

Minutes of the Meeting of Llantwit Major Town Council held remotely on Thursday 27<sup>th</sup> January 2022 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 (z)              ) WEST WARD

  Mr G Wilkie (z)             )

  Mr G Thomas (z)          ) SOUTH EAST WARD

  Mr G Morgan (z)          )

  Mr J Evans (z)             )

  Mrs G Hughes (z)          ) BOVERTON WARD

  Mr R Gant (z)              )

  Mrs S Hanks (z)          )

Adley Curtis (z) – Llantwit Youth Council (Vale of Glamorgan Council)  
Tia Allen (z)      - Llantwit Youth Council

Note: (Z)    - Remotely by Zoom

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

There were no Apologies received.

Declaration of Interest Forms were received from:

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G John declared an interest under Vale of Glamorgan Council, Item 1 To discuss draft investigation report Addition of a Footpath from the adopted highway at Boverton Mill Farm, Boverton, CF61 1UH to Public Footpath No.3 Llantwit Major (nearest property Woodland View, Summerhouse Bay, Mill Road, Boverton, CF61 1UH) Mill Road DMMO from Right of Way Officer.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs J Norman declared an interest under Vale of Glamorgan Council, Item 1 To discuss draft investigation report Addition of a Footpath from the adopted highway at Boverton Mill Farm, Boverton, CF61 1UH to Public Footpath No.3 Llantwit Major (nearest property Woodland View, Summerhouse Bay, Mill Road, Boverton, CF61 1UH) Mill Road DMMO from Right of Way Officer.

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 discuss draft investigation report Addition of a Footpath from the adopted highway at Boverton Mill Farm, Boverton, CF61 1UH to Public Footpath No.3 Llantwit Major (nearest property Woodland View,

Summerhouse Bay, Mill Road, Boverton, CF61 1UH) Mill Road DMMO from Right of Way Officer.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr E Williams declared an interest under Vale of Glamorgan Council, Item 1 To discuss draft investigation report Addition of a Footpath from the adopted highway at Boverton Mill Farm, Boverton, CF61 1UH to Public Footpath No.3 Llantwit Major (nearest property Woodland View, Summerhouse Bay, Mill Road, Boverton, CF61 1UH) Mill Road DMMO from Right of Way Officer. Also, under item Miscellaneous, Item 2, To discuss email to purchase a picture of Llantwit Major.

## 815. MINUTES

### Full Town Council Meeting held 16<sup>th</sup> December 2021

The minutes of the Full Town Council Meeting held on the 16<sup>th</sup> December 2021, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Full Town Council Meeting held on 16<sup>th</sup> December 2021 be adopted and accepted as a true record.

#### **Matters Arising**

There were no matters arising.

### Planning Committee Meeting held 4<sup>th</sup> January 2022

The minutes of the Planning Committee Meeting held on the 4<sup>th</sup> January 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on 4<sup>th</sup> January 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

#### **Matters Arising**

The were no matters arising.

### Finance Meeting held 13th January 2022

The minutes of the Finance held on 13th January 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Finance Meeting held on 13<sup>th</sup> January 2022 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 17th January 2022

The minutes of the Footpath Forum Meeting held on 17<sup>th</sup> January 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Footpath Forum Meeting held on 17<sup>th</sup> January 2022 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 18th January 2022**

The minutes of the Planning Committee Meeting held on the 18<sup>th</sup> January 2022, had previously been circulated to Council Members.

**RESOLVED:** That subject to the above amendments the minutes of the Planning Committee Meeting held on 18<sup>th</sup> January 2022 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 20th January 2022**

The minutes of the Fairtrade Forum Meeting held on 20<sup>th</sup> January 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Fairtrade Forum Meeting held on 20<sup>th</sup> January 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

The were no matters arising.

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

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

**817. TOWN MAYOR****Town Mayor events attended 17th December 2021 to 31<sup>st</sup> January 2022**

Councillors had previously been circulated with the Town Mayor events attended 17th December 2021 to 31<sup>st</sup> January 2022. Councillor Powell stated he had been unable to attend Mr Gwyn John Book launch due to prior family commitments. Councillor Powell stated he hoped, subject to Welsh Government Guidelines, to hold a charity event in April 2022. Noted.

**Questions to the Town Mayor**

There were no questions to the Town Mayor.

Councillor Powell asked permission to bring forward Youth Council

**818. YOUTH COUNCIL****Youth Activity Progress**

Adley Curtis informed Councillors that he was pleased to announce that the Youth Council had been given the go ahead to hold face to face Meetings. The first meeting is to be held on the 24<sup>th</sup> February 2022 in the CF61 building. He confirmed that the Period Poverty Packs would be distributed from the CF61 building and Tia Allen confirmed that Llantwit Major Comprehensive School were now successfully providing sanitary packs in the school.

