

Minutes of the Hybrid Meeting of Llantwit Major Town Council held in the Council Chamber, Old School and remotely via zoom on Thursday 31<sup>st</sup> March 2022 at 7.05pm

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

  Councillors      Mr D Foster                  )

  Mr E Williams (z)          ) NORTH WARD

  Dr D Ellis                         )

  Mrs J Norman                     )

  Mr G John (z)                  ) WEST WARD

  Mr G Wilkie (z)                 )

  Mr G Thomas                    ) SOUTH EAST WARD

  Mr G Morgan                     )

  Mr J Evans (z)                 ) BOVERTON WARD

  Mrs S Hanks (z)                )

Note: (Z) - Remotely by Zoom

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

Apologies were received from:

Councillor Dr P Dickson - on holiday  
Councillor Mrs G Hughes – on holiday  
Councillor Mr G Gant – technical issues

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 Development, Item 2 To discuss email re Planning Application 2008/01155/FUL – Griffith House, Church Lane, Llantwit Major.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr E Williams declared an interest under Development, Item 2 To discuss email re Planning Application 2008/01155/FUL – Griffith House, Church Lane, Llantwit Major.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Thomas declared an interest under Recreation and Open Spaces, Item 3 To discuss Tenders to replace along one side of the Recreation Field,

845. **MINUTES****Full Town Council Meeting held 24<sup>th</sup> February 2022**

The minutes of the Full Town Council Meeting held on the 24<sup>th</sup> February 2022, had previously been circulated to Council Members. Councillor Dr Ellis stated that under Procedural Matters it should state 'Age Connects' and not as previously stated 'Age Connect'.

**RESOLVED:** That subject to the above amendments the minutes of the Full Town Council Meeting held on 24<sup>th</sup> February 2022 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Planning Meeting held 22nd February 2022**

The minutes of the Planning Meeting held on 22nd February 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Planning Meeting held on 22nd February 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

The were no matters arising.

**Planning Meeting held 3<sup>rd</sup> March 2022**

The minutes of the Planning Meeting held on 3<sup>rd</sup> March 2022, had previously been circulated to Council Members. It was noted that under Planning Application 2021/01515/FUL and 2021/01516/FUL it should read 'SOUTH EAST WARD' and not as previously stated 'WEST WARD'.

**RESOLVED:** That subject to the above amendments the minutes of the Planning Meeting held on 3rd March 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

Councillor Powell noted that the Planning Committee had made strong objections to Planning Applications 2021/01515/FUL and 2021/01516/FUL.

**Platinum Jubilee Committee Meeting held 15<sup>th</sup> March 2022**

The minutes of the Platinum Jubilee Committee Meeting held on 15<sup>th</sup> March 2022, had previously been circulated to Council Members. Councillors noted that under To further accept informal Meeting held on 7<sup>th</sup> March 2022 it should read 'Saturday 4th June 2022' and not a previously stated 'Saturday 3<sup>rd</sup> June 2022. Also, under same item it should read 'Neil Diamond Tribute Artist' and not as previously stated 'Neil Diamond impersonator'.

**RESOLVED:** That subject to the above amendments the minutes of the Platinum Jubilee Committee Meeting held on 15<sup>th</sup> March 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 16<sup>th</sup> March 2022**

The minutes of the Planning Committee Meeting held on the 16<sup>th</sup> March 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on 16<sup>th</sup> March 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

Councillor Powell noted that the Planning Committee had made strong objections to Planning Applications 2021/00528/FUL (AMENDED).

**846. PUBLIC QUESTION TIME**

**To receive any questions from members of the public in accordance with Standing Orders and Town Council Public Question Time Protocol**

No members of the public attended the Meeting.

**847. 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.

**848. TOWN MAYOR**

**Town Mayors events attended 1<sup>st</sup> March 2022 to 31<sup>st</sup> March 2022**

Councillors had previously been circulated with the Town Mayor events attended 1<sup>st</sup> March 2022 to 31<sup>st</sup> March 2022. Noted.

**Questions to the Town Mayor**

There were no questions to the Town Mayor.

**849. YOUTH COUNCIL**

**Youth Activity Progress**

No Youth Council representative was present.

**850. COUNCIL MEETINGS**

**Meetings for Month of April 2022**

Councillors had previously been circulated with Meetings for the Month of April 2022. Councillors were informed that that Town Study Steering Group was cancelled on the 19<sup>th</sup> April 2022 and the next meeting would be held in July 2022 once the new Council has been elected. Noted.

