

Minutes of the Meeting of Llantwit Major Town Council held remotely on Thursday 25th November 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)

 Mr G Wilkie (z))

 Mr G Morgan (z)) SOUTH EAST WARD

 Mr G John (z)) WEST WARD

 Mrs G Hughes (z))

 Mrs S Hanks (z)) BOVERTON WARD

 Mr J Evans)

 Mr R Gant)

Mr Adley Curtis (z) - Llantwit Youth Council / Vale of Glamorgan Council

Note: (Z) - Remotely by Zoom

Apologies received from
Councillor Dr P Dickson – Prior Commitment
Councillor G Thomas - Illness
PC Jamie Williamson – Work Commitment

Declaration of Interest Forms were received from:

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr J Evans declared an interest under Recreations and Open Spaces, Item 2 To discuss letter from Llantwit Major Rugby Club re fencing/roping off pitches for games.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G John declared an interest under Vale of Glamorgan Council, Item 4 To discuss email re Town Councils response to Llanmaes Road Active Travel Plan and Item 5 To discuss Project Zero Climate Challenge Plan.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr E Williams declared an interest under Vale of Glamorgan Council, Item 4 To discuss email re Town Councils response to Llanmaes Road Active Travel Plan and Item 5 To discuss Project Zero Climate Challenge Plan.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs S Hanks declared an interest under Vale of Glamorgan Council, Item 4 To discuss email re Town Councils response to Llanmaes Road Active Travel Plan.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs J Norman declared an interest under Vale of Glamorgan Council, Item 4 To discuss email re Town Councils response to Llanmaes Road Active Travel Plan and Item 5 To discuss Project Zero Climate Challenge Plan.

Councillor Powell asked permission to bring forward Youth Council.

784. **ITEMS BROUGHT FORWARD**

YOUTH COUNCIL

Youth Activity Progress

Adley Curtis (Youth Council representative from the Vale of Glamorgan Council) updated Council Members on the work being undertaken to recruit new members to Llantwit Youth Council. He confirmed that due to covid restrictions he was having difficulty going into local schools however he had undertaken a workshop at Llantwit Major Comprehensive to integrate new members into the group. From the workshop he had 14 interested pupils and was hoping to host additional pop-up events over the next 3 to 4 weeks to further develop these relationships.

Mr Curtis said the Youth Council had been invited to appear on Bro Radio on the 27th October 2021. Unfortunately, he stated this didn't go ahead however they were hoping to rearrange for a few week's times with the possibility of a regular monthly radio slot.

Mr Curtis stated they were also starting to promote the Youth Club in the town and on the 24th October 2021 had held a pop up 'hot chocolate event' at the 3G pitch at Llantwit Major Comprehensive, with the aim to hold a Youth Club session in CF61 on the 8th December 2021 with the hope of restarting a regular weekly Youth Club in January 2022.

Councillor Mrs Norman queried that a Youth Club was already operational at CF61 two nights a week. Mr Curtis to clarify this query as is not part of Vale Services initiative.

Councillor Morgan recommended approaching the Welsh Medium and other Schools outside of the town for recruitment to Llantwit Youth Council (e.g., Barry and Cowbridge Schools) . He stated a high number of Llantwit Major children attend schools out of the town. Adley Curtis noted this point and stated he would look further into it.

Councillor Powell thanked Adley Curtis for his attendance and he vacated the Meeting.

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

There were no Agenda Items to discuss.

785. **MINUTES**

Full Town Council Meeting held 28th October 2021

The minutes of the Full Town Council Meeting held on the 28th October 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Full Town Council Meeting held on 28th October 2021 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Planning Committee Meeting held 22nd October 2021

The minutes of the Planning Committee Meeting held on the 22nd October 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Planning Committee Meeting held on 22nd 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 Study Steering Group Meeting held 2nd November 2021

The minutes of the Town Study Steering Group meeting held on 2nd November 2021, had previously been circulated to Council Members. Councillors noted that under 'To discuss Glamorgan Star Newspaper' it should state 'Outlets could also have copies to further promote the newspaper within the town' and not as previously recorded 'could have the paper to further promote the newspaper within the town'. Under item 'Ideas for planting trees along the boundary line of the Recreation Field' it should read 'will not be aesthetically pleasing' and not as previously recorded 'will not only be synthetically pleasing 'and also state 'it is also noted' and not 'is recorded as'.

