



Email: clerk@whitlandtowncouncil.co.uk

Minutes of the General Meeting of Whitland Town Council held remotely, via the medium of Zoom, on Monday 14th June 2021 at 7.00pm.

Members of the public were able to attend this meeting via a live Zoom link.

Present: Cllrs Jenny Davies-Scourfield (Chair), Len Shipton (Deputy Mayor), Mathew McDowall, Frank Connor-Hughes, Barry Chapman, Julie Jones, Enfys Eynon and Natasha West.

Also present – The Clerk

Meeting commenced at 19.08

2021/06 31 To accept Apologies for Absence

Cllrs Ffion Scourfield, Rhys Davies, John Dobson, Raymond Jones and Jonathan Blandford

2021/06 32 Chair's Report

Cllr Davies-Scourfield reported that, although it had been a quiet month, she had had the privilege of composing an Editorial for the Whitland Week Programme. Although it has not been 100% confirmed that this event will be held, the numerous preparation tasks that enable this event to take place year after year are being carried out. If anyone would like to volunteer to assist, please contact that Clerk.

The final decision as to whether this event will take place vests with an Independent Covid 19 Compliance Officer.

2021/06 33 To Receive any Personal and Prejudicial Declaration of Interests - None

2021/06 34 To Receive the Minutes of the Meeting Held on the 10th May 2020

Cllr Chapman proposed that the Minutes of the meeting held on the 10th May 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.

2021/06 35 Matters Arising from the Minutes – Information Only

2021/05 22 – The Clerk confirmed that an Email had been sent to the County Councillor, requesting a report for the meetings, but unfortunately no response or acknowledgment of receipt of Email had been received. The Clerk also confirmed that the June 2021 agenda and meeting details had been forwarded to the County Councillor for her consideration to attend the meeting, once again no response or acknowledgment of receipt of Email had been received

2021/05 22 – Drawings still awaited from the school of the children's ideal play park

2021/06 36 To Receive the Minutes of the Extraordinary Meeting Held on the 17th May 2020

Cllr Chapman proposed that the Minutes of the meeting held on the 10th May 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.

2021/06 37 Matters Arising from the Minutes – Information Only - None

2021/06 38 Account(s) for Payment and Bank Reconciliation – See finance report

All Councillors confirmed that they had received the financial report and information.

Bank/Cash Book Reconciliation

24.05.2021	1304	BHBI Insurance	£836.64	– Approved June 2021 EM
01.06.2021	1305	John Lewis Wages	£348.00	– Clerks Delegated Powers
01.06.2021	1306	M Priestley Salary	£671.67	– As per Contract
01.06.2021	1307	Amazon Stationary	£ 31.79	– Clerks Delegated Powers
10.05.2021	1303	Grounds Maintenance/grass Cutting		CANCELLED
14.06.2021	1308	Grounds Maintenance/Contract April, May and June		£1,440.00
14.06.2021	1309	Llewelyn Davies - Payroll 2020/2021 (£128 paid on account)		£157.00

Cllr McDowall acknowledged the transactions made by the Clerk and proposed that all invoices, as presented, be paid in full; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

Cash Flow			
01.05.2021 - 31.05.2021			
Balance	£	64,140.60	B/F
Payments Made	£	4,024.55	
Income Received	£	2,528.00	
	£	62,644.05	C/F

Following consideration of the information provided, Cllr Mc Dowell proposed that Whitland Town Council accept the figures, as presented, as a true record of the Council 's finances to date; Cllr J Jones seconded the proposal with all Cllrs in full agreement.

Following consideration of the list of invoices amounting to £21,983.95 paid between the 01.04.2020 and the 30.09.2020 ie made by the previous Clerk and approved at the time of payment by persons unknown, Cllr Chapman proposed that Whitland Town Council agree that these payments were made as specified by the previous Clerk; Cllr Davies-Scourfield seconded the proposal with all Cllrs eligible to vote agreeing with such.

It was concluded that the above payments were made in respect of the delegated power given to the previous Clerk and 2020/2021 Chairman at the March 2020 meeting but were never formally acknowledged in the Minutes.

2021/06 39 To accept the Internal Auditors Report and any recommendations

All Councillors confirmed that they had received a copy of the Internal Auditors Report prior to the meeting and had read such.

Councillors acknowledged the fact that the preparation of information for the Internal Auditor was made more complicated due to the lack of receipts and invoices prior to September 2020. All comments and recommendations made by the Internal Auditor were discussed and Cllr Chapman proposed that the Responsible Finance Officer compose an accompanying letter to address the recommendations and advising that since September 2020, and the employment of a new Responsible Finance Officer, these recommendations have been addressed and better account procedures have been put in place; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

2021/06 40 Planning Application(s) Received

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

PL/01871 Meddygfa Taf, North Road, Whitland, SA34 0AT Demolition of existing roof structure and replacement with mansard roof structure to create first floor extension and internal ground floor alterations

Following consideration of all information provided by the Planning Authority, Cllr Chapman proposed that Whitland town council support this planning application; Cllr Connor-Hughes seconded the proposal with all Cllrs in full agreement.

