

Minutes of the Hybrid Meeting of Llantwit Major Town Council held in the Council Chamber, Old School and remotely via zoom on Thursday 30th March 2023 at 7.05pm

PRESENT;	Chairman –	Councillor Mr G Thomas	- Town Mayor
	Councillors	Mr D Foster	)
		Dr D Ellis	) NORTH WARD
		Dr P Dickson	)
		Mr E Williams	)
		Mrs J Norman	)
		Mr G John	) WEST WARD
		Mr D Powell	)
		Mr G Morgan	)
		Mr J Lewis	) SOUTH EAST WARD
		Mrs G Hughes	)
		Mr J Deakin	) BOVERTON WARD
		Mr W Norman	)

PC Jamie Williamson (Z) – arriving late due to prior commitment

Mrs Alex Thomas - Llantwit Youth Council (Vale of Glamorgan Council)  
Eleanor Fife - Llantwit Youth Council

Note: (Z) - Remotely by Zoom

Apologies were received from:  
Councillor Mrs S Hanks – On Holiday

Declaration of Interest Forms were received from:

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr D Powell declared an interest under Development, Item 2, To discuss the Vale of Glamorgan Replacement Local Development Plan Candidate Site Register Publication

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mr G Morgan declared an interest under Recreation and Open Spaces, Item 1, To discuss letter from Llantwit Major Rugby Club re pitch maintenance May 2023 to August 2023 and Item 2, To discuss letter from Llantwit Major Rugby Club and email from Fields In Trust re proposed Active Travel Route .

Councillor Thomas asked permission to bring forward Agenda Item Youth Council. Permission was given to move forward the Youth Council report.

**166. YOUTH COUNCIL****To receive Youth Activity Progress Report**

Eleanor Fife introduced herself to Councillors and confirmed that tonight was the final Meeting of the Youth Council. She thanked the Town Council for all their support. Eleanor distributed copies of the Youth Councils Annual Report (2022/23). She stated the last year has been focused on readjusting and getting back to normality following the covid pandemic.

Eleanor confirmed that they had undertaken training recently at St Donats focusing on Team Building. Also, they had held a meeting to discuss Vale of Glamorgan Trans Gender Tool Kit. Youth Council members were in full support of this.

Eleanor stated that through the Wednesday Night Youth Club Meetings held in the CF61 Building they intend to still get involved in the Town Councils Stradling Park Community Garden Projects. Eleanor said that the Youth Council had undertaken many events in the last 10 years including helping at summer fetes, helping at Youth Concerts, working with Dementia Friends and helping with getting Defibrillators for the town. Llantwit Youth Council has also had opportunities to attend national events.

Eleanor thanked the Town Council for giving them a safe space to meet and run the Youth Council from.

Alex Thomas reiterated Eleanor's comments. She confirmed that Llantwit Youth Club had between 25 to 30 young people attending each week. The Youth Services will ensure the young people will continue to have a voice in the town. Alex thanked the Town Council for all their support over the last 10 years.

**To discuss any Agenda Items as highlights by the Youth Council**

No agenda items had been highlighted by the Youth Council.

**To extend Town Councillors thanks to the Youth Council for all they have contributed to Llantwit Major**

Town Councillors extended their thanks to Alex Thomas and the Youth Council for all they have contributed to Llantwit Major.

The Youth Council vacated the Council Chamber.

**167. MINUTES****Full Town Council Meeting held 2nd March 2023**

The minutes of the Full Town Council Meeting held on the 2nd March 2023, had previously been circulated to Council Members.

Councillor John requested amendments be added to Agenda Item Development, To note correspondence re planning application 2022/00907/FUL Development of Class A1 Foodstore with access, parking, drainage, landscaping and all associated development – Land at Bridge House Farm, Llanmaes Road, Llanmaes. These being:

After 2<sup>nd</sup> paragraph add 'Councillor John said that the Planning Committee should have said that the application was not in the Ward of Llantwit Major and they did not wish to comment.'

After Paragraph 4 insert :

‘Councillor John stated that if the shopkeepers of Llantwit Major find out about the comments made, the Town Council could live to regret it’

and

‘Councillor John did not support the contents of the Town Council reply to the Vale of Glamorgan Planning Officer as supported by the members at the meeting’.

