

Minutes of the Meeting of Llantwit Major Town Council held remotely on Thursday 16th December 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))
 Dr P Dickson (z))

 Mr G John) WEST WARD

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

 Mrs G Hughes (z)) BOVERTON WARD
 Mr R Gant (z))

PC Jamie Williamson (z)

Note: (Z) - Remotely by Zoom

Apologies received from:

Councillor G Morgan – Holiday

Councillor Mrs S Hanks– Prior Commitment

Councillor J Evans - Illness

There were no Declaration of Interest Forms received.

Councillor Powell asked permission to bring forward Community Constable report.

799. ITEMS BROUGHT FORWARD

To receive Community Constables Report

PC Jamie Williamson apologised for missing last month's meeting. He informed Councillors that so far for the month of December 2021 there had been 19 crimes. These figures included 5 assaults, 5 thefts, 4 criminal damage offences and various miscellaneous offences. For the month of November 2021 there was 34 crimes. These included 1 burglary, 7 thefts (including a stolen car) and 5 criminal damages. PC Williamson stated patrols were still being undertaken to deter shop lifting. He stated his disappointment of the theft of Christmas decoration from the towns centre displays.

To note letter sent to Police and Crime Commissioner from South Wales

Councillors had previously been circulated with a letter dated 1st December 2021 sent to the Police and Crime Commissioner from South Wales. Noted.

To discuss email from resident re vandalism in the town

Councillors had previously been circulated with an email dated 25th November 2021 from a concerned resident re vandalism in the town. Councillor Powell queried with PC Williamson if any of the vandalism had been caught on CCTV. PC Williamson stated there were ongoing problems with the precinct CCTV cameras. Councillor John stated he was in discussion with the Vale of Glamorgan Council re the operation of the CCTV cameras and would be continually following this matter up until the situation is resolved.

RESOLVED: That an email be sent to the resident stating that all Town Councillors share the concerns raised regarding the increase in vandalism in the town, they will continue to liaise with Llantwit Major Police to overcome these problems.

PC Williamson vacated the Meeting.

800. MINUTES**Full Town Council Meeting held 25th November 2021**

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

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

Matters Arising

There were no matters arising.

Working Group Meeting held 6th December 2021

The minutes of the Working Group Meeting held on 6th December 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Working Group Meeting held on 6th December 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 7th December 2021

The minutes of the Planning Committee Meeting held on the 7th December 2021, had previously been circulated to Council Members. Councillor Dr Dickson noted that on page 3 it should read 'do not wish to respond' and not as previously stated 'do not to respond'.

RESOLVED: That subject to the above amendments the minutes of the Planning Committee Meeting held on 7th December 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 7th December 2021

The minutes of the Five Year Plan Meeting held on 7th December 2021, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Five Year Plan Meeting held on 7th December 2021 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising.

801. 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.

802. TOWN MAYOR**Town Mayor events attended 1st December 2021 to 31st December 2021**

Councillors had previously been circulated with the Town Mayor events attended 1st December 2021 to 31st December 2021. Councillor Powell stated he enjoyed the Town Twinning Coffee Morning. He informed Councillors he was disappointed to have had to cancel the Mayors Carols in the Barn event planned for the 17th December 2021 but due to the rapid spreading of the Omicron Variant he felt it was only option to take. He hoped, subject to Welsh Government Guidelines, to plan an alternative event in Spring 2022.

Questions to the Town Mayor

There were no questions to the Town Mayor.

803. YOUTH COUNCIL**Youth Activity Progress**

No Youth Council representative was present.

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

There were no Agenda Items to discuss.

804. COUNCIL MEETINGS**Meetings for Month of January 2022**

Councillors had previously been circulated with Meetings for the Month of January 2022.

The Town Clerk informed Councillor she would undertake the future administration of the Footpath Forum Committee. Noted.

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

The Deputy Town Clerk reported that the new signage had been installed in the Recreation Field as part of the Stronger Communities Grant Funding project.

The Cenotaph fence damaged by a vehicle collision had been repaired and would be reinstalled on the site on the 17th December 2021.

Repairs to the 47 memorials (which failed Category 1 of the memorial testing undertaken at the of October 2021) was progressing well. Memsafe hoped to have all repairs completed by 22nd December 2021.

Members Reports

Councillor Thomas informed Councillors that he had attend a Pubwatch Meeting.

To note Report of the walk around the town reviewing litter/litter bins

Councillors had previously been circulated with a report of the walk around the town reviewing litter/litter bins. Councillors stated that a new bin had been erected on Dimlands Road. Councillor John reinstated his disappointment that Llantwit Major (unlike Cowbridge) still did not have a dedicated Street Cleaner and was in negotiation with the Vale of Glamorgan Council re this matter. Noted.

