

Councillors	Mr D Foster	)	
	Dr D Ellis	)	NORTH WARD
	Dr P Dickson	)	
	Mr E Williams	)	
	Mr G John	)	WEST WARD
	Mr J Lewis	)	SOUTH EAST WARD
	Mr G Morgan	)	
	Mr J Deakin	)	BOVERTON WARD
	Mrs G Hughes (Z)	)	
	Mrs J Norman	)	

PC Jamie Williamson (Z) – arriving late due to prior commitment  
Mr Adley Curtis - Llantwit Youth Council (Vale of Glamorgan Council)  
Elanor Fife - Llantwit Youth Council  
Lexi May Allen – Llantwit Youth Council

Apologies were received from:  
Councillor G Thomas (Town Mayor) - Illness  
Councillor W Norman – Prior Commitment  
Councillor Mrs S Hanks – Prior Commitment

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr D Powell declared an interest under Community Constable, Item 2, To discuss email regarding parking issues along Boverton Road.

Councillor Powell asked permission to bring forward Agenda Item Youth Council.

## Youth Activity Progress

Adley Curtis informed Councillors that they had successfully recruited another three new members and now have a total of 14 members. Adley stated they undertook another litter pick

around the town last Tuesday and concentrated on Stradling Park and the surrounding area. They were please to inform that little rubbish was found. They asked Councillors if they had any ideas for other areas in the town the Youth Council could undertake litter picking sessions.

Adley informed Councillors that the Vale Youth Services were organising a Street Football Tournament during the Half Term holidays.

Councillor Mrs Norman asked Adley if someone could contact Llanmaes Community Council who were interested in setting up a Youth Council. Adley advised he would contact the Clerk of Llanmaes Community Council.

**To discuss any Agenda items as highlighted by the Youth Council**

There were no Agenda Items to discuss.

The Youth Council representatives vacated the Council Chamber

**86. MINUTES**

**Full Town Council Meeting held 29<sup>th</sup> September 2022**

The minutes of the Full Town Council Meeting held on the 29<sup>th</sup> September 2022, had previously been circulated to Council Members. Councillors noted that pages 51, 52 and 53 were incorrectly numbered.

**RESOLVED:** That subject to the above amendments the minutes of the Full Town Council Meeting held on 29<sup>th</sup> September 2022 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Town Hall Working Group Meeting held 26<sup>th</sup> September 2022**

The minutes of the Town Hall Working Group Meeting held on 26<sup>th</sup> September 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Town Hall Working Group Meeting held on 26<sup>th</sup> September 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Allotment Sub Committee Meeting held 27<sup>th</sup> September 2022**

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

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

**Matters Arising**

The were no matters arising

**Remembrance Day Committee Meeting held 27<sup>th</sup> September 2022**

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

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

**Matters Arising**

There were no matters arising.

**Planning Committee Meeting held 4<sup>th</sup> October 2022**

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

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

**Matters Arising**

There were no matters arising.

**Fair Trade Forum Meeting held 6<sup>th</sup> October 2022**

The minutes of the Fair Trade Forum Meeting held on 6<sup>th</sup> October 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Fair Trade Forum Meeting held on 6<sup>th</sup> October 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

Councillor Dr Ellis informed Councillors that he and Mr C Westoby were meeting Llantwit Major School on the 25<sup>th</sup> November 2022 to discuss Fair Trade in the town.

**Finance and Policy Committee Meeting held 13<sup>th</sup> October 2022**

The minutes of the Finance and Policy Meeting held on 13<sup>th</sup> October 2022, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Finance and Policy Committee Meeting held on 13<sup>th</sup> October 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Remembrance Day Committee Meeting held 18<sup>th</sup> October 2022**

The minutes of the Remembrance Day Committee Meeting held on 18<sup>th</sup> October 2022, had previously been circulated to Council Members. Councillor Mrs J Norman stated that her name was not on the Apologies Item of the Report and should be included within this item.

**RESOLVED:** That subject to the above amendments the minutes of the Remembrance Day Committee Meeting held on 18<sup>th</sup> October 2022 be accepted as a true record and all recommendations be actioned by the Town Clerk.

### **Matters Arising**

There were no matters arising

### **87. 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.

### **88. 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.

### **89. TOWN MAYOR**

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

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

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

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

### **Questions to the Town Mayor**

There were no questions to the Town Mayor.

### **90. COUNCIL MEETINGS**

**Meetings for Month of November 2022**

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

It was noted that the Town Study Steering Group Meeting should state Tuesday 8<sup>th</sup> November 2022 and not as previously stated Tuesday 7<sup>th</sup> November 2022. Noted.

### **91. PROCEDURAL MATTERS**

**Members Announcements**

**Report from Town Clerk**

The Town Clerk informed Councillors that it is believed a Mink was responsible for killing the Koi Karp in West Street Pool.

