

Minutes of the Hybrid Meeting of Llantwit Major Town Council held in the Council Chamber, Old School and remotely via zoom on Thursday 29<sup>th</sup> February 2024 at 7.05pm

PRESENT;	Chairperson	Councillor D Powell - Town Mayor	
	Councillors	D Foster	)
		E Williams	) NORTH WARD
		Dr D Ellis	)
		J Norman	)
		J Lewis	) SOUTH EAST WARD
		S Hanks	)
		W Norman	)
		J Deakin	) BOVERTON WARD
		G Hughes	)
		G John	) WEST WARD

PC Jamie Williamson (Z)

Note: (Z) - Remotely by Zoom

Apologies were received from:

Councillor G Morgan – Prior Commitment

Councillor G Thomas – On Holiday

Councillor Dr P Dickson – Prior Commitment

Declaration of Interest Forms were received from:

Pursuant to the requirements of this Councils Code of Conduct, Councillor G John declared a prejudicial interest under Vale of Glamorgan Council, Item 1, To discuss email re concerns re review of School Crossing Patrols.

Pursuant to the requirements of this Councils Code of Conduct, Councillor E Williams declared a prejudicial interest under Vale of Glamorgan Council, Item 1, To discuss email re concerns re review of School Crossing Patrols and Item 2 to discuss letter to Chief Executive of the Vale of Glamorgan Council from Eagleswell resident re development on the former Eagleswell School site.

Pursuant to the requirements of this Councils Code of Conduct, Councillor J Norman declared a prejudicial interest under Vale of Glamorgan Council, Item 1, To discuss email re concerns re review of School Crossing Patrols and Item 2 to discuss letter to Chief Executive of the Vale of Glamorgan Council from Eagleswell resident re development on the former Eagleswell School site.

The minutes of the Full Town Council Meeting held on the 25<sup>th</sup> January 2024 had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Full Town Council Meeting held on the 25<sup>th</sup> January 2024 be adopted and accepted as a true record.

**Matters Arising**

There were no matters arising.

**Planning Committee Meeting held 1<sup>st</sup> February 2024**

The minutes of the Planning Committee Meeting held on 1<sup>st</sup> February 2024, had previously been circulated to Council Members.

**RESOLVED:** That the minutes of the Planning Committee Meeting held on 1<sup>st</sup> February 2024 be accepted as a true record and all recommendations be actioned by the Town Clerk.

**Matters Arising**

There were no matters arising.

**332. 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.

**333. 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.

**334. TOWN MAYOR**

**Town Mayors events attended 1<sup>st</sup> February 2024 to 29<sup>th</sup> February 2024**

Councillors had previously been circulated with the Town Mayor events attended 1<sup>st</sup> February 2024 to the 29<sup>th</sup> February 2024. Noted.

**Questions to the Town Mayor**

There were no questions to the Town Mayor.

**335. COUNCIL MEETINGS**

**Meetings for Month of March 2024**

Councillors had previously been circulated with Meetings for the Month of March 2024.

The Town Clerk confirmed that the Special Full Town Council Meeting to be held on the 21<sup>st</sup> March 2024 will be held remotely via Zoom. Noted.

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

The Town Clerk informed Councillors that interviews would be undertaken on the 1<sup>st</sup> March 2024 for the Administrative Assistant position.

She advised that Scaffolding was to be erected on the 11<sup>th</sup> March 2024 on the Town Hall to remove the weather vane, repoint the Town Hall Bell Tower and hopefully fix the chime mechanism.

The Town Clerk advised that Bro Radio had signed a long-term Hiring Lease to use the Old Headmasters Office at the Old School. They are hoping to start recording there from the 1<sup>st</sup> April 2024.

The Deputy Town Clerk informed that she had received news that we had been successful in our National Lottery Heritage Grant Application of £38,973.00 for Stradling Park Community Garden.

**Members Report**

Councillor John informed that the Vale Councils precept for 2024/25 had been set at 6.7%.

Councillor W Norman stated he had attended a Friends of the Heritage Coast Meeting. He confirmed that there had been no further progress re the Seawatch Centre. A new representative from the Friends of Heritage Coast would be appointed to sit on the Footpath Forum Committee. He confirmed that the AGM of the Friends of the Heritage Coast would be held on the 28<sup>th</sup> April 2024.