Councillors noted that under Agenda Item Recreation and Open Spaces, To discuss proposed demonstration at Seaview Park on 25<sup>th</sup> March 2023 it should read ‘Police were fully aware’ and not as previously stated ‘Police were fully award’.

Councillors noted that under Agenda Item Community Constable, To receive Community Constable it should read ‘PC Williamson’ and not as previously stated PC Williams’.

Councillor Dr Ellis stated that under Agenda Item Recreation and Open Spaces, To discuss proposed demonstration at Seaview Park on 25<sup>th</sup> March 2023 it should read ‘should not be there to oppose this demonstration’ and not as previously stated ‘should be there to oppose this demonstration’.

Councillor Lewis requested the following statement be added to Agenda Item Welsh Government, To note review of current practice on asbestos management across public sector in Wales:

‘The Town Clerk confirmed that all Town Council premises hold Asbestos Registers which are adhered to’.

**RESOLVED:** That subject to the above amendments the minutes of the Full Town Council Meeting held on the 2nd March 2023 be adopted and accepted as a true record.

#### **Matters Arising**

There were no matters arising.

#### **School Gardens Committee meeting held 28<sup>th</sup> February 2023**

The minutes of the School Gardens Committee meeting held 28<sup>th</sup> February 2023, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the School Gardens Committee meeting held 28<sup>th</sup> February 2023 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 1<sup>st</sup> March 2023**

The minutes of the Planning Committee Meeting held 1<sup>st</sup> March 2023, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held 1<sup>st</sup> March 2023, be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**Tennis Club Sub Committee Meeting held 7th March 2023**

The minutes of the Tennis Club Sub Committee Meeting held 7th March 2023, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Tennis Club Sub Committee Meeting held 7th March 2023, be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Citizen of the Year Committee Meeting held 9th March 2023**

The minutes of the Citizen of the Year Committee Meeting held 9th March 2023, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Citizen of the Year Committee Meeting held 9th March 2023, be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**168. COMMUNITY CONSTABLE****To receive Community Constable**

PC Williamson reported that the figures for March was 28 crimes, which included 9 violent crimes, 4 public order offences, 1 shoplifting and 1 stolen vehicle. There were also reports of antisocial behaviour again in the Precinct.

PC Williamson stated that the Pub Watch Meeting had been well attended.

PC Williamson said that the Demonstration in Llantwit Major on the 25th March 2023 had from a police perspective gone well with only 2 people arrested Councillors thanked the Police for the way the Demonstration had been handled.

**RESOLVED:** That a letter of thanks be written to Superintendent Michelle Conquer, Silver Commander, requesting that all Police be thanked for their efforts on the day in coordinating and managing the demonstration.

PC Williamson vacated the Meeting.

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

There were no members of the public present at the Meeting.

**170. 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.

**171. TOWN MAYOR****Town Mayors events attended 1<sup>st</sup> March 2023 to 31<sup>st</sup> March 2023**

Councillors had previously been circulated with the Town Mayor events attended 1<sup>st</sup> March 2023 to 31<sup>st</sup> March 2023. Noted.

**Questions to the Town Mayor**

There were no questions to the Town Mayor.

**172. COUNCIL MEETINGS****Meetings for Month of April 2023**

Councillors had previously been circulated with Meetings for the Month of April 2023. Noted.

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

The Town Clerk informed Councillors that there had been two complaints regarding the Cemetery and stated she would be addressing these concerns within the next few days.

Councillor Fosters raised continuing concerns that we had still not received the Year End Audit from Audit Wales for 2021/22. Councillors queried if other Community/Town Councils were in the same situation and as a Council should we address Audit Wales reference this outstanding matter.

**RESOLVED:** That once the Final Audit Report is received comments be made re how long the external audit has taken for 2021/22.

**Report of Community Liaison Committee Meeting**

Councillor Thomas informed Councillors he had attended this Meeting on the 23<sup>rd</sup> March 2023. Main discussion centred around the Community Boundary Area Review. Areas discussed under the boundary review included Llanmaes, Wenvoe and Wick.

Councillor Thomas also stated the Meeting discussed the proposed new Llandow Waste Facility situated behind the Places for Home Building.