**851. PERSONNEL**

**To discuss Agenda Brief regarding staff working hours over Jubilee weekend celebrations**  
Councillors had previously been circulated with an Agenda Brief regarding staff working hours over the Jubilee weekend celebrations. Councillors further discussed this matter.

**RESOLVED:** That the staff that work the Bank Holiday and Platinum Jubilee Holiday long weekend (2<sup>nd</sup> to 5<sup>th</sup> June 2022) be given time of in lieu the following week and will be paid for the bank holiday days worked. It was noted that this may result in the Town Hall Office being closed for 1 to 2 days during the week commencing 6th June 2022.

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

The Town Clerk reported that three members of staff in total had had covid over the last month. She informed Councillors that the residents whose wall had fallen down during the storms in Seaview Park had appointed a contractor to repair the wall. It was hoped the work would be undertaken prior to the Queens Platinum Jubilee celebrations.

The Town Clerk confirmed that Louise Taylor, the newly appointed Community Administrator Assistant would commence employment with the Town Council on the 1<sup>st</sup> April 2022.

Councillor Thomas updated Councillors that he had attended a Pub Watch Meeting. Councillor Thomas stated that the Football Club House, on the Windmill Playing field was discussed regarding complaints from neighbouring residents. Noted.

**To note report from Councillor Dr P Dickson on Public Service Board/TCC Liaison Meeting on 8<sup>th</sup> March 2022**

Councillors had previously been circulated with a report from Councillor Dr P Dickson on Public Service Board/TCC Liaison Meeting on 8<sup>th</sup> March 2022. Noted.

**To note report from Councillor Dr D Ellis on Coastal Suicide Prevention Group meeting 15<sup>th</sup> March 2022**

Councillors had previously been circulated with a report from Councillor Dr D Ellis on Coastal Suicide Prevention Group meeting 15<sup>th</sup> March 2022. Councillor Dr Ellis stated it was a very well attend and informative meeting. Councillor Dr Ellis stated he was shocked to be informed there had been 98 suicides along the Heritage Coast. He proposed that when the new Councillors are elected in May 2022 that a training session is planned on Costal Suicide Prevention. Noted.

**To adopt revised Terms of Reference for Planning Committee**

Councillors had previously been circulated with the revised Terms of Reference for the Planning Committee.

**RESOLVED:** That the revised Terms of Reference for the Planning Committee be adopted.

Councillor G Wilkie vacated the Meeting.

**To discuss MAR vacancy on Wick & Marcross Church in Wales Primary Governing Body**  
Councillors had previously been circulated with an email dated 8<sup>th</sup> March 2022 reference the MAR vacancy on Wick & Marcross Church in Wales Primary Governing Body. Councillors discussed the vacancy position.

**RESOLVED:** That the MAR vacancy on Wick & Marcross Church in Wales Primary Governing Body be offered to one of the other minor authority representatives. If no other minor authority representative comes forward state that Councillor Mrs G Hughes may be interested in being put forward for this vacant position.

**To discuss request for consideration by the Community Liaison Committee**

Councillors had previously been circulated with a draft 'Request for Consideration of a Matter by the Committee by the Community Liaison Committee' for an Agenda Item to be put onto the next Agenda to discuss the number of TPO Planning Applications submitted within Llantwit Major and throughout the Vale.

**RESOLVED:** That a completed Community Liaison Committee Form detailing an Agenda Item to be put onto the next meeting to discuss the number of TPO Planning Application submitted within Llantwit Major and throughout the Vale, be sent to Democratic and Scrutiny Service for their attention.

**Action Tracker**

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

**RESOLVED:** That the following Actions be removed from the Action Tracker:

1. Clustering with local Councils
2. Mr R Thomas Car Parks and toilets
3. Installation of electric car charging points in town

**853. FINANCE**

**Bank Reconciliation for period 1<sup>st</sup> February 2022 to 28<sup>th</sup> February 2022**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> February 2022 to 28<sup>th</sup> February 2022. Noted.

**Income for the period 18<sup>th</sup> February 2022 to 25<sup>th</sup> March 2022**

Councillors had previously been circulated with a copy of the Income for the period 18<sup>th</sup> February 2022 to 25<sup>th</sup> March 2022. Noted.