Adley stated that they were undertaking a recruitment drive and had just signed up 3 new members, so the total of Youth Council members now stood at eight.

Tia Allen informed Councillors that the Youth Council had undertaken a workshop held by Vale of Glamorgan Council, reference Project Zero, concentrating on the topic of food and active travel. Councillor Thomas queried if the Youth Council had been approached re the Vale of Glamorgan Council Well Being Assessment Report. Adley confirm that they had not been contacted regarding this mater.

**RESOLVED:** That Councillor Thomas approach the relevant party to forward details of the Well Being Assessment Form to Llantwit Youth Council.

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

There were no Agenda Items to discuss.

## 819. **COUNCIL MEETINGS**

### **Meetings for Month of February 2022**

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

## 820. **PROCEDURAL MATTERS**

### **Members Announcements**

#### **Report from Town Clerk**

The Town Clerk reported that part of the hedge around the war memorial graves was to be replaced in the next few weeks.

She confirmed that additional furniture had been purchased and the front Office cleared out in preparation for when the new member of staff is appointed (Community Event Administrator). The closing date for applications is the 28<sup>th</sup> January 2022 and at present 17 Application packs had been sent out.

The Town Clerk advised Councillors that the Cylch Playgroup were giving up their lease at the Old School imminently. She was still waiting to hear a final end date from the Cylch Nursery Committee.

She confirmed a National Lottery Wales Grant had been submitted for an Electronic Notice Board for the town centre.

A Hearing Loop had been installed in Llantonian Hall and OGI were due to come out next week to further discuss Hybrid Meetings.

The Clerk updated Councillor re Scouts request to plant saplings in Seaview Park.

### **Members Reports**

Councillor John informed Councillors that the asset transfer of Stradling Park to the Town Council was being discussed at a Vale Cabinet Meeting on the 15<sup>th</sup> February 2022.

### **Action Tracker**

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

Councillor Dr Ellis queried how long items were left on the Action Tracker with reference to the Play Equipment at West Camp. The Town Clerk informed the Meeting that this item was still ongoing and items are only removed from the Action Tracker when completed or a request by Council to remove. Noted.

821. **PERSONNEL**

498.

**To sign the Local Government Pension Scheme Memorandum of Understanding regarding Compliance with Data Protection Law**

Councillors had previously been circulated with the Local Government Pension Scheme Memorandum of Understanding regarding Compliance with Data Protection Law dated 20<sup>th</sup> September 2022.

**RESOLVED:** That permission be granted to sign the Local Government Pension Scheme Memorandum of Understanding regarding Compliance with Data Protection Law.

822. **FINANCE**

**Bank Reconciliation for period 1<sup>st</sup> December 2021 to 31<sup>st</sup> December 2021**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> December 2021 to 31<sup>st</sup> December 2021. Noted.

**Bank Reconciliation for period 1<sup>st</sup> October 2021 to 31<sup>st</sup> December 2021**

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

**Income for the period 10<sup>th</sup> December 2021 to 19<sup>th</sup> January 2022**

Councillors had previously been circulated with a copy of the Income for the period 10<sup>th</sup> December 2021 to 19<sup>th</sup> January 2022. Noted.

**Expenditure for the period 10<sup>th</sup> December 2021 to 19<sup>th</sup> January 2022**

Councillors had previously been circulated with a copy of the Expenditure for the period 10<sup>th</sup> December 2021 to 19<sup>th</sup> January 2022. Noted.

**To ratify Precept amount and proposed budget sheets for 2022/2023 as recommended by the Finance & Policy Committee**

Councillors had previously been circulated with the Precept amount and proposed budget sheets for 2022/2023 as recommended by the Finance & Policy Committee.

**RESOLVED:** The Town Clerk to write a letter to the Vale of Glamorgan Council confirming the Precept request of £255,566 for financial year 2022/2023.

**To discuss Agenda Brief for Fairtrade signage in reference to budget and location**

Councillors had previously been circulated with an Agenda Brief for Fairtrade signage in reference to budget and location. Councillor Dr Ellis informed Councillors that due to increase in material prices the cost of the production of the Fairtrade signs had increased to £663.72 exc. vat. Councillor Dr Ellis stated the committee was hopeful of obtaining a Fairtrade foundation grant for £100.00 which meant that there would be a shortfall of £63.72 exc. vat as it had previously been agreed the Town Council would contribute £500.

**RESOLVED:** That the revised Fairtrade signage figure for four signs at £663.71 be accepted subject to obtaining the Fairtrade Foundation Grant of £100.00 towards this project.

823. **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.

**824. CEMETERY**

The following Burial matters were noted.

