

Minutes of the Meeting of Llantwit Major Town Council held remotely on Thursday 28<sup>th</sup> October 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 P Dickson (z)        )

                                                    Mr G Wilkie (z)            )

                                                    Mr G Morgan (z)        ) SOUTH EAST WARD

                                                    Mr G Thomas            )

                                                    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 – Technical Issues  
 Councillor R Gant – Technical Issues  
 Councillor Dr D Ellis – Prior Commitment

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 Mrs S Hanks declared an interest under Vale of Glamorgan Council, Item 1 To note informal Street Cleaning on the 19<sup>th</sup> October 2021 and Item 2 To note successful Strong Communities Funding Letter to enhance Recreation Field and Cenotaph.

**770. MINUTES**

**Full Town Council Meeting held 30<sup>th</sup> September 2021**

The minutes of the Full Town Council Meeting held on the 30<sup>th</sup> September 2021, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Full Town Council Meeting held on 30<sup>th</sup> September 2021 be adopted and accepted as a true record.

**Matters Arising**

The were no matters arising.

**Allotment Sub Committee Meeting held 22<sup>nd</sup> September 2021**

The minutes of the Allotment Sub Committee Meeting held on the 22<sup>nd</sup> September 2021, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Allotment Sub Committee Meeting held on 22<sup>nd</sup> September 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 28<sup>th</sup> September 2021**

The minutes of the Planning Committee Meeting held on the 28<sup>th</sup> September 2021, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on 28<sup>th</sup> September 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

The were no matters arising.

**Remembrance Day Committee Meeting held 5<sup>th</sup> October 2021**

The minutes of the Remembrance Day Committee Meeting held on the 5<sup>th</sup> October 2021, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Remembrance Day Committee Meeting held on 5<sup>th</sup> October 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

The were no matters arising.

**Town Hall Working Group Meeting held 6<sup>th</sup> October 2021**

The minutes of Town Hall Working Group Meeting held on the 6<sup>th</sup> October 2021, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Town Hall Working Group Meeting held on 6<sup>th</sup> October 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 8<sup>th</sup> October 2021**

The minutes of the Planning Committee Meeting held on the 8<sup>th</sup> October 2021, had previously been circulated to Council Members.

471.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on 8<sup>th</sup> October 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 14<sup>th</sup> October 2021**

The minutes of the Fairtrade Forum Meeting held on 14<sup>th</sup> October 2021, had previously been circulated to Council Members.

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

**Matters Arising**

The were no matters arising.

**Finance and Policy Meeting held 14<sup>th</sup> October 2021**

The minutes of the Finance and Policy Meeting held on the 14th October 2021, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Finance and Policy Meeting held on the 14th October 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

The were no matters arising.

**Allotment Sub Committee Meeting held 20<sup>th</sup> October 2021**

The minutes of the Allotment Sub Committee Meeting held on the 20<sup>th</sup> October 2021, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Allotment Sub Committee Meeting held on the 20<sup>th</sup> October 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

The were no matters arising

**771. 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.

**772. TOWN MAYOR****Town Mayor events attended 1<sup>st</sup> October 2021 to 31<sup>st</sup> October 2021**

Councillors had previously been circulated with the Town Mayor events attended 1<sup>st</sup> October 2021 to 31<sup>st</sup> October 2021. Councillor Powell confirmed to Councillors he had attended the Penarth's Civic Service. Noted.

**Questions to the Town Mayor**

There were no questions to the Town Mayor.

**773. YOUTH COUNCIL****Youth Activity Progress**

No Youth Council representative was present.

Councillor Thomas stated that Llantwit Youth Council were still active and in the process of trying to recruit new members. He was unsure of the exact number of members however it was the intention to discuss progress with Youth Leaders in January 2022. Councillor Morgan suggested contacting the Cowbridge Comprehensive School and Ysgol Gymraeg Bro Morgannwg where a number of Llantwit Major children attend school as an additional option to attract new membership. Noted.

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

There were no Agenda Items to discuss.

**774. COUNCIL MEETINGS****Meetings for Month of November 2021**

Councillors had previously been circulated with Meetings for the Month of November 2021. Councillors were informed that until informed otherwise all meeting would still be held remotely by Zoom. Noted.

