



Councillor Thomas asked permission to bring forward items Community Constable and Youth Council.

## **ITEMS BROUGHT FORWARD**

### **12. COMMUNITY CONSTABLE**

#### **To receive Community Constables report**

PCSO Cummings stated that for the period 25<sup>th</sup> April 2022 to the 25<sup>th</sup> May 2022 there had been 22 reported crimes. These included 11 domestic related crimes, 3 damage crimes, 2 theft crimes, 3 Assaults, 1 attempted burglary, 1 shed burglary and 3 sexual offences. PCSO Cummings said there were still Anti-Social Behaviour issues in the following areas of the town:

Seys Court, Nicholl Court, Crawshay / Trevelyan Court, Bedford Rise, Vachell Court

PCSO Cummings also informed Councillors of two scams via social media. One through Instagram and a scam text claiming to be NHS and requesting you pay for a Covid Test.

She also stated that the Community Garden Project at Crawshay House was progressing well and a Summer Picnic was planned for the 15<sup>th</sup> July 2022 utilising the produce grown from the garden. She confirmed the Coastal Suicide Prevention Project was continuing in liaison with the Jacob Abraham Foundation and the Foundation would be in touch in the near future to arrange training for Councillors and Staff.

Councillor Thomas thanked PCSO Cummings for her attendance and PCSO Cummings vacated the Council Chamber.

### **13. YOUTH COUNCIL**

#### **Youth Activity Progress**

Adley Curtis introduced Councillors to two new members of the Youth Council, Alex Carter and Sky Higgins. Mr Curtis stated that at present they had 8 members, but they hoped to increase this to 12 with ongoing recruitment that was being undertaken with schools in the area. Ashley Curtis stated that for the forth coming year they would be looking into Project Zero and were hoping to have a meeting with the Vale of Glamorgan Council to discuss the way forward.

Mr Curtis also stated that they were continuing rolling out 'Period Dignity' and were going to be giving access to sanitary packs every Wednesday evening at the CF61 Building. Adley Curtis confirmed the Youth Council had 6 members taking part in the Jubilee Celebrations in Seaview Park on the 5<sup>th</sup> June 2022 and would be undertaking some sporting events and also use the event to promote the Youth Council and try to recruit further new members.

The Llantwit Youth Council vacated the Council Chamber.

Councillor Mrs Norman vacated the Meeting due to technical issues with the remote link.

### **14. MINUTES**

#### **Full Town Council Meeting held 28<sup>th</sup> April 2022**

The minutes of the Full Town Council Meeting held on the 28<sup>th</sup> April 2022, had previously been circulated to Council Members. It was stated that under Minutes (Fair Trade Forum Meeting held

7<sup>th</sup> April 2022) it should read 'Fair Trade Forum Meeting' and not as previously stated Footpath Forum Meeting'.

**RESOLVED:** That subject to the above amendments the minutes of the Full Town Council Meeting held on 28<sup>th</sup> April 2022 be adopted and accepted as a true record.

#### **Matters Arising**

There were no matters arising.

#### **Planning Committee Meeting held 27<sup>th</sup> April 2022**

The minutes of the Planning Committee Meeting held on 27<sup>th</sup> April 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on 27<sup>th</sup> April 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

#### **Matters Arising**

The were no matters arising.

#### **Platinum Jubilee Committee Meeting held 28th April 2022**

The minutes of the Platinum Jubilee Committee Meeting held on 28<sup>th</sup> April 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Platinum Jubilee Committee Meeting held on 28<sup>th</sup> April 2022 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 3<sup>rd</sup> May 2022**

The minutes of the Allotment Sub Committee Meeting held on 3<sup>rd</sup> May 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Allotment Sub Committee Meeting held on 3<sup>rd</sup> May 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

#### **Matters Arising**

The were no matters arising

### **15. 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.

**16. 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.

**17. TOWN MAYOR****Town Mayors events attended 1<sup>st</sup> May 2022 to 31st May 2022**

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

**Questions to the Town Mayor**

There were no questions to the Town Mayor.

**18. COUNCIL MEETINGS****Meetings for Month of June 2022**

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

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

The Town Clerk reported that the Queens Platinum Jubilee Celebration Plans were progressing well.

