

Minutes of the Meeting of Llantwit Major Town Council to be held remotely on Thursday 29th April 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 Morgan) 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

Apologies received from
Councillor G Wilkie – prior commitment
Llantwit Youth Council

Declaration of Interest Forms were received from:

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Morgan declared an interest under Part II, Personnel, To discuss Part II Report of Working Group Meeting held on 21st April 2021.

Councillor Thomas asked permission to bring forward Community Constable report.

687. ITEMS BROUGHT FORWARD

To receive Community Constables Report

PC Jamie Williamson informed Councillors that so far for the month of April 2021 there had been 32 crimes. These figures included domestic incidents, minor assaults, 2 criminal damage and drug offences. PC Williamson confirmed incidents re alcohol being sold to students in Atlantic College and continuing issues re parking outside the Spar, along Boverton Road.

Councillor Mrs Hank wished to express her thanks to PC Williamson for his regular attendance at Full Town Council Meeting. She stated, after a Community Liaison Meeting, she was made aware of how fortunate we are to have Police representative at our Meetings unlike other Community/Town Councils in the Vale.

RESOLVED: Due to poor internet connection Councillor Dr Ellis to email PC Williamson queries re house cameras and drones. Councillor Gant to email PC Williamson re ongoing issue with Delivery Vehicles along Boverton Road.

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

688. MINUTES

Full Town Council Meeting held 25th March 2021

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

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

Matters Arising

There were no matters arising.

Town Study Steering Group Meeting held 30th March 2021

The minutes of the Town Study Steering Group Meeting held on the 30th March 2021, had previously been circulated to Council Members. Councillors noted that under Councillors Present it should read 'Cllr Mrs G Hughes' and not as previously stated 'Cllr Mr G Hughes'.

RESOLVED: That subject to the above amendments the minutes of the Town Study Steering Group Meeting held on 30th March 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Tennis Club Sub Committee Meeting held 7th April 2021

The minutes of the Tennis Club Sub Committee held on the 7th April 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Tennis Club Sub Committee held on 7th April 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

Councillor Evans informed Councillors that the Tennis Courts had been repainted and would be reopening for use on the 3rd May 2021.

Planning Committee Meeting held 8th April 2021

The minutes of the Planning Committee Meeting held on the 8th April 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Planning Committee Meeting held on 8th April 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

Councillor John informed Councillors that Planning Application 2020/01331/FUL, The Lyddens, 12 Llanmaes Road, had been withdrawn,

Footpath Forum Meeting held 12th April 2021

The minutes of the Footpath Forum Meeting held on the 12th April 2021, had previously been circulated to Council Members. Councillors noted that under Members Report it should read 'stile' and not as previously stated 'style'.

RESOLVED: That subject to the above amendments the minutes of the Footpath Forum Meeting held on 12th April 2021 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 15th April 2021

The minutes of the Allotment Sub Committee Meeting held on the 15th April 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Allotment Sub Committee Meeting held on 15th April 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 held 20th April 2021

The minutes of the Planning Committee Meeting held on the 20th April 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Planning Committee Meeting held on 20th April 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Working Group Meeting held 21st April 2021

The minutes of the Working Group Meeting held on the 21st April 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Working Group Meeting held on 21st April 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

Councillor Foster informed Councillors that the reopening of the Council Community Building's was ongoing.

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

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

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

There were no questions to the Town Mayor.

691. YOUTH COUNCIL**Youth Activity Progress**

There were no Youth Council members present. Councillor Thomas confirmed to Councillors that he had attended a Youth Council Meeting on the 28th April 2021 where the topic for discussion was the forthcoming Senedd Elections.

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

There were no Agenda Items to discuss.

692. COUNCIL MEETINGS**Meetings for Month of May 2021**

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

Councillors discussed the possibility of holding the Annual Meeting in the Town Hall, subject to the announcement of Government Guidelines on the 17th May 2021.

RESOLVED: That the Annual Meeting be held at 6pm on the 27th May 2021 in the Town Hall.
The Full Town Council Meeting will take place after at 7.05pm in the Town Hall.

693. PROCEDURAL MATTERS**Members Announcements**

There were no Members Announcements.

Action Tracker

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

Councillor Gant 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 but she had sent a further letter to Aston Martin on the 28th April 2021. Noted.

