

19<sup>th</sup> September 2025

Dear Councillor,

**You are invited to attend a Full Town Council Meeting to be held in the Council Chamber, Old School or remotely on Thursday 25<sup>th</sup> September 2025, no sooner than 7.05pm, for the purpose of discussing the following business.**

Yours faithfully,



Mrs. R. Quinn  
**Town Clerk**

*Members are asked to note the time of the meeting. Prayers will be said prior to the meeting for those wishing to attend. Login is by following the Zoom Meeting*

<https://us06web.zoom.us/j/6263333873?pwd=OG40RmNUTkM3cWsrQmFoY1gyd1FiUT09&omn=84695729811>

Meeting ID: 626 333 3873

Passcode: LMTC123

## **AGENDA**

To receive apologies

To receive Councillors Declaration of Interest and the nature of such interests under the Councils Code of Conduct

*(Note: Members seeking advice on this item are asked to contact the Town Clerk at least 24 hours prior to the meeting)*

To receive minutes of Full Town Council Meeting held on 24<sup>th</sup> July 2025

**Separately attached**

To receive minutes of Planning Committee Meeting held on 19<sup>th</sup> August 2025

**Separately attached**

To receive minutes of Town Hall Working Group Meeting held on 4<sup>th</sup> September 2025

**Separately attached**

To receive minutes of Five Year Plan Committee Meeting held on 4<sup>th</sup> September 2025

**Separately attached**

To receive minutes of Planning Committee Meeting held on 9<sup>th</sup> September 2025

**Separately attached**

To receive minutes of Allotment Sub Committee Meeting held on 16<sup>th</sup> September 2025

**Separately attached**

To receive minutes of the Stradling Park Committee Meeting held 16<sup>th</sup> September 2025

**Separately attached**

## **PUBLIC QUESTION TIME**

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

## **SIGNING OF MINUTES**

- 1) Signing of Minutes of previous Meeting

## **TOWN MAYOR**

- 1) Town Mayors events attended 1<sup>st</sup> August 2025 to 30<sup>th</sup> September 2025  
**Refer green sheet nos: 1**
- 2) Questions to the Town Mayor (if any)

## **COMMUNITY CONSTABLE**

- 1) To receive Community Constables report
- 2) To discuss vehicles parking on the pavement around the cenotaph  
**Refer white sheets nos: 1 & 2**

## **COUNCIL MEETINGS**

- 1) Meetings for Month of October 2025  
**Refer green sheet no: 2**

## **PROCEDURAL MATTERS**

- 1) Members Announcements
  - (i) Report from Town Clerk  
**Verbal Update Town Clerk**
  - (ii) Report from Vale of Glamorgan Councillor  
**Verbal Update from Vale of Glamorgan Councillor**
  - (iii) Report from Cllr Dr D Ellis on Dementia Friendly Llantwit Major, Fairtrade and the Town Twinning Association  
**Refer green sheet no 17**
- 2) Action Tracker  
**Refer green sheet nos: 3 to 7**

- 3) To discuss email from Chair of Planning Committee re permission to speak as a Town Council representative at the Vale of Glamorgan Council Planning Committee re the West House development.  
**Refer green sheet no: 8**
- 4) To discuss Agenda Brief re Prayers at Full Town Council meeting.  
**Refer green sheet no: 9**
- 5) To discuss Terms of Reference for the Planning Committee  
**Refer green sheet no: 10**
- 6) To discuss Agreement for the Provision of Legal Services between Llantwit Major Town Council and the Vale of Glamorgan Council Legal Services  
**Refer green sheet nos: 11 to 14**
- 7) To discuss signing of Civility and Respect Pledge  
**Refer green sheet no 15**
- 8) To discuss draft press release re asset transfer of public toilets and car park  
**Refer green sheet no 16**
- 9) To confirm attendance for Chair Planning Committee to attend Planning Aid Wales Training Course 8<sup>th</sup> October 2025 at cost of £20

