

in the area. PC Williamson stated it was an ongoing issue and would be liaising further with the Vale of Glamorgan Council Enforcement Officer to ascertain a way forward with dealing with this matter.

PC Williamson confirmed that a CCTV camera had been installed in Nicholl Court, which was proving successful in deterring anti-social behaviour. He also stated there were frequent calls re the smoking of cannabis in the Bedford Rise and Eagleswell Road areas of the town.

Councillor Thomas thanked PC Williamson for his attendance and PC Williamson vacated the Council Chamber.

To note email from PCSO Cummings re Crawshay House Community Garden Project

Councillors had previously been circulated with an email dated 17th June 2022 from PCSO Cummings re Crawshay House Community Garden Project. Councillor Thomas informed Councillors he was officially opening the Garden on the 15th July 2022 and would thank PCSO Cummings, Ysgol y Draig School and Vale Plus, on behalf of the Town Council, for all their hard work, in undertaking this project, for the community. Noted.

31. YOUTH COUNCIL

Youth Activity Progress

Adley Curtis stated that he had met with Tom Bowring and Helen Moses from the Vale of Glamorgan Council Project Zero team to look at potential ideas for the Youth Council to undertake within Llantwit Major. It was suggested that they look at food waste, in particular, linking to the cost of living and the effect that this has on the young people of the area. Adley Curtis stated further investigation and liaison with local organisations would be required to determine how the Youth Council could assist with food waste/foodbanks /distribution of surplus food in the town. Adley confirmed the Youth Council would be meeting with Tom Bowring and Helen Moses at their next meeting for a more in-depth discussion on food waste and the Youth Councils role and a way forward with this proposed project.

Adley Curtis confirmed that 3 new members would be attending the next Youth Council Meeting. He confirmed that the Youth Club held at CF61 on a Wednesday night regularly had around 12 members attending and numbers were continuing to grow.

Youth Councillor Elanor Fyfe would be undertaking a reading at the Mayors Civic Service on Sunday 10th July 2022.

Adley Curtis vacated the Council Chamber.

32. MINUTES

Annual Meeting held 19th May 2022

The minutes of the Annual Meeting held on the 19th May 2022, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Annual Meeting held on 19th May 2022 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Full Town Council Meeting held 26th May 2022

The minutes of the Full Town Council Meeting held on the 26th April 2022, had previously been circulated to Council Members. Councillor Dr Ellis stated that he was incorrectly listed as present at the meeting. He noted he had sent his apologies (due to being on holiday) and could this be updated accordingly within the minutes.

RESOLVED: That subject to the above amendments the minutes of the Full Town Council Meeting held on 26th June 2022 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Allotment Sub Committee Meeting held 1st June 2022

The minutes of the Allotment Sub Committee Meeting held on 1st June 2022, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Allotment Sub Committee Meeting held on 1st June 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising

Fair Trade Forum Meeting held 9th June 2022

The minutes of the Fair-Trade Forum Meeting held on 9th June 2022, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Fair-Trade Forum Meeting held on 9th June 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 20th June 2022

The minutes of the Planning Committee Meeting held on 20th June 2022, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Planning Committee Meeting held on 20th June 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

The were no matters arising.

33. 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.

34. 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.

35. TOWN MAYOR**Town Mayors events attended 1st June 2022 to 30th June 2022**

Councillors had previously been circulated with the Town Mayor events attended 1st June 2022 to 30th June 2022. Noted.

Questions to the Town Mayor

There were no questions to the Town Mayor.

To discuss email from Glamorgan Star re 1st Anniversary edition

Councillors had previously been circulated with an email dated 16th June 2022 from Glamorgan Star 1st Anniversary edition.

RESOLVED: That the Town Council would not be placing an advert in the Glamorgan Stars 1st Anniversary edition.

36. COUNCIL MEETINGS**Meetings for Month of July 2022**

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

Councillors were informed the correct date for the Town Study Steering Group Meeting was Tuesday 12th July 2022. The Town Clerk stated she had had requested from Wick Community Council and Llanmaes Community Council asking if Councillors could attend the Suicide Awareness Training Session planned for the 27th July 2022.

RESOLVED: That permission be granted for Councillors from Wick and Llanmaes Community Council to attend the Suicide Awareness Training Session on the 27th July 2022 at the Old School.

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

The Town Clerk reminded Councillors that by the end of July 2022 she required all Councillors Bank Details referenced the Independent Remuneration Panel payment for duties 2022/23.

To receive report on Llantwit Major Food Access Project Update 13th June 2022

Councillors had previously been circulated with a report dated 13th June 2022 on Llantwit Major Food Access Project Update. Councillor Dr Ellis updated Councillors of the successful Lottery Fund they had been granted totalling £98,702 to spend on Llantwit Food Access Project over next 5 years. Councillors noted that the Town Councils Community Engagement Administrator could assist the project group but could not undertake a role as a lead partner within the group.