RESOLVED: That subject to the above amendments the minutes of the Town Study Steering Group Meeting held on 2nd November 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 12th November 2021

The minutes of the Fairtrade Forum Meeting held on 12th November 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Fairtrade Forum Meeting held on 12th November 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising.

Five-Year Plan Meeting held 15th November 2021

The minutes of the Town Study Steering Group meeting held on 15th November 2021, had previously been circulated to Council Members. Councillors noted that Item Financial Year 2021/22 – update of Projects and budget the following should have been recorded in the minutes: *“Committee members noted that there was a possibility of a £10,000 grant from Fields in Trust towards the floodlighting on the tennis courts. An application needed to be submitted and no match funding was required.*

RECOMMENDED: *The application form be completed and submitted to Fields in Trust on behalf of the Town Council for the funding towards floodlighting on the tennis courts. The funds be held in the Town Council account and*

released to the tennis club on production of a paid invoice for either the full amount or above.”

RESOLVED: That subject to the above amendments the minutes of the Five-Year Plan Meeting held on 15th November 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising.

786. 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.

787. TOWN MAYOR

Town Mayor events attended 30th October 2021 to 30th November 2021

Councillors had previously been circulated with the Town Mayor events attended 30th October 2021 to 30th November 2021. Councillor Powell confirmed to Councillors he had also attended the Town Twinning Coffee Morning on the 20th November 2021. Councillor Powell confirmed he would be holding a Carol Service in his Barn on the 17th December 2021. Noted.

Deputy Town Mayor events attended 30th October 2021 to 30th November 2021

Councillors had previously been circulated with the Deputy Town Mayor events attended 30th October 2021 to 30th November 2021. Noted.

Questions to the Town Mayor

There were no questions to the Town Mayor.

788. COMMUNITY CONSTABLE

To receive Community Constable report

No Community Constable was available to provide a report for the month of October 2021.

789. COUNCIL MEETINGS

Meetings for Month of December 2021

Councillors had previously been circulated with Meetings for the Month of December 2021. Councillor Morgan and Councillor John sent their apologies for being unable to attend Decembers Full Town Council Meeting due to prior commitments. Noted.

790. PROCEDURAL MATTERS

Members Announcements

Report from Town Clerk

The Town Clerk reported that she had received positive feedback reference the Remembrance Day Parade. The Staff were already looking into additional ideas for next year Remembrance Day including the formation of the parade in the Rugby Club Car Park.

The Town Clerk confirmed that the projects (as part of Strong Communities Grand Funding) was progressing well. The Memorial Benches, Recreation Field Signs and Adult Gym Equipment had all been ordered.

The Town Clerk confirmed the Cylch Nursery had given three months' notice to terminate their tenancy agreement at the Old School.

It was also confirmed that a Clock Maker had looked at the Town Hall Clock and managed to temporarily get the clock working again. A quote is to be produced for an extensive clean of the clock mechanism, This, will be bought back to a future Full Town Council Meeting for further discussion.

The Town Clerk confirmed that the Administrative Assistant had tendered her resignation. A report will be forwarded to the next Working Group Meeting for further consideration.

The Town Clerk informed Councillors that a provisional date of Wednesday 22nd December 2021 had been set for the annual Carols with Councillors around the Cenotaph.

Councillor Dr Ellis wished it to be noted his thanks to staff for their work on the Remembrance Day Parade and stated the Town Hall was pictured on the BBC's Remembrance Service from the Albert Hall, London.

To note Report of the Electric Charge Point presentation

Councillors had previously been circulated with a report of the Electric Charge Point presentation. Noted.

Action Tracker

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

Councillor Gant asked if there was any progress re the proposed footpath along Mill Road. Councillor Powell stated it was hoped that a further report re this proposal will be forwarded from the Rights of Way Office before the Christmas Break. Councillors were informed that Mr Gwyn Teague was leaving his post as Rights of Way Officer for the Vale of Glamorgan Council in January 2022. Noted.

791. FINANCE

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

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

Income for the period 21st October 2021 to 18th November 2021

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

Expenditure for the period 21st October 2021 to 18th November 2021

Councillors had previously been circulated with a copy of the Expenditure for the period 21st October 2021 to 18th November 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 discussed the increase in the tender price and the current car market, as well as the difficulty in obtaining new vehicles and the dramatic increase in the value of secondhand vehicles.

