

Minutes of the Hybrid Meeting of Llantwit Major Town Council held in the Council Chamber, Old School and remotely via zoom on Thursday 29th June 2023 at 7.05pm

PRESENT; Chairman – Councillor D Powell - Town Mayor

 Councillors D Foster) NORTH WARD
 Dr P Dickson)
 E Williams)
 J Norman)
 Dr D Ellis)

 G John) WEST WARD

 J Lewis) SOUTH EAST WARD
 G Thomas)

 G Hughes) BOVERTON WARD
 W Norman)
 S Hanks)

Note: (Z) - Remotely by Zoom

Apologies were received from:

Councillor J Deakin - on Holiday
 Councillor G Morgan - prior commitment

PC Jamie Williamson
 PCSO Rhiannon Cummings

Declaration of Interest Forms were received from:-

Pursuant to the requirements of this Councils Code of Conduct, Councillor G John declared an interest under Miscellaneous, Item 3, To discuss Public Consultation from Scouts 1st Llantwit Major re development of purpose-built community facility in the area of ‘Heol Pentre Cwrt’.

Pursuant to the requirements of this Councils Code of Conduct, Councillor D Foster declared an interest under Miscellaneous, Item 1, To discuss email from Town Twinning Association re-visit from Le-Pouliguen in September 2023.

Pursuant to the requirements of this Councils Code of Conduct, Councillor J Lewis declared an interest under Miscellaneous, Item 1, To discuss email from Town Twinning Association re-visit from Le-Pouliguen in September 2023.

228. MINUTES

Full Town Council Meeting held 25th May 2023

The minutes of the Full Town Council Meeting held on the 25th May 2023, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Full Town Council Meeting held on the 25th May 2023 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Bowls Club Sub Committee meeting held 24th May 2023

The minutes of the Bowls Club Sub Committee meeting held 24th May 2023, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Bowls Club Sub Committee meeting held 24th May 2023 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Planning Meeting held 6th June 2023

The minutes of the Planning Meeting held 6th June 2023, had previously been circulated to Council Members. Members noted that under Planning Application 2023/00404/FUL – Summerhouse Bay, Boverton it should read ‘Mill Lane’ and not as previously stated ‘Millay’.

RESOLVED: That subject to the above amendments the minutes of the Planning Meeting held 6th June 2023 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 13th June 2023

The minutes of the Fair Trade Forum Meeting held 13th June 2023, had previously been circulated to Council Members. Members noted that under Item 6 ‘To discuss Transform Trade Meeting held 24th May 2023’ it should read ‘Traidcraft’ and not a previously stated ‘Tradecraft’.

RESOLVED: That subject to the above amendments the minutes of the Fair Trade Forum Committee Meeting held 13th June 2023, 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 15th June 2023

The minutes of the Allotment Sub Committee meeting held 15th June 2023, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Allotment Sub Committee meeting held 15th June 2023 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Planning Meeting held 20th June 2023

The minutes of the Planning Meeting held 20th June 2023, had previously been circulated to Council Members.

RESOLVED: That the minutes of the Planning Meeting held 20th June 2023 be accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

229. 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.

230. 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.

231. TOWN MAYOR

Town Mayors events attended 1st June 2023 to 30th June 2023

Councillors had previously been circulated with the Town Mayor events attended 1st June 2023 to 30th June 2023. Councillor Powell stated it had been a great honour to attend the Armed Forces Day Service. Noted.

Deputy Town Mayors events attended 1st June 2023 to 30th June 2023

Councillors had previously been circulated with the Deputy Town Mayor events attended 1st June 2023 to 30th June 2023. Councillor Dr Dickson stated how much he enjoyed the Food and Drinks Festival in Llantwit Major and wished to express his thanks to all the Staff and Councillors that helped with putting on the event. Noted.

Questions to the Town Mayor

Councillor Powell informed Councillors, that if they had no objections, he intended to undertake informal walkabouts around town, go to local coffee mornings, wearing his Mayors Chain to let people see and talk to the Mayor of Llantwit Major.

Councillor Powell also stated he would be arranging a Garden Party on the 19th August 2023 and his Civic Service would be held on the 15th October 2023. Noted.

232. COMMUNITY CONSTABLE

To receive Community Constable

PC Williamson and PCSO Cummings both sent their apologies as unable to attend the Full Town Council Meeting.

Councillor Powell read out a report received from PC Williamson re crime figures for the month of June 2023. There had been 31 crimes which included 1 burglary, 1 drug related crime, 8 shoplifting, 7 violent crimes, 1 public order offence, 2 criminal damage, 1 vehicle crime, 1 robbery and 10 miscellaneous crimes.