**Expenditure for the period 18<sup>th</sup> February 2022 to 25<sup>th</sup> March 2022**

Councillors had previously been circulated with a copy of the Expenditure for the period 18<sup>th</sup> February 2022 to 25<sup>th</sup> March 2022. Noted.

**To discuss letter and comments from Auditor General for Wales, Audit Certificate and report for the year ended 31<sup>st</sup> March 2021**

Councillors had previously been circulated with a letter dated 2<sup>nd</sup> March 2021 and comments from Auditor General for Wales, Audit Certificate and report for the year ended 31<sup>st</sup> March 2021. Councillors asked for their thanks to be recorded to the Town Clerk for all her hard work in the completion of the Annual Return for year ending 31<sup>st</sup> March 2021. Noted.

**To note Draft Independent Remuneration Panel for Wales – Annual Report 2022/2023**

Councillors had previously been circulated with the Draft Independent Remuneration Panel for Wales – Annual Report 2022/2023. Councillors discussed payments to members of Community and Town Councils.

**RESOLVED:** With regards the mandatory Determination 44, Payment to member of a maximum amount of £150 – **Accepted**. Councillors noted that should a member not wish to receive payment a letter must be sent to the Town Clerk declining payment.

With regards mandatory Determination 45, Payment to member in recognition of specific responsibility not exceeding £500 – **Accepted**. Accepted Chair of Recreation & Buildings and the Chair of Finance & Policy. It was noted that this payment could be declined by either Chair subject to a letter being sent to the Town Clerk.

With regards Determination 46, Payment to member in respect of travel costs – **Accepted** subject to attending meeting/function outside of area as requested by Town Council.

With regards Determination 47, Payment to member in respect of overnight subsistence expenses costs – **Accepted** subject to the requirement for an overnight stay reimbursement of subsistence expenses as requested by Town Council.

With regards to Contributions towards costs of Care and Personal Assistance – to enable people who have personal support needs and or caring responsibilities to carry out their duties as a member of a Town Council (Panel Determinations in Section 10) - **Accepted**

With regards Determination 48, Town Councils can pay financial loss compensation to each member where such loss has occurred for attending approved duties - **Declined**

With regards Determination 49, Each Council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30 - **Declined**

With regards Determination 50, Town Councils can provide a payment to the mayor or chair of the council up to a maximum of £1500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed - **Declined**

With regards Determination 51, Town Councils can provide a payment to the mayor or chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed - **Declined**

**To discuss proposed end of year budget figures 2021/22, explanation and agenda brief regarding projects**

Councillors had previously been circulated with the proposed end of year budget figures 2021/22, explanation and agenda brief regarding projects. Councillor Foster updated Councillors on the end of year figures and discussed monies obtained from the sale of 'Llantwit Major Lockdown books' in the sum of £500.00. It was noted that this book was funded through the financial support

of a local business, and it had been agreed with them that any monies raised would be donated to a charity of the Town Councils choice.

**RESOLVED:** That the sum of £500.00 from the sale of Llantwit Major in Lockdown Books be donated to the 'Ukraine Ambulance Appeal'.

**Further**

**RESOLVED:** That £10,000 be ringfenced from 2021/22 to complete the new external lighting to the Town Hall which has been delayed but should take place in April. £3081.25 be ringfenced for works to the Chains of Office, purchase of Past Mayors Badges and match funding for new benches in front of the Cenotaph, these projects had been agreed during 2021/22 but have not been completed.

**Further**

**RESOLVED:** The remaining monies from the Council Chamber refurbishment budget £933.66 be used towards the cost of replacing the carpet. In addition, £4,600 be ringfenced from 2021/22 for the works to the Old School, including replacement of window to rear, planting of area outside Council Chamber for wedding ceremonies and additional money towards the replacement carpet.

**Further**

**RESOLVED:** In addition, £3,000 be carried over for the Jubilee Celebrations and added to the £1,000 already budgeted. This will allow for additional celebrations to be undertaken for the community of Llantwit Major.

**To discuss letter from One Voice Wales regarding membership for 2022/23**

Councillors had previously been circulated with a letter from One Voice Wales regarding membership for 2022/23 at an annual fee of £1618.00.

**RESOLVED:** That the Membership for One Voice Wales at an annual fee of £1618.00 not be taken out for the year 2022/23.

**854. 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. Councillors noted that despite the Town Council objections to Planning Application 2021/01805/FUL the Application was approved by the Vale of Glamorgan Council.

