

MINUTES

Minutes of the General Meeting of Whitland Town Council held remotely, via the medium of Zoom, on Monday 1st March 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 19.11

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

Also present – The Clerk

- 1. To accept apologies for absence - None**
- 2. To disclose personal and pecuniary interests** in the items listed below.

Cllr B Chapman declared a personal interest in all matters appertaining to the Parc Dr Owen – Acknowledgment that Cllr Chapman has been granted a dispensation regarding Parc Dr Owen

- 3. To receive any updates regarding the Co-option Process**

The Clerk confirmed that there has been no call for an Election and the Co-Option Notice has been displayed

- 4. To review and accept the minutes of the meeting held on 1st February 2021**

Cllr Davies-Scourfield proposed that the Minutes of the meeting held on the 1st February 2021, 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 –**

Cllr Chapman advised that all matters are to be covered within the Agenda

- 6. To receive any updates regarding the following:**

- a) St Mary Street – Hording along the 'Old Dairy Site'

Numerous Emails have been sent to Carmarthenshire County Council advising of the major concerns of the Whitland Town Council regarding the Health and Safety implications of this hording. The Carmarthenshire County Council have advised that the owner of the site has carried out an inspection of the hording and the Carmarthenshire County Council consider such satisfactory.

- b) Fly tipping at Bryngwenllian

Cllr J Jones confirmed to the Whitland Town Council that, following a month of chasing the Carmarthenshire County Council by the Clerk, the accumulated rubbish had now been cleared, and if any rubbish starts to accumulate again the Clerk has the details of a direct contact at Carmarthenshire County Council.

Cllr Connor-Hughes joined the meeting

- 7. To receive County Councillor's report – None received**
- 8. To receive reports for Working Groups and Council Representatives including**

Cllr Shipton on behalf of the Grounds Working Party –

Trevaughan Field – update regarding the planting of all tress delivered to date

- Further trees have been delivered – Kelly will keep the trees until the weather improves for planting
- The Herb garden to be moved to a more suitable position

The Abbey

- Abbey boundary Wall – further stones have fallen out. Cllr Shipton that a qualified stone mason assess the damage and formulate a report on how such is to be rectified; Cllr Connor-Hughes seconded the proposal with all Cllrs in full agreement.

9. To consider Planning Applications Received

All planning application information has been Emailed to all Councillors prior to the meeting

A PL/01255 Plot 5 Ael Y Bryn, Spring Gardens, Whitland, SA34 0HR 1 Residential dwelling (2 storey) and rear single garage

No objections or concerns were raised. Cllr J Jones proposed that Whitland Town Council support this planning application; Cllr Connor-Hughes seconded the proposal with all Cllrs in full agreement.

B PL/01267 East Lea, Velfrey Road, Whitland, SA34 0QS Proposed first floor extension

The Council considered this property as in a high flood risk area and noted that the Natural Resources Wales Report did not raise any issues with this application. Cllr Shipton proposed that Whitland Town Council support this planning application; Cllr J Jones seconded the proposal with all Cllrs in full agreement.

10. To receive any planning application Notices - None

11. To receive correspondence

- Reminder that the Census should be completed on the 12th March 2021
- Future Wales Audit information sent to all Councillors
- Report received of sunken manhole at St Johns Street – Following report of such to Carmarthenshire County Council Street Care Team – it was repaired on the same day of reporting such
- Pembrokeshire County Council – Street Care Team have been contacted regarding the flooding issues on Velfrey road – Response awaited
- Leaning Lamppost reported to Carmarthenshire County Council – *(post meeting note – reported repaired)*

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 Scourfield proposed that Whitland Town Council accept the report as a true and accurate record of the Council's finances; Cllr J Jones seconded the proposal with all Cllrs in full agreement.

Cash Flow

15.01.2020 - 08.02.2021

Balance	<u>£</u>	<u>65,141.60</u>	B/F
Payments Made	£	10,561.70	
Income Received	£	0.06	
	<u>£</u>	<u>54,579.96</u>	C/F

13. Invoices for consideration: -

1248	Tindle News – Clerk Position Advert (Two Weeks)	£158.40
1249	EDF Energy	£104.91
1250	GR Consultancy Services (Re-Issue 1243 – Destroyed)	£70.00
1251	February Wages (To be processed through the PAYE System)	£781.92
1252	February Wages (To be processed through the PAYE System)	£245.00

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

Items not listed above – £141.62 Computer screen for Clerk's use and £750 to be paid on account for the Council's Solicitor

Cllr Chapman proposed that Whitland Town Council pay the two accounts as listed above; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

Agenda Items

14. To consider the Staffing Working Party's report and recommendations.

Following a meeting of the Staffing Working Party all Councillors were requested to consider the following:

Cllr Chapman proposed that Whitland Town Council hold its General Meetings on the second Monday of each month; Cllr Connor-Hughes seconded the proposal with all Cllrs in full agreement.

Cllr Blandford proposed that Whitland Town Council share the office costs at a consideration of Circa £175 per quarter, taking into account that there will be no working from home allowance paid to the Clerk; Cllr J Jones seconded the proposal with all Cllrs in full agreement.