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 revised monthly cost of £235.25 plus vat.

792. **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 Local Development Plan Draft Review Report and Delivery Agreement

Councillors had previously been circulated with an email dated 4th November 2021 and a copy of the Local Development Plan Draft Review Report and Delivery Agreement. Councillors noted the importance of the Town Council responding to this document reference the proposed future new developments. He noted the particular importance of commenting on the proposals for the old Eagleswell School site.

RESOLVED: That the Planning Committee review the Local Development Plan Draft Review Report and Delivery Agreement and bring comments back to the next Full Town Council Meeting for review.

793. **RECREATION AND OPEN SPACES****To discuss Llantwit Major Bowls Club Final Figures for the season ended 30th September 2021**

Councillors had previously been circulated with a document dated 31st October 2021 detailing Llantwit Major Bowls Club Final Figures for the season ended 30th September 2021. Noted.

To discuss letter from Llantwit Major Rugby Club re fencing/roping off pitches for games

Councillor J Evans declared an interest.

Councillors had previously been circulated with a letter from Llantwit Major Rugby Football club dated 12th November 2021, alongside documentation from the Welsh Rugby Union regarding the requirement to now fence/rope off pitches for games. Councillors raised concerns re the Health and Safety issue for residents that use the field at dusk/after dark if posts/ropes are set up.

It was noted that as stated by the WRU new guidelines, if pitches are not roped off it could result in Llantwit Major Rugby Club being unable to hold match games on the pitches.

RESOLVED: That permission be granted for Llantwit Major Rugby Club to fence and rope off pitches for games subject to adequate health and safety guidelines being adhered to (e.g., Painting the posts so they are more visible). The posts are to be removed following the conclusion of last competitive game and the ground reinstated at the expenses of Llantwit Major Rugby Football Club.

To discuss the rubbish placed in the bin in Sea View Park

Councillors had previously been circulated with an Agenda Brief detailing household rubbish being placed in the bin in Sea View Park. The Town Clerk requested permission from Councillor to look at doing a leaflet drop to residents near the bin stating it is an offence to dispose of

household rubbish in litter bins. The Town Clerk hoped this would deter residents from placing rubbish in the bins and prevent the need to undertake enforcement orders.

RESOLVED: That Councillor gave permission for a letter drop to be undertaken on the houses around Sea View Park stating it is an offence to place household rubbish in the litter bins. Request if any residents note incidents of such actions being taken report these immediately to the Town Hall Office.

794. **LLANTONIAN HALL****To discuss access for the disabled toilet in Llantonian Hall**

Councillors had previously been circulated with an email dated 1st November 2021 from a resident trying to access the disabled toilet on their mobility scooter in Llantonian Hall.

Councillors discussed various issues re this matter including the size of mobility scooters, access for mobility scooters inside/outside properties and the importance of adhering to the correct equality protocol. Councillors noted that it is not always possible to adapt a building to adhere to all disability access requirements however they felt this matter should be further investigated,

RESOLVED: That the Agenda Item be added to a future Five-Year Plan Meeting for a full assessment of disabled toilet access in Llantonian Hall.

795. **VALE OF GLAMORGAN COUNCIL****To note Community Flood Plan and Extreme Weather Guidance**

Councillors had previously been circulated with an email and documentation dated 26th October 2021 detailing the Community Flood Plan and Extreme Weather Guidance for the Vale of Glamorgan Council. Councillors noted the report but raised further concerns re the Vale Councils Plans for extreme snow and weather conditions. Councillor's queries with the closure of Court Road where emergency vehicles and equipment would be kept. Councillors stated if sited at the Alps, Wenvoe this would be a considerable distance from Llantwit Major in the event of severe weather conditions.

RESOLVED: That the Vale of Glamorgan Council be thanked for providing the Community Flood Plan and Extreme Weather Guidance but request also that we are forwarded a copy of the Vale Councils Guidance in extreme snow/ice weather conditions.

To discuss Play Capital Funding Application

Councillors had previously been circulated with an email dated 29th October 2021 and a Play Capital Funding Application Form for 2021-22. Councillors was asked to forward any ideas for Play opportunities for children and communities to the Town Clerk. Noted.