**To discuss email re Planning Application 2008/01155/FUL – Griffith House, Church Lane, Llantwit Major**

Councillor G John and Councillor E Williams declared an Interest.

Councillors had previously been circulated with an email dated 24th February 2022 re Planning Application 2008/01155/FUL – Griffith House, Church Lane, Llantwit Major. Councillors noted that none of the materials or caravan as requested by Vale Planning Department had been removed from the site.

**RESOLVED:** That further correspondence be sent to Vale Planning Department reference Planning Application 2008/01155/FUL stating that due to none of the materials or caravan being removed from the site within the request 28 days

would the Vale Planning Department proceed with the notice under Section 2015 of the TCPA 1990.

## 855. CEMETERY

The following Burial matters were noted.

1. Burial of cremated remains Lillian May Lyle (new plot) Md8 on 1<sup>st</sup> March 2022
2. Burial of cremated remains George Albert Lyle (new plot) Md8 on 1<sup>st</sup> March 2022
3. Burial of cremated remains Glyndwr Lawrence Pritchard (reopen plot) B125 on 11<sup>th</sup> March 2022
4. Burial of cremated remains Melvin David Morris Thomas (re-open plot) A107 on 14<sup>th</sup> March 2022
5. Burial of cremated remains Sheila Mary Jauncey (reopen plot) La7 on 31<sup>st</sup> March 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 and 2.

## 856. RECREATION AND OPEN SPACES

### **To discuss request from LM10K to install a bench on the Recreation Field**

Councillors had previously been circulated with an email dated 2<sup>nd</sup> March 2022 re a request from LM10K to install a bench on the Recreation Field in memory of David Synan.

**RESOLVED:** That permission be granted for the LM10K to install a bench in the Recreation Field, running alongside the hedge by Boverton Road. This will replace an existing Bench that needs repair. It was noted that LM10K would be responsible for cost, installation, and upkeep of the bench.

### **To discuss Open Spaces Hiring Form from Llantwit Major Events Group to hold a Summer Fair on the Recreation Field on the 25<sup>th</sup> June**

Councillors had previously been circulated with an Open Spaces Hiring Form from Llantwit Major Events Group to hold a Summer Fair on the 25<sup>th</sup> June 2022.

**RESOLVED:** That permission is granted for the Llantwit Major Events Group to hold a Summer Fair on the 25<sup>th</sup> June 2022 subject to suitable weather and ground conditions.

### **To discuss Tenders to replace fencing along one side of the Recreation Field**

Councillor G Thomas declared an interest.

Councillors had previously been circulated with Tenders to replace fencing along one side of the Recreation Field. Councillor discussed tenders and if the fence should be chain link or a V Mex fencing system.

**RESOLVED:** That the tender from Jackson Fencing for High V Mex fencing system, galvanised with green powder coat finish, be accepted at a cost of £10319.50 exc. vat.

### **To discuss email from Llantwit Major Horticultural Society re hedgerow clearance and ownership of a boundary wall on the Allotment site**

Councillors had previously been circulated with an email dated 23<sup>rd</sup> February 2022 from Llantwit Major Horticultural Society re hedgerow clearance and ownership of a boundary wall on the



521.

Allotment Site. Councillors noted that the deeds state that the ownership of this area of land belongs to the Horticultural Society. It was noted that the hedge clearance had been undertaken by the Town Council with the financial support from the Horticultural Society. The area of land had become so overgrown with brambles and was being used as a dumping ground. It was noted that although the wall was exposed by this work the damage to the wall had already been caused by the overgrown ivy and brambles.

**RESOLVED:** That a letter be written to the Horticultural Society enclosing a copy of the deeds stating that the area of land belongs to the Horticultural Society. The Town Council had given half of the monies towards clearing this area as it was so overgrown and used for dumping rubbish on. This was done as a good will gesture and to ensure the site was tidied up for our Allotment holders as well as to encourage tenants to maintain and keep their Allotment Plots tidy.

857. **OLD SCHOOL**

**To discuss Agenda Brief creating a small garden outside the entrance to the Council Chamber**

Councillors had previously been circulated with an Agenda Brief to create a small garden outside the entrance to the Council Chamber. Councillors discussed creating this area to provide a more aesthetically pleasing area for weddings ceremonies and visitors to the Council Chamber. It was

noted that under Finance Agenda Item 6, to discuss proposed end of year budget figures, this project is included within the monies ring fenced for financial year 2021/22 therefore will be taken from reserves for financial year 2022/23.