PC Williamson stated in the report that the main areas of anti-social behaviour were on the Recreation Field, Heritage Gate Estate and Bedford Rise.

He also stated that there had been several complaints of speeding at the bottom of Boverton Road and the bottom of Eagleswell Road. He stated efforts were ongoing to deter the speeding in these areas.

233. **COUNCIL MEETINGS**

Meetings for Month of July 2023

Councillors had previously been circulated with Meetings for the Month of July 2023. The Town Clerk confirmed that a Footpath Forum Meeting would need to be re-arranged for the month of July 2023. Noted.

234. **PROCEDURAL MATTERS**

Members Announcements

(i) Report from Town Clerk

The Town Clerk informed Councillors that she had accepted a full week's booking of Llantonian Hall in August 2023. Regular Hirers had been informed and had been, where possible, accommodated in alternative Town Council buildings.

The Town Clerk stated that a meeting of Vale of Glamorgan Town Clerks was to be undertaken in the Council Chamber on Monday 14th July 2023. A chance for Clerks to meet, swap knowledge and build better relationships. It was planned the meetings would then be undertaken each quarter.

(ii) Update from Council Representatives on the Town Twinning Committee

Councillor Dr Ellis informed Councillors that 28 Le Pouliguen residents were visiting Llantwit Major between the 7th to 11th September 2023. Events planned for the guests included a Fish and Chip Summer, Drinks Reception, a visit to St Fagan's, an evening meal in the Town Hall and either a visit to Cardiff Shops/ St Donats or SWAM. Two Le Pouliguen visitors were intending to bike over from France and undertake the Llantwit Major 10K Trail Run.

Councillor Foster informed Councillors that an informal Meeting had been undertaken with the Vale Place Making Team. The initial feedback from the consultation at the Llantwit Major Food Festival had pointed out two areas of concern in the town. These being:

- The proposed request for a new Scouts Hall at Heol Pentre'r Cwrt, Llantwit Major
- The problem of litter around the town

It was noted that most residents were happy to live in Llantwit Major.

The next phase of the Place Making Project would be to provide a list, to the Vale Planning Team, of groups/organisations/businesses within the town. Then formulate questions and undertake surveys with the groups of their thoughts about Llantwit Major.

To note June 2023 update from Community Engagement Administrator

Councillors had previously been circulated with an update from the Community Engagement Administrator dated June 2023. Noted.

Action Tracker

147.

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

To review and adopt Llantwit Major Town Council Standing Orders

Councillors had previously been circulated with the Llantwit Major Town Standing Orders.

RESOLVED: That the amended Llantwit Major Town Council Standing Orders be adopted.

To adopt Llantwit Major Town Council Tree Management Policy

Councillors had previously been circulated with the Llantwit Major Town Council Tree Management Policy.

RESOLVED: That the Llantwit Major Town Council Tree Management Policy be adopted.

To adopt Llantwit Major Town Council Cash Handling Policy

Councillors had previously been circulated with the Llantwit Major Town Council Cash Handling Policy.

RESOLVED: That the Llantwit Major Town Council Cash Handling Policy be adopted.

To discuss Agenda Brief re hiring out Marquees

Councillors had previously been circulated with an Agenda Brief re hiring out Marquees. Councillors agreed it would be a good idea to hire the marquees to organisations / community events subject to suitable safe guards/ risks assessments/ hiring agreements/refundable bonds etc being in place.

RESOLVED: That permission be granted to look at costings and Hiring Agreements to hire the Canvas Marquee and Inflatable Marquee. Bring findings back to next Full Town Council meeting for further discussion.

235. FINANCE

Bank Reconciliation for period 1st May 2023 to 31st May 2023

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st May 2023 to 31st May 2023. Noted.

Expenditure for the period 19th May 2023 to 20th June 2023

Councillors had previously been circulated with a copy of the Expenditure for the period 19th May 2023 to 20th June 2023. Noted.

Income for the period 19th May 2023 to 20th June 2023

Councillors had previously been circulated with a copy of the Income for the period 19th May 2023 to 20th June 2023. Noted.

To note letter and comments from Auditor General for Wales, Audit Certificate, and report for the year end 31st March 2022

Councillors had previously been circulated with a letter and comments from Auditor General for Wales, Audit Certificate, and report for the year end 31st March 2022.

Councillors asked for their thanks to be recorded to the Town Clerk for all her hard work in the completion of the Annual Return for year ending 31st March 2022. Noted.