The Town Clerk confirmed the work had started on clearing the overgrown area at the bottom of the cemetery.

She also reported that there had been reports of people illegally putting rubbish in the Biffa Bins situated in the Cemetery and using the water tap to fill up water containers for business use. The Town Clerk asked Councillors to be vigilant in the area.

The Town Clerk confirmed that she had been in communication with BT reference the Phone Box located by the White Lion Public House. She confirmed that BT had plans for its removal next year but would try to get it cleaned and tidied up by the end of 2022 due to its current poor state of repair and cleanliness.

The Town Clerk asked if any Councillors were available on Thursday 3<sup>rd</sup> November 2022 at 2:00pm to help put up the remembrance day poppies around the town.

Town Clerk asked if any Vale Councillor was available to attend the Armistice Service in Barry on the 11<sup>th</sup> November 2022 on behalf of Llantwit Major Town Council.  
Councillor Mrs J Norman agreed to lay a wreath.

**To note October 2022 update from Community Engagement Administrator**

Councillors had previously been circulated with an update from the Community Engagement Administrator dated October 2022.

Councillor Powell informed Councillors that himself and the Community Engagement Administrator had a very productive Meeting with the Vale of Glamorgan Council and Contractors working on site at Stradling Park reference the clearing of the land and fencing the area prior to Llantwit Major Town Council taking over the asset transfer of the park. The Town Clerk confirmed that all trees were to be tagged within Stradling Park. She stated the Lease for Stradling Park would be signed once all agreed clearance work had been completed. Noted.

**Action Tracker**

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

**To discuss report of Llantwit Major Food Poverty Project Meeting on 29<sup>th</sup> September 2022**

Councillors had previously been circulated with a report from the Llantwit Major Food Poverty Project Meeting on 29<sup>th</sup> September 2022. Noted.

**To discuss report of Age Connects Meeting on 14<sup>th</sup> October 2022**

Councillors had previously been circulated with a report from a Age Connects Meeting held on the 14<sup>th</sup> October 2022. Councillor Dr Ellis stated that the 'More than Food Launch' had been successful. He stated that he had met with the newly appointed Age Connects Recruitment Officer, Stevie Jones, and stated that locally more volunteers were needed in the area. Councillor Dr Ellis confirmed the Age Connects Christmas Party for the elderly would be held on the 12<sup>th</sup> December 2022.

Councillors further discussed individuals and Councillors role within Age Connects. It was noted that Council representatives were appointed annually to sit on the Good Neighbourhood Scheme Committee but no Council representative was nominated to sit on the local Age Connects Group.

**RESOLVED:** That Councillor Dr Ellis and Councillor Deakin could attend as Individuals but not as Town Council representatives at Age Connects Meetings.

Further

**RESOLVED:** That correspondence be sent to Age Connect requesting clarification from them as to what involvement they would like from the Town Council in the future.

**To discuss email request from Councillor Hadley of Colwinston Community Council to attend the Footpath Forum**

Councillors had previously been circulated with an email dated 3<sup>rd</sup> October 2022 from Councillor Hadley of Colwinston Community Council requesting permission to attend the Footpath Forum Committee Meetings.

Councillors comprehensively discussed the email request. Councillors queried the growing area the Footpath Forum would have to review if further Councils were invited to join the Committee.

**RESOLVED:** That Councillor Hadley of Colwinston Community Council be invited to attend one meeting of the Footpath Forum to see how the Committee operates and be introduced to the Public Rights of Way Officer for the Vale of Glamorgan Council.

**To discuss MAR Governor position at St Iltyd Primary School**

Councillor had previously been circulated with an email dated 6<sup>th</sup> October 2022 to discuss the Governor position at St Iltyd Primary School.

**RESOLVED:** That Councillor Foster be put forward for the MAR Governor position at St Iltyd Primary School.

**92. FINANCE**

**Bank Reconciliation for period 1<sup>st</sup> July 2022 to 30<sup>th</sup> September 2022**

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

**Bank Reconciliation for period 1<sup>st</sup> September 2022 to 30<sup>th</sup> September 2022**

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

**Expenditure for the period 22<sup>nd</sup> September 2022 to 19<sup>th</sup> October 2022**

Councillors had previously been circulated with a copy of the Expenditure for the period 22<sup>nd</sup> September 2022 to 19<sup>th</sup> October 2022. Noted.

**Income for the period 22<sup>nd</sup> September 2022 to 19<sup>th</sup> October 2022**

Councillors had previously been circulated with a copy of the Income for the period 22<sup>nd</sup> September 2022 to 19<sup>th</sup> October 2022. Noted.

