



**Minutes of the meeting of Whitland Town Council held on  
7<sup>th</sup> December 2020 7pm via the medium of Zoom.**

Members of the public were given the opportunity of joining the meeting by Emailing the Clerk and requesting the meeting details (Email: [clerk@whitlandtowncouncil.co.uk](mailto:clerk@whitlandtowncouncil.co.uk))

**Present:** Cllr Barry Chapman (Mayor), Jenny Davies-Scourfield (Deputy Mayor), Len Shipton, Mathew McDowall, Ffion Scourfield, Raymond Jones and Rhys Davies

Also present –Mr F Connor Hughes, Mr John Dobson, one member of the public and The Locum Clerk

- 1. To accept apologies for absence** – Mr Jonathan Bands
- 2. To disclose personal and pecuniary interests** in the items listed below.

Cllr Shipton declared a personal interest in agenda item 10 (b) due to daughter living near to the propose site  
Cllr Davies-Scourfield declared a personal and prejudicial interest in agenda item 10 (c) due to knowing the applicant well

Cllr Davies declared a personal and prejudicial interest in agenda item 10 (a) due to the applicant being a family member

**3. To complete the Co-option Process**

Cllr Chapman invited Mr Hughes and Mr Dobson to address the Council and ask any questions they may have, following which they were invited to make their Declarations of Office as Co-opted Councillors for Whitland Town Council.

The Locum Clerk confirmed that Mr Bands was unable to attend the December 2020 meeting, due to prior work commitments, but would attend the January 2021 meeting and make his Declaration of Office.

**4. To review and agree the minutes of the meeting held on 2<sup>nd</sup> November 2020**

Following correspondence from the County Councillor raising concerns - Cllr Chapman requested the Locum Clerk to confirm or otherwise that Councillors were Summoned to the November 2020 meeting and posting of the Agenda was conducted in a Lawful manner. The Clerk confirmed that all actions were lawful.

Cllr Davies-Scourfield proposed that the Minutes of the meeting held on the 2<sup>nd</sup> November 2020, as presented, be signed as a true and accurate record of the meeting; Cllr Scourfield seconded the proposal with all Cllrs in full agreement.

**5. To acknowledge the resignation of Cllr Walsh-Gibbon**

Cllr Chapman advised the Council that he had received an Email from Cllr D Walsh-Gibbon tendering his resignation as Councillor to Whitland Town Council. Council acknowledged his commitment to the Whitland Abbey project and noted his support will be missed.

**6. Chair's report** – As Emailed to all Cllrs prior to the meeting

Cllr Chapman reported that he had:

- attended a small Remembrance Day Service at Memorial Hall and laid a Wreath on behalf of Council.
- had various sub-committee meetings , reports already forwarded.

- consulted with Clerk on various issues throughout the month.
- submitted a Mayors Christmas Message to Tenby Observer and Carmarthen Journal - kindly edited and approved by Clerk.

From a Personal Note:-

- The launch of Foodbank at Town Hall has received positive feedback and has been used, they are now encouraging for more usage.
- I will be providing a Community Lunch again this year on Christmas Day in Town Hall as Barry not Mayor.

Unfortunately I will not be able to attend Waungron Mansion this year on Christmas Day due to Government Imposed restrictions.

I thank you all for your service and dedication through this year, I welcome our new Councillors and look forward to working with you all in 2021. To all I hope you have a Happy, Healthy Christmas and New Year.

**7. To receive any updates regarding the following:**

- a) Pocket Park, support legs reported rotten in the November meeting – Consideration of any prices received to repair such

The Clerk advised that a price has been received and that two other contractors have been chased to provide their quotations. The Clerk further advised that due to the Financial Regulations potentially requiring updating, could this agenda item be carried over to January 2021. Cllr Shipton proposed that this agenda item be reconsidered at the January 2021 meeting; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

- b) Trevaughan Field – to consider the planting of all trees delivered to date, the cost of such planting and positioning of the trees

The Clerk advised that, despite trying to rearrange delivery of such, a number of trees have been delivered to the previous Clerk who has very kindly redelivered them to Cllr McDowell and requested Council to consider offering the previous Clerk a donation in consideration of her out of pocket expenses.

Cllr Chapman proposed that a donation of £10 be made; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

Following discussion regarding the planting of the trees, Cllr Chapman proposed that Whitland Town Council pay up to £200 for the planting of these trees on the land at Trevaughan; Cllr Shipton seconded the proposal with all Cllrs in full agreement. The Locum Clerk to arrange such with Cllrs confirming the position of such trees considering the advice given by the contractor planting such.