To discuss Agenda Brief re 51p overspend on the Stronger Communities Grant Funding

Councillors had previously been circulated with an Agenda Brief re a 51p overspend on the Stronger Communities Grant Funding.

RESOLVED: That the 51p overspend on the Stronger Communities Grant Funding be accepted.

To discuss Statement of Accounts, Annual Return, and Internal Auditors Report 1st April 2022 to 31st March 2023

Councillors had previously been circulated with the Statement of Accounts, Annual Return, and Internal Auditors Report 1st April 2022 to 31st March 2023.

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

236. 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.

237. RECREATION AND OPEN SPACES

To discuss Annual Play Area Inspection

Councillors had previously been circulated with an email dated 6th June 2023 detailing the cost of the Annual Independent Play Area Inspection.

RESOLVED : That permission is granted to undertake the Annual Independent Play Area Inspection in July /August 2023 at a cost of £72.00.

To discuss Report of Meeting between Llantwit Major Town Council, Llantwit Major Rugby Football Club and Vale of Glamorgan Council representatives at the Recreation Field on 2nd June 2023

Councillors had previously been circulated with a Report dated 2nd June 2023 of a Meeting between Llantwit Major Town Council, Llantwit Major Rugby Football Club and Vale of Glamorgan Council representatives at the Recreation Field. Councillors further discussed the Vale of Glamorgan Councils and Llantwit Major Rugby Clubs views re the extension of the footpath along the Boverton Road and the impact on the Recreation Field.

RESOLVED: That no further action be undertaken by Llantwit Major Town Council at the present time.

To discuss email requesting permission to place banner on Recreation Field fence to promote Llantwit Major 10k Run

Councillors had previously been circulated with an email dated 14th June 2023 requesting permission to place banner on the Recreation Field fence to promote Llantwit Major 10K Run.

RESOLVED : That permission is granted to place banner on the Recreation Field fence to promote Llantwit Major 10K Run

To discuss Informal Meeting at Stradling Park on 23rd May 2023

Councillors had previously been circulated with a Report detailing an Informal Meeting at Stradling Park on 23rd May 2023.

RESOLVED: That all proposals for the next phase of the Stradling Park Project at the Informal Meeting held at Stradling Park on 23rd May 2023 be accepted .

To discuss Agenda Brief re letter drop surrounding Stradling Park

Councillors had previously been circulated with an Agenda Brief re a letter drop surrounding Stradling Park asking residents to be vigilant and report anyone dumping rubbish or other garden materials in the park.

RESOLVED: That permission be granted to undertake a letter drop surrounding Stradling Park asking residents to be vigilant and report anyone dumping rubbish or other garden materials in the park.

238. CEMETERY

The following Burial matters were noted.

- 1) Burial of cremated remains Ann Linda Drew (new plot) Me8 on 24th May 2023
- 2) Burial of cremated remains Valarie Sage (new plot) Me9 on 26th May 2023
- 3) Burial of cremated remains Tracy Atkins (reopen plot) F182 on 2nd June 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 & 2.

239. OLD SCHOOL

To discuss letter from These 3 Streams re usage of upstairs rooms in the Old School Building

Councillors had previously been circulated with a letter from These 3 Streams re usage of upstairs rooms in the Old School Building. Councillors further discussed the hiring (including short term contracts) and costings of the upstairs rooms in the Old School Building.

RESOLVED: That permission be granted for the Chair of Recreation and Buildings and Chair of Finance to meets with These 3 Streams to further discuss options for hiring the upstairs of the Old School Building.

240. WEST STREET POOL

To discuss Informal Meeting at West Street Pool / Mid Well Conservation area on 23rd May 2023

Councillors had previously been circulated with a Report detailing an Informal Meeting at West Street Pool / Mid Well Conservation area on 23rd May 2023.

RESOLVED: That all proposals for the next phase of the West Street Pool/Mid Well Conservation area Project recommended at the Informal Meeting at West Street Pool / Mid Well Conservation area on 23rd May 2023 be accepted

To discuss quote from Ponds4U re quotation for Annual General Clean and Maintenance of West Street Pool

Councillors had previously been circulated with a quotation from Ponds4U for the Annual General Clean and Maintenance of West Street Pool.

RESOLVED: That the quotation from Ponds4U at a cost £935.64 exc. vat be accepted for the annual general clean and maintenance of West Street Pool.

241. VALE OF GLAMORGAN COUNCIL

To discuss third round of the Community Ownership Fund

Councillors had previously been circulated with an email dated 9th June 2023 detailing the third round of the Community Ownership Fund.

