

Minutes of the Meeting of Llantwit Major Town Council held remotely on Thursday 29th July 2021 at 7.05pm

PRESENT; Chairman – Councillor Mr D Powell (z) - Town Mayor

Councillors Mr D Foster (z))
Mr E Williams (z)) NORTH WARD
Mrs J Norman (z))
Dr D Ellis (z))

Mr G Wilkie (z))
Mr G Morgan (z)) SOUTH EAST WARD
Mr G Thomas (z))

Mr G John (z)) WEST WARD

Mrs G Hughes (z))
Mrs S Hanks (z)) BOVERTON WARD

Note: (Z) - Remotely by Zoom

Apologies received from

Councillor J Evans – Prior Commitment

Councillor Dr P Dickson – Holiday leave

Councillor R Gant - Illness

Councillor Powell informed Councillors that PC J Williamson had advised that he would be late for the Meeting.

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 Recreation and Open Spaces, Item 2 To discuss Open Spaces Hiring Form from Llantwit Major Rugby Clubs request for Party on the Pitch event on Sunday 29th August 2021.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Thomas declared an interest under Recreation and Open Spaces, Item 2 To discuss Open Spaces Hiring Form from Llantwit Major Rugby Clubs request for Party on the Pitch event on Sunday 29th August 2021.

741. **MINUTES**

Full Town Council Meeting held 24th June 2021

The minutes of the Full Town Council Meeting held on the 24th June 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Full Town Council Meeting held on 24th June 2021 be adopted and accepted as a true record.

Matters Arising

The were no matters arising.

Allotment Sub Committee Meeting held 1st July 2021

The minutes of the Allotment Sub Committee Meeting held on the 1st July 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Allotment Planning Committee Meeting held on 1st July 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising.

Planning Committee Meeting held 2nd July 2021

The minutes of the Planning Committee Meeting held on the 2nd July 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Planning Committee Meeting held on 2nd July 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising.

Footpath Forum Meeting held 5th July 2021

The minutes of the Footpath Forum Meeting held on the 5th July 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Footpath Forum Meeting held on 5th July 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising.

Town Study Steering Group Meeting held 13th July 2021

The minutes of the Town Study Steering Group Meeting held on the 13th July 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Town Study Steering Group Meeting held on 13th July 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising.

Fairtrade Forum Meeting held 14th July 2021

The minutes of the Fairtrade Forum Meeting held on the 14th July 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Fairtrade Forum Meeting held on 14th July 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising.

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

Councillors noted that the Town Mayor would sign the minutes when the Town Mayor is next in the Town Council office.

743. TOWN MAYOR**Town Mayor events attended 1st July 2021 to 31st July 2021**

Councillors had previously been circulated with the Town Mayor events attended 1st July 2021 to 31st July 2021. Councillor Powell thanked Councillors for attending his first charity event, a Charity Garden Tea Party. Noted.

Questions to the Town Mayor

There were no questions to the Town Mayor.

744. YOUTH COUNCIL**Youth Activity Progress**

No Youth Council representative was present.

Councillor Thomas stated there would be a recruitment drive in September to attract new members as 4 Youth Council members would be leaving this Summer. Three new members are planning to join the Youth Council in September 2021. Councillor Thomas informed Councillors that Bethan Watkins (Senior Youth Engagement Worker) was leaving her job at the end of July and asked him to pass on her thanks to Councillors and Staff for all their assistance whilst she was in this post.

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

There were no Agenda Items to discuss.

745. COUNCIL MEETINGS**Meetings for Month of September 2021**

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

746. PROCEDURAL MATTERS**Members Announcements****Report from Town Clerk**

The Town Clerk informed Councillors that this would be a new item added onto the Full Town Council Agenda each month. This will give the Town Clerk an opportunity to inform Councillors of any items that occur between the Agenda being sent out and the Full Town Council Meeting.

The Town clerk stated that

- (i) The Town Council van had accidentally been scraped in Boverton Cemetery. Quotes had been obtained for repairs and were awaiting the go ahead from Zurich Insurance to proceed with repairs.
- (ii) Numerous Incidents reported of youths riding their motor bikes in Lorna Hughes Park and anti-social behaviour. Town Clerk informing members of public to report all incidents to Police on 101.
- (iii) Correspondence from Ysgol Gymraeg Dewi Sant re parking will be put on Septembers Full Town Council Agenda for discussion.

To note report of Age Connects on 28th May 2021

Councillors had previously been circulated with a Report of Age Connects Meeting dated 28th May 2021.

Councillor Dr Ellis informed Councillors that there was much uncertainty re Llantwit Major Age Connect location and staffing at the present time due to grant funding availability. Noted.