- c) The changes to the Banking Mandate

The Clerk advised that all documents have now been presented at the Bank and confirmation of completion is awaited.

- d) Repairs to the drains and door of the public toilets

It has been confirmed that these works have been completed to a high standard – Account awaited

**8. To receive County Councillor's report**

Available via the Facebook link <https://m.facebook.com/CllrSueAllen/>

**9. To receive reports for Working Groups and Council Representatives including**

**Whitland Abbey Working Group – Report received from Gabriella Poore**

In general terms the ultimate aim is to return the Abbey ruins back to its 1996 condition when it was consolidated for public display, all the while following CADW guidance, enhance visitor experience and promote the site. To that effect, the working party was starting to work on plans to enhance visitor experience with an information shelter, herb garden and picnic area, etc. when pandemic restrictions came into force. These enhancements could be funded by grants, rather than precept.

I can confirm that work done since September has simply been a continuation of the clearing process, discussed and approved by the Council at the start of the project. I would also like to add that the work done by the volunteers has been greatly appreciated by the general public, going by the comments made by those visiting the Abbey when we happen to be there or via social media. As an aside, by looking after the ruins and clearing the site we also seem to have influenced adjoining property owners to clear stone walls, etc. under their ownership.

## 10. To consider Planning Applications Received

All information has been Emailed to all Cllrs prior to the meeting

Prior to any proposals Cllrs considered and discussed all information provided by the Planning Authority.

<b>A</b>	<b>PL/00762</b>	<b>Cnwc Yr Arian, Whitland, SA34 0LG</b>	<b>Proposed double garage with 1st floor storage area to accommodate works van and car</b>
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Cllr Davies left the meeting during this agenda item and returned following the vote.

Cllr Hughes proposed that Whitland Town Council support planning application PL/00762; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

<b>B</b>	<b>PL/00668</b>	<b>Land off Clos Llwyn Ty Gwyn, Whitland, Carmarthenshire, SA34 0HW</b>	<b>Construction of 15 Dwellinghouses, together with Formation of Estate Road and Associated Infrastructure (Revision of Layout and Access Arrangements to Affordable Housing proportion of Planning Permission W/30269)</b>
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Cllrs agreed that the questions raised by the Council during the Pre-Application Consultation have been answered by the developers and any concerns raised addressed in the amended plans.

The main discussion point was that the houses are used to home persons/families from Whitland and immediate surrounding area.

Cllr Hughes proposed that Whitland Town Council does not object to planning application PL/00668 but request that consideration be given to the allocation of these properties and that local persons/families be given priority; Cllr Scourfield seconded the proposal with all Cllrs in full agreement.

<b>C</b>	<b>PL/00791</b>	<b>46 Bryngwenllian, Whitland, SA34 0DA</b>	<b>Proposed Balcony to 1st floor level including door to replace existing window</b>
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Cllr Davies-Scourfield left the virtual meeting room

Cllr Shipton proposed that Whitland Town Council support planning application PL/00791 as no concerns have been raised and Cllrs consider it is of a good design; Cllr McDowall seconded the proposal with all Cllrs in full agreement.

Cllr Davies-Scourfield re-joined the meeting

<b>D</b>	<b>PL/00702</b>	<b>Proposed new dwelling</b>	<b>Land adjacent to Trefethin, North Road, Whitland, SA34 0BB</b>
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Cllr Chapman proposed that Whitland Town Council support planning application PL/00702 with the consideration that it is good use of the plot and of a good design; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

**11. To receive any planning applications Notices**

PL/00132 Primrose Cottage SA34 0RS Full Granted

**12. To receive correspondence**

- Email received raising major concerns that the footpath at Trevaughan Lane is unsafe and the fact that the river along it is not fenced. The Clerk to forward all concerns to Carmarthenshire County Council.
- The Clerk advised the Council that two Emails and one phone call have been received regarding the metal fencing along St Marys Street (the Old Dairy Site) raising concerns regarding the safety of such, children squeeze through the gaps which have sharp edges, it is held up with thin rope in places, rattles continually in winds, has blown down a number of times onto the adjacent road and is an eyesore. The clerk to forward all the relevant information and photographs to Carmarthenshire County Council – Planning Enforcement Officers for their attention.

Cllr Dobson lost connection to the meeting– The Clerk telephoned and he advised that he would remain off line and leave the meeting.

**13. To consider and approve the Financial Report and Bank/Cashbook Reconciliation 12.10.2020 to 01.12.2020**

**Cash Flow**  
12.10.2020 - 16.11.2020

Balance	£	53,036.46	B/F
Payments Made	£	4,165.21	
Income Received	£	67.56	
	£	48,938.81	C/F

Cllr Davies-Scourfield proposed that the financial report, as presented, be accepted as a true record of the Whitland Town Council ‘s finances to date; Cllr Jones seconded the proposal with all Cllrs in full agreement.