She informed Councillors that the Code of Conduct Training for Councillors was set for 3pm in the Council Chamber on the 30<sup>th</sup> May 2022 for any Councillors able to attend. The Town Clerk advised that representatives from Llanmaes Community Council may also attend this Training Course.

The Town Clerk confirmed that the installation of the new fencing on the Recreation Field, along Illtyd Avenue would commence on Thursday 9<sup>th</sup> June 2022.

She advised that the staff would be undertaking training on the Town Hall exterior lighting at 6pm on Tuesday 31<sup>st</sup> May 2022.

The Town Clerk confirmed that the Community Liaison Administrator had attended her first Youth Council Meeting and had met with representatives from Food Poverty to look at setting up a site in Llantwit Major.

The Town Clerk confirmed the staff had a Meeting with Tom Bowring from the Vale of Glamorgan Council Project Zero Team to look at how the Vale and Town Council can move forward with the project.

The Town Clerk informed Councillors that an Agenda Item would be placed on next month's Full Town Council Meeting to put forward a proposal to go paperless for future Full Town Council Meetings.

**To receive report on 'Friends of Glamorgan Heritage Coast' 15<sup>th</sup> May 2022**

Councillor Dr Dickson and Councillor Powell attended a Meeting of the Friends of the Heritage Coast. Councillor Dr Dickson stated that various Committee Members wished to stand down from their positions. Noted.

**Action Tracker**

Councillors had previously been circulated with an up to-date Action Tracker. Noted.  
Councillor Powell asked if any response had been received from Llantwit Major Football Club re an invitation to meet with the Council and offer future support. The Town Clerk confirmed at present no correspondence had been received. Councillor Mrs Hanks queried if the Action Tracker item re play area space off Partridge Road could be removed.

**RESOLVED:** That the Agenda Item re play area space off Partridge Road should be removed from the Action Tracker. The Town Clerk will continue to monitor progress in the background and bring and further findings back to a future Town Council Meeting.

**To adopt the Annual Report 2021/22**

Councillors had previously been circulated with the Annual Report for 2021/22.

**RESOLVED:** That the Annual Reports for 2021/22 be adopted.

**20. FINANCE****Bank Reconciliation for period 1<sup>st</sup> April 2022 to 30<sup>th</sup> April 2022**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> April 2022 to 30<sup>th</sup> April 2022. Noted.

**Income for the period 15<sup>th</sup> April 2022 to 19<sup>th</sup> May 2022**

Councillors had previously been circulated with a copy of the Income for the period 15<sup>th</sup> April 2022 to 19<sup>th</sup> May 2022. Noted.

**Expenditure for the period 15<sup>th</sup> April 2022 to 19<sup>th</sup> May 2022**

Councillors had previously been circulated with a copy of the Expenditure for the period 15<sup>th</sup> April 2022 to 19<sup>th</sup> May 2022. Noted.

**Permission to close Sports Development Bank Account following payment of final account to Kingfisher Developments (Wales) Ltd**

Councillors discussed the closing of the Sports Development Bank Account following payment of final account to Kingfisher Developments (Wales) Ltd.

**RESOLVED:** That permission is given to close the Sports Development Bank Account following payment of final account to Kingfisher Developments (Wales) Ltd.

**To discuss invoice for corporate membership to the institute of Cemetery and Crematorium Management Statement**

Councillors had previously been circulated with an invoice dated 1<sup>st</sup> April 2022 for corporate membership to the institute of Cemetery and Crematorium.

**RESOLVED:** That permission is granted to renew the corporate membership to the institute of Cemetery and Crematorium at an annual cost of £95.00 exc. vat.

**To discuss Statement of Accounts, Annual Return, Internal Auditors and additional information Report 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

Councillors had previously been circulated with the Statement of Accounts, Annual Return, Internal Auditors and additional information Report 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.

Councillors discussed the Internal Audit Report. Councillor Foster raised concerns that some of the recommendations, which are not substantiated, are available for viewing by the public.