**To discuss further correspondence re request for an Agenda Item on Community Liaison Committee regarding Police Officer Deployment from local towns in the Vale of Glamorgan**  
Councillors had previously been circulated with correspondence dated October 2023 and 31<sup>st</sup> January 2024 re request for an Agenda Item on Community Liaison Committee regarding Police Officer Deployment from local towns in the Vale of Glamorgan. Councillors further discussed meeting with the Police Representative that sits on the Community Liaison Committee.

**RESOLVED:** That Superintendent Marc Attwell, Head of Communities & Partnerships South Wales Police, be invited to attend a Meeting on the 28<sup>th</sup> March 2024 at 6:30pm in the Council Chamber, prior to the next Full Town Council Meeting.

**Action Tracker**

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

**Report on Older People Events in Llantwit Major December 2023 and January 2024**

Councillors had previously been circulated with reports on Older People Events in Llantwit Major December 2023 and January 2024. Councillor Dr Ellis stated the Dementia Listening Campaign was progressing well and that Dementia Friendly Llantwit Major was now live on the website. The next meeting of Dementia Friendly Llantwit Major will be held on the 16<sup>th</sup> April 2024. Councillors discussed the Town Council being part of the Dementia Friendly pledge.

**RESOLVED:** That the Town Council advise Dementia Friendly Llantwit Major that they wish to undertake the Dementia Friendly pledge.

**Report of Llantwit Major Food Poverty Project Meeting 6<sup>th</sup> February 2024**

Councillors had previously been circulated with a Report of the Llantwit Major Food Poverty Project Meeting dated 6<sup>th</sup> February 2024. Councillor Dr Ellis informed Councillors that the Project had won the 2023 Ystadau Cymru Award for collaboration across the public sector. He also confirmed that the St Athan Food Hub was now fully up and running.

**To discuss Agenda Brief re Place Making Update in Llantwit Major**

Councillors had previously been circulated with an Agenda Brief re Place Making Update in Llantwit Major. Councillor Powell updated Councillors on the Place Making sessions that had already been undertaken and what is planned for the next few months. Noted.

**To discuss and adopt the Rules and Regulations for Funeral Directors and Grave Diggers at Boverton Cemetery**

Councillors had previously been circulated with the Rules and Regulations for Funeral Directors and Grave Diggers at Boverton Cemetery.

**RESOLVED:** That the Rules and Regulations for Funeral Directors and Grave Diggers at Boverton Cemetery be adopted.

**To discuss invitation to Churchill Lines MOD St Athan on 14<sup>th</sup> March 2024**

Councillors had previously been circulated with an email dated 30<sup>th</sup> January 2024 to visit Churchill Lines MOD St Athan on the 14<sup>th</sup> March 2025

**RESOLVED:** That any Councillors wishing to accept the invitation to attend Churchill Line, MOD St Athan on the 14<sup>th</sup> March 2024 inform the Town Clerk by the 1st March 2024. They must also email the Town Clerk a short biography of themselves by the 5<sup>th</sup> March 2024.

**To discuss Consultation on the Terrorism (Protection of Premises) Bill – Martyns Law**

Councillors had previously been circulated on the 22<sup>nd</sup> February 2024 with a copy of the Consultation on the Terrorism (Protection of Premises) Bill – Martyns Law. Councillor Williams informed Councillors the impact this Bill will have on our Council Buildings. He stated that buildings that can house more than 99 persons will need lockdown procedures put in place and all staff made aware and trained on how to implement Martyns Law.

**RESOLVED:** That the Town Council accept the Consultation on the Terrorism (Protection of Premises) Bill and take up any measures requires to adopt ‘Martyns Law’ for our Town Council Buildings.

**337. FINANCE****Bank Reconciliation for period 1<sup>st</sup> January 2024 to 31<sup>st</sup> January 2024**

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1<sup>st</sup> January 2024 to 31<sup>st</sup> January 2024. Noted.

**Expenditure for the period 19<sup>th</sup> January 2024 to 22<sup>nd</sup> February 2024**

Councillors had previously been circulated with a copy of the Expenditure for the period 19<sup>th</sup> January 2024 to 22<sup>nd</sup> February 2024. Councillor Foster stated that it is projected there will be an underspend on the budget for 2023/24.

**RESOLVED:** That any underspend from financial year 2023/24 will be ring fenced for funding any additional projects required to be undertaken in 2024/25.

