budget. Councillors discussed options re overspend/underspend.

RESOLVED: That the loss of income be covered from the Town Council reserves and the underspend of £21,164 be ringfenced and used for projects (e.g. Topple Testing in the Cemetery) in the next financial year.

To discuss Agenda Brief re renewal of Town Council Insurance Policy effective 1st April 2021

Councillors had previously been circulated with an Agenda Brief re renewal of Town Council Insurance Policy effective from 1st April 2021. Councillors discussed the Insurance Quotations.

RESOLVED: That Zurich Insurance be accepted as the Town Council Policy for a 3-year term at a fixed premium of £4359.71.inc. IPT, effective from 1st April 2021.

To note Independent Remuneration Panel for Wales – Annual Report 2021/2022

Councillors had previously been circulated with the Independent Remuneration Panel for Wales – Annual Report 2021/2022. Councillors discussed payments to members of Community and Town Councils.

RESOLVED: With regards the mandatory Determination 42, Payment to member of a maximum amount of £150 – **Accepted**. Councillors noted that should a member not wish to receive payment a letter must be sent to the Town Clerk declining payment.

With regards mandatory Determination 43, Payment to member in recognition of specific responsibility not exceeding £500 – **Accepted**. Accepted Chair of Recreation & Buildings and the Chair of Finance & Policy. It was noted that this payment could be declined by either Chair subject to a letter being sent to the Town Clerk.

With regards Determination 45, Payment to member in respect of travel costs – **Accepted** subject to attending meeting/function outside of area as requested by Town Council.

With regards Determination 46, Payment to member in respect of overnight subsistence expenses costs – **Accepted** subject to the requirement for an overnight stay reimbursement of subsistence expenses as requested by Town Council.

682. 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. Councillor Dr Dickson expresses his thanks to the Planning Committee for all their work with the Woodside Hamlet Planning Application objection. Noted

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

Councillors had previously been circulated with correspondence dated 10th March 2021 following the site visit re Planning Application 2020/00659/1/NMA, Llantwit Major Ambulance Station. Councillors noted that the Developer had agreed and has undertaken scraping off the central reservation of soil from the Allotment Access Road.

Concerns were raised re the site boundary, the proposed stone wall and fencing as well as who would be liable for damage to this boundary line. Questions were raised re the bench that was removed from common land at the start of this build and the promise by the Developer to reinstate the bench at the front of the Emergency Services building. It was also noted Councillors continuing concerns re the scaffolding erected on Town Council land.

RESOLVED: That the Vale of Glamorgan Council Legal Department be approached to review the Land Registry documents re the Allotment Site and ask for legal advice re who is responsible for the ownership of the boundary by the Old Ambulance Station and also the boundary line by Lyndens House.

Further

RESOLVED: That a letter be written to Miles Punter, Director of Environment and Housing, Vale of Glamorgan Council asking permission for the Developer of the Old Ambulance Station site to be allowed to re-install the wooden bench that was originally on the Old Ambulance Site on the common land in front of the Emergency Services Building along Llanmaes Road.

Further

RESOLVED: That an email be sent to Allotment Plot Holder 12 re an update on the Allotment Access Road adjacent to the tenant's plot and the damage caused to his plot by the wheels of a large vehicle.

683. CEMETERY

The following Burial matters were noted.

- 1) Burial of Darren Owen (new plot) B172 on 5th March 2021
- 2) Burial of cremated remains Royston Jenkin Phillips (re-open plot) B107 on 5th March 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.

To note letter received from St Athan Community Council re Additional Cemetery Land and working together on project

Councillors had previously been circulated with a letter dated 8th March 2021 from St Athan Community Council re Additional Cemetery Land and working together on a project. St Athan Community Council thanked Llantwit Major Town Council for their offer to work together but do not need to progress this matter as have sufficient space still left in St Athan Cemetery. Noted.

To note report from presentation held between the Town Council, Llanmaes Community Council and CDS Group (Cemetery Design Services) on 16th March 2021 regarding establishing new burial ground, report produced by Llanmaes Community Council

Councillors had previously been circulated with a report produced by Llanmaes Community Council of a presentation held between the Town Council, Llanmaes Community Council and CDS Group (Cemetery Design Services) on 16th March 2021 regarding establishing new burial ground. Those Councillors who attended stated that this was a very interesting presentation and very useful for when appropriate land is found for a new burial ground. Noted.

To discuss way forward in relation to new burial ground

Councillors discussed the offer from CDS Group to give advice, free of charge on the Welsh Government suggestions of a piece of land along the Northern Access Site as a proposed site for a cemetery.

RESOLVED: That the CDS Group be approached to look at the cost and sustainability of the land offered by the Welsh Government along the Northern Access Road for burial ground. This being subject to there being no charge for this consultation from CDS Group.

Further

RESOLVED: That the Town Clerk liaise with CDS Group for clarification if they have any specific cases of purchasing burial land using monies sourced from S106 funding.

Further

RESOLVED: That subject to the success of the new Town Council Newsletter being published (week commencing 30th March 2021) that an article be placed in the next edition asking for residents for help in providing suggestions for new burial land in the town.

To discuss email received from War Graves Commission regarding permission to replace hedge bordering War Grave and Children's Grave

Councillors had previously been circulated with an email dated 16th March 2021 received from War Graves Commission regarding permission to replace the hedge bordering the War Grave and the Children's Grave. Councillors further discussed suggestions re the removal of the old hedge.