To note report of Llantwit Major Food Poverty Project Meeting 9th June 2021

Councillors had previously been circulated with a Report of the Llantwit Major Food Poverty Project Meeting dated 9th June 2021. Councillor Dr Ellis stated that during August Bro Radio were doing regular broadcasts on Llantwit Major Food Poverty Project and surveys were being undertaken by CF61 and Ysgol Ddraig Primary School re food poverty. Survey results will be reviewed in September 2021. Noted.

Action Tracker

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

To discuss Agenda Brief re Heraldic Shields

Councillors had previously been circulated with an agenda brief re Heraldic Shields. Councillors discussed the possibility of awarding Heraldic Shields or Scrolls to three residents of Llantwit Major.

RESOLVED: That permission be granted to award Heraldic Shields or Scrolls to 3 residents of Llantwit Major. Time and venue for award ceremony still to be finalised.

To note guidance for Community and Town Councils re Operation London Bridge

Councillors had previously been circulated with a copy of a guidance for Community and Town Councils, dated June 2021 re Operation London Bridge. Noted.

747. FINANCE**Bank Reconciliation for period 1st June 2021 to 30th June 2021**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st June 2021 to 30th June 2021. Noted.

Income for the period 19th June 2021 to 21st July 2021

Councillors had previously been circulated with a copy of the Income for the period 19th June 2021 to 21st July 2021. Noted.

Expenditure for the period 19th June 2021 to 21st July 2021

Councillors had previously been circulated with a copy of the Expenditure for the period 19th June 2021 to 21st July 2021. Noted.

To note amended request from LM10K Committee re Grant Aid Application previously resolved at Finance Meeting 14th January 2021

Councillors had previously been circulated with an email dated 16th July 2021 from LM10K Committee re Grant Aid Application previously resolved at Finance Meeting 14th January 2021. Councillors noted the request to run a socially distance 10K event on 5th September 2021 and a request from the LM10K Committee to use the funding from the Town Council to purchase T Shirts.

RESOLVED: Councillors agreed to support the socially distance 10k event on the 5th September 2021 and gave permission for the Town Council Grant Aid Funding of £1000.00 to be used to purchase T Shirts for the event.

To discuss Agenda Brief re Fairtrade Signs

Councillors had previously been circulated with an Agenda Brief detailing the purchase of 4 Fairtrade signs at a cost of £534.24 exc. vat to be installed on the four Welcome to Llantwit Major sign located around the town. Councillor Foster stated that there was no budget set aside for Fairtrade and proposed that a decision re purchase of signs and fairtrade leaflets be deferred until the next Finance Meeting. Councillor Foster also stated that further investigation would be required as to what power could be used to purchase such goods.

Councillors also raised concerns re the positioning of the proposed Fairtrade signs under the newly refurbished Welcome to Llantwit Major signs.

RESOLVED: That a decision re the purchase of Fairtrade signs at a cost of £534.24 exc. vat be deferred until the next Finance Meeting.

748. 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 Ellis stated that under Planning Application 2021/00054/FUL decision it should read 'R' and not as previously stated 'A'. Noted.

To discuss email from Vale of Glamorgan Council Planning re 2020/00657/1/NMA Old Llantwit Major Ambulance Site

Councillors had previously been circulated with an email dated 12th July 2021 from Vale of Glamorgan Council Planning re 2020/00657/1/NMA Old Llantwit Major Ambulance Site. Councillors expressed their continued concerns re this development and the wall that was being built in front of the new houses. Councillor Powell stated that the wall had been built outside the existing Planning Application conditions and therefore a new Planning Application should be submitted re this matter. Councillor Mrs Hanks stated she had liaised with the Vale of Glamorgan Planning department, and they had requested a variation to the original Planning Application be

submitted, which would come back to Town Council for consultation. Councillors further discussed this development and the extended boundary.

Councillor Williams abstained from voting on this Agenda Item.

RESOLVED: That a letter be sent to the Vale Planning Department. State the Town Council view the extended boundary wall as an amendment to the condition of the existing Planning Application and therefore a new Planning Application should be submitted for consultation. The Town Council do not endorse a variation to the existing Planning Application re this matter.

Further

RESOLVED: That Councillor Mrs S Hank further liaise with Mrs Victoria Robinson, Vale Planning Department, re the boundary wall of Planning Application 2020/00657/1/NMA.

To discuss email re river sewage discharge figures

Councillors had previously been circulated with an email from Councillor Powell dated 21st July 2021 re river sewage figures. Councillor Powell asked permission of Council to contact the 'River Trust' to clarify where the statistics were collated re the Dwr Cymru/Welsh Waters sewage works in Llantwit Major in 2020. (i.e., sewage works sewer overflow spilled over 442 hours (74 times) and the pumping station for 98 hours (16 times)).