**Letter from Friends of the Glamorgan Heritage Coast Association**

Councillors had previously been circulated with a copy of a letter from the Friends of the Glamorgan Heritage Coast Association. Councillor Powell informed Councillors that a successful meeting of the Association was undertaken on the 26<sup>th</sup> March 2023. From the Meeting volunteers have come forward for the key roles Chair, Secretary and Treasurer. There will be an AGM held in the near future so they are now hopeful the Friends of the Glamorgan Heritage Coast Association can continue to operate. Councillor Powell also stated that there was a potential buyer for the Sea Watch Centre that at the present time falls under the ownership and expenditure of the Friends of the Glamorgan Heritage Coast Association.

**To note March 2023 update from Community Engagement Administrator**

Councillors had previously been circulated with an update from the Community Engagement Administrator dated March 2023. Councillors wished it noted what a fantastic job Louise Taylor (Community Engagement Administrator) had done in getting Stradling Park cleared and fenced off for the next phase of the project. Noted.

**To discuss One Voice Wales and Society of Local Council Clerks Training Needs Survey 2023**

Councillors had previously been circulated with the One Voice Wales and Society of Local Council Clerks Training Needs Survey 2023. Noted.

**To discuss The Costal Regeneration Conference 2023: Building More Prosperous Seaside Communities**

Councillors had previously been circulated with an email dated 23<sup>rd</sup> February 2023 detailing the Costal Regeneration Conference 2023: Building More Prosperous Seaside Communities. Noted.

**Action Tracker**

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

**To nominate Councillor to be elected as Town Mayor 2023/2024**

Councillors discussed nominations for the Town Mayor 2023/24. It was:

**RESOLVED:** That the current Deputy Town Mayor, Councillor D Powell, be put forward to the Annual Meeting for nomination as Town Mayor 2023/24.

**To nominate Councillor to be elected as Deputy Town Mayor**

Councillors discussed nominations for the Deputy Town Mayor 2023/24. It was:

**RESOLVED:** That Councillor Dr Dickson be put forward to the Annual Meeting for nomination as Deputy Town Mayor 2023/24.

**To discuss proposal for the Fairtrade Committee to be involved in Vale Food Trail between 9<sup>th</sup> to 18<sup>th</sup> June 2023**

Councillors had previously been circulated with an email from Councillor Dr Ellis dated 20<sup>th</sup> March 2023 re a proposal for the Fairtrade Committee to be involved in Vale Food Trail between 9<sup>th</sup> to 18<sup>th</sup> June 2023. Councillor Dr Ellis stated that with the Three Streams Arts Festival and Food Festival being undertaken on 10<sup>th</sup>/11<sup>th</sup> June 2023 he asked Councillors permission for the Fairtrade Committee to take part in the Vale Food Trail to coincide with these events.

**RESOLVED:** That permission be granted for the Fairtrade Committee to take part in the Vale Food Trail subject to there being no costs to the Town Council and involvement required from the Town Council Staff as they will be involved in organising and working the Food Festival.

**To discuss Remote Training Sessions available March/April 2023**

Councillors had previously been circulated with Remote Training Sessions available March/April 2023. The Town Clerk informed Councillor that there was still one Councillor that had not undertaken the Code of Conduct Training. Councillors queried undertaking the Planning Aid Wales Training Course. Town Clerk reiterated to Councillors that she needs to be informed of any training courses taken by Councillors.

**RESOLVED:** The Town Clerk re circulate to all Councillors the Town Council Training Plan.

Further

**RESOLVED:** That the Vale Councillors chase up the Vale Council for training programmes available for Town Councils.

**174. FINANCE****Bank Reconciliation for period 1<sup>st</sup> February 2023 to 28<sup>th</sup> February 2023**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> February 2023 to 28<sup>th</sup> February 2023. Noted.

**Expenditure for the period 16<sup>th</sup> February 2023 to 23<sup>rd</sup> March 2023**

Councillors had previously been circulated with a copy of the Expenditure for the period 16<sup>th</sup> February 2023 to 23<sup>rd</sup> March 2023. Noted.

**Income for the period 16<sup>th</sup> February 2023 to 23<sup>rd</sup> March 2023**

Councillors had previously been circulated with a copy of the Income for the period 16<sup>th</sup> February 2023 to 23<sup>rd</sup> March 2023. Noted.

