

MINUTES

Minutes of the General Meeting of Whitland Town Council held remotely via the medium of Zoom, on Monday 4th January 2021, at 7.00pm.

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)



Meeting started at 19.07

Present: Cllr Barry Chapman (Mayor), Jenny Davies-Scourfield (Deputy Mayor), Len Shipton, Mathew McDowall, Ffion Scourfield, Raymond Jones, Rhys Davies, Frank Connor-Hughes, John Dobson and Jonathan Blandford

Also present –Mr D Mathews, Ms Julie Jones, Miss Enfys Eynon and The Locum Clerk

1. To accept apologies for absence – None

The Clerk advised the Council that a letter of Resignation had been received from Mr Dave Walsh-Gibbon. The Chair requested that the Locum Clerk advise the Returning Officer and display the appropriate Notice.

2. To disclose personal and pecuniary interests in the items listed below. - None

3. To complete the Co-option Process

Mr D Mathews, Ms Julie Jones and Miss Enfys Eynon each made a short presentation to the Council regarding the reasons they would like to be Co-opted onto Whitland Town Council following which the opportunity for any questions to be asked and answered was given.

Once all three parties had spoken, they were advised that a vote was required to be taken, as there were currently only two vacancies, all three left the virtual meeting, understanding that they would be advised the following day, the results of the vote.

Mr D Mathews, Ms Julie Jones and Ms Enfys Eynon left the meeting

The Chair requested that the Locum Clerk place all Councillors in the Virtual Waiting Room and call back one at a time for a private vote.

Following the voting process the Locum Clerk advised that Ms Jones and Ms Eynon were to be Co-opted onto Whitland Town Council.

Mr Jonathan Blandford made his Declaration of Office and took a seat as Councillor Jonathan Blandford.

4. To review and agree the minutes of the meeting held on 7th December 2020

Cllr Scourfield proposed that the Minutes of the meeting held on the 7th December 2020, as presented, be signed as a true and accurate record of the meeting; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

5. Chair's report – The Chair advised that there was nothing to report this month as all matters arising will be covered in the Agenda

The Chair requested that the prices received for the recommended tree works at Bryngwenllian Park be considered. This item has been added due to possible Health and Safety implications if the trees were not tended to – Following consideration of the prices presented to the Council; Cllr Chapman proposed that Whitland Town Council instruct Cutting Hedge Landscaping to carry out the works; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

6. 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 –

Following consideration of the prices presented for the works, Cllr Shipton proposed that Whitland Town Council accept the price of £200 labour and £200 materials (to be booked on the Council's account); Cllr Scourfield seconded the proposal with all Cllrs in full agreement.

- b) Trevaughan Field – update regarding the planting of all fruit trees delivered to date

The Clerk advised that a professional gardener will be visiting the site next week with Cllrs Shipton and Jones to discuss the planting of the fruit trees further. Cllr Shipton will report to Council in the February 2021 meeting.

- c) The changes to the Banking Mandate

Still outstanding

7. To receive County Councillor's report – No report received

8. To receive reports for Working Groups and Council Representatives including

Whitland Abbey Working Group – No further updates at this point in time

9. To consider Planning Applications Received

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

A PL/00799 Land South of Blaenhiraeth, Henllan Amgoed, Whitland, SA34 OSG

Councillors confirmed that this is not within the Whitland Ward

B PL/00841 Land to the North of Lon Hywel, North Road, Whitland, SA34 OBE

Outline application for the erection of 5 dwellings (including affordable element) together with new vehicular access and associated parking and landscaping

Following consideration of all information proved by Planning Authority, Cllr Shipton proposed that Whitland Town Council raise no concerns or objections regarding this planning application but request further information regarding the traffic calming measure to be taken; Cllr Scourfield seconded the proposal with all Cllrs in full agreement.

10. To receive any planning applications Notices - None

11. To receive correspondence

- Letter received signed by a number of residents, who reside in St Mary Street, raising major on-going concerns regarding the unsightly and dangerous hording in front of the 'Old Dairy site'. The Locum Clerk advised that contact had been made with Carmarthenshire County Council and further information will be presented to the Council at the February 2021 meeting.
- Correspondence received from Carmarthenshire County Council advising that, following a complaint received, they are requesting that tree works be carried out at Bryngwenllian Park (Leased by Whitland Town Council from Carmarthenshire County Council) – The Locum Clerk Advised Councillors that she had spoken with the Arborist and Officer from Carmarthenshire County Council and advised that the recommended, none urgent, works are scheduled to be carried out in January 2021– This was acceptable to both the Arborist and the Officer.

- Correspondence with Carmarthenshire County Council, Western Power Distribution and British Telecom regarding the ongoing, unsightly and hazardous problem of the yellow temporary manhole cover which has been a major trip hazard for a number of months within Whitland Town Centre. The Locum Clerk was pleased to advise the Council that these Agencies had worked together and resolved the problem.
- Letter received, by the Chair just prior to the meeting via Email, raising concerns relating to a purported Enforcement Notice served upon Whitland Town Council and that the tree works had not yet been carried out within Bryngwenllian Park. The Locum Clerk confirmed that it was not an Enforcement Order but a 'Request for Works' and the tree works will be completed in January 2021.

