

21st November 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 27th November 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 30th October 2025

Separately attached

To receive minutes of Town Hall Working Group Meeting held on 17th November 2025

Separately attached

To receive minutes of Five Year Plan Committee Meeting held on 17th November 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 1st November 2025 to 30th November 2025
Refer green sheet no: 1
- 2) Deputy Town Mayors events attended 1st November 2025 to 30th November 2025
Refer green sheet no: 2
- 3) Past Mayor's events Councillor Dr P Dickson 1st November 2025 to 30th November 2025
Refer green sheet no: 2
- 3) Questions to the Town Mayor (if any)

COMMUNITY CONSTABLE

- 1) To receive Community Constables report

COUNCIL MEETINGS

- 1) Meetings for Month of December 2025
Refer green sheet no: 3

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
- 2) Action Tracker
Refer green sheet nos: 4 to 9
- 3) To discuss agenda brief setting a date/way forward re Food Festival 2026
Refer green sheet no: 10
- 4) To discuss Terms of Reference for Town Study Placemaking Group
Refer green sheet nos: 11 & 12
- 5) To adopt Llantwit Major Town Council Environment (Wales) Act 2016 Part 1- Section 6 The Biodiversity and Resilience of Ecosystems Duty Report 2025
Refer green sheet nos: 13 to 17
- 6) To discuss email re sharing method of decreasing amount of plastic waste.
Refer green sheet no: 18
- 7) To discuss Agenda Brief re way forward in relation to negotiations with Bowls Club over their Lease / Licensed Management Agreement
Refer green sheet no: 19

- 8) To agree closure of Town Council Office Tuesday 23rd December 2025 to Monday 5th January 2026 due to pantomime to be held on Friday 2nd January 2026

FINANCE

- 1) Bank Reconciliation for period 1st October 2025 to 31st October 2025
Refer blue sheet no: 1
- 2) Income for period 24th October 2025 to 19th November 2025
Refer blue sheet no: 2
- 3) Expenditure for period 23rd October 2025 to 19th November 2025
Refer blue sheet nos: 3 to 6
- 4) To note letter and comments from Auditor General for Wales, Audit Certificate and report for the year ended 31st March 2025
Refer blue sheet nos: 7 to 16

DEVELOPMENT

- 1) To note Planning Application decisions by the Vale of Glamorgan Council
Refer purple sheet no: 1

RECREATION AND OPEN SPACES

- 1) To note season end figures from Llantwit Major Bowls Club
Refer peach sheet nos: 1 to 2
- 2) To note recommendations from informal Allotment Meeting held 4th November 2025
Refer peach sheet no: 3

CEMETERY

To note the following burial matters.

- 1) Burial of cremated remains of Mary Elizabeth Davey (reopen plot) HF1 on 22nd October 2025

VALE OF GLAMORGAN COUNCIL

- 1) To note Vale of Glamorgan Cabinet Report and revised Section 106 protocol held 16th October 2025
Refer yellow sheet nos: 1 to 6
- 2) To discuss email re legal representation for Town Council in relation to asset transfer car parks & toilets
Refer yellow sheet no: 7

- 3) To discuss Lease re Wine Street Car Park
Refer yellow sheet nos: 8 to 18
- 4) To discuss Lease relating to Town Hall Car Park and Public Toilets
Refer yellow sheet nos: 19 to 30
- 5) To discuss Lease relating to Car Park at Boverton Road
Refer yellow sheet nos: 31 to 41
- 6) To discuss letter from Vale of Glamorgan Council re Exit Strategy of temporary development on Eagleswell Road (copies of Town Council letters attached for reference)
Refer yellow sheet nos: 42 & 43
- 7) To discuss email from Vale of Glamorgan Council re Updating Active Travel Network Map Survey
Refer yellow sheet nos: 44 & 45
Circulated via email dated 10th November 2025
- 8) To discuss Future Generations Report 6th November 2025, received from Vale of Glamorgan Council
Refer yellow sheet nos: 46 to 57
- 9) To discuss Agenda Brief re Vale of Glamorgan Placemaking and proposed projects by Town Council
Refer yellow sheet no: 58

MISCELLANEOUS

- 1) To discuss email request from student re study on active citizenship and diversity within local area.
Refer orange sheet nos: 1
- 2) To note letter received from the Royal British Legion
Refer orange sheets nos: 2
- 3) To discuss email response re paved area in the Precinct
Refer orange sheet no: 3

PART II

THE PUBLIC AND PRESS MAY BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ACORDANCE WITH SECTION 100A(4) OF THE LOCAL GOVERNMENT ACT, 1972

- 1) To receive minutes of Town Hall Working Group Meeting held on 17th November 2025
Refer pink sheet no: 1
- 2) To discuss letter received from External Audit re Town Clerks salary
Circulated via email