Cllr Eynon proposed that as from April 2021 the PAYE process be carried out by the Clerk using HMRC Basic Tools, with the money that would have paid for this service to be used towards the office costs; Cllr Blandford seconded the proposal with all Cllrs in full agreement.

15. To consider the Cycling Priority Planter Locks being offered by the Carmarthenshire County Council Highways and Transport Division (Email sent to all 23.02.2021)

Email received advising that Carmarthenshire County Council has been successful in receiving a large allocation of the Local Sustainable Transport Covid Response Fund from the Welsh Government and would like to offer Whitland Town Council the opportunity of receiving four 'Cycle Parking Planters' PlantLock with the plants and materials required to plant such (for the first year). This product will give people the opportunity to secure their bikes for short periods whilst also serving as a planter.

Cllr Shipton proposed that Whitland Town Council accept the offer and acknowledge that the ongoing costs to maintain such will be met by Whitland Town Council; Cllr R Jones seconded the proposal with all Cllrs in full agreement.

Councillors were asked to consider suitable locations for such.

16. To consider advice received from One Voice Wales - Legal Department appertaining to the Abbey Lease

The Clerk advised that an Email had been received just prior to the meeting from the One Voice Wales Legal Department.

Cllr Chapman proposed that a Task and Finish group be formed and a meeting be called for Monday 08.03.2021 to formulate a letter to the Abbey volunteers working group, taking into consideration the professional advice received to date and all correspondence received from members of the Abbey volunteers working group. The letter to be approved by all Cllrs via Email and then sent via Royal Mail to Ms Avril Wilson; Cllr Scourfield-Davies seconded the proposal with all Cllrs in full agreement.

Task and Finish Group (As grounds working party) – Cllrs Chapman, Shipman, Davies-Scourfield, J Jones, Connor-Hughes, R Jones and the Clerk

Cllr Shipton requested that agenda item 17 be considered at the end of the meeting.

17. To consider the Community Project for the year 2021/2022

18. To consider the Whitland Town Council purchasing a storage container and the location of such

Cllr Shipton reported that the Grounds Maintenance Working Party were still following leads for such and once completed will advise the Clerk of its findings.

It was confirmed that an area of land has been offered to house such. (Free of Charge)

19. Bryngwenllian Park – The possible removal of the concrete bollards along the park to afford extra parking spaces to park users and residents

Cllr Shipton reported to the Whitland Town Council that, following several residents requesting if the concrete bollards could be removed to allow for safer parking spaces and the ability to accommodate the safe passage of any emergency vehicles if so required. At present cars park on both sides of the road leaving 6ft 6in for vehicles to pass through. (Ambulance width being 7ft 6in)

Cllr Jones proposed that this consideration be put to Carmarthenshire County Council; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

This will be reviewed in the May meeting

20. To consider any requests for donations

The Clerk confirmed that two requests for donations had been received:

- 1) The Whitland Week – Requesting assistance with the payment of bills and insurances
- 2) Playgroup- **TBC the name** Requesting assistance with the cost of having to prepare the school to be Covid 19 compliant

Following consideration of the two above requests, Cllr Chapman proposed that Whitland Town Council make a donation to each of the above parties of £250; Cllr R Jones seconded the proposal with all Cllrs in full agreement.

The Clerk requested a five-minute comfort break

Cllr Shipton left the meeting

Agenda item 17 - To consider the Community Project for the year 2021/2022

The Clerk reported on behalf of Cllr Shipton

Parc Dr Owen have, in principle, agreed to allow the Whitland Town Council the use of an area of land within the Parc to provide a play park for the children of Whitland. All Councillors are requested to consider the following:

- Numerous requests over the years have been received requesting that Whitland Town Council provide a safe and fun area for the Children of Whitland to play
- The area being offered will house the storage container
- The land will be taken on a 30 year rolling Lease (Legal costs of such would be £750 (half price being offered)) with a consideration of £1 per annum
- Possible use of Section 106 monies – Sustainable Energy with the possibility of play equipment producing energy
- The Clerk has met (via zoom) with the Section 106 Clerk and the Childcare and Play Team at Carmarthenshire County Council with very positive responses.
- An Email has been sent to the County Councillor requesting her support regarding this Whitland Town Council project
- The local school has been contacted requesting pictures from the children as to what they would like in their ideal play park

Outline costs

- Land – No cost

- Insurance – possible increase in insurance costs to cover new play equipment (Public liability already held by the Council)
- Legal fees - £750 – To come from 2020/2021 Precept
- Inspection costs of play park –inspections carried out by Carmarthenshire County Council at no cost
- Play equipment – precept 2021/2022 £5,000 - building annually for Town Project
- Grants available - lottery up to £100,000 plus others.
- Section 106 monies
- Being supported by Carmarthenshire County Council Play and Childcare Development team
- Fund raising by residents who have already requested for ways in which they can assist

Cllr Chapman proposed that the Clerk move this project forward engaging the Solicitor, and finding information regarding the possibility of play equipment that generates power; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

21. Considerations for discussion at the next meeting

22. To confirm date of next meeting

Monday 12th April 2021 via Zoom at 19.00

Meeting closed 21.23