

Councillor Deakin asked permission to bring forward Community Constable and Public Question Time, To Receive Community Constable and Public Question Time.

RESOLVED: That permission be given to bring forward Community Constable and Public Question Time.

ITEMS BROUGHT FORWARD

628. COMMUNITY CONSTABLE

To receive Community Constable report

PC Jamie Williamson reported that between 31st October 2025 and 27th November 2025 there had been 23 crimes recorded 1 distraction burglary, 10 violent crimes (low level), 3 Public Order offences, 2 shoplifting, 6 miscellaneous and 1 Criminal Damage.

PC Williamson reported that the police would be assisting at the Lantern Parade in Llantwit Major on Saturday, the Reindeer Parade in Cowbridge on Sunday and Rhoose Christmas Lights switch on. PC Williamson announced that he would be leaving his position in January and it would be very likely that he will have a replacement but will make sure that the Town Clerk is well informed. Councillor G Thomas asked what the procedure was regarding a smell of cannabis coming from neighbouring properties. PC Williamson stated that it would be best to report it to him and he would look into it. Councillors asked if it was illegal to park on pavements. PC Williamson stated that it was illegal in Wales, however it is a grey area given the infrastructure of housing estates etc, sometimes being necessary for cars to park on pavements in order to not block the road, however if the whole pavement is covered by a vehicle, blocking access for wheelchairs / prams etc then this is not acceptable. Councillor S Hanks asked about a problem of people racing their cars on the Northern Access Road at night. PC Williamson said that a lot of work had been put into this and undercover patrols were regularly carried out and those responsible were given warnings. They do act on people calling in on this issue. Councillors gave thanks and appreciation for all the hard work PC Williamson has done over the years and will be sad to see him go. PC Williamson vacated the Council Chamber.

629. MINUTES

Full Town Council Meeting held 30th October 2025

The minutes of the Full Town Council Meeting held on the 30th October 2025 had previously been circulated to Council Members.

RESOLVED: That the minutes of the Full Town Council Meeting held on 30th October 2025 be adopted and accepted as a true record.

Matters Arising

There were no matters arising.

Town Hall Working Group Meeting held on 17th November 2025

The minutes of the Town Hall Working Group Meeting held on 17th November 2025 had previously been circulated to Council Members.

RESOLVED: That the minutes of the Town Hall Working Group Meeting held on 17th November 2025 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

Five Year Plan Committee Meeting held on 17th November 2025

The minutes of the Five Year Plan Committee Meeting held on 17th November 2025 had previously been circulated to Council Members.

RESOLVED: That the minutes of the Five Year Plan Committee Meeting held on 17th November 2025 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

630. PUBLIC QUESTION TIME

There were no members of the public present.

631. 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.

632. TOWN MAYOR

Town Mayors events attended 1st November 2025 to 30th November 2025

Councillors had previously been circulated with the Town Mayor events attended 1st November 2025 to the 30th November 2025. Noted.

Deputy Town Mayors events attended 1st November 2025 to 30th November 2025

Councillors had previously been circulated with the Deputy Town Mayor events attended 1st November 2025 to the 30th November 2025. Noted.

Past Mayors events attended 1st November 2025 to 30th November 2025

Councillors had previously been circulated with the Past Mayor events attended 1st November 2025 to the 30th November 2025. Noted.

Questions to the Town Mayor

There were no questions to the Town Mayor.

633. COUNCIL MEETINGS

Councillors had previously been circulated with meetings for month of December. Noted.

**634. PROCEDURAL MATTERS
Members Announcements**

No announcements.

Report from Town Clerk

The Town Clerk reported that the Lantern Parade and Christmas Lights switch on was to be held this Saturday and asked for as many helpers as possible. Town Clerk thanked responses from Councillors that have said they will help with Santa's Sleigh dates and asked if there were any more available to help. Town Clerk informed Councillors that the water connection for Stradling Park Community Garden had been started and should be completed soon. Town Clerk provided meeting objectives and action summary from meeting on 12th September 2025 between Western Vale, Town Council and the community. 15th December is the next meeting date. Town Clerk informed that she had received a report that someone had been stealing flowers from the cemetery, however has proof that this is in fact a bird. Town Clerk updated Councillors outcome of Standards Committee Meeting. Carols at the Cenotaph has been provisionally booked for Sunday 21st December at 6pm but will confirm closer to the time.

Report from Vale Councillors

Councillor J Norman has been nominated Vale Champion for Disabilities. She has been looking at disabled access to beaches in the Vale of Glamorgan. Soft plastic recycling waste collection and textile recycling has started in Penarth and Barry and will be starting in Llantwit Major after Christmas.