2021/06 41 To consider any Planning Application Decision Notices received from the Carmarthenshire County Council

PL/01673 Cartref, North Road:- New conservatory to rear of property - Approved

PL/01718 Brynteg, Whitland:- Single Story side garage and minor alterations to existing dwelling – Approved

PL/01643 32 Trevaughan Lodge Road:- Extension and alterations – Approved

PL/01109 Plot 1 adjacent to Silverdene, North Road:- Discharge of Condition 3 and 4 on W/40167– Approved

W/38411 Plot adjacent to Aelwyd, North Road:- Proposed construction of dwelling and garage - Refused

2021/06 42 Consideration of Correspondence Received

- Email received, and circulated to all Cllrs prior to the meeting, from Keep Wales Tidy advising of their Introduction to Nature scheme offering various plants and materials to encourage green spaces to be used as places for nature. Cllr Conner-Hughes proposed that Whitland town council make an application and nay kit received to be utilised between the land at Trevaughan and Parc Dr Owen; Cllr Chapmen seconded the proposal with all Cllrs in full agreement.

2021/06 43 To receive County Councillor's Report

None received

2021/06 44 To Receive Any Reports from Committees/Working Parties

Grounds Management Working Party – Cllr L Shipton reported that:-

Trevaughan - Mole Problem -The Council's handyman is addressing this problem

Toilet door locks – The Council's handman has repaired the lock at a cost of £8 to the Council

Planters/Bike Locks – Carmarthenshire County Council project – These have now been located throughout the Town and the Council's handyman has planted them and will tender them during the growing season.

Storage container – This has been delivered and set on site. The doors are padlocked with Cllrs Shipton, Scourfield-Davies and McDowell as well as the Council's handyman having keys to such.

Pocket Park – Consideration of the tree management – It was agreed that the Clerk will meet the Grounds Maintenance Working Party on site to formulate a schedule of maintenance for the large conifer trees.

St Mary Street – Hording along the 'Old Dairy Site' – Confirmation has been received from Carmarthenshire County Council that the health and Safety department will consider the Council's correspondence further and noted that it has not been brought to their attention previously.

2021/06 45 To Receive Reports from Council Representatives

Cllr Chapman advised the Dementia group is now being managed by a Carmarthenshire steering group who are currently arranging a meeting. Further information to follow.

2021/06 46 Adoption of Policies and/or Procedures – to consider the Vexatious Complaints and Requests Policy, Equality Policy, Welsh Language Policy, Health and Safety Policy, Safeguarding Policy, Environmental Policy and general risk assessment forms for adoption by this Council.

Cllr Davies-Scourfield proposed that Whitland Town Council adopt the Vexatious Complaints and Requests Policy, as presented, with such being reconsidered every four years, unless there is a change in Legalisation appertaining to such; Cllr Eynon seconded the proposal with all Cllrs in full agreement.

Cllr Conner-Hughes proposed that Whitland Town Council adopt the Equality Policy, Health and Safety Policy, Safeguarding Policy and Environmental Policy, as presented, with such being reconsidered every four years, unless there is a change in Legalisation appertaining to such; Cllr Chapman seconded the proposal with all Cllrs in full agreement.

Councillors acknowledged the General-Purpose Risk Assessment and thanked the Clerk for a precise and comprehensive assessment.

2021/06 47 To consider prices received to replace the toilet hand washer/dryer units - with sink units, auto on/off taps, had dryers and soap dispensers

Following consideration of all prices presented, Cllr West proposed that Whitland Town Council use the cheaper quotation from a local contractor, stipulating that the works are to commence within 6 weeks and if possible one toilet to remain open during the working period; Cllr Conner-Hughes seconded the proposal with all Cllrs in full agreement.

2021/06 48 To consider the draft Lease for the Play Park area – Draft Lease Emailed to all Cllrs for their consideration

Following consideration of the draft document, Cllr McDowell proposed that Whitland Town Council accept the draft document and the Clerk to request a copy of the information required from the Trustees of Parc Dr Owen; Cllr J Jones seconded the proposal with all Cllrs in full agreement.

2021/06 49 To consider the formation of a Task and Finish Group regarding the possibility of Whitland Town Council acquiring and maintaining the Nasareth Cemetery – to formulate a report, for presentation at the August 2021 meeting, regarding the legalities and monetary involvement regarding the possibility of Whitland Town Council adopting/acquiring the Nasareth Cemetery

Cllr Scourfield-Davies proposed that a Task and Finish group be formed to consider the information provided by the Nasareth Chapel and other bodies and then to formulate a report to be presented to the Whitland Town Council at the August 2021 meeting regarding the feasibility of Whitland Town Council adopting this Cemetery; Cllr Conner-Hughes seconded the proposal with all Cllrs in full agreement.

2021/06 50 To consider possible locations for additional parking within Whitland Town – Whitland Town is in desperate need for additional car parking and Whitland Town Council would like to try and provide such

Cllr Shipton advised the Council that there could be a possibility of Whitland Town Council adopting the railway sidings with the consideration of such becoming additional, much needed parking spaces within Whitland Town area. Although such a plan has been addressed previously by the Whitland Town Council nothing materialised from such.

Cllr Conner-Hughes proposed that the Clerk, along with the Grounds Maintenance Working Party, make further enquiries and advised the Bronworth Steam Society accordingly; Cllr McDowell seconded the proposal with all Cllrs in full agreement.

2021/06 51 Considerations for discussion at the next meeting

- Disabled users allocated parking bays within the town are not being used due to the time restrictions imposed upon persons using them.
- The possibility of the old bus bays to be used for car parking spaces.
- Parking enforcement in the town area

Meeting closed 21.08