1. Burial of cremated remains Thomas Gingell (new plot) Md6 on 10th January 2022
2. Burial of cremated remains Ann Dorothy Austin (re-open plot) A32 on 18th January 2022

**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.

**825. RECREATION AND OPEN SPACES****To discuss informal Meeting with Llantwit Major Bowls Club**

Councillors had previously been circulated with a report of the informal Meeting with Llantwit Major Bowls Club. Noted.

**To discuss informal Meeting with Llantwit Major Tennis Club**

Councillors had previously been circulated with a report of the informal Meeting with Llantwit Major Tennis Club. Noted

**826. VALE OF GLAMORGAN COUNCIL****To discuss draft investigation report Addition of a Footpath from the adopted highway at Boverton Mill Farm, Boverton, CF61 1UH to Public Footpath No.3 Llantwit Major (nearest property Woodland View, Summerhouse Bay, Mill Road, Boverton, CF61 1UH) Mill Road DMMO from Right of Way Officer**

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

Councillors had previously been circulated with the draft investigation Report, dated 17<sup>th</sup> December 2021, detailing the Addition of a Footpath from the adopted highway at Boverton Mill Farm, Boverton, CF61 1UH to Public Footpath No.3 Llantwit Major (nearest property Woodland View, Summerhouse Bay, Mill Road, Boverton, CF61 1UH) Mill Road DMMO from Right of Way Officer.

Councillors noted that it had taken since 2008 to get to this stage of the Consultation process. Councillors discussed social media responses to the Application and understanding of the definitions of a footpath, unrestricted and restricted Highways.

It was noted that they have no authority /powers reference Highways, and this area falls under the Vale of Glamorgan Council remit.

Councillors stated that following correspondence with the Vale of Glamorgan Council it was understood that the Order of this Application could not be withdrawn.

Councillors further discussed, at length, vehicle access along Mill Road.

Councillor Evans and Councillor John vacated the meeting.

**RESOLVED:** That the Town Council accept the Draft Report reference the Addition of a Footpath from the adopted highway at Boverton Mill Farm, Boverton, CF61 1UH to Public Footpath No.3 Llantwit Major (nearest property Woodland View, Summerhouse Bay, Mill Road, Boverton, CF61 1UH) Mill Road DMMO from Right of Way Officer.

Further

**RESOLVED:** That a letter be written to the Vale of Glamorgan Council requesting clarification of vehicle access along Mill Road.

**To discuss Cabinet Report re Biodiversity – Forward Plan Part 2**

Councillors had previously circulated with a Cabinet Report dated August 2019 re Biodiversity – Forward Plan Part 2. Noted.

**To further discuss Project Zero Delivery to Climate Change Plan**

Councillors had received an informal presentation from the Mr Tom Bowring, Head of Policy & Business Transformation, Vale of Glamorgan Council re Project Zero Delivery to Climate Change Plan. Noted.

**To discuss Public Services Draft Wellbeing Assessment Consultation Workshop**

Councillors had previously circulated with the Public Services Draft Wellbeing Assessment Consultation Workshop dated 14<sup>th</sup> January 2022. Noted.

**To discuss National Allotment Development Team**

Councillors had previously circulated with an email, dated 13<sup>th</sup> January 2022, reference the National Allotment Development Team – Social Farms and Gardens. Noted.

**827. COMMUNITY CONSTABLE**

**To receive Community Constable report**

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

He stated that for the month of December there had been 35 reported crimes. He stated it had been a busy period with over 100 calls answered. These included domestic incidents, mental health issues, 2 shop lifting incidents, 3 criminal damages and anti-social behaviour. PC Williamson stated there is to be an increase in police presence at the Train Station, Allen Court, Nicholl Court and the Precinct to try to prevent further anti-social behaviour.

PC Williamson stated that staffing now in Llantwit Major comprised of 1 sergeant, 3 PC's and now a full complement of PCSO's. Therefore, there will be a greater presence of police walking around the town.

PC Williamson asked for an update on the coverage of the CCTV cameras in the town centre. Vale Councillors confirmed that the matter was on going with the Vale of Glamorgan Council and other interested parties.

PC Williams answered Councillor Mrs Hanks query reference E Scooters in Llantwit Major, PC Williamson confirmed that it was an offence to ride them on the Highways and although he had not seen any incidents in Llantwit Major, if reported they would look act accordingly.

PC Williamson also stated that there had been a decline in the number of lamping cases in the area.

Councillor Powell thanked PC Williamson for his attendance, and he vacated the Meeting.

**828. WELSH GOVERNMENT**

**To discuss Draft Statutory Guidance for Community and Town Councils**

Councillors had previously been circulated with the Draft Statutory Guidance for Community and Town Councils dated 17<sup>th</sup> December 2021. Councillors discussed various topics of the draft report including the requirements for a clean Audit, participation to speak at council meeting and the new regulations to provide a training plan for staff and Councillors by November 2022.