Councillor E Williams reported on waste in communal areas in Llantwit Major and are looking at finding a permanent solution to this. County of Sanctuary is going well. Updated that Planning members briefing on how to oppose applications was very useful. Revised Local Development Plan re Weycock Cross allocation going forward need to decide whether housing to be built, however need proof of changing the road infrastructure before making decision. Carers recognition, 2.3% grant from Welsh Government for the Vale of Glamorgan. Seagull waste bags are being trialled in Cardiff at the moment and will wait to see outcome from that as to whether the Vale will introduce them.

Action Tracker

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

To discuss Agenda Brief setting a date/way forward for Food Festival 2026

Councillors had previously been circulated with Agenda Brief re 2026 Food Festival.

RESOLVED: That the 2026 Food Festival go ahead and working group be set up especially for this event.

To discuss Terms of Reference for Town Study Placemaking Group.

Councillors had previously been circulated with Terms of Reference for Town Study Placemaking Group.

RESOLVED: Defer a decision as to whether it be beneficial to set up the Town Study Placemaking Group until at least two Vale Placemaking Board Meetings have been held and make a decision after those have taken place.

361.

To adopt Llantwit Major Town Council Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty Report.

Councillors had previously been circulated with Llantwit Major Town Council Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty Report.

RESOLVED: That TPO's and TPA's be included and Report adopted.

To discuss email re sharing method of decreasing the amount of plastic waste.

Councillors had previously been circulated email re method of decreasing the amount of plastic waste.

RESOLVED: That no further action be taken. Reference the resident to our Biodiversity Policy as previously adopted.

To discuss Agenda Brief re way forward in relation to negotiations with Bowls Club over their Lease / License Management Agreement.

Councillors had previously been circulated with a copy of Agenda Brief re way forward in relation to negotiations with Bowls Club over their Lease, License & Management Agreement.

RESOLVED: The Bowls Club Sub Committee to take forward and report back to Full Town Council.

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.

Councillors agreed to closure of Town Council office and facilities from 23rd December 2025 to Monday 5th January 2026.

635. FINANCE

Bank Reconciliation for period 1st October 2025 to 31st October 2025

Councillors had previously been circulated with a copy of the Bank Reconciliation for period 1st October 2025 to 31st October 2025. Noted.

Income for the period 24th October 2025 to 19th November 2025

Councillors had previously been circulated with a copy of the Income for the period 24th October 2025 to 19th November 2025. Noted

Expenditure for the period 23rd October 2025 to 19th November 2025

Councillors had previously been circulated with a copy of the Expenditure for the period 23rd October 2025 to 19th November 2025. Noted

To note letter and comments from Auditor General for Wales, Audit Certificate and report for the year ended 31st March 2025.

Councillors had previously been circulated with copy of letter and comments from Auditor General for Wales, Audit Certificate and report for the year ended 31st March 2025. All Town Councillors expressed their disappointment in the qualified opinion of the external auditor. The qualification was mainly based on the auditor's opinion that the Town Council did not take reserves into consideration when setting the budget for 2025/26.

362.

Town Councillors refuted this and stated that all earmarked reserves were considered but as stated they were earmarked for upcoming projects. It had also been incredibly difficult in setting the budget due to ongoing negotiations with the Vale of Glamorgan Council over the proposal for the Town Council to take over leases on car parks and toilet blocks in the Town.

RESOLVED: That the Chair of Finance sends a letter to Audit Wales disputing the External Auditors opinion to issue a qualification audit on the accounts for 2024/25, based on their opinion that the Town Council did not take into account its reserves when setting its budget for 2025/26.

636. 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.

637. RECREATION AND OPEN SPACES

To note season end figures from Llantwit Major Bowls Club.

Councillors had previously been circulated with season end figures from Llantwit Major Bowls Club. Noted.

To note recommendations from informal Allotment Meeting held 4th November 2025.

Councillors had previously been circulated copy of informal Allotment Meeting Report.

RESOLVED: That the minutes of the informal Allotment Meeting Report held on 4th November 2025 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

Matters Arising

There were no matters arising.

638. CEMETERY

To note the following burial matters.

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

639. VALE OF GLAMORGAN COUNCIL

To note Vale of Glamorgan Cabinet Report and revised Section 106 protocol held 16th October 2025

Councillor E Williams declared a Declaration of Interest.

Councillors had previously been circulated with Vale of Glamorgan Cabinet Report and revised Section 106 protocol held 16th October 2025. Town Councillor agreed it was good news that the Town Council views will now be taken with regular S106 spend.

RESOLVED: That this Report be held and taken forward to a future Town Study Placemaking Board Meeting.

To discuss email re legal representation for Town Council in relation to asset transfer car parks and toilets.

Councillor E Williams declared a Declaration of Interest.