To discuss clarification of the Fair-Trade Forum Terms of Reference

Councillors had previously been circulated with a copy of the Fair-Trade Forum Terms of Reference. Councillor Dr Ellis requested clarification on the procedures regarding outside representation on Committees and undertaking recommendations actioned by Committees.

RESOLVED: That the Town Clerk attend the next meeting of the Fair-Trade Forum Committee to explain the procedures/protocol that the Town Council must adhere to reference Council Committee Meetings.

To discuss email invitation to Climate Conversations Meeting on 16th July 2022

Councillors had previously been circulated with an email dated 13th June 2022 reference an invitation to attend a Climate Conversation Meeting on 16th July 2022.

RESOLVED: That Councillor G John will attend the Climate Conversation Meeting on the 16th July 2022.

To discuss invitation by Vale Public Services Board to attend 3 Horizons Workshop on 14th July 2022 at Barry Memo Arts Centre

Councillors had previously been circulated with an email dated 14th June 2022 with an invitation by Vale Public Services Board to attend 3 Horizons Workshop on 14th July 2022 at Barry Memo Arts Centre. Noted.

To discuss email for invitation to attend a meeting re an update on Bro Tathan current and future development plans

Councillors had previously been circulated with an email dated 9th June 2022 from St Athan Community Council inviting a Town Councillor to a Meeting they had arranged re an update on Bro Tathan current and future development plans.

RESOLVED: That Councillor Powell attend the meeting re an update on Bro Tathan current and future development plans, on behalf of Llantwit Major Town Council.

To discuss email re request re meeting with Llanmaes Community Council re proposed Green Wedge Application

Councillors had previously been circulated with an email dated 17th June 2022 reference a request regarding a meeting with Llanmaes Community Council re proposed Green Wedge Application. Councillors discussed the definition of a Green Wedge and stated that Planning Committee do not have the expertise to offer advice regarding this proposal.

RESOLVED: That at the present time, no action be taken, as the Application does not fall within the Llantwit Major Town Council Ward.

To discuss Agenda Brief re ‘paperless’ Town Council Meetings

Councillors had previously been circulated with an Agenda Brief regarding moving towards paperless Town Council Meetings. Councillor Powell informed Councillors the reems of paper

used each month for Council Meetings were extortionate. He noted not only the cost of paper/photocopying but the effect to the environment, especially with the Town Councils commitment to Project Zero. Councillors further discussed the importance of moving forward with this initiative including options for acquiring laptops/tablets to assist with paperless meetings or Paper Agendas Sheets with access to the existing Share Point for Referral Sheets. Councillors noted Councillors thoughts on still preferring paper copies.

RESOLVED: That Councillors be encouraged to work towards using the Share Point to access Agendas / Referral Sheets for future Council Meetings.

Further

RESOLVED: That an Agenda Item be placed on the next working Group Meeting to look at the way forward for paperless meetings (e.g., Laptops / Tablets etc).

Action Tracker

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

38. FINANCE

Bank Reconciliation for period 1st May 2022 to 31st May 2022

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st May 2022 to 31st May 2022. Noted.

Income for the period 20th May 2022 to 23rd June 2022

Councillors had previously been circulated with a copy of the Income for the period 20th May 2022 to 23rd June 2022. Noted.

Expenditure for the period 20th May 2022 to 23rd June 2022

Councillors had previously been circulated with a copy of the Expenditure for the period 20th May 2022 to 23rd June 2022. Noted.

To receive permission to apply for a National Lottery Grants for Heritage for refurbishment of the 13 Blue Plaques around the town

Councillors had previously been circulated with a request for a National Lottery Grant for Heritage for refurbishment of the 13 Blue Plaques around the town.

RESOLVED: That permission be granted to apply for a National Lottery Grant for Heritage for refurbishment of the 13 Blue Plaques around the town.

To discuss payment of invoice from Rob James

Councillor Thomas declared an interest.

Councillors had previously been circulated with an invoice dated 5th June 2022 from Rob James. Councillors further discussed payment of Invoice. Councillor John noted that in future written and not just verbal agreement should be requested.

RESOLVED: That permission is granted to pay the invoice of £200.00 to Rob James Music.

39. 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 emails reference Welsh Government and National Lottery Heritage Fund – Local Places for Nature Grant Scheme

Councillors had previously been circulated with email dated 9th June 2022 reference Welsh Government and National Lottery Heritage Fund – Local Places for Nature Grant Scheme. Councillors discussed the fund and possibilities for Stradling Park when Town Council obtain the formal lease for this area.