To note Report of presentation from OGI re full fibre broadband

Councillors had previously been circulated with a presentation from OGI re full fibre broadband. The Town Clerk informed Councillor's she was arranging to meet with representatives from OGI in January 2022 to discuss broadband / hybrid meetings in the Council Chamber. Noted.

To note Report on Meeting of Age Connect on 30/11/21

Councillors had previously been circulated with a report on Meeting of Age Connect on 30/11/21. Councillor Dr Ellis informed Councillors of his disappointment of the proposed location for the Age Connect Offices in the CF61 Building. He and Councillor Gant both felt that it did not provide adequate facilities /provision for the elderly of the town. It was noted the Jane Hutt MS had been approached to further look into these concerns in the New Year. Noted.

Action Tracker

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

Councillor Powell updated Councillors on the latest position re the proposed footpath along Mill Road, Councillor Powell stated that documentation produced by Mr G Teague, Rights of Way Officer, for Vale of Glamorgan Council, had been passed to the Data Protection Department for review. Noted.

806. PERSONNEL

To formerly accept the resignation letter of the Administrative Assistant

Councillors had previously been circulated with a letter dated 22nd November 2021 reference the resignation letter of the Administrative Assistant.

RESOLVED: That the resignation letter of the Administrative Assistant be formerly accepted.

To receive proposed Job Description and Person Specification for Community Engagement Administrator

Councillors had previously been circulated with the proposed Job Description and Person Specification for Community Engagement Administrator. Councillors discussed Job Description and requested that 'Welsh desirable' be added to the specification and the population of Llantwit Major be correctly updated. Councillors discussed timings for advertising/interviewing for the position and further discussed Councillors to sit on the Interview Panel.

490.

RESOLVED: That subject to the above amendments the Job Description and Person Specification be accepted. The position be formerly advertised early January 2022 and be published in both Welsh and English.

Further

RESOLVED: That the Interview Panel consist of the Town Mayor, Councillor D Foster, Councillor Mrs S Hanks and the Town Clerk. Interviews planned to be set for the end of February 2022.

Further

RESOLVED: That the Town Clerk be given authority, if required to employ temporary staff whilst the office is understaffed or due to illness.

807. **FINANCE**

Bank Reconciliation for period 1st November 2021 to 30th November 2021

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

Income for the period 19th November 2021 to 9th December 2021

Councillors had previously been circulated with a copy of the Income for the period 19th November 2021 to 9th December 2021. Noted.

Expenditure for the period 19th November 2021 to 9th December 2021

Councillors had previously been circulated with a copy of the Expenditure for the period 19th November 2021 to 9th December 2021. Noted.

RESOLVED: That a letter of thanks be written to Ms T Marley of the Christmas Lights Committee expressing the Town Councils thanks for all her hard work undertaken in organising the Christmas illuminations and lantern parade in the town for 2021.

To discuss renewal of SLCC Membership

Councillors had previously been circulated with a letter dated November 2021 detailing the annual renewal of the SLCC membership.

RESOLVED: That the SLCC membership for 2022 be renewed at a cost of £467.00.

808. **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 Planning Committee comments re Local Development Plan Draft Review Report and Delivery Agreement Consultation Letter

Councillors had previously been circulated with the Planning Committees comments re Local Development Plan Draft Review Report and Delivery Agreement Consultation Letter.

Councillor Dr Dickson updated Councillors of the Planning Committees proposed comments as follows:

491.

1. The former Eagleswell school site, Boverton. The Town Council wish that the LDP Housing Allocation for this site (72 proposed dwellings under Policy MG2) be redesignated as a health and social care facility for the town.
2. The Town Council have concerns that the present infrastructure of the town is potentially inadequate to deal with the current and planned potential growth. Particularly Education, Waste Management, Health Care, Damage to the Environment and Travel.

Councillors further raised ongoing concerns re the impact on Llantwit Major infrastructure with existing and future developments,

RESOLVED: That the Planning Committee comments re the Local Development Plan Draft Review and Delivery Agreement Consultation Letter be formally submitted to the Vale of Glamorgan Council Planning Policy Team.

To discuss email re concerns re Llantwit Majors current wastewater requirements and levels of untreated waste discharges into Afon Col Huw

Councillors had previously been circulated with an email dated 7th December 2021 re concerns re Llantwit Majors current wastewater requirements and levels of untreated waste discharges into the Afon Col Huw.

RESOLVED: That a letter be written to Welsh Water stating the Town Councils concerns re the adequacy of the current wastewater treatment facility with the existing and future housing developments planned within the town.

Further

RESOLVED: That a letter be written to National Rivers Trust raising the Town concerns re the frequency of the discharge of untreated sewage into the Afon Col Huw River.