**To note Independent Remuneration Panel for Wales – February 2023**

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

**RESOLVED:** With regards the Extra Cost Payments – **Mandatory**. Councillors noted that should a member not wish to receive payment a letter must be sent to the Town Clerk declining payment.

With regards Payment to member for a senior role - **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 Payment to member in respect of travel costs – **Accepted** subject to attending meeting/function outside of area as requested by Town Council.

With regards 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) - **Mandatory**

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

With regards Attendance Allowance for members. - **Declined**

With regards Town Councils can provide a payment to the mayor or chair of the council - **Declined**

With regards Town Councils can provide a payment to the deputy mayor or chair - **Declined**

**To discuss proposed end of year budget figures 2022/23, explanation and agenda brief regarding projects**

Councillors had previously been circulated with the proposed end of year budget figures 2022/23, explanation and agenda brief regarding projects. Councillor Foster updated Councillors that the

Town Council will have an overspend this financial year due to the increase in Utility Bills and staff restructuring. Councillor Foster confirmed the finalised end of year figures will be distributed at next month's Full Town Council Meeting.

**To further discuss changes to depositing cash at the Post Office**

Councillors had previously been circulated with quotes for Cash Collection Services due to change to depositing cash at the Post Office.

**RESOLVED:** That the quotation be accepted from G4S for a Cash Collection Services at a cost of up to £500 per annum.

**To discuss annual membership to One Voice Wales for 2023-2024**

Councillors had previously been circulated with a letter from One Voice Wales regarding membership for 2023/24 at an annual fee of £1764.00.

**RESOLVED:** That the Membership for One Voice Wales at an annual fee of £1764.00 not be taken out for the year 2023/24.

**To discuss proposed costs for the Internal Audit 2022/23**

Councillors had previously been circulated with quotations for appointing an Internal Auditor for 2022/23.

**RESOLVED:** That Mr Paul Eddins be appointed as our Internal Auditor for 2022/23 at a cost of £600.00 exc. vat.

**175. 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 the Vale of Glamorgan Replacement Local Development Plan Candidate Site Register Publication**

Councillor Powell declared an interest.

Councillors had previously been circulated with a report dated 15<sup>th</sup> March 2023 re the Vale of Glamorgan Replacement Local Development Plan Candidate Site Register Publication.

Councillors discussed various sites detailed on the Publication. Councillors noted that the Publication was in the early stages of development and Councillors would have further opportunities at a later date to be formally consulted on the proposed Replacement Local Development Plan Candidate Site Register Publication.

**176. RECREATION AND OPEN SPACES**

**To discuss letter from Llantwit Major Rugby Club re pitch maintenance May 2023 to August 2023**

Councillor Morgan declared an interest.

Councillors had previously been circulated with a letter dated 25<sup>th</sup> February 2023 from Llantwit Major Rugby Football Club to undertake remedial work on two rugby pitches during the summer months and request to leave the barriers in place to protect the pitches whilst the work is being undertaken.



**RESOLVED:** That permission is granted to leave the barriers up during the summer months to protect the rugby pitches whilst remedial work is undertaken on them.

**To discuss letter from Llantwit Major Rugby Club and email from Fields In Trust re proposed Active Travel Route**

Councillor Morgan declared an interest.

Councillors had previously been circulated with a letter and email dated 22nd February 2023 and 28<sup>th</sup> February 2023 from Llantwit Major Rugby Club and Fields In Trust re proposed Active Travel Route.

Councillors noted the Field in Trust concerns re the loss of green space and requirement that if this initiative did proceed there would be costings incurred re the Field Change Request process. Councillors also noted the Rugby Clubs concerns.

Councillors queried if it would not be more effective to prevent / maintain the verge encroaching on the existing pavement.

**RESOLVED:** That a letter be written to the Vale of Glamorgan Council detailing both the Rugby Club and Field in Trust concerns re the proposed Active Travel Route and encourage the continual cut back of verge on existing path.

**To discuss email from Llantwit Major Scouts re request to plant trees at Seaview Park**

Councillors had previously been circulated with emails dated March 2023 detailing a request from Llantwit Major Scouts request to plant trees at Seaview Park. Councillors noted that the saplings planted last year had not survived. Councillors discussed that it was essential to have a watering programme in place and felt that only hedgerow plants (not trees) should be considered. The Town Clerk confirmed the area that they wanted to plant in was by the substation, parallel to the concrete wall.

