

Clerk - Whitland Town Council  
Mayor's Parlour  
Whitland Town Hall  
Whitland  
Carmarthenshire

Email: [clerk@whitlandtowncouncil.co.uk](mailto:clerk@whitlandtowncouncil.co.uk)



Minutes of the General meeting of Whitland Town Council held via Zoom on Wednesday 23<sup>rd</sup> March 2022 at 7pm.

This meeting was open to the public via a live Zoom link, available on request to the Clerk.

Present: Cllrs J Davies-Scourfield (Chair), L Shipton (Vice Chair), B Chapman, J Blandford and R Davies.

Cllr M McDowell joined the meeting part way through.

Also present – The Clerk

Meeting commenced – 19.09

**2022/03 211 To accept Apologies for Absence – Cllrs F Scourfield, J Dobson and R Hughes**

No Contact from Cllrs E Eynon and R Jones

**2022/03 212 To Receive any Personal and Prejudicial Declaration of Interests - None**

**2022/03 213 To Receive the Minutes of the Meeting Held on the 14<sup>th</sup> February 2022**

Cllr Blandford proposed that the Minutes of the General meeting held on the 14<sup>th</sup> February 2022 be signed as a true record of the meeting; Cllr Chapman seconded the proposal with all Cllrs in full agreement.

**2022/03 214 Matters Arising from the Minutes – Information Only**

- Cllr Blandford proposed that the stone structure, at the entrance to the Pocket Park, be removed and the commemorative plaque be re-positioned within the park; Cllr Chapman seconded the proposal with all Cllrs in full agreement.
- Ron's commemorative plaque has been received. Cllr Shipton and the Clerk to arrange for such to be installed and to invite Ron and his family to the unveiling of such (05.04.2022 at 10am), Cllr Chapman to arrange refreshments.

**2022/03 215 Mayor's Report**

Cllr Davies-Scourfield reported that she had attended the St David's Day parade held in Carmarthen (05.03.2022) and advised that it was a well-attended, enjoyable event, and that she has also been invited to the season opening of the Whitland Bowling Club in April.

Cllr Davies-Scourfield also advised the Council of her disappointment to note that a recent editorial in the local paper had reported that the Mayor of Whitland Town Council had been invited to an event held in Hydell Dda. Unfortunately, no invite had been received and Cllr Davies-Scourfield was disappointed to miss this event to celebrate St David's Day in Whitland. The Clerk to send an Email to Hywel Dda advising such.

**2022/03 216 To consider any account(s) for payment**

All Councillors confirmed that they had received the Finance Report and the information relating to the National Association of Local Councils salary point increase and the back pay calculation of monies owing to the Clerk.

Cllr Davies-Scourfield proposed that the accounts, as presented, be paid in full; Cllr Shipton seconded the proposal with a majority vote in favour of such. 3:2

Councillors wished it to be noted that concerns were raised regarding paying FixIT for materials in advance. The Clerk confirmed that an Email has been received from FixIT stating that all materials purchased are in the ownership of the Whitland Town Council.

**2022/03 217 To consider the Financial Report and Bank Reconciliation**

The Clerk advised the Council that the figures presented at the February 2022 meeting that cheque 1435 should have been presented as £195.38 and not £159.38 therefore there is a £36.00 amendment.

**Cash Flow 31.01.2022 - 02.02.2022**

|                  |                   |     |
|------------------|-------------------|-----|
| Balance:         | <u>£69,665.15</u> | B/F |
| Payments Made:   | £ 777.50          |     |
| Income Received: | <u>£ 0.11</u>     |     |
|                  | <u>£68,887.76</u> | C/F |

Cllr Shipton proposed that the bank reconciliation be signed as a true record of the Whitland Town Council's financial position as of the 01.03.2022; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

**2022/03 218 To consider Planning Applications Received – None**

**2022/03 219 To consider any Planning Applications received after the publication of the agenda. - None**

**2022/03 220 To receive any Planning Decision Notices from the Carmarthenshire County Council - None**

**2022/03 221 Consideration of Correspondence Received**

Emailed to all Councillors for their consideration prior to the meeting:-

- Dyfed Fire Services taster sessions for women fire fighters
- Information appertaining to various grants available for local businesses
- Information regarding various training sessions being offered by One Voice Wales
- Information appertaining to the Local Government and Elections (Wales) 2021 Act s47 - multi locational meetings of the Council.
- Email from Carmarthenshire County Council requesting a list of all organisations that meet in Whitland. Cllr Shipton has provided a comprehensive list to the Clerk for onward submission.
- Nomination packs emailed to all Councillors and hard copies distributed at the Post Office for collection by anyone who wishes to apply to be a Councillor. The Clerk will submit any nominations to Carmarthenshire County Council on Tuesday 29.03.2022
- Email received from Western Power Distribution requesting access over land being leased by the Council. The Clerk to advise that this is acceptable by the Council.

**2022/03 222 To receive County Councillor's Report – None Received**

**2022/03 223 To Receive Any Reports from Committees/Working Parties**

Cllr Chapman on behalf of the Ten Towns Digital Group

- The Website is in development stage – Aimed to be completed end April 2022
- A Domain name has been decided upon
- Cllr Chapman and Kit meet once a week to ensure that this project is kept moving forward
- A public meeting will be held on 05.04.2022 to discuss with relevant businesses the format of the digital advertising and accessibility to business information through the website and digital display screens

Cllr Davies-Scourfield on behalf of the Ten Town LEADER fund

- Email received advising that the Expression of Interest has been accepted and that £100,000 has been awarded towards the projects stated. The Council raised major concerns regarding