Councillors had previously been circulated with email re legal representation for Town Council in relation to asset transfer car parks and toilets.

RESOLVED: That costing be sought from local legal professionals with regards advising the Town Council on all the leases for car parks and toilet blocks.

Further

RESOLVED: Chair of Finance, Chair of Recreations & Buildings, and Town Clerk consider the costs estimates received and take forward with the chosen legal professional.

Further

RESOLVED: That the budget set for toilets and car parks be used to cover the cost of legal advice.

To discuss Lease re Wine Street Car Park

Councillor E Williams declared a Declaration of Interest

Councillors had previously been circulated with a copy of the draft Lease for Wine Street Car Park.

RESOLVED: That Town Councillors forward any questions, comments or observations relating to this document to Chair of Finance, Chair of Recreations & Building and Town Clerk, so they can be discussed with the appointed legal representative.

Further

RESOLVED: Copy of finalised Lease be brought back to Full Town Council for consideration and adopted.

To discuss Lease re Town Hall Car Park & Public Toilets

Councillor E Williams declared a Declaration of Interest

Councillors had previously been circulated with a copy of the draft Lease for Town Hall Car Park & Public Toilets

RESOLVED: That Town Councillors forward any questions, comments or observations relating to this document to Chair of Finance, Chair of Recreations & Building and Town Clerk, so they can be discussed with the appointed legal representative.

Further

RESOLVED: Copy of finalised Lease be brought back to Full Town Council for consideration and adopted.

To discuss Lease re Car Park at Boverton Road

Councillor E Williams declared a Declaration of Interest

Councillors had previously been circulated with a copy of the draft Lease for Boverton Road Car Park.

RESOLVED: That Town Councillors forward any questions, comments or observations relating to this document to Chair of Finance, Chair of Recreations & Building and Town Clerk, so they can be discussed with the appointed legal representative.

Further

RESOLVED: Copy of finalised Lease be brought back to Full Town Council for consideration and adopted.

To discuss letter from Vale of Glamorgan Council re Exit Strategy of temporary development on Eagleswell Road.

Councillor E Williams declared a Declaration of Interest

Councillor J Norman declared a Declaration of Interest

Councillor S Hanks declared a Declaration of Interest

Councillors had previously been circulated with letter dated 6th November 2025 responding to the Town Council's letters dated 3rd October 2025 and 3rd November 2025 detailing suggestions re the exit. Noted

To discuss email from Vale of Glamorgan Council re Updating Active Travel Network Map Survey.

Councillors had previously been circulated with email from Vale of Glamorgan Council re Updating Active Travel Network Map Survey. The Town Clerk encouraged Councillors to complete individually. Noted.

To discuss Future Generations Report 6th November 2025, received from Vale of Glamorgan Council.

Councillor E Williams declared a Declaration of Interest

Councillors had previously been circulated with Future Generations Report 6th November 2025 from Vale of Glamorgan Council. Councillor Dr L Hallan expressed her disappointment in the Report given figures released today regarding absentees in schools and children under 5 in poverty. Noted.

To discuss Agenda Brief re Vale of Glamorgan Placemaking and proposed projects by Town Council.

Councillor E Williams declared a Declaration of Interest

Councillors had previously been circulated with Agenda Brief re Vale of Glamorgan Placemaking and proposed projects put forward by the Town Council, being installation of new lift and projects to connect the Tennis Club and Bowls Club.

RESOLVED: That the suggestions put forward be taken to the next Vale of Glamorgan Placemaking Board with the Town Council able to match fund lift to 50% using the Building / Green Initiative account.

640 . MISCELLANEOUS

To discuss email request from student re study on active citizenship and diversity within the local area.

365.

Councillors had previously been circulated with email dated 5th November 2025, request from student re study on active citizenship and diversity within the local area.

RESOLVED: That Councillor J Deakin arrange to meet with the resident to discuss this matter.

To note letter from the Royal British Legion

Councillors had previously been circulated with letter from the Royal British Legion.
Noted

To discuss email response re paved area in the precinct.

Councillors had previously been circulated with email response re paved area in The Precinct. Noted.

PART II

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

Town Clerk and Deputy Town Clerk vacated the Council Chamber.

Personnel

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

The minutes of the Town Hall Working Group Meeting held on 17th November 2025 had previously been circulated to Council Members.

RESOLVED: That the minutes of the Town Hall Working Group Meeting held on 17th November 2025 be adopted and accepted as a true record and all recommendations be actioned by the Town Clerk.

To discuss letter received from External Audit re Town Clerks salary

Councillors had previously been circulated with a copy of a letter dated 17th November 2025 received from Audit Wales regarding the Town Clerks salary.

RESOLVED: Chair of Finance responds to the letter on behalf of the Town Council.

SIGNED
MAYOR

DATED