To note Potential Llantwit Major Food Poverty Project Meeting 13th April 2021

Councillors had previously been circulated with notes of the Potential Llantwit Major Food Poverty Project Meeting held on 13th April 2021. Councillor Dr Ellis updated Councillors on the Meeting and confirmed that he had promoted the Llantwit Major Town Council Quarterly Newsletter as a way to promote local information and events in the town. Noted.

To discuss Agreement for the Provision of Legal Services between Llantwit Major Town Council and Vale of Glamorgan Legal Services

Councillors had previously been circulated with the Agreement for the Provision of Legal Services between Llantwit Major Town Council and Vale of Glamorgan Legal Services, dated 6th April 2021.

RESOLVED: That the Agreement for the Provision of Legal Services between Llantwit Major Town Council and Vale of Glamorgan Legal Services be accepted and signed.

To discuss Agenda Brief re Town Study Steering Group Terms of Reference

Councillors had previously been circulated with an Agenda Brief re Town Study Steering Group Terms of Reference. Councillors discussed amending the Terms of Reference to include a Vale Councillor on the Composition of the Group and to remove the Town Mayor as Chairperson of the Group.

RESOLVED: That the Town Study Steering Group Terms of Reference be amended to include a Vale Councillor on the Composition of the Group and to remove the Town Mayor as Chairperson of the Group. The Terms of Reference be taken to the Annual Meeting on the 27th May 2021 for adopting.

To discuss and adopt Lease Management Agreement between Town Council and Tennis Club

Councillors had previously been circulated with the Lease Management Agreement between Town Council and Tennis Club. Councillors noted the amendment to the Agreement to state that the Town Council set the fee for non-members to play.

RESOLVED: That subject to the above amendment the Town Council agree to adopt the Lease Management Agreement between the Town Council and the Tennis Club.

To note Sight Awareness Training on 1st April 2021

Councillor Thomas stated that the Sight Awareness Training Course attended by some Councillors on the 1st April 2021 had been very useful and informative. Councillors discussed if they could offer any further help. Councillor Dr Ellis stated, as an individual, he was keen to become a Sight Awareness Ambassador.

RESOLVED: That the Town Council thank Sight Cymru for the Sight Awareness Training and state as a Town Council there is at present no further assistance they can provide.

To nominate Councillor to be elected as Town Mayor 2021/2022

Councillors discussed nominations for the Town Mayor 2021/22. It was;

RESOLVED: That the current Deputy Town Mayor, Councillor D Powell, be put forward to the Annual Meeting for nomination as Town Mayor 2021/22.

To nominate Councillor to be elected as Deputy Town Mayor

Councillors discussed nominations for the Deputy Town Mayor 2021/22. It was;

RESOLVED: That Councillor Mr G Thomas be put forward to the Annual Meeting for nomination as Deputy Town Mayor 2021/22.

694. PERSONNEL

To note Cilca Qualification of Deputy Town Clerk

Councillors were advised that the Deputy Town Clerk had passed the Cilca Certificate in Local Council Administration Qualification.

RESOLVED: That the Deputy Town Clerk salary be increased by one pay grade from gaining this Cilca Qualification.

To Note High Sheriff Commendation Award

Councillors had previously been circulated with a Certificate of the High Sheriff Commendation Award for Ruth Quinn for her exemplary service particularly during the Covid 19 pandemic. Councillors endorsed the High Sheriffs comments. The Town Clerk stated she could not have gained the award without the support of her Staff.

RESOLVED: That a photograph be taken of the Sheriff Commendation Award with the Town Clerk, Deputy Town Clerk and Administrative Assistant.

695. FINANCE

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

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

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

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

Bank Reconciliation for period 1st April 2020 to 31st March 2021

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st April 2020 to 31st March 2021. Noted.

Income for the period 18th March 2021 to 31st March 2021

Councillors had previously been circulated with a copy of the Income for the period 18th March 2021 to 31st March 2021. Noted.

Income for the period 1st April 2021 to 23rd April 2021

Councillors had previously been circulated with a copy of the Income for the period 1st April 2021 to 23rd April 2021. Noted.

Expenditure for the period 18th March 2021 to 31st March 2021

Councillors had previously been circulated with a copy of the Expenditure for the period 18th March 2021 to 31st March 2021. Noted.