**RESOLVED:** That permission to create a small garden outside the entrance to the Council Chamber up to a total cost of £1700.

**To discuss Tenders to replace the carpet in the Council Chamber**

Councillors had previously been circulated with the tenders to replace the carpet in the Council Chamber. Councillors discussed the Tenders and it was noted that under Finance Agenda Item 6, to discuss proposed end of year budget figures, this project is included within the monies ring fenced for financial year 2021/22 therefore will be taken from reserves for financial year 2022/23.

**RESOLVED:** That permission be granted to accept the tender from MCC Carpets at a total cost of £1775.00 exc. vat

858. **VALE OF GLAMORGAN COUNCIL**

**To note email re remedial works to be undertaken on a wall within the Old School Car Park**

Councillors had previously been circulated with an email dated 4<sup>th</sup> March 2022 re remedial works to be undertaken on a wall within the Old School Car Park. Noted.

**To discuss request for feedback regarding Proforma for observations of Independent Member from Standards Committee – Council Meeting Template**

Councillors had previously been circulated with an email dated 9<sup>th</sup> March 2022 and Proforma for observations for Independent Member from Standards Committee – Council Meeting Template. Councillors further discussed the Council Meeting Template format.

**RESOLVED:** That a response be sent to the Standards Committee stating that with reference to the Council Meeting Template consideration re Zoom /Teams and Hybrid Meetings is included within the proposed Template.

**859. COMMUNITY CONSTABLE**

**To receive Community Constable report**

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

He stated that for the month of March 2022 there had been 35 reported crimes. These included 3 criminal damages, 3 shop lifting, 1 theft of car, 9 violent crimes, 1 drug seizure and 19 minor public order offences. PC Williamson stated there had been a decrease in anti-social calls which had been helped by an increased police presence in the town on Friday and Saturday evenings. Councillors further discussed drug issues in Windmill Playing Field, dog fouling and youths hanging around the church yard which has forced St Illtuds Church to lock the gates in the evening. PC Williamson stated he was liaising with Llantwit Major Football Club re ongoing complaints regarding the Football Club House.

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

**860. MISCELLANEOUS**

**To discuss email re the 40<sup>th</sup> Anniversary of the Falklands Conflict**

Councillors had previously circulated with an email dated 21st February 2022 regarding the 40<sup>th</sup> Anniversary of the Falklands Conflict. Councillors discussed undertaking a small ceremony outside the Cenotaph in Llantwit Major. Councillor Thomas stated he would attend the commemoration on Sunday 12<sup>th</sup> June at the Cenotaph, Gladstone Road, Barry if Llantwit Major did not undertake their own event.

**RESOLVED:** That the Town Council look at undertaking a small ceremony outside the Cenotaph, Llantwit Major on Sunday 12th June 2022 to commemorate the 40<sup>th</sup> Anniversary of the Falklands Conflict.

**To note letter from the Trustees and Members of Llanilltyd Fawr in Flower**

Councillors had previously been circulated with a letter dated 15<sup>th</sup> March 2022 from the Trustees and Members of Llanilltyd Fawr for the help and continued financial support given by the Town Council to their organisation. Noted.

**To discuss request for replacing wooden barrels under Welcome to Llantwit Major signs**

Councillors had previously circulated with an email dated 19<sup>th</sup> March 2022 requesting looking at replacing the wooden barrels under the Welcome to Llantwit Major signs. Councillors were informed that the wooden barrels were owned by Boverton WI.

**RESOLVED:** That costings be sought and bought back to a future Full Town Council Meeting for the purchase of 3 low maintenance barrel planters made from recyclable materials.

Further

**RESOLVED:** That contact is made with Boverton WI to confirm that they have no objections to the Town Council replacing the wooden barrels situated under the Welcome to Llantwit Major signs.

861. **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).

**Personnel**

**To retrospectively accept Pay Agreement / National Salary Awards (NJC) with effect 1<sup>st</sup> April 2021**

Councillors had previously been circulated with a letter dated 2<sup>nd</sup> March 2022 re the acceptance of the Pay Agreement / National Salary Awards (NJC) with effect 1<sup>ST</sup> April 2021.

**RESOLVED:** That permission is granted to retrospectively accept Pay Agreement / National Salary Awards (NJC) with effect 1<sup>st</sup> April 2021

SIGNED .....

DATED .....

MAYOR