Councillors further discussed funding opportunities.

RESOLVED: That any suggestions for project/funding ideas be forwarded to the Town Clerk.

242. WELSH GOVERNMENT

To discuss consultation on extending the term of office for the Older Peoples Commissioner for Wales from 4 to 7 years

Councillors had previously been circulated with an email dated 21st June 2023 reference a consultation on extending the term of office for the Older Peoples Commissioner for Wales from 4 to 7 years. Councillor discussed what the actual roles/responsibilities were of the Older Peoples Commissioner for Wales and the other three Welsh Commissioners:

Welsh Language Commissioner
Childrens Commissioner for Wales
Future Generations Commissioner for Wales

Councillors noted that before being able to decide if the Old Peoples Commissioner For Wales Term in Office be extended they need to know more of their role within the community and the financial implications of extending the term.

RESOLVED: That one or all of the Welsh Commissioners appointed by the First Minister be invited to attend a meeting of the Full Town Council to explain their roles and what they can bring to Llantwit Major State that until this is explained the Town Council feel unable to offer a decision re extending the tenure of the Older Peoples Commissioner for Wales from 4 to 7 years.

To discuss Wales Consultation on Public Procurement Secondary Legislation: Part 1

Councillors had previously been circulated with a letter dated 19th June 2023 re the Wales Consultation on Public Procurement Secondary Legislation: Part 1. Noted.

To discuss email invitation to virtual summit ‘Get ready for 20mph’ on Monday 3rd July 2023

Councillors had previously been circulated with an email invitation to attend a virtual summit ‘Get ready for 20mph’ on Monday 3rd July 2023.

RESOLVED: That no Councillors will attend the virtual summit ‘Get ready for 20mph’ on Monday 3rd July 2023.

To discuss TRO Public Consultation re proposed exceptions to Wales 20mph default speed limit

Councillors had previously been circulated with an email dated 23rd June 2023 about the TRO Public Consultation re proposed exceptions to Wales 20mph default speed limit. Councillors were informed that there were no exceptions to the 20mph default speed limit in Llantwit Major and all 30mph speed limits will be lowered to 20mph as of Wednesday 17th September 2023. Noted.

243. MISCELLANEOUS

To discuss email from Town Twinning Association re-visit from Le-Pouliguen in September 2023

Councillor Foster and Councillor Lewis declared an interest due to being paid Members of the Twinning Association.

Councillors had previously been circulated with an email dated 12th June 2023 from the Town Twinning Association re-visit from Le-Pouliguen in September 2023. Councillors discussed the request for the Town Council to hold a welcome reception for the visitors from Le Pouliguen. The Town Clerk confirmed there was a budget of £500.00 available to host this event.

RESOLVED: That permission be granted for the Town Council to host a welcome reception for the visitors from Le Pouliguen in the Town Hall. Town Clerk to liaise with Town Twinning Committee to discuss format of event.

To discuss Agenda Brief re Llantwit Major Town Council Food and Drink Festival

Councillors had previously been circulated with an Agenda Brief re Llantwit Major Town Council Food and Drink Festival. The Town Clerk asked permission to proceed with a Food and Drinks Festival for next year (8th to 9th June 2024). She stated that ideas for next year had already started to be discussed. These included:

Inviting Youth Bands to play in Town Hall Car Park on Saturday 8th June 2024

Hold a Folk Festival on Sunday 9th June 2024

Provide entertainment/story telling for children

Include Art and Crafts /Market Stalls

On 6th June light a beacon and run a Fish and Chip Supper in the Town Hall Car Park to commemorate the 80th anniversary of D Day landings.

The Town Clerk hoped that funding opportunities would be available through the Vale of Glamorgan Councils Events Team.

RESOLVED: That permission be granted to proceed with organising a D Day Event and a Food and Drink Festival between the dates 6th to 9th June 2024.

To discuss Public Consultation from Scouts 1st Llantwit Major re development of purpose built community facility in the area of ‘Heol Pentre Cwrt’

Councillor John declared an interest due to previously having dealings regarding this proposal. Councillors had previously been circulated with a Public Consultation from Scouts 1st Llantwit Major re development of purpose-built community facility in the area of ‘Heol Pentre Cwrt’.

Councillors further discussed the requirements that the Scouts 1st Llantwit Major required.

RESOLVED: That a letter be written to the Scouts 1st Llantwit Major (noting their criteria) stating that we have no Town Council Buildings that could accommodate/facilitate all these specific requirements.

SIGNED

DATED

MAYOR