Expenditure for the period 1st April 2021 to 23rd April 2021

Councillors had previously been circulated with a copy of the Expenditure for the period 1st April 2021 to 23rd April 2021. Noted.

To note proposed Income and Expenditure Budget up to 31st March 2021

Councillors had previously been circulated with the proposed Income and Expenditure Budget up to 31st March 2021. Noted.

To discuss Statement of Accounts and Reserves Statement 1st April 2020 to 31st March 2021

Councillors had previously been circulated with the Statement of Accounts and Reserves Statement 1st April 2020 to 31st March 2021. Noted.

To note payment to Councillors for 2020/21

Councillors had previously been circulated with details of the payments to members of Llantwit Major Town Council for 2020/21. Noted.

To discuss Membership to One Voice Wales 2021

Councillors had previously been circulated with a document detailing Membership to One Voice Wales for 2021/22. Councillors noted that the Membership Fee was £1523. Councillors further discussed this matter.

RESOLVED: That Llantwit Major Town Council do not take out membership to One Voice Wales for 2021/22

696. 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 letter from Vale of Glamorgan Council re the Old Station Development and the relocation of the bench

Councillors had previously been circulated with a letter dated 16th April 2021 from Vale of Glamorgan Council re the Old Station Development and the relocation of the bench.

Councillors discussed purchasing a new Bench of recycled material rather than putting back the old bench, which needed repair. Councillor Foster confirmed to Councillors that the cost of the installation of the bench was to be undertaken by the Developer of the Old Station site. Councillors discussed who would take ownership of the bench, site location once the bench had been installed at the front of the new Emergency Services Station.

RESOLVED: That the Town Council purchased a recycled Plastic Bench with a plaque stating 'supplied by Llantwit Major Town Council' for installation on the verge outside the Emergency Services Station along Llanmaes Road.

Further

RESOLVED: That a site visit be arranged with Vale of Glamorgan Council Highways Department, Town Council and the Developer of the Old Stations to ascertaining the exact position of where the bench is to be situated, confirm installation costs covered by Developer and responsibility for maintenance of the site and bench following installation.

697. CEMETERY

The following Burial matters were noted.

- 1) Burial of cremated remains Mandy Ann Cain (new plot) Mc11 on 6th April 2021
- 2) Burial of cremated remains Christine Lilian Miller (new plot) Md1 on 15th April 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 discuss Report from CDS re Environment Agency Groundwater Risk Assessment at possible additional cemetery land site

Councillors had previously been circulated with a Report dated 8th April 2021 from CDS re Environment Agency Groundwater Risk Assessment for a possible additional cemetery land site. Councillors noted the Report stated that the land proposed was unsuitable due specifically to the ground water / flood risk and geological bedrock on the site.

RESOLVED: That a further letter be written to the Welsh Government stating the land that was proposed as cemetery land has been found to be unsuitable and could they consider if there is any other additional land, within the area, that would be more suitable and adheres to burial regulations and requirements.

698. RECREATION AND OPEN SPACES

To discuss the Open Spaces Application from ‘Bodyworks with Julie’ on Lorna Hughes Park

Councillors had previously been circulated with an Open Spaces Application from ‘Bodyworks with Julie’ on Lorna Hughes Park. Councillors discussed if there should be a charge for using Town Council outdoor spaces, to cover general wear and tear and maintenance costs.

RESOLVED: That for the first month there will be no charge to ‘Bodyworks with Julie’ for hiring Lorna Hughes Park.

Further

RESOLVED: All Indoor and Outdoor Hirers Agreements will be reviewed at the end of the first month they recommence activities, subject to the current Government Guidelines.

Update from Vale of Glamorgan Council Legal Services re Allotment Boundaries and email from Developer of the Old Ambulance Station site

Councillors had previously been circulated with emails dated 20th April 2021 from the Vale of Glamorgan Legal Services re Allotment Boundaries an email from the Developer of the Old Ambulance site. Councillors further discussed the ownership/site boundary. Councillors agreed that it had been useful to obtain the legal position from the Vale of Glamorgan Council re this matter and agreed at the present time no further action was required. Noted.