RESOLVED: That permission be granted for Councillor Powell to contact 'River Trust' to clarify where the statistics were collated re the Dwr Cymru/Welsh Waters sewage works in Llantwit Major in 2020.

749. RECREATION AND OPEN SPACES

Permission to sign and seal Management Agreement between Llantwit Major Town Council and Llantwit Major Tennis Club

Councillors had previously been circulated with a copy of the management agreement between Llantwit Major Town Council and Llantwit Major Tennis Club. Permission was requested to sign and seal the finalised Management Agreement.

RESOLVED: That permission be granted to sign and seal the Management Agreement between Llantwit Major Town Council and Llantwit Major Tennis Club.

To discuss Open Spaces Hiring Form from Llantwit Major Rugby Club request for Party on the Pitch event on Sunday 29th August 2021

Councillor G Thomas and Councillor G Morgan declared an interest.

Councillors had previously been circulated with an Open Spaces Hiring Form from Llantwit Major Rugby Club request for Party on the Pitch event on Sunday 29th August 2021. It was noted that the Llantwit Major Rugby Club would be responsible to ensure the latest Covid 19 legislation was followed during the event.

RESOLVED: That permission be granted to accept Llantwit Major Rugby Club request for Party on the Pitch event on Sunday 29th August 2021 subject to the weather conditions.

453.

To note email from South Wales Fire and Rescue Services re area at back of Llantwit Major Fire Station backing onto Allotment Site

Councillors had previously been circulated with an email dated 8th July 2021 from South Wales Fire and Rescue Services re taking future responsibility for cutting back the area of land behind the Fire Station backing onto the Allotment Site. Noted.

To note email from Head of Neighbourhood Services and Transport, Vale of Glamorgan Council confirming successful Allotment Grant Application

Councillors had previously been circulated with an email dated 15th July 2021 from Head of Neighbourhood Services and Transport, Vale of Glamorgan Council confirming successful Allotment Grant Application. Noted.

To discuss email from resident regarding erecting a bandstand in the town

Councillors had previously been circulated with an email dated 28th June 2021 from a resident regarding erecting a bandstand in the town. Councillors further discussed this proposal.

RESOLVED: That the request from a resident to erect a bandstand in the town be deferred to the next FiveYear Plan Meeting.

750. **CEMETERY**

The following Burial matters were noted.

- 1) Burial of Martha Yvonne Coley (new plot) B177 on 25th June 2021
- 2) Burial of cremated remains David Gareth James (re-open plot) C215 on 1st July 2021
- 3) Burial of cremated remains Michael Geoffrey Beauchamp Wix (new plot) M(d)2 on 8th July 2021
- 4) Burial of Marilyn Hopkin (new plot) C277 on 8th July 2021
- 5) Burial of Maureen Mary Agatha Baillie (new plot) E63 on 23rd July 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 1,3,4 and 5.

To discuss Agenda Brief re Memorial Testing and to note Llantwit Town Councils Memorial Headstone Testing Procedures

Councillors had previously been circulated with an Agenda Brief re Memorial Testing and Llantwit Town Councils Memorial Headstone Testing Procedures. Councillor Foster expressed his thanks to the Town Clerk on the work undertaken on memorial testing procedures. He suggested to Councillors that the Town Clerk use her discretion and be given authority to make decisions re chasing people to pay for replacing unsafe stones.

RESOLVED: That the Town Clerk be given authority to use her discretion with regards the way forward for unsafe memorials in Boverton Cemetery.

To discuss Tenders received for Memorial Testing at Boverton Cemetery

Councillors had previously been circulated with Tenders for Memorial Testing at Boverton Cemetery. Councillors discussed the Tenders and were updated by the Town Clerk that the Council Staff were in the process of updating all Cemetery Records onto a computerised software system.

RESOLVED: That the Tender from Memsafe at a cost of £2.95 per memorial be accepted for Memorial Testing at Boverton Cemetery.

To note letter from Welsh Government re additional Cemetery Land

Councillors had previously been circulated with a letter from Welsh Government re additional Cemetery Land. Councillors noted that they must continue to look for additional land for a cemetery.

751. TOWN HALL

To discuss Tenders received for external lighting to front of Town Hall Building

Councillors had previously been circulated with Tenders received for external lighting to front of Town Hall Building. Councillors noted that out of 8 tenders sent only one quotation had been returned. Councillor Morgan stated he felt that no decision should be taken, as insufficient information and further competitive quotes should be obtained. Councillor Mrs Hanks endorsed Councillor Morgan's comments. Councillors further suggested approaching the Vale Council to see what companies they have used to undertake external lighting projects.

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RESOLVED: Councillor Morgan to forward specifications for Tenders and recommendations of local companies to approach to enable new Tenders to be sent out for external lighting of the Town Hall Building.