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

The Town Clerk informed Councillors that the Memorial Testing in Boverton Cemetery had now been completed. Letters will be sent to all registered owners week commencing 1<sup>st</sup> November 2021. This will state that a poster will put on the headstone confirming the plot is unsafe and requesting that they contact the Town Hall to discuss the matter further.

The Town Clerk asked Councillors to advise her if they are able to help on the Remembrance Day Service on the 14<sup>th</sup> November 2021.

The Deputy Town Clerk informed Councillors that she was awaiting a quotation for repairing the Town Hall Clock. The Llantonian Hall Heating system was broken, and we are still awaiting delivery of a new part. All organisations that hire the Hall had been advised that there was no heating at the present time.

The Deputy Town Clerk informed Councillors of queries from residents re Poppies on Lampposts around the town and the opening /closing of Llantonian Play Park.

**Action Tracker**

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

Councillor Mrs Hanks asked if there was any update on refurbishing the blue plaques situated around the town, The Town Clerk confirmed that this would be looked at when a new round of grant funding became available.

Councillor Wilkie asked if any response had been received from Woodland Trust re Ham Lane Woods site. The Town Clerk confirmed that no response had been received. Noted.

**To note Report of Llantwit Major Food Poverty Project Meeting**

Councillors had previously been circulated with a report on a Meeting of the Llantwit Major Food Poverty Project Meeting held on the 29th September 2021. Noted.

**To discuss pilot of Community and Town Councils Self Evaluation Toolkit – Expression of Interest**

Councillors had previously been circulated with the pilot of Community and Town Councils Self Evaluation Toolkit – Expression of Interest. Councillors were informed that the Toolkit would, in the future, be a requirement for Town Council to use. However, at this present time no further action required. Noted.

**776. FINANCE****Bank Reconciliation for period 1<sup>st</sup> July 2021 to 30<sup>th</sup> September 2021**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> July 2021 to 30<sup>th</sup> September 2021. Noted.

**Bank Reconciliation for period 1<sup>st</sup> September 2021 to 30<sup>th</sup> September 2021**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> September 2021 to 30<sup>th</sup> September 2021. Noted.

**Income for the period 24<sup>th</sup> September 2021 to 20<sup>th</sup> October 2021**

Councillors had previously been circulated with a copy of the Income for the period 24<sup>th</sup> September 2021 to 20<sup>th</sup> October 2021. Noted.

**Expenditure for the period 24<sup>th</sup> September 2021 to 20<sup>th</sup> October 2021**

Councillors had previously been circulated with a copy of the Expenditure for the period 24<sup>th</sup> September 2021 to 20<sup>th</sup> October 2021. Noted.

**To discuss Agenda Brief re lease of Town Council van**

Councillors had previously been circulated with an Agenda Brief re the lease of a Town Council Van. Councillors were informed that the price and availability of leasing a new Town Council Van (as passed at the Working Group Meeting on the 6<sup>th</sup> October 2021) had increased. Earliest delivery dates of leasing a new van is now July /August 2022. Councillors further discuss the lease agreement and alternative options including electric vans.

**RESOLVED:** That permission be granted to lease a new Ford Transit Connect 210 Trend Model L1 1.0 Manual Van on a 36 month contract (with no maintenance agreement) at a monthly cost of £219.53 plus vat. The existing Town Council Van lease agreement with ABC Leasing Company will be extended until the new vehicle is delivered, estimated date July/August 2022.

**777. 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.

**778. RECREATION AND OPEN SPACES****To discuss update from Llantwit Major Tennis Club floodlighting project**

Councillors had previously been circulated with an email dated 3<sup>rd</sup> October 2021 from Llantwit Major Tennis Club floodlighting project. Councillors were informed that the Tennis Club had set up a separate Sub Committee to oversee the project. The project will be run as a three-phase project, Phase 1 Installation of floodlighting system and electrical connection, Phase 2 external trenching and ducting work and Phase 3 automated payment and activation system. The Tennis Club requested permission for undertaking this work and alternative access points whilst the trenching and ducting work is being undertaken.

**RESOLVED:** That written permission be granted for the Tennis club to proceed with the work to install floodlights on the Tennis Club site.

Further

**RESOLVED:** That the Town Clerk is given permission to liaise directly with the Tennis Club and determine access to the site whilst the trenching / ducting work is undertaken.