RESOLVED: That the Town Clerk and Chair of Recreation and Buildings Committee request a meeting with the Local Places for Nature Officer to discuss Grant / Funding opportunities with reference to Stradling Park and other possible locations.

To note publication of the Development Plans Community Guide (Edition 2)

Councillors had previously been circulated with a publication dated 31st May 2022 of the Development Plans Community Guide (Edition 2). Noted.

To discuss replacement LDP (2021-2036) – Invitation to submit Candidate Sites and Consultation Portal Update

Councillors had previously been circulated with a replacement LDP (2021-2036), dated 17th June 2022 detailing an Invitation to submit Candidate Sites and Consultation Portal Update. Noted.

To discuss pre consultation proposed development of land at Bridge House Farm, Llanmaes Road, Llanmaes (Please note this land situated outside of Llantwit Major Town Councils boundary)

Councillors had previously been circulated with documentation dated 13th June 2022 detailing the pre consultation proposed development of land at Bridge House Farm, Llanmaes Road, Llanmaes. Noted.

40. CEMETERY

The following Burial matters were noted.

1. Burial of John Ayres (reopen plot) B41 on 27th May 2022
2. Burial of cremated remains Margaret Jean Williams (reopen plot) E159 on 23rd June 2022

41. RECREATION AND OPEN SPACES**To discuss response to email re large pole (CCTV Camera) installed in Lorna Hughes Park**

Councillors had previously been circulated with email dated 1st June 2022 in response to an email re large pole (CCTV Camera) installed in Lorna Hughes Park. Noted.

25.

To discuss email from Llantwit Major Tennis Club re replacing part of the Fencing running along the south side of the courts

Councillors had previously been circulated with email dated 15th June 2022 from Llantwit Major Tennis Club re replacing part of the fence running along the south side of the courts.

Councillors further discussed this matter and received an update on the Floodlighting project at the Tennis Court site.

RESOLVED: That permission be granted for Llantwit Major Tennis Club to purchase and replace a section of the fence frame situated to the south of the tennis courts.

To discuss Heads of Terms of Lease Document for Stradling Park

Councillors had previously been circulated with documentation dated 17th June 2022 detailing The Heads of Terms of Lease Document for Stradling Park

RESOLVED: That the Heads of Terms of Lease Document for Stradling Park be accepted.

To note newly appointed One Voice Wales ‘Local Places for Nature’ Officer

Councillors had previously been circulated with a newsletter detailing the newly appointed One Voice Wales ‘Local Places for Nature’ Officer, Rachel Carter. Noted.

42. **TOWN HALL**

To discuss request from Antiquarian Horological Society Turret Clock Group

Councillors had previously been circulated with an email dated 14th June 2022 with a request from Antiquarian Horological Society Turret Clock Group to come and visit the clock in the Town Hall. Councillor Morgan extended an interest in attending this session when the Group visit Llantwit Major.

RESOLVED: That permission be granted for Antiquarian Horological Society Turret Clock Group to come and visit the clock in the Town Hall. This is subject to not interfering with our regular hirers and the contract with ‘The Cumbrian Clock Company’ to take the clock away for repair and cleaning.

To discuss fee proposal for investigating a possible design of a lift in the building encompassing disabled access

Councillors had previously been circulated with a fee proposal, dated 15th June 2022, for investigating a possible design of a lift in the building encompassing disabled access. Councillor Powell stated that he considered it important for the future of the Town Hall to look at options for installing a lift in the Town Hall to provide disabled access for hirers. He stated professional advice from an Architecture and Conservation Officer needs to be sought (i.e., a Fee Proposal) prior to any further action being undertaken, with reference to this proposal.

RESOLVED: That permission be granted to undertake a Fee Proposal at installing a lift within the Town Hall. The Proposal will be undertaken by Richard Andrews Architects at a cost of £1830 exc.vat

43. LLANTONIAN HALL**To discuss fee proposal for investigating a possible design for a new layout for a disabled WC**

Councillors had previously been circulated with a fee proposal, dated 15th June 2022, for investigating a possible design for a new layout for a disabled WC.

Councillor Powell stated the following a query from a resident (who was unable to obtain access into the disabled toilet with a mobility scooter) Councillors should consider looking at an alternative layout for the disabled toilet area in Llantonian Hall.

RESOLVED: That permission be granted to undertake a Fee Proposal at investigating a possible design for a new layout for a disabled WC in Llantonian Hall. The Proposal will be undertaken by Richard Andrews Architects at a cost of £1050 exc.vat.