**RESOLVED:** That all the paperwork relating the Accounting Statements, Annual Return and Internal Auditor report be signed and forwarded to the External Auditor

## 21. 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 further discuss emails reference Griffith House, Church Lane, Llantwit Major**

Councillors had previously been circulated with emails dated 26<sup>th</sup> and 28<sup>th</sup> April 2022 reference continuing correspondence about Griffith House, Church Lane, Llantwit Major. Councillors further raised their disappointment at this ongoing issue reference the caravan, still on site, at the above property.

**RESOLVED:** That the Town Clerk and Deputy Town Clerk have permission to continue to request updates reference the caravan situated at Griffith House, Church Lane, Llantwit Major.

### **To note replacement LDP Draft Review Report and Draft Delivery Agreement Update**

Councillors had previously been circulated with a document dated 13<sup>th</sup> May 2022 reference the replacement LDP Draft Review Report and Draft Delivery Agreement Update. Noted.

## 22. CEMETERY

The following Burial matters were noted.

1. Burial of cremated remains Patricia Anderson (reopen plot) E17 on 27<sup>th</sup> April 2022
2. Burial of Michael Anthony Davies (new plot) K6 on 3<sup>rd</sup> May 2022
3. Burial of cremated remains David Fredrick Benjamin Hancock (new plot) Md10 on 16<sup>th</sup> May 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 matter 2 and 3.

### **To discuss letter received from residents requesting heightening of tap to acceptable level**

Councillors had previously been circulated with a letter dated 18<sup>th</sup> May 2022 from residents requesting heightening of the tap to an acceptable level. Councillors further discussed the resident's concerns.

**RESOLVED:** That a small hose be attached to the tap to make it easier for residents to fill containers. A watering can also be purchased and left by the tap for use. A letter be written to the resident informing them of the decision taken.

23. **RECREATION AND OPEN SPACES**

**To discuss Annual Play Area Inspections**

Councillors had previously been circulated with an email dated 12<sup>th</sup> May 2022 detailing the cost of the Annual Independent Play Area Inspection.

**RESOLVED** : That permission is granted to undertake the Annual Independent Play Area Inspection in June /July 2022 at a cost of £72.50.

**To discuss letter re large pole (CCTV Camera) being installed in Lorna Hughes Park**

Councillors had previously been circulated with a letter dated 27<sup>th</sup> April 2022 from Deborah Gibbs (Vale of Glamorgan Council) reference the large pole (CCTV Camera ) installed in Lorna Hughes Park. Councillors noted that they had no objection to a CCTV Camera being placed in the park but thought it would have been courtesy that permission had been sought first. Councillors queried ownership and maintenance of the pole/camera once installed.

**RESOLVED**: That a letter be written to the Community Safety and Partnership Manager of the Vale of Glamorgan Council stating that permission is granted for the installation of a pole and CCTV camera in Lorna Hughes Park. Request clarification from the Vale of Glamorgan Council on the following points:

1. Who is responsible for ownership and maintenance of the pole/CCTV camera?
2. Who is responsible for insuring the pole and camera?
3. Where will the pictures taken be viewed from?
4. Do signs need to be installed in the park re CCTV camera in operation and do our regular Hirers (that use the park) need to be informed directly of the CCTV camera?

**To discuss email re Local Places for Nature – 2022 Applications**

Councillors had previously been circulated with an email dated 4<sup>th</sup> May 2022 re Local Places for Nature – 2022 Applications. Councillor Mrs Hanks stated that Stradling Park would have been an excellent project to apply for the 2022 Application. Councillors reiterated their frustration that that due to ongoing legalities the transfer of this area to the Town Council from the Vale of Glamorgan Council was still ongoing. Councillors further discusses the categories of the 2022 Application.

**RESOLVED**: That permission be granted to apply for a Local Places for Nature 2022 Development Package incorporating the wildlife garden theme.

24. **OLD SCHOOL**

**To discuss email re official lighting up of Town Hall**

Councillors had previously been circulated with an email dated 18<sup>th</sup> May 2022 re an official lighting up ceremony of the Town Hall. Councillor Powell stated that as the Ukrainian colours of blue and yellow were to illuminate the front of the Town Hall he wished to propose inviting some of the Ukrainian families (now settling in our town) to an official lighting up ceremony.