Further

RESOLVED: That Councillor Williams approach Vale Council to find out what companies they have used to undertake external lighting projects on their buildings.

752. COMMUNITY CONSTABLE

To receive Community Constable report

PC J Williamson entered the Meeting and apologised for late arrival.

He stated that in the last 4 weeks there had been 36 reported crimes. These figures included domestic incidents, minor assaults, and criminal damage/incidents in the town centre. PC Williamson stated that with the easing of Covid restrictions he was arranging for PCSO Cummings to organise a Pub Watch Meeting.

Councillor Mrs Hanks raised concerns re parking along Boverton Road during school drop off and pick up times of the schools in the area. PC Williamson stated he had reviewed with the Glamorgan Road Safety Officer parking along Ham Lane East however would monitor Boverton Road once the schools reopen in September.

Councillor Morgan questioned the number of E Scooters ridden around Llantwit Major. PC Williamson stated that present legislation states that E Scooters are not allowed on the road unless rented from a company with third party insurance. PC Williamson stated a corporate protocol for policing E Scooters was being reviewed and he would be able to provide further information to Councillors soon of the formal protocol/regulations for E Scooters.

Councillor Mrs Hanks raise concerns recent damage and complaints by residents in Lorna Hughes Park. PC Williamson agree to further monitor this area and advise members of public to report any incidents by calling 101.

PC Williamson vacated the Meeting.

753. VALE OF GLAMORGAN COUNCIL**To discuss email re queries raised in recent Meeting between PSB partners and representatives from Town and Community Councils**

Councillors had previously been circulated with an email re queries raised in recent Meeting between PSB partners and representatives from Town and Community Councils.

Councillor Mrs Hanks stated that an email link is available from PSB if Councillors wish to raise queries, request consultation re Vale of Glamorgan Council matters.

Councillor John informed Councillors that the Vale Councillors were meeting with Mr Miles Punter, Director of Visible Services & Housing, on the 7th September 2021 to further discuss Reshaping Services within Llantwit Major.

RESOLVED: That the Town Clerk will forward the PSB email link to all Councillors to enable them to raise queries, request consultation re Vale of Glamorgan Council matters.

To discuss email from Mrs Tina Benfield, Trustee Llanilltud Fawr in Flower application to install new planters, bench and irrigation system for the town

Councillors had previously been circulated with an email dated 5th July 2021 from Mrs Tina Benfield, Trustee Llanilltud Fawr in Flower re application to install new planters, bench and irrigation system for the town. Councillor Dr Ellis stated that it would make it so much easier for Llanilltud Fawr in Flower if a timed irrigation system could be installed for the beds and planters in the Precinct. Councillor Mrs Hanks stated she supported improvements to the area of land outside the Library and Health Clinic. Noted.

To discuss email re Windmill Lane Play Area

Councillors had previously been circulated with an email dated 20th July 2021 received from the Vale of Glamorgan Council detailing their proposed plans to upgrade Windmill Lane Play Area. Councillors supported the proposals. Noted.

To discuss concerns re lack of street cleaning in Llantwit Major

Councillor G John informed Councillors of his disappointment that there was no longer a street cleaner based in Llantwit Major. He stated his concerns re the ongoing problem with litter in the town particularly over the weekend.

RESOLVED: That a letter be written to Mr Miles Punter, Director of Visible Services & Housing enquiring why Llantwit Major no longer has a Street Cleaner and clarification be obtained as to which other towns/villages in the Vale of Glamorgan have Street Cleaners.

To discuss UK Community Ownership Fund

Councillors had previously been circulated with an email dated 22nd July 2021 reference UK Community Ownership Fund. Noted.

To discuss 20mph limits consultation from Welsh Government

Councillors had previously been circulated with an email and consultation dated 22nd July 2021 from the Welsh Government reference 20mph speed limits. Councillors noted that 3 villages in the Vale have had the default speed limit on their residential streets reduced from 30mph to 20mph. These being:

St Brides Major, Aberthin and Peterson-super-Ely

RESOLVED: That Councillors respond individually to the Consultation from Welsh Government on the 20mph limits.

754. WELSH GOVERNMENT

To discuss consultation on the Community Council Clerk Qualifications Regulations

Councillors had previously been circulated with an email and consultation dated 28th June 2021 on the Community Council Clerk Qualifications Regulations. Councillors were informed that the Town Clerk and Deputy Town Clerk both have obtained the Cilca Qualifications as stated in the above consultation requirements. The Town Clerk confirmed to Councillors that when the additional Cilca module re General Power of Competence is realised both the Town Clerk and Deputy Town Clerk will undertake and complete the additional module. Noted.

SIGNED
MAYOR

DATED