## **FINANCE**

- 1) Bank Reconciliation for period 1<sup>st</sup> July 2025 to 31<sup>st</sup> July 2025  
**Refer blue sheet no: 1**
- 2) Bank Reconciliation for period 1<sup>st</sup> August 2025 to 31<sup>st</sup> August 2025  
**Refer blue sheet no: 2**
- 3) Income for period 15<sup>th</sup> July 2025 to 18<sup>th</sup> September 2025  
**Refer blue sheet no: 3 & 4**
- 4) Expenditure for period 15<sup>th</sup> July 2025 to 18<sup>th</sup> September 2025  
**Refer blue sheet nos: 5 to 12**
- 5) To discuss purchase of tide timetables for 2026  
**Refer blue sheet nos: 13 & 14**
- 6) To discuss quote re requirement for new office software due to Windows 11 update  
**Refer blue sheet nos: 15, 16, 17**

## **DEVELOPMENT**

- 1) To note Planning Application decisions by the Vale of Glamorgan Council  
**Refer purple sheet no: 1**
- 2) To discuss email and documentation re removal strategy for temporary housing accommodation and associated works at the former Eagleswell School site  
**Refer purple sheet nos: 2 to 30**

## **RECREATION AND OPEN SPACES**

- 1) To discuss email dated 21<sup>st</sup> August 2025 re potential funding for basketball hoops.  
**Refer peach sheet no: 1**
- 2) To discuss letter from Llantwit Major Bowls Club re building of new compost area and concerns re tree in corner of under 10's playpark  
**Refer peach sheets no: 2**
- 3) To discuss email re shrubs and trees planted in Seaview Park and to note Town Council's resolutions pertaining to this matter  
**Refer peach sheets no: 3 to 13**

## **OLD SCHOOL**

- 1) To discuss Agenda Brief regarding replacement of oil tank.  
**Refer peach sheet no: 3 & 4**

## **CEMETERY**

To note the following burial matters.

- 1) Scattering of ashes of Ralph Beresford Davies on 29<sup>th</sup> July 2025
- 2) Burial of cremated remains of John Nealon (reopen plot) Hh4 on 8<sup>th</sup> August 2025
- 3) Burial of cremated remains of Sandra Shirley Branch (reopen plot) C284 on 22<sup>nd</sup> August 2025
- 4) To discuss email request for purchase of full burial plot for cremated remains  
**Refer pink sheet no: 1 & 2**

## **WEST STREET POND**

- 1) To note confirmation and acceptance of National Lottery Heritage Fund Grant for the refurbishment and preservation of Midwell  
**Refer peach sheets nos: 5 & 6**
- 2) To discuss Agenda Brief re quotations for installation of boardwalk at Midwell  
**Refer peach sheet nos: 7, 8, 9**

## **VALE OF GLAMORGAN COUNCIL**

- 1) To discuss update on Llantwit Major Placemaking, the draft Llantwit Major Place Board Terms of Reference and Regeneration Governance document and to nominate a Town Council representative to sit on the Llantwit Major Place Board  
**Refer yellow sheet nos: 1 & 9**

- 2) To discuss road name for the new development at the Old Brewery, Eglwys Brewis Road, St Athan  
**Refer yellow sheet nos: 10 to 13**

### **MISCELLANEOUS**

- 1) To discuss email re response to update on health centre for Llantwit Major  
**Refer orange sheet nos: 1 & 2**
- 2) To discuss email response re Llantwit Major Telephone Exchange building  
**Refer orange sheet no: 2**
- 3) To discuss email re creating a local enclosed dog walking field  
**Refer orange sheet no: 3**
- 4) To discuss email re problems of parking along Boverton Road Barons Close due to the increase in commercial traffic in the area.  
**Refer orange sheet no: 3 & 4**
- 5) To discuss email re fostering closer relationships between ourselves and UWC Atlantic College.  
**Refer orange sheet no: 4 & 5**