44. OLD SCHOOL**To discuss request for memorial bench at rear of Old School Building**

Councillors had previously been circulated with an email dated 15th June 2020 from residents of Wine Street requesting to purchase a memorial bench for the rear of the Old School Building in memory of Mrs Mary Glover. Councillors were informed the bench would follow Town Council specifications (i.e., a set style, colour and made from recycled material).

RESOLVED: That permission be granted for the residents of Wine Street to purchase a memorial bench to be placed at the rear of the Old School Building in memory of Mrs Mary Glover.

Further

RESOLVED: That an email be sent to Nathan Thomas (Neighbourhood Services and Transport, Vale of Glamorgan Council) asking if the bench originally positioned outside the Cenotaph (now sited in the Old School) could be relocated to the bottom of Church Street, leading onto Dimlands Road. This would replace the existing bench on the site which is in need of repair.

45. WEST STREET POND**To discuss letter re well dressing festival**

Councillors had previously been circulated with a letter requesting to organise a Well Dressing Festival around West Street Pond. It stated the art work would be 90% recyclable with any proceeds from the event being given to the Christmas Lights Committee. The art work would remain in place for 1 week.

RESOLVED: That correspondence be sent to the resident confirming, in principle, to the organisation of a Well Dressing Festival around West Street Pond.

46. WELSH GOVERNMENT**To discuss consultation on Shaping Wales future**

Councillors had previously been circulated with a document detailing a consultation on Shaping Wales future. Noted.

47. **VALE OF GLAMORGAN COUNCIL**

To discuss letter from resident reference Wild Flower Meadows

Councillors had previously been circulated with a letter dated 1st June 2022 detailing concerns re areas in Llantwit Major that are overgrown and not designated wild flower meadows. Councillors noted that since the letter was sent the Vale of Glamorgan Council have cut back certain areas. However, Councillors noted an area between Ham Lane South and Ham Lane East that is still very overgrown.

RESOLVED: That the Town Clerk report to the Vale of Glamorgan Council the overgrown area of land between Ham Lane East and Ham Lane South.

To note email re the launch of a new Speak Out Hub to report malpractice

Councillors had previously been circulated with an email dated 15th June 2022 re the launch of a new Speak Out Hub to report malpractice. Noted.

To discuss email re Town and Community Council representative to sit on the Vale of Glamorgan's Standards Committee

Councillors had previously been circulated with an email dated 16th June 2022 re Town and Community Council representative to sit on the Vale of Glamorgan's Standards Committee.

RESOLVED: That no representative from Llantwit Major Town Council sit on the Vale of Glamorgan's Standards Committee.

48. **MISCELLANEOUS**

To discuss email and costings re the wooden barrels under three Welcome to Llantwit Major signs

Councillors had previously been circulated with an email dated 19th March 2022 re replacement and costings of three wooden barrels under the Welcome to Llantwit Major signs. Councillors agreed the wooden barrels needed replacing but further discussed who would take responsibility for the watering and upkeep of the flowers in the future.

RESOLVED: That permission be granted to purchase three rustic wood look plastic barrels at a cost of £19.99 each exc. vat. Permission also received to purchase compost and plants for the three barrels.

Further

RESOLVED: That Councillor Dr Ellis and his wife agree to maintain and arrange a rota for people to look after the three barrels once installed under the three Welcome to Llantwit Major signs.

To further discuss sale of Dove Cote Field

Councillors had previously been circulated with documentation re the sale of the Dove Cote Field. Councillors discussed the field and noted that due to the archaeological remains it would be unsuitable for Cemetery land.

RESOLVED: That no further action be taken re the sale of Dove Cote Field.

To discuss email re Dredging off Llantwit Major

Councillor W Norman declared an interest.

Councillors had previously been circulated with an email dated 21st June 2022 re Dredging off Llantwit Major. Councillor Powell informed Councillors it had been brought to his attention

the number of ships dredging off the coast of Llantwit Major. He queried why there was so many ships in the area and what they were undertaking. Also, which authority had given permission to undertake this activity.

RESOLVED: That permission be given to write to both Natural Resources Wales and the Marines and Fishery Department of the Welsh Government asking why so many dredging ships are off the coast of Llantwit Major. Request an update on what they are doing, and who has given permission for the activities to be undertaken.

To note successful National Lottery approved funding for Vale Project to improve Food access

Councillors had previously been circulated with an email dated 22nd June 2022 reference the successful National Lottery approved funding for Vale Project to improve Food access. Noted.

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)

49.

PERSONNEL

Community Engagement Administrator Probationary Period

The Town Clerk gave a verbal report with regards to the completion of the Community Engagement Administrator Probationary Period.

RESOLVED: That the appointment of Mrs Louise Taylor as Community Engagement Administrator be made permanent.

SIGNED

DATED

MAYOR