**RESOLVED:** That permission is granted in principle. This is subject to a watering programme in place once the planting is completed and only hedgerow saplings are planted and not trees.

**177. CEMETERY**

The following Burial matters were noted.

- 1) Burial of cremated remains Hubert Charles Griffith (new plot) Me5 on 21<sup>st</sup> December 2022
- 2) Burial of cremated remains Elizabeth Wakefield (reopen plot) Hm4 on 22<sup>nd</sup> December 2022
- 3) Burial of cremated remains Elizabeth Ann Miles (new plot) Me6 on 9<sup>th</sup> March 2023
- 4) Burial of cremated remains Christina Fairchild (new plot) Me7 on 21st March 2023

**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, 3 & 4.

**178. LLANTONIAN HALL**

**To further discuss Agenda Brief re items belonging to the Pensioners Club stored in Llantonian Hall**

Councillors had previously been circulated with an Agenda brief re items belonging to the Pensioners Club Stored in Llantonian Hall. Councillors were informed that there had been no response to the posters put up to claim ownership of the items.

**RESOLVED:** That all items belonging to the Pensioners Club stored in Llantonian Hall be removed and disposed of by the Town Council. If any items are suitable, they should be given to the local Charity Shops. Any documents found to be retained.

## 179. OLD SCHOOL

### **To further discuss Agenda Brief re the usage of the upstairs rooms in the Old School**

Councillors had previously been circulated with an Agenda brief re the usage of the upstairs rooms in the Old School. Councillors discussed the existing usage of the upstairs with Cowork Local. Councillors further discussed promotions and utilising the upstairs rooms of the Old School in the future.

**RESOLVED:** That the contract with Cowork Local is terminated at the end of March 2023.

Further

**RESOLVED:** That once painting of the room is completed the Room is advertised on all Town Council social media sites, the Digital Notice Board and outside the Old School Building on the existing Name Board Sign.

## 180. VALE OF GLAMORGAN COUNCIL

### **To discuss Strong Communities Grant Fund**

Councillors had previously been circulated with an email dated 15<sup>th</sup> March 2023 re receiving Application for the Strong Communities Grant Fund which is open until 26<sup>th</sup> April 2023. The Town Clerk confirmed that she some potential project ideas. Noted.

### **To discuss Shared Prosperity Fund**

Councillors had previously been circulated with an email dated 15<sup>th</sup> March 2023 re the shared Prosperity Fund. The Town Clerk said this fund could possibly be used to apply for purchase/installation of a lift in the Town Hall subject to approval of plans /applications. Noted.

### **To note location of the On-Street Residential Charge Point Scheme**

Councillors had previously been circulated with a document detailing the location of the On-Street Residential Charge Point Scheme. The location of the Llantwit Major On Street Residential Charger is 13 Kingfisher Square, St Athan. Noted.

### **To discuss the suggested road name for the new development, Temporary Scheme off Eagleswell Road, Llantwit Major**

Councillors had previously been circulated with a letter dated 1<sup>st</sup> March 2023 re the suggested road name for the new development, Temporary Scheme off Eagleswell Road, Llantwit Major. The Vale of Glamorgan Council had proposed the road name of Heol Hedd – Peace Road. Councillors discussed alternative names.

**RESOLVED:** That the Town Councils suggestion for this temporary development off Eagleswell Road is Heol Croeso (Welcome Road)

**181. WELSH GOVERNMENT****To note the presentation slides from the Cyber awareness training for Councillors**

Councillors had previously been circulated with presentation slides dated 17<sup>th</sup> February 2023 from Cyber awareness training for Councillors. The Town Clerk informed Councillors that if Councillors had read this presentation this could be included in their Training Plan. Noted.

**To note written statement re Digital Health of Community and Town Councils**

Councillors had previously been circulated with a statement dated 16<sup>th</sup> March 2023 re Digital Health of Community and Town Councils. Noted.

**182. MISCELLANEOUS****To discuss request for nominations for the Kings New Year 2024 Honours**

Councillors had previously been circulated with an email and document requesting nominations for the Kings New Year 2024 Honours. Noted.

SIGNED .....

DATED .....

MAYOR