**Income for the period 19<sup>th</sup> January 2024 to 22<sup>nd</sup> February 2024**

Councillors had previously been circulated with a copy of the Income for the period 19<sup>th</sup> January 2024 to 22<sup>nd</sup> February 2024. Noted.

**To discuss Agenda Brief re Town Council Insurance Renewal due 1<sup>st</sup> April 2024**

Councillors had previously been circulated with an Agenda Brief re Town Council Insurance Renewal due 1<sup>st</sup> April 2024. Councillors discussed all renewal options.

**RESOLVED:** That permission be granted to renew the Town Council Insurance Policy with Zurich Insurance for a 3-year term at an annual cost of £5530.95 inc. IPT.

**To discuss Agenda Brief re the Welsh Water Invoice for the Old School**

Councillors had previously been circulated with an Agenda Brief re the Welsh Water Invoice for the Old School. The Town Clerk updated Councillors that there is an outstanding Invoice from Welsh Water as a result of the leak in the Old School Playground during lockdown. Despite negotiations with Welsh Water the only options available are either to increase monthly direct payments to £800.00 or pay the outstanding invoice in full. No alternative option or reduction in payment will be given.

**RESOLVED:** That permission is granted to pay the outstanding invoice of £5000 in full to Welsh Water. Monies ring fenced from the 2023/24 underspend will be allocated to pay this outstanding balance.

**Contracts for 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2027**

Councillors had previously been circulated with completed Tenders for 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2027 for Emergency Lighting and Periodic Electrical Inspections.

**RESOLVED:**

a) Emergency Lighting

That the quotation received from R Hitchins, in the total sum of £1,400.00 + VAT per annum, for the Emergency Lighting– be accepted and approved in respect of the period April 2024 to March 2027.

b) Periodic Electrical Inspections

That the quotation received from VOG Fire & Security, in the total sum of £1560.00 + VAT per annum, for the Periodic Electrical Inspections– be accepted and approved in respect of the period April 2024 to March 2027

**338. 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 email from Lidl Foodstores requesting a Meeting with Town Councillors**

Councillors had previously been circulated with an email dated 9<sup>th</sup> February 2024 from Lidl Foodstores requesting a Meeting with Town Councillors. Councillors further discussed this request.

**RESOLVED:** That permission be granted for a representative from Lidl Food Stores to address an informal meeting with the Town Councillors.

**339. RECREATION AND OPEN SPACES****To discuss Agenda Brief re update on dog fouling on the Recreation Field**

Councillors had previously been circulated with an Agenda Brief re an update on dog fouling on the Recreation Field. The Town Clerk informed Councillors that since the incident of dog fouling she has been liaising with the Enforcement Officer re the possibility of getting a Public Space Protection Order put on the Recreation Ground and Seaview Park. Councillors discussed further ways in which dog fouling on the Recreation Field could be prevented.

**RESOLVED:** That Signs stating ‘Clean Up After your Dog’ be produced and put around the Recreation Field.

**Further**

**RESOLVED:** That the Town Clerk run off leaflets encouraging people to clean up after their dogs. Arrange a mutually convenient date with Councillors and the Junior Rugby Team to distribute the Leaflets on the Rugby Field.

**Further**

**RESOLVED:** That a letter be written to the Rt Hon Alun Cairns MP updating him on the actions being taken by the Town Council to deter Dog Fouling on the Recreation Field.

**To discuss email from resident re entrance to the Allotment Site on Llanmaes Road**

Councillors had previously been circulated with an email dated 19<sup>th</sup> February 2024 from a resident re damage to the entrance to the Allotment Site on Llanmaes Road. Councillors were informed that a wooden post had previously been erected on the corner of the Allotment site entrance to prevent vehicles cutting the corner and damaging the resident’s wall.

**RESOLVED:** That an email be sent to the resident stating that Councillors are sorry, that despite installing a wooden post at the entrance to the Allotment Site, this has not prevented further incidents. Unfortunately, there is nothing else the Council can do with reference this matter. Suggest that the resident tries to note the registration numbers of the vehicles causing damage and report them directly to the local Police Station.

Councillor Powell asked permission to discuss Agenda Item Community Constable.