809. RECREATION AND OPEN SPACES

To discuss Vale of Glamorgan Community and Town Councils future Biodiversity Projects

Councillors had previously been circulated with an email and document dated 2nd December 2021 detailing Vale of Glamorgan Community and Town Councils future Biodiversity Projects. Councillors discussed the importance of updating our Biodiversity projects on the Local Places for Nature – Nature networks project 2022 document. Councillors further discussed the importance of liaising with Colin Cheeseman (Biodiversity Officer for the Vale of Glamorgan Council) especially if the Town Council is successful in completing the transfer of Stradling Park.

RESOLVED: That the Local Places for Nature – Nature networks project 2022 document be updated with existing and future biodiversity project plans for Llantwit Major.

Further

RESOLVED: Colin Cheeseman be contacted following the presentation on Project Zero to discuss ways forward for the Town Council open spaces.

810. CEMETERY

The following Burial matters were noted.

- 1) Burial of cremated remains Gillian Edmunds (re-open plot) D111 on 2nd December 2021
- 2) Burial of cremated remains Alexander Sloan (re-open plot) Le1 on 16th December 2021

To discuss Agenda Brief re update on Memorial Testing

Councillors had previously been circulated with an Agenda Brief re update on Memorial Testing. Councillors expressed how pleased they were with how the project had been undertaken. Noted.

811. TOWN HALL**To discuss Agenda Brief re maintenance of Town Hall Clock**

Councillors had previously been circulated with an Agenda Brief re maintenance of Town Hall Clock. Councillors were updated on the current maintenance contract and the ongoing and persistent problems with the Clock and Chiming mechanism. Councillors were informed that an alternative company was approached, Les Kirk Clocks, to undertake a free site visit. He managed to successfully get the clock pendulum working again, however noted that the clock mechanism required a complete strip down and clean. Councillors further discussed future maintenance contracts for the Town Hall Clock.

RESOLVED: Les Kirk Clocks be appointed to undertake an annual maintenance of the Town Hall Clock.

Further

RESOLVED : Cumbrian Clock Company be appointed to quote for the stripping down and cleaning of the Town Hall Clock Mechanism. Subject to an acceptable quotation, Cumbrian Clock Company be requested to undertake the work.

812. OLD SCHOOL**To note email from Cylch Meithrin Fawr reference giving 3 months formal notice**

Councillors had previously been circulated with an email dated 25th November 2021 from Cylch Meithrin Fawr reference giving 3 months formal notice of the hire of rooms at the Old School. Noted.

813. VALE OF GLAMORGAN COUNCIL**To discuss Gypsy and Traveller Accommodation Assessment**

Councillors had previously been circulated with an email dated 29th November 2021 to discuss the Gypsy and Traveller Accommodation Assessment. Noted.

To discuss Draft Annual Delivery Consultation Plan 2022-23

Councillors had previously been circulated with an email dated 29th November 2021 detailing the Draft Annual Delivery Consultation Plan. Noted.

To discuss proposed date for Project Zero Meeting

Councillors had previously been circulated with an email dated 3rd December 2021 detailing proposed dates for meeting with Tom Bowring, Head of Policy and Business Transformation, Vale of Glamorgan Council, to discuss Project Zero.

RESOLVED: That Tom Bowring be invited to attend a remote Meeting of the Town Council to discuss Project Zero at 6:00pm on the 27th January 2022.

To discuss consultation of Budget 2022-23

Councillors had previously been circulated with an email dated 6th December 2021 detailing the Vale of Glamorgan Council Consultation Budget 2022-23. Noted.

To note resolution reference Councillors Safety and Support

Councillors had previously been circulated with an email dated 9th December 2021 detailing Thea resolution reference Councillors Safety and Support. Noted.

814. MISCELLANEOUS**To discuss Transport for Wales email reference funding for biodiversity and habitat creation projects**

Councillors had previously been circulated with an email dated 22nd November 2021 from Transport for Wales, reference funding for biodiversity and habitat creation projects. The Town Clerk informed Councillors that she had requested an extension to the closing date for funding for biodiversity and habitat creation projects. She confirmed she was still waiting a response to this request. Noted.

To discuss email request from Stage Door 1 re hiring Room B, Old School

Councillors had previously been circulated with an email dated 4th December 2021 from Stage Door 1 requesting hiring Room B of the Old School every Saturday morning from 8th January 2022.

Councillors discussed availability of rooms for hire on a Saturday morning. The Town Clerk confirmed that at present Room B was not available for public hire. Llantonian Hall was not booked out to regular hirers at weekend to allow for parties/ coffee mornings etc to be undertaken in the hall. The Town Hall also had several wedding receptions booked in 2022.

RESOLVED: That Stage Door 1 be written to stating that the Town Hall could be hired to them on a Saturday morning. However, it should be noted that any wedding reception booking planned, or any future bookings would take priority. Suggest they could also consider approaching the Rugby Club or the Guide Hut as venues.

SIGNED

MAYOR

DATED