**RESOLVED:** That any further requirements with reference to the Statutory Guidance for Community and Town Councils, be discussed at Working Group Meetings.

**To note letter regarding laying of the eligible Community Councils (GPOC) (Qualifications of Clients) (Wales) Regulations 2021**

Councillors had previously circulated with a letter dated 13<sup>th</sup> December 2021 regarding the laying of the eligible Community Councils (GPOC) (Qualifications of Clients) (Wales) Regulations 2021. Noted.

**To note letter shaping Wales Future Programme**

Councillors had previously circulated with a letter dated 14<sup>th</sup> December 2021 regarding the letter shaping Wales Future Programme. Noted.

**To note email regarding Councillor remuneration and citizen engagement in Wales**

Councillors had previously circulated with an email dated 15<sup>th</sup> December 2021 regarding Councillor remuneration and citizen engagement in Wales. Noted.

**829. MISCELLANEOUS**

**To discuss the Bathing Water Review Wales 2022 Consultation on the identification of Col-Huw Beach (Llantwit Major) and Penarth Beach as designated bathing waters**

Councillors had previously circulated with the Bathing Water Review Wales 2022 Consultation, dated 4<sup>th</sup> January 2022, on the identification of Col-Huw Beach (Llantwit Major) and Penarth Beach as designated bathing waters.

**RESOLVED:** That the Town Council fill out and support the Bathing Water Review Wales 2022 Consultation on the identification of Col-Huw Beach (Llantwit Major) and Penarth Beach as designated bathing waters.

**Further**

**RESOLVED:** That the Bathing Water Review Wales 2022 Consultation, dated 4<sup>th</sup> January 2022, on the identification of Col-Huw Beach (Llantwit Major) and Penarth Beach as designated bathing waters be shared onto local social media sites.

**To discuss email to request to purchase a picture of Llantwit Major**

Councillor Williams declared an interest and vacated the Meeting.

Councillors had previously circulated with an email dated 4<sup>th</sup> January 2022 to request if the Town Council would consider purchasing a painting of Llantwit Major by a local Artist. Councillor Morgan stated that the picture encapsulated many aspects of the town and would Councillors consider purchasing a print for the Town Hall and/or Council Chamber.

**RESOLVED:** That the local Artist is contact to find out the price and size of the Picture of Llantwit Major. Findings be brought back to the next Working Group Meeting. Councillor Williams re-joined the Meeting.

**To discuss email requesting installation of new ATM in Llantwit Major**

Councillors had previously circulated with an email dated 4<sup>th</sup> January 2022 to request if the Town Council would write to the Head Office of the Principality Building Society to see if they would install a new ATM on their building. Councillors stated that with the demise of some of the banking institutions in the town, residents (particularly at weekends) struggled to find an ATM that was able to dispense cash.



**RESOLVED:** That a letter be written to the Head Office of the Principality Building Society requesting if they would consider installing an ATM at the Llantwit Major Branch. Copy of letter to be forward to the Bank Manager of Llantwit Major Principality Building Society.

**To discuss email received reference Mr Joe Blackman recently awarded the MBE for services to the Economy and Charity**

Councillors had previously circulated with an email dated 3<sup>rd</sup> January 2022 received reference Mr Joe Blackman, an ex-resident of Llantwit Major, recently awarded the MBE for services to the Economy and Charity.

**RESOLVED:** That a letter be written from the Town Mayor congratulating Mr Joe Blackman on his MBE award for services to the Economy and Charity.

**To discuss email re sale of Dove Cote Field**

Councillors had previously circulated with an email dated 19<sup>th</sup> January 2022 re the potential sale of Dove Cote Field. Councillors queried if the land would be suitable as a cemetery site, the affordability of the site, and maintenance as the Dove Cote and surrounding walls as it falls part of a Heritage Site. Councillors noted that approximately 3 to 4 acres of the land could potentially be considered for Town Council use. Councillors noted that at the present time the Dove Cote Field was not up for sale.

**RESOLVED:** That if the Dove Cote field does come up for sale, investigate the cost and suitability of the land for a cemetery.

**To discuss email from resident reference specific HGV vehicles speeding along the B4265**

Councillors had previously circulated with an email dated 19<sup>th</sup> January 2022 from a concerned resident reference specific HGV vehicle speeding along the B4265.

**RESOLVED:** That an email be written to concern resident stating that this falls out of Town Councils remit and recommend they contact the Highways Department in the Vale of Glamorgan Council and/or the Local Police on the non-emergency phone number 101.

830. **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).

**Finance**

**To discuss Agenda Brief re proposed pay scales financial 22/23**

Councillors had previously been circulated with an Agenda Brief re proposed pay scales financial 22/23.

**RESOLVED:** That the proposed pay scales be approved and effective from 1<sup>st</sup> April 2022.

SIGNED .....

DATED .....

MAYOR