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

PC Williamson introduced himself to Councillors and stated that so far for the month of February 2024 there had been 37 recorded crimes, which included 9 assaults , 6 shop lifting , 7 public order offences, 2 criminal damage, 13 miscellaneous, 1 domestic and 2 anti-social behaviour. He stated there had been 4 missing people in the area. There were 16 phone calls which are not recorded as crimes but concerns for safety that resulted in the local police offering helping/guidance to the general public. Councillor Dr Ellis reemphasised the importance of signing up to the ‘South Wales Listening Campaign’ which provided useful updates on policing in our area.

PC Williamson stated that he had been liaising with ‘Go Safe’ and speed enforcements exercises will be being undertaken shortly in the following areas:-

Boverton Road, Stallcourt Avenue, Eaglewell Road

PC Williamson confirmed to Councillor Powell that dumping green waste on farmers land or residents private property was considered fly tipping and should be reported directly to the Vale of Glamorgan Council.

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

**341. CEMETERY**

**To discuss email re Commonwealth War Graves Commission conducting guided tours around Boverton Cemetery War Grave plots**

Councillors had previously been circulated with an email dated 24<sup>th</sup> January 2024 re Commonwealth War Graves Commission conducting guided tours around Boverton Cemetery War Grave plots. Councillor Dr Ellis stated that there were also war graves in St Illtuds Church, Tabernacle Church and the Presbyterian Church.

**RESOLVED:** That permission is granted for the Commonwealth War Graves Commission to conduct guided tours around Boverton Cemetery War Grave plots.

**342. WEST STREET POOL**

**To discuss Agenda Brief re update on West Street Pool and Midwell**

Councillors had previously been circulated with an Agenda Brief re update on West Street Pool and Midwell. Councillors discussed the proposed next phase of the West Street Pool / Midwell project.

**RESOLVED:** That once a location has been finalised for the position of the Lectern can then be installed by West Street Pool.

**343. VALE OF GLAMORGAN**

**To discuss email re concerns re review of School Crossing Patrols**

Councillor John declared an interested and vacated the Council Chamber.  
Councillor Williams and Councillor J Norman declared an interest.

Councillors had previously been circulated with an email dated 5<sup>th</sup> February 2024 re concerns about the review of School Crossing Patrols. Councillor Deakin informed Councillors that he had been asked to bring this forward as MAR Governor at Ysgol Y Draig School.

**RESOLVED:** That a letter be written to the Head of Neighbourhood Services and Transport specifying the Town Council concerns re the review of School Crossing Patrols. Raise specific concerns for the three schools situated along Ham Lane East. State there is no pelican or zebra crossing along the road and already issues regarding the lack of parking at drop off and pick up times.

Councillor John re-entered the Council Chamber.

**To discuss letter to Chief Executive of the Vale of Glamorgan Council from Eagleswell Resident re development on the former Eagleswell School site**

Councillor Williams and Councillor J Norman declared an interest.

Councillors had previously been circulated with a letter dated 5<sup>th</sup> February 2024 to the Chief Executive of the Vale of Glamorgan Council from Eagleswell Resident re development on the former Eagleswell School site.

**RESOLVED:** That an email be sent to the resident confirming receipt and acknowledgement by the Town Council of the letter sent to the Chief Executive, of the Vale Council, re development on the former Eagleswell School site.

**To discuss email re Vale Food Trail 2024**

Councillors had previously been circulated with an email dated 12<sup>th</sup> February 2024 re Vale Food Trail 2024. Councillor Dr Ellis stated his disappointment that Llantwit Major Food Festival would not be included as part of the Vale Food Trail.

**To discuss Agenda Brief re update on Vale of Glamorgan Councils Proposal re Toilets and Car Parks in Llantwit Major**

Councillors had previously been circulated with an Agenda Brief re update on Vale of Glamorgan Proposals re Toilets and Car Parks in Llantwit Major.

Councillor Foster confirmed that initial discussion had been undertaken with Emma Reed from the Vale of Glamorgan Council re the Town Council taking over the car parks and toilets in the following areas:

Town Hall Car Park and Public Toilet Block  
 Old School Car Park  
 Small section at bottom of Rugby Club Car Park  
 Boverton Road Public Toilets

Councillors discussed the annual operational and maintenance costs that would be required to take over these facilities. Councillors stated that the costs, if taken over this year, could be incorporated within the underspend in the budget for 2023/24. However, the precept would need to be reviewed for 2025/26 with estimated annual costs of taking over these facilities from the Vale of Glamorgan Council being approximately £30,000. Also, car parking charges would need to be considered to cover these additional costs to the Town Council.