RESOLVED: That permission be granted for the War Graves Commission to replace the hedge bordering the War Grave and Children's Grave. Note that it is the responsibility of the War Graves Commission to remove the old hedgerow.

684. RECREATION AND OPEN SPACES

To discuss Agenda fence line alongside Recreation field and Iltyd Avenue

Councillor Thomas declared an Interest and stood down as Chair.
Councillor Powell took the Chair.

Councillors had previously been circulated with an Agenda Brief re the fence line alongside the Recreation Field and Iltyd Avenue. Councillors discussed the overgrown vegetation along the Fence Line and the damage to the existing fence.

RESOLVED: Than Edenvale Gardens Services be appointed to the sum of up to £500.00 to remove the overgrown vegetation along the fence line alongside the Recreation Field and Iltyd Avenue. Once vegetation removed the damage to the fencing can be reviewed.

To discuss Agenda Brief and Draft Management Agreement between Town Council and Llantwit Major Tennis Club

Councillors had previously been circulated with an Agenda Brief and Draft Management Agreement between Town Council and Llantwit Major Tennis Club. Councillors further discussed the Draft Management Agreement and felt further discussion with the Tennis Club was required re fees and responsibilities.

RESOLVED: That the Town Council agree in principle to the Draft Management Agreement between the Town Council and Llantwit Major Town Club and give the Tennis Club Sub Committee permission to discuss and negotiate further fees and responsibilities and bring Final Draft Management Agreement back to a Full Town Council Meeting for approval.

685. VALE OF GLAMORGAN COUNCIL

To note report on informal Meeting re Active Travel route along Llanmaes Road

Councillor John declared an interest.

Councillors had previously been circulated with an informal report on a Meeting re Active Travel route along Llanmaes Road. It was noted that the Vale of Glamorgan Council confirmed that any proposed bicycle route would go to Full Consultation with both the Town Council and the general public.

Concerns were raised regarding the double yellow lines and parking along Llanmaes Road, access to the Allotment site and Emergency Services entrance, the narrowing of the road under the Railway bridge and the fact that this is the main route into the town for all HGV Lorries requiring access to the local supermarkets. Noted.

To note Cabinet Meeting on the 22nd February 2021 – Strategic Collaborative Working Initiatives Update

Councillors had previously been circulated with Cabinet Meeting on the 22nd February 2021 – Strategic Collaborative Working Initiatives Update. Noted.

To note Cabinet Meeting on the 8th March 2021 – The Impact of Coronavirus on our Communities

Councillors had previously been circulated with Cabinet Meeting on the 8th March 2021 – The Impact of Coronavirus on our Communities. Noted.

To discuss email re Coworking Month in May 2021

Councillors had previously been circulated with an email dated 17th March 2021 re Coworking Month in May 2021. Councillors noted the Compass Building had been reviewed before under a Creative Rural Communities Schemes as a co working facility however the expense had been considered to great re the additional partitions etc required to bring the building up to a standard required under the Scheme. The Town Clerk confirmed that the Compass Building was used by regular Hirers prior to the Coronavirus pandemic and would need to ascertain what Hirers were intending to return once guidelines permitted.

RESOLVED: That dependent on success of Town Council Newsletter an article be placed in the next edition stating that tables / chairs and WIFI are available to people if require a place for co-working in the Compass Building, subject to clarification from regular Hirers.

686. MISCELLANEOUS**To discuss email regarding funding available from Welsh Hearts towards acquiring and installing defibrillator**

Councillors had previously been circulated with an email dated 9th March 2021 re funding available from Welsh Hearts towards acquiring and installing defibrillator. Councillors suggested a location could be outside Llantonian Hall. It was noted that there were already several Defibrillators around the Town Centre and sites outside the central area should be considered.

RESOLVED: That costings be sought for purchasing and installing a Defibrillator and findings be bought back to a future Full Town Council Meeting.

To discuss email regarding proposed dates for Sight Loss Awareness Training

Councillors had previously been circulated with an email dated 11th March 2021 regarding proposed dates for Sight Loss Awareness Training. Councillors discussed their preferences, and most Councillors stated a morning slot.

RESOLVED: That Councillors finalised their preferred dates and recommendation be sent to Sight Loss Awareness Training for confirmation of a date for the training session.

To discuss email re Millay Lane

Councillors had previously been circulated with an Agenda Brief requesting the Town Council considers approaching the owner of Woodside Hamlet land re purchasing the woodland for a community asset for the town. Councillors discussed the suggestion. Councillors noted the huge liability the Town Council would face, cost of the land, formal Risk Assessment Agreement, each tree would need to be individually and regularly inspected and tagged plus the additional insurance costs re public liability etc.

RESOLVED: That the Town Clerk request a Land Registry search of the boundaries of the woodland area along Millay Lane.

Further

RESOLVED: That a letter be written to Plant Llantwit offering the Town Councils support if they, as a voluntary organisation, approached the owner of the woodland area along Millay re the acquisition of the woodland and the potential cost of the land.

Further

RESOLVED: The Woodland Trust be contacted for advice and suggestions re possible purchase and upkeep of the woods.

SIGNED
MAYOR

DATED