To discuss letter re requests from Llantwit Major Bowls Club

Councillors had previously been circulated with a letter dated 24th March 2021 from Llantwit Major Bowls Club re requests to convert an old toilet in the Pavilion into a cleaning cupboard, clearing out the old ladies changing room and allowing the Bowls Club to have permission to control opening hours of Club for matches with Public access still set from 2pm.

RESOLVED: That permission be granted for the Bowls Club to convert an old toilet in the Pavilion into a cleaning cupboard, clearing out the old ladies changing room and allowing the Bowls Club to have permission to control opening hours of Club for matches with Public access still set from 2pm.

699. VALE OF GLAMORGAN COUNCIL

To discuss letter re planting a tree as a lasting legacy to those who lost their lives due to coronavirus

Councillors had previously been circulated with a letter dated 19th March 2021 re planting a tree as a lasting legacy to those who lost their lives due to coronavirus. Councillors discussed where a legacy tree could be planted on Town Council premises.

RESOLVED: That the Town Council accept a tree from the Vale of Glamorgan Council to mark those that sadly lost their lives due to coronavirus. It was agreed that the tree would be planted in Boverton Cemetery.

To note consultation on Draft Vale of Glamorgan Statement of Licensing Policy 2021 to 2026

Councillors had previously been circulated with the Draft Vale of Glamorgan Statement of Licensing Policy 2021 to 2026. Noted.

To discuss letter re potentially designating Llantwit Beach as a bathing water

Councillors had previously been circulated with a letter dated 6th April 2021 re potentially designating Llantwit Beach as a bathing water. Councillor Powell stated that he and the Town Clerk had met with representatives from Shared Regulatory Service and the NWR to discuss Llantwit Major Beach as a bathing water site. It was stated that the Vale of Glamorgan Council would apply for the status and NWR would monitor the beach and part of the Application process. They confirmed they would need volunteers to undertake a survey of the beach over 20 days.

RESOLVED: That the Town Council agree to support the application to potentially designate Llantwit Beach as a bathing water site. Councillors to forward their names to the Town Clerk if they can help in undertaking the survey of the beach.

700. WELSH GOVERNMENT

To discuss letter re compulsory purchase powers by local authorities

Councillors had previously been circulated with a letter dated 24th March 2021 re compulsory purchase powers by local authorities. Noted.

To discuss consultation re the General Power of Competence (Commercial Purpose)(Conditions)(Wales) Regulations 2021

Councillors had previously been circulated with a consultation dated 25th March 2021 re the General Power of Competence (Commercial Purpose)(Conditions)(Wales) Regulations 2021. Noted.

To note Climate Change Newsletter March 2021

Councillors had previously been circulated with the Climate Change Newsletter March 2021. Noted.

To note letter re the implementation of the Local Government and Elections (Wales) Act 2021

Councillors had previously been circulated with a letter dated 24th March 2021 re the implementation of the Local Government and Elections (Wales) Act 2021. Noted.

To discuss the consultation re the draft Race Equality Action Plan for Wales

Councillors had previously been circulated with a consultation dated 14th April 2021 re the draft consultation on Race Equality Action Plan for Wales. Noted.

701. **MISCELLANEOUS****To discuss letter from Plant Llantwit re Ham Woods and to note Land Registry document re Land on South side of Millay Lane**

Councillors had previously been circulated with a letter dated 9th April 2021 from Plant Llantwit re Ham Woods and a copy of the Land Registry document re Land on South side of Millay Lane. Councillors noted that Plant Llantwit was not in a position to consider either the purchase or maintenance of Ham Woods. The Town Clerk confirmed she had received no correspondence to her letter sent to Woodland Trust on 31st March 2021 re purchasing or supporting Ham Woods.

To discuss letter from resident re anti-social noise from Heritage Business Park

Councillors had previously been circulated with a letter dated 20th March 2021 from a resident re anti-social noise from Heritage Business Park. Councillors noted that this was a Regulatory Authority matter and does not fall under the Town Council remit.

RESOLVED: That a letter be written to the resident stating that the anti-social noise from Heritage Business Park be reported to the Regulatory Authority. The Town Council will forward the residents concerns to the appropriate department within the Vale of Glamorgan Council.

To note update on decommissioning Aberthaw Power

Councillors had previously been circulated with letter from Aberthaw Power Station Decommissioning Manager re an update on the decommissioning of Aberthaw Power. Noted.