**To discuss Agenda Brief re Allotment Plot 20**

Councillors had previously been circulated with an Agenda Brief re Allotment Plot 20. Councillors further discussed why this Allotment plot requires clearance. It was confirmed at the present time there were 25 people on the waiting list for an Allotment Plot.

**RESOLVED:** That permission be granted to contact Edenvale Garden Services to clear Allotment plot 20 to the value of £100. On clearance an invoice will be sent to the evicted tenant for clearance of Plot 20.

**779. CEMETERY**

The following Burial matters were noted.

- 1) Burial of cremated remains Brian Evans (re-open plot) Md4 on 24<sup>th</sup> September 2021
- 2) Burial of cremated remains Eric Gabb (re-open plot) MA10 on 1<sup>st</sup> October 2021
- 3) Burial of cremated remains Barbara Cheshire (re-open plot) La3 on 22<sup>nd</sup> October 2021
- 4) Burial of cremated remains Terina Catherine Thomas (new plot) Md5 on 25<sup>th</sup> October 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  
4.

**780. CENOTAPH****To discuss War Memorial Maintenance Contract**

Councillors had previously been circulated with letter dated 14<sup>th</sup> October 2021 from Mossfords re the Memorial Maintenance Renewal Agreement effective from March/April 2022. Councillors discussed the renewal and the costings for a 1 or 3 year term of contract.

**RESOLVED:** That the War Memorial Renewal Agreement with Mossfords be accepted for a 3 year duration, effective from March/April 2022, at a total cost of £2,275.00 inc. vat.

**781. VALE OF GLAMORGAN COUNCIL****To note informal Street Cleaning, Meeting on the 19<sup>th</sup> October 2021**

Councillors Mrs S Hanks declared an interest.

Councillors had previously been circulated with the minutes of the informal Street Cleaning Meeting held on the 19<sup>th</sup> October 2021. Councillor John expressed his continuing concern re the rubbish that accumulates along the Boveton Road over the weekend. Councillor John reiterated the importance of a street cleaner for Llantwit Major and intends to keep a diary of the litter within the town over a weekend period.

**RESOLVED:** That an email be sent to Mr Colin Smith (operations Manager – Neighbourhood Services) requesting the following:

1. A date be set for when Mr Smith and representatives of the Town Council can walk around the town to discuss the litter issues and positions of the litter bins.
2. Mr Smith to provide an update on discussion with Mr Hunt re litter on the Precinct
3. Mr Smith to provide the Weekly Cleaning Rota for Llantwit Major.

**To note successful Strong Communities Funding Letter to enhance Recreational Field and Cenotaph**

Councillors Mrs S Hanks declared an interest.

Councillors had previously been circulated with an email dated 19<sup>th</sup> October 2021 noting the successful Strong Communities Funding Letter to enhance the Recreation Field and Cenotaph. Councillors were informed that the successful bid (totalling £8063.78) incorporates 3 additional pieces of Adult Play Equipment on the Recreation Field, additional signage for the Recreational Field and 2 new memorial benches around the Cenotaph. Councillors discussed alternative locations for the existing benches located at present on the site.

**RESOLVED:** That permission be granted for the Town Council to match fund 25% of the project for the amount of £2015.95.

**782. COMMUNITY CONSTABLE****To receive Community Constable report**

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

He stated that he was unable to provide numbers of reported crimes in October 2021 due to technical issues. He would bring all official figures to next month's Full Town Council Meeting.

PC Williamson stated there had been cases of lamping in and around Llanmaes and Wick. Also, there had been incidents of shop lifting and additional patrols of the town had been implemented. Councillor Powell thanked PC Williamson for his attendance and PC Williamson vacated the Meeting.

**783. MISCELLANEOUS**

**To discuss an invitation to attend 'Climate Conservations' at CF61 on 13<sup>th</sup> November 2021**  
Councillors had previously been circulated with an email dated 14<sup>th</sup> October 2021 to attend 'Climate Conservations' at CF61 on 13<sup>th</sup> November 2021. Councillors discussed who should attend and bring findings back to next month's Full Town Council meeting.

**RESOLVED:** That Councillor Dr Ellis and Councillor John attend the 'Climate Conservations' at CF61 on the 13th November 2021.

SIGNED .....  
MAYOR

DATED .....