**To discuss breakdown of costs re Vale of Glamorgan Council Local Government Elections 5<sup>th</sup> May 2022**

Councillors had previously been circulated with a breakdown of the costs totalling £9816.78 of the Vale of Glamorgan Council Local Elections on 5<sup>th</sup> May 2022. Noted.

**To discuss Grant Application from Age Connects following discussion at meeting held 14<sup>th</sup> October 2022**

Councillors had previously been circulated with a Grant Application for a Christmas Party from Age Connects following discussion at meeting held 14<sup>th</sup> October 2022. The Town Clerk reminded Councillors that Grant Aid Applications are discussed in January.

**RESOLVED:** That in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that section, the Town Council approves the payment of the sum of £100.00 to Age Connects Christmas Party.

**93. DEVELOPMENT**

**To note further correspondence re Planning Application 2008/01155/FUL (Griffith House, Church Lane)**

Councillors had previously been circulated with correspondence dated 30<sup>th</sup> September and 10<sup>th</sup> October 2022 re Planning Application 2008/01155/FUL (Griffith House, Church Lane).

The Town Clerk advised Councillors that a response to the Councils queries had been received but was too late for this Meeting. The response will be discussed in November's Full Town Council Meeting. Noted.

**To discuss pre planning consultation re Summerhouse Bay, Boverton, *'demolition of existing buildings and the erection of 20 self-contained holiday units, associated landscaping, car parking, bin store and all associated works'*. Please also note email received from Vale of Glamorgan Officers in relation to above consultation**

Councillors had previously been circulated with a pre planning consultation dated 18<sup>th</sup> October 2022 re Summerhouse Bay, Boverton, *'demolition of existing buildings and the erection of 20 self-contained holiday units, associated landscaping, car parking, bin store and all associated works'*. The Town Clerk reinforced to Councillors the Vale of Glamorgan Council's advice re pre consultation of Summerhouse Bay, Boverton. This being that any comments are referred to as initial observations and the matter will be considered afresh if/when a formal application for planning permission is submitted to the Vale of Glamorgan Council at which stage the Town Council will provide its formal comments in respect of the planning application.

**RESOLVED:** That the Planning Committee will review the pre planning consultation re Summerhouse Bay, Boverton and bring initial observations back to the next Full Town Council Meeting.

PC Williamson entered the Meeting.

Councillor Powell asked permission to receive Community Constables Report.

**94. COMMUNITY CONSTABLE**

**To receive Community Constables report**

PC J Williamson stated for this month there had been 14 crimes reported.

These included 5 violent crimes, 2 public order offences and 3 criminal damages.

PC Williamson stated that anti-social behaviour had increased in the Precinct and Railway Station and they would be continuing to monitor the situation in these areas.

He also stated that PCSO Cummings had been on a trip with Vale Plus to the Royal Mint in her continuing role of supporting community organisations.

**To discuss email regarding parking issues along Boverton Road**

Councillor Powell declared an interest.

Councillor Powell asked Councillors for a vote to elect a Chair to sit and chair this item due to him declaring an interest.

A vote took place where Councillor Foster was elected to Chair.

Councillor D Foster took the Chair.

Councillors had previously been circulated with an email dated 19<sup>th</sup> October 2022 regarding parking issues along Boverton Road. Councillor Deakin advised Councillors of his continuing concern for pedestrian and motorist safety along Boverton Road during Sunday Youth Rugby training Sessions and pick up and collection from Ysgol Dewi Sant. He had specific concerns regarding vehicles parking on the pavement and the obstructions these cause for wheel chairs, mobility scooters and push chairs. Councillors noted that a few years ago traffic cones used to be put out along Boverton Road on Rugby match days. They further discussed the yellow lines along Ham Lane East and restrictions for parking at Ysgol Dewi Sant.

**RESOLVED:** That PC J Williamson will again consult with all 3 schools along Ham Lane East and the Rugby Club re ongoing concerns re parking issues. He will bring findings back to the next Full Town Council Meeting.

Councillor Foster stood down from Chair.

Councillor Powell took the Chair

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

## 95. CEMETERY

The following Burial matters were noted.

1. Burial of William John Davies (new plot) B134 on 30<sup>th</sup> September 2022
2. Burial of Patricia Ann New (new plot) D31 on 7<sup>th</sup> October 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 & 2.

## 96. RECREATION AND OPEN SPACES

### **To discuss request to hire Seaview Park as venue for a Forest School**

Councillors had previously been circulated with an Open Spaces Hiring Form and Risk Assessment to hire Seaview Park as a venue for a Forest School. Councillors noted that the 'Little Wildlings Outdoor Toddler Group' had not included a Public Liability Insurance document with the Application.