To discuss Agenda Brief re cost of purchasing and maintaining an additional Defibrillator

Councillors had previously been circulated with an Agenda Brief re the cost of purchasing and maintaining an additional Defibrillator in the town. Councillors discussed estimated costing of purchase/installation and maintenance costs of a Defibrillator ranging from £1500 to £2000 and various locations in the town where a Defibrillator could be placed. Councillors discussed where the existing Defibrillator's are situated within the town.

RESOLVED: Due to the cost and present economic climate that Town Council do not proceed with purchasing an additional Defibrillator.

To discuss Agenda Brief Tenders re Covid 19 Book

Councillors had previously been circulated with an Agenda Brief for the tenders for the publication of a book of Llantwit Major experiences during the Coronavirus pandemic. Councillors discussed the quotations.

RESOLVED: That the Tender be accepted from Infographics Ltd for the publication of a Covid 19 book at a cost of £1219.00 exc. vat.

Further

RESOLVED: That a Grant Application Request be competed and sent to Filco Food Stores who have agreed to cover the costs of the publication of the Covid 19 Book.

To further discuss NHS, Social Care and Frontline Workers Day 5th July 2021

Councillors had previously been circulated with an email dated 4th January 2021 re the NHS, Social Care and Frontline Workers Day on the 5th July 2021. Councillors discussed the event and proposed that local organisations be approached to see if they wished to take part in Afternoon tea parties. Councillors felt that with the current workload for the Town Council Staff

and the reopening of Council Buildings following the coronavirus pandemic it was not something the Council could organise at the present time.

RESOLVED: That the Town Council do not undertake any activities with reference to the NHS, Social Care and Frontline Workers Day on 5th July 2021. The Town Council will email local organisations with details of the Day to publicise the event and to see if they wish to set up their own activities.

To discuss email re parking at junction Boverton Road/Baron Close

Councillors had previously been circulated with an email dated 21st April 2021 re concerns about parking at the junction of Boverton Road / Baron Close. Councillors discussed the ongoing issue with parking on double yellow lines outside the Spar. They also suggested that the Loading Bay, to the left of the Spar shop, should be reinstated to prevent Delivery Lorries parking and causing an obstructing along Boverton Road, when dropping off goods to local businesses.

RESOLVED: That Councillor John approach Head of Neighbouring Services, Vale of Glamorgan Council with reference to reinstating the loading bay along Boverton Road.

Further

RESOLVED: That the Town Council write to Mrs Emma Reid, Head of Visible Services and Transport, Vale of Glamorgan Councils to look at reinstating the loading bay along Boverton Road.

To information removing Phone Boxes in Vale of Glamorgan Council

Councillors had previously been circulated with an email dated 20th April 2021 from Vale of Glamorgan Council re the removal of Phone Boxes in the Vale. Noted.

To discuss email re tackling climate change – The Vale of Glamorgan Councils Project Zero Consultation

Councillors had previously been circulated with an email dated 15th April 2021 re tackling climate change – The Vale of Glamorgan Councils Project Zero Consultation. The Town Clerk confirmed she had attended the presentation on Buildings and Energy Use on the 28th April 2021. Councillor Powell had attended a presentation on ‘Our impact on the land’ and Councillor Dr Dickson confirmed he was attending the presentation on the 10th May 2021 on ‘Changing how we travel’.

To discuss email reply received from Northern Gas and Power re renewable energy procurement and carbon offsetting

Councillors had previously been circulated with an email dated 15th April 2021 from Northern Gas and Power re renewable energy procurement and carbon offsetting. Councillors noted that the Town Council do not qualify for renewable energy procurement and carbon offsetting.

Councillor Foster expressed his thanks to the Town Mayor during his period in Office, for his professional approach for conducting the Council Meetings via Zoom during the coronavirus pandemic. Councillor Thomas expressed his thanks to all Town Councillors for their support during these difficult times.

702. **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

Councillor Morgan declared an Interest and left the Meeting.

To discuss Part II Report of Working Group Meeting held on 21st April 2021

Councillors had previously been circulated with Part II Report of Working Group Meeting held on 21st April 2021.

RESOLVED: That the Report of Working Group Meeting held on 21st April 2021 be accepted.

SIGNED
MAYOR

DATED