To discuss pilot employability project to support residents at working within rural areas of Vale of Glamorgan

Councillors had previously been circulated with an email dated 15th November 2021 discussing a pilot employability project to support residents at working within rural areas of Vale of Glamorgan. Noted.

To discuss email re Town Councils Response to Llanmaes Road Active Travel plan

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

Councillor Powell stated he had been informed that the Vale of Glamorgan Council Officer had queried our response to the Llanmaes Road Active Travel plan as it did not object or support the plan and they were seeking clarification.

Councillors stated that the Town Council had been constructive in their response stating they supported improvements to the pavements, however had reservations regarding the narrowing of the road with particular concern for HGV, large vehicles and emergency vehicles that use the road and the impact to the flow of traffic. It was also noted that the Officer had not contact the Town Council office regarding a wish for clarification.

RESOLVED: That no further response be sent.

To discuss Project Zero Climate Change Challenge Plans

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

Councillor Dr Ellis stated to Councillors what an important issue this was and although the Town Council are doing some things to help the climate issue he feels we could be doing more (e.g., reducing energy, fabrication of buildings and buying locally). He felt the Council should have an Action Plan and a 'Climate Champion'.

Vale Councillors responded by stating that the Vale Council are still formulating their Project Zero Plans but are working towards reducing carbon emissions to zero by 2030. Plans include enhancing the natural environment and introduction of electric charge points throughout the Vale. Tom Bowring at the Vale of Glamorgan Council was leading the Committee formed to look at Project Zero.

RESOLVED: Tom Bowring from the Vale of Glamorgan Council be asked to attend a Full Town Council Meeting in January/February 2022 to discuss Vale Councils plans for Project Zero Climate Change Challenge.

796. WELSH GOVERNMENT**To discuss Local Government and Housing Committee Consultation inquiry into second homes in Wales**

Councillors had previously circulated with document dated 5th November 2021 detailing the Local Government and Housing Committee Consultation inquiry into second homes in Wales. Noted.

To discuss delivery of Bereavement Care in Wales

Councillors had previously circulated with document discussing delivery of Bereavement Care in Wales. Noted.

To discuss Draft Corporate Joint Committee (General) (Wales) Regulations 2022

Councillors had previously circulated with document dated 12th November 2021 detailing the Draft Corporate Joint Committee (General) (Wales) Regulations 2022. Noted.

797. PUBLICATIONS RECEIVED**To note NHS Wales Newsletter.**

Councillors noted the NHS Wales Newsletter.

798. MISCELLANEOUS**To discuss complaint from local business re Llantwit Major Square/Cenotaph**

Councillors had previously been circulated with an email dated 16th November 2021 from a local business re Llantwit Major Square/Cenotaph. The Town Clerk reported to Councillors of the conversation with the local business which was regarding the placing of wreaths around the Cenotaph and their request to leave one area of the fencing free for cyclists to place their bikes. Councillors stated that the Cenotaph is for remembrance of those fallen and not a bike rack and noted the Town Hall car park had a bike rack that was fully functional and close to the business for this purpose.

RESOLVED: The Town Mayor writes to the local business stating the Town Councils full support for the Town Clerk and her response with regards leave a section of the railings free from wreaths. Inform the local business that parking around the

Cenotaph does not fall under Town Council remit and as he had already written to the Vale of Glamorgan Council they should respond to him direct.

Further

RESOLVED: An Agenda Item be included on the next Town Study Steering Group Meeting on the 8th February 2022 to discuss the concerns raised over littering, speed of traffic and parking in the area.

To discuss Our Police, Our Community, Annual Community Consultation

Councillors had previously been circulated with an email dated 17th November 2021 detailing Our Police, Our Community, Annual Community Consultation. Councillor John stated the importance of the Town Council responding to this consultation. He noted the excellent local police force we have in Llantwit Major however there is a need to increase this number of police on the streets within our town.

RESOLVED: That each Councillor respond individually to the Our Police, Our Community, Annual Community Consultation.

Further

RESOLVED: The Town Council formally send a letter to the Police and Crime Commissioner reference the Consultation and the Councils concerns that the number of Police in Llantwit Major needs to increase.

SIGNED
MAYOR

DATED