**RESOLVED:** Permission is granted to hire Seaview Park as a Forest School subject to receiving a copy of their Public Liability Insurance Certificate. The hiring agreement will be on a trial basis and subject to review depend upon damage to the ground, number attending the group etc.

## 97. TOWN HALL

### **To discuss email from resident re Town Hall lights and antisocial behaviour**

Councillors had previously been circulated with an email dated 13<sup>th</sup> October 2022 from a resident re Town Hall lights and antisocial behaviour. The Town Clerk advised that when the



lighting was changed to purple for the death of her Majesty Queen Elizabeth II the timing program was overridden and now needs to be re-programmed so that the lighting comes on from dusk to midnight. She also confirmed she had advised the concerned resident to report any incidents of antisocial behaviour at the Town Hall to the police by ringing 101.

**RESOLVED:** That the Town Hall Lighting be changed to red to commemorate remembrance day and the timing be reprogrammed to display between dusk to midnight.

**98. VALE OF GLAMORGAN**

**To note letter re sending Llantwit Major Book of Condolences to Buckingham Palace**

Councillors had previously been circulated with a letter dated 10<sup>th</sup> October 2022 re the sending of Llantwit Major Book of Condolences to Buckingham Palace. Noted.

**To further discuss meeting with Mr Miles Punter and Mrs Emma Reed, Vale of Glamorgan Council Offices reference street cleaning, Pavements along Boverton Road, Electric Car Charging Points, Electric Bikes and Car Parks**

Councillors had previously been circulated with a report detailing a meeting with Mr Miles Punter and Mrs Emma Reed, Vale of Glamorgan Council Offices reference street cleaning, Pavements along Boverton Road, Electric Car Charging Points, Electric Bikes and Car Parks. Councillor Foster informed Councillors that they were still waiting a further response from the Vale of Glamorgan Council reference the narrow pavement along Boverton Road between Ham Lane East turning and the Rugby Club entrance.

Councillors further discussed the implications of taking over the Town Hall Car Park.

Councillors noted that there were no immediate plans for Electric Bikes to be installed by the Vale of Glamorgan Council in Llantwit Major.

**RESOLVED:** That permission be granted for the Town Council to explore the implications of taking over the Town Hall Car Park from the Vale of Glamorgan Council via an asset transfer.

Further

**RESOLVED:** That Mr Miles Punter, Officer for Vale of Glamorgan Council, be invited to attend a meeting at 6pm on the 24<sup>th</sup> November 2022, prior to the Full Town Council Meeting, to further discuss issues raised in the above report.

**To discuss meeting re 20mph speed limit roll out for Vale of Glamorgan**

Councillors had previously been circulated with a letter dated 30<sup>th</sup> September 2022 regarding a meeting to advise of the 20mph speed limit roll out for the Vale of Glamorgan.

**RESOLVED:** That Councillor Dr Dickson will attend the meeting to discuss the 20mp speed limit rollout on the 22<sup>nd</sup> November, subject to the confirmation of the time.

**To discuss letter re completing a short survey to identify locations/services could offer 'Warm Welcome' to support citizens during cost of living crisis**

Councillors had previously been circulated with a letter regarding completing a short survey to identify locations/services that could offer 'Warm Welcome' to support citizens during the cost of living crisis. Noted.

**To discuss email and paperwork in relation to Community Review for the Vale of Glamorgan**

Councillors had previously been circulated with an email and paperwork dated 18th October 2022 in relation to the Community Review for the Vale of Glamorgan. Noted.

**99. WELSH GOVERNMENT**

**To discuss consultation for modernising electoral administration and wider electoral reforms in Wales**

Councillors had previously been circulated with a letter dated 11<sup>th</sup> October 2022 reference a consultation for modernising electoral administration and wider electoral reforms in Wales. Noted.

**100. MISCELLANEOUS**

**To note 'Cost of Living Crisis' Audit**

Councillors had previously been circulated with an email dated 10<sup>th</sup> October 2022 and documentation detailing the 'Cost of Living Crisis' Audit. Councillor Dr Ellis confirmed that the volunteer group set up in Llantwit Major to look at the cost of living crisis in the town hoped to have a list of all places (by next week) that have rooms available for 'Warm Spaces'. Noted.

**To discuss email requesting representation from Llantwit Major AFC Committee to meet with Town Council to discuss their ideas for Club and Club House**

Councillor John declared an interest.

Councillors had previously been circulated with an email dated 13<sup>th</sup> October 2022 requesting representation from Llantwit Major AFC Committee to meet with Town Council to discuss their ideas for Club and Club House. Councillor further discussed this request.

**RESOLVED:** That the Chair of Recreation and Buildings Committee, Chair of Finance and Policy Committee and the Town Clerk meet initially with representatives of Llantwit Major AFC to discuss their ideas for the Club and Club House.

SIGNED .....

DATED .....

MAYOR