**14. Invoices for consideration:**

Reimbursement to Locum Clerk for various items from 24/09/2020 to 01/12/2020

All receipts have been Emailed to all Councillors prior to the meeting for their inspection

Ref			Amount
10	Post Office	Recorded letter to outgoing Clerk	£6.70
9	Amazon	Pro-Kleen Patio Cleaner	£17.95
8	Amazon	Evo-Stick	£7.39
7	Tesco	Notebook and Box File	£5.50
6	Whitland Stores	Stamps and biscuits for Accountants	£19.10
5	Amazon	Ink Cartridges (black and Mulit)	£26.12
4	Amazon	Files and dividers	£17.99
3	Amazon	Leaver Arch files (10)	£24.82
2	Amazon	Diary (Academic)	£3.99
1	Amazon	Paper (Recycled 1 box)	£17.39
Travel	5 round trips to Whitland	23.4 miles per trip = 117 x .45p	<u>£52.65</u>

Total £199.60

Cllr Barry Chapman	Reimbursement for 2 mths Zoom Subscription	£28.78
EDF Energy	Electric Account 01/12/2020	£23.00
Tindle Newspapers	Whitland Xmas advert	£49.44
Welsh Water	Water supply for toilet 15.12.2020	£20.50
Llewelyn Davies	Payroll services 15.12.2020	£23.00
Rob Thomas	Grass cutting contract 01.12.2020	£480.00
Wages 1	To be processed through the PAYE System	£307.50
Wages 2	To be processed through the PAYE System	£1,079.96

Cllr Shipton proposed that the accounts, as presented, be paid in full; Cllr Scourfield seconded the proposal with all Cllrs in full agreement.

Cllr Chapman suspended Standing Orders

### Agenda Items

#### 15. Consideration of the proposals made by the Staffing Committee

(Emailed to all Cllrs prior to the meeting)

All Cllrs confirmed that they had received the report and proposals.

The proposals put forward are:

- The Staffing committee becomes a Working Party
- The number of hours to be worked by the Clerk 12 hours a week, but reviewed regularly
- Time sheets to be kept and a day book of tasks undertaken
- Any possible overtime to be confirmed prior to it being worked or as soon after as possible
- Rate of pay be NALC pay point 19 but negotiable upon qualifications and/or experience
- The Staffing Working Group to add to the SLCC Model Contract (as emailed to all Cllrs prior to the meeting) the relevant information and present it to the Council at the January 2021 for approval
- To approve the Job description
- The Council to purchase a mobile phone for the Clerk
- To award a working from home allowance of £18 per month to cover heating, electric, broadband access and insurance
- To approve the job advert, as laid out in the meeting notes, and is displayed for two weeks in the Tenby observer and Carmarthen journal
- To adopt the Grievance and Disciplinary Policy and Procedure

Cllr Hughes proposed that Whitland Town Council accept the above proposals in full, as set out by the staffing working party; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

Interviews will be held the week commencing the 11<sup>th</sup> January 2021 with the new Clerk to commence work on the 4<sup>th</sup> February 2021. The interview panel to consist of 5 Councillors and the Locum Clerk

#### 16. Consideration of the 2021/2022 Precept and Budget

Cllr Scourfield proposed that this agenda item be held over to the January 2021 meeting to allow sufficient time within the meeting to consider such; Cllr Chapman seconded the proposal with all Cllrs in full agreement.

17. To amend dates on already accepted Minutes, published on the Council Website - The Minutes correspond to the correct meetings – the Year is depicted as 2019 when it should be 2020 (June and July Meetings and August – Staffing Committee)

The Locum Clerk advised the Council that the External Auditor had raised concern that Minutes (as listed above) showed the incorrect date. The Locum Clerk also advised that as the Minutes had been accepted as a true record, they were unable to be altered but a foot note would be added to state that the year should be depicted as 2020 and not 2019.

Cllr Chapman proposed that the Locum Clerk add the appropriate foot note to the Minutes of the Annual Meeting held in June, General Meeting held in July and Staffing Committee Meeting held in August; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

**18. Considerations for discussion at the next meeting**

- Budget and Precept (C/F)
- The Whitland Abbey
- Gift for Rtd Cllr Ron Jenkins MBE
- Remuneration decisions
- Financial Regulations review

**19. To confirm date of next meeting – Monday 4<sup>th</sup> January 2021 at 7pm via Zoom**