**RESOLVED:** That the Town Council agree to move forward with the Vale of Glamorgan Councils proposals re taking over the Toilets and Car Parks in Llantwit Major subject to the Town Clerk obtaining an acceptable solution to the issues with the drainage at the bottom of the Rugby Club Car Park and the ownership and maintenance requirements of the wall in the Old School Car Park.

**To discuss Gypsy and Traveller Site: Call for Candidate Sites**

Councillors had previously been circulated with an email dated 19<sup>th</sup> February 2024 re Gypsy and Traveller Site: Call for Candidate Sites. Noted.

**344. WELSH GOVERNMENT**

**To discuss consultation on the School Year**

Councillors had previously been circulated with a Consultation dated November 2023 on the School Year. Councillors were informed that they were still able to respond to this consultation despite the closing date being 12<sup>th</sup> February 2024.

**RESOLVED:** That Councillors respond individually if they wish to complete the Consultation on the School Year.



**To discuss the Coetiroedd Bach (Tiny Forests) Scheme**

Councillors had previously been circulated with a document detailing the Coetireodd Bach (Tiny Forests) Scheme. Councillors noted that they had no suitable areas available that could be considered for the Coetiroedd Bach (Tiny Forests) Scheme. Noted.

**345. MISCELLANEOUS**

**To discuss Agenda Brief re update on Community Events proposed and planned for 2024**

Councillors had previously been circulated with an Agenda Brief re update on Community Events proposed and planned for 2024. Councillor Foster stated his disappointment that the Vale of Glamorgan Council not funding a Community 10K/5K and 1K Run. He felt this would have been a great event for the children of the town.

The Town Clerk informed Councillors that she had requested an updated from the Vale of Glamorgan Council re what monies would be available in reference to the following events:

Food Festival, These Three Streams, and the Christmas Lighting Up Event

Councillors further discussed the funding for the Abba Tribute Night planned for 22<sup>nd</sup> August 2024.

**RESOLVED:** That the Town Council will fund the Abba Tribute Night in the Town Hall Car Park on the 22<sup>nd</sup> August 2024.

**To discuss email re queues in the local pharmacies**

Councillors had previously been circulated with an email dated 5<sup>th</sup> February 2024 re queues in the local pharmacies. Councillors stated that although they note the resident's concerns there is nothing that the Town Council can do, with reference to this matter.

**RESOLVED:** Recommend that the resident's write to the National Health Board Wales expressing their concerns re the queues in the local pharmacies.

**To discuss email from Llantwit Major & Coastal Vale Medical Practice and Western Vale Family Practice in relation to the GMS Contract**

Councillors had previously been circulated with an email and letter dated February 2024 from Llantwit Major & Coastal Vale Medical Practice and Western Vale Family Practice in relation to the GMS Contract. Noted.

**To discuss Agenda Brief re 80 D-Day Celebrations on 6<sup>th</sup> June 2024**

Councillors had previously been circulated with an Agenda Brief re details of proposed ideas for 80 D-Day Celebrations on the 6<sup>th</sup> June 2024. Councillors further discussed options.

**RESOLVED:** That the Town Council organise the following 80 D-Day Celebrations on the 6<sup>th</sup> June 2024:

- (i) Ask all Public House to host Fish and Chip Suppers on the events. A ticketed event with an additional £1 charge per person to be forward to the Services Charities.
- (ii) During the evening music will be played via a sound system around the Cenotaph of WW2 music.
- (iii) The Beacon will be lit at 9:15pm followed by the reading 'International Tribute'.

**To discuss email re obtaining a portrait of His Majesty the King**

Councillors had previously been circulated with an email re obtaining a portrait of His Majesty the King.

**RESOLVED:** That permission is granted to obtain a portrait of His Majesty the King. A decision re where the portrait will be displayed will be decided at a future date.

**To note invitation to enter draw to attend Buckingham Palace Garden Party**

Councillors had previously been circulated with an invitation dated 30<sup>th</sup> January 2024 to enter Buckingham Palace Garden Party.

**RESOLVED:** That the present Town Mayor (Councillor D Powell) be entered into the draw to attend a Buckingham Palace Garden Party.

**SIGNED** .....  
MAYOR

**DATED** .....