**RESOLVED**: That the Town Council look at setting a date for an official lighting up Ceremony.

25. **TOWN HALL**

**To discuss agenda brief re use of Council Chamber for English Lessons, Ukraine families**  
Councillors had previously been circulated with an Agenda Brief re use of the Council Chamber for English Lessons for Ukraine families. Councillors were informed that there were numerous weddings booked in the Council Chamber over the new few months and most Hybrid Council Meetings were undertaken from the Chamber. Councillors discussed alternative venues for the English Lessons.

**RESOLVED:** That an email be sent proposing the following alternative locations for hosting English Classes for Ukraine families:

Illtud House, Ysgol Ddraig, Atlantic College, CF61 Building

26. **VALE OF GLAMORGAN COUNCIL**

**To note decision re Consultation Report – Llanmaes Road September 2021**

Councillor Mrs Hanks declared an interest.

Councillors had previously been circulated with the decision note re the Consultation Report - Llanmaes Road September 2021. Noted.

27. **WELSH GOVERNMENT**

**To note Climate Change Newsletter May 2022**

Councillors had previously been circulated with the Climate Change Newsletter May 2022. Noted.

28. **MISCELLANEOUS**

**To discuss email re presentation on Woodland Creation**

Councillors had previously been circulated with an email dated 19<sup>th</sup> April 2022 re a presentation on Woodland Creation.

**RESOLVED:** That an email be sent to Pryor & Ricket Silviculture thanking them for the invitation but must decline due to the Town Council having no new areas where trees can be planted.

**To note letter of thanks from Mrs Heather March MBE**

Councillors had previously been circulated with a letter dated 1<sup>st</sup> May 2022 from Mrs Heather March MBE thanking the Town Council for her Award. Noted.

**To discuss email re torn raincoat from sitting on new memorial bench outside Cenotaph**

Councillors had previously been circulated with an email dated 16<sup>th</sup> May 2022 from a resident re a torn raincoat from sitting on the new memorial bench outside the Cenotaph. The Town Clerk confirmed that the staff had inspected the bench and could find no sharp edges and confirmed that the ownership of the bench fell under the Vale of Glamorgan Council remit.

**RESOLVED:** That an email be sent to the resident of the torn raincoat informing them that with her permission the complaint would be forwarded to the Vale of Glamorgan Councils' relevant department for their further consideration.



**To discuss undertaking an Audit Wales Survey of Welsh Town /Community Councils**

Councillors had previously been circulated with an email dated 3<sup>rd</sup> May 2022 regarding undertaking an Audit Wales Survey of Welsh Town /Community Councils

**RESOLVED:** That the Town Clerk be given permission to complete the Audit Wales Survey of Welsh Town /Community Councils

**To note letter of thanks from Boverton WI**

Councillors had previously been circulated with a letter of thanks from Boverton WI. Councillors discussed how saddened they were to here of the closure of Boverton WI and noted their thanks for all their support at Civic and Remembrance Services.

**RESOLVED:** That a letter of thanks be sent to Boverton WI stating the Town Council were saddened to here of the closure of Boverton WI but wished to thank them for all their support and attendance at Civic and Remembrance Services.

**To note email from Town Twinning Association regarding visit to Le Pouliguen**

Councillor Foster, Councillor Deakin and Councillor Lewis declared an interest. Councillors had previously been circulated with an email dated 20<sup>th</sup> May 2022 from from Town Twinning Association regarding a visit to Le Pouliguen. Noted.

**To discuss email for training from Jacob Abraham Foundation**

Councillors had previously been circulated with an email dated 20<sup>th</sup> May 2022 from Jacob Abraham Foundation. Councillors and staff both agreed they wished to take part in SBI training and would be interested in undertaking the 90 minutes course in July 2022.

**RESOLVED:** That an email be written to the Jacob Abraham Foundation stating the Town Council and Staff would be interested in arranging the 90-minute training course in July 2022.

**PART II**

**THE PUBLIC AND PRESS MAY BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ACCORDANCE WITH PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 (2)**

**29. MISCELLANEOUS**

**To discuss email request to meet with Town Councillors**

Councillors had previously been circulated with an email dated 19th May 2022 requesting to meet with Town Councillors.

**RESOLVED:** That an email be sent proposing a date of Tuesday 21<sup>st</sup> June 2022 for a meeting with the Town Council.

DRAFT

SIGNED .....

DATED .....

MAYOR