12. To consider and approve the Financial Report and Bank/Cashbook Reconciliation

All Councillors confirmed that they had received all financial information prior to the meeting

Following consideration of the Financial Report Cllr Shipton proposed that Whitland Town Council accept the report as a true and accurate record of the Council's finances; Cllr Connor-Hughes seconded the proposal with all Cllrs in full agreement.

Cash Flow

16.11.2020 - 07.12.2020

Balance	£	48,938.81	B/F
Payments Made	£	2,246.78	
Income Received	£	0.06	
	£	46,692.09	C/F

13. Invoices for consideration: -

Reach Publishing Ltd	Clerk/RFO Advert	£480.00
Rob Thomas	Grass cutting contract 01.01.2021	£480.00
Wages 1	Through the PAYE System (Plus Holiday)	£262.50
Wages 2	Through the PAYE System	£389.76
Tindle Newspapers	Clerk/RFO Advert	<u>£158.40</u>
		<u>£1,770.66</u>

The Locum Clerk advised that Ms Mitchell (Past Clerk) had requested that the following donation be made Taf QT Club - Donation in lieu Past Clerks expenses £10.00

Following consideration of the above invoices for payment, Cllr Davies-Scourfield proposed that the accounts as listed be paid; Cllr Chapman seconded the proposal with all Cllrs in full agreement.

Agenda Items

14. To accept the SLCC Model Contract with December 2020 approved information inserted

This item C/F to the February 2021 meeting once the position for Clerk and Responsible Finance Officer has been confirmed.

15. Consideration of the 2021/2022 Precept and Budget (C/F from December 2020)

All Councillors confirmed that they had received a copy of the proposed Precept and budget for 2021/2022

Following analysis of the draft budget and consideration given to the grant money being offered in 2021/2022, Cllr Davies-Scourfield proposed that Whitland Town Council set the budget for 2021/2022 at £79,392.40 with a Precept request of £56,022.40 (fifty six thousand, and twenty two pounds and forty pence) made to Carmarthenshire County Council; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

It is noted that the 2021/2022 Precept request is £6,200 less than 2020/2021 Precept

16. To consider the Remuneration decisions, as set out by the Independent Remuneration Panel for Wales – This item to be carried over to the February 2021 meeting

17. To consider the amended Financial Regulations for Whitland Town Council

Cllr Shipton proposed that Whitland Town Council accept the Model Financial Regulations as presented to the Council taking into consideration the monetary limit as set out in section 4.1 be £1,000; Cllr Davies seconded the proposal with all Cllrs in full agreement.

18. To review the Whitland Town Council's Financial Risk Assessment

It was confirmed that not all Councillors had received a copy of the amended documentation therefore this item to be carried over to the February 2021 meeting.

19. To recognise training courses attended by Cllrs and any that are due to be attended

The Chair requested all Councillors to forward this information to the Clerk

21.30 - Cllr Chapman suspended Standing Orders

20. To acknowledge applications received appertaining to the Clerks position and approve such for interview by the five Cllrs with the Locum Clerk present

It was agreed that Cllrs Chapman, Davies-Scourfield, Jones, Connor-Hughes and Scourfield will form the interview panel with the Locum Clerk attending the interviews to answer any questions regarding the post.

Cllr Chapman proposed that all applications received be forwarded to the interview panel on the 11.01.2021 (closing date for applications 10.01.2021), the interview panel arrange to interview three candidates, and an Extraordinary Meeting be held on the 18th January 2021 for the proposal made by the interview panel to be considered by Full Council; Cllr Hughes seconded the proposal with all Cllrs in full agreement.

21. To discuss any staffing matters, considerations or concerns raised by Cllrs

Cllr McDowall requested that the Locum Clerk leave the meeting – the Locum Clerk reverted to the virtual 'waiting room'

An open discussion took place.

Upon return to the meeting - Cllr McDowall, on behalf of the Council, formally requested the Locum Clerk apply and be considered for the permanent position of Clerk and Responsible Finance Officer to Whitland Town Council.

22. To consider information received regarding Whitland Abbey – Due to the sensitive nature of the information to be discussed, this item will be considered under private and confidential meeting conditions. In accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public will be requested to leave the meeting for this discussion.

Cllr Chapman proposed that Whitland Town Council discuss agenda item 22 under private and confidential meeting conditions; Cllr Connor- Hughes seconded the proposal with all Cllrs in full agreement

Normal meeting conditions recommenced

Cllr Connor- Hughes proposed that the Locum Clerk contact One Voice Wales and request that consideration and advice be given to the Whitland Town Council on all matters appertaining to the Whitland Abbey, to ensure that the Council has been and will be fully compliant in all its actions; Cllr Scourfield seconded the proposal with all Cllrs in full agreement.

23. Considerations for discussion at the next meeting

Any considerations to be Emailed to the Clerk by the 25th January 2021

24. To confirm date of next meeting

Extraordinary Meeting – 18th January 2021 via the medium of Zoom - 7pm

General Meeting – 1st February 2021 via the medium of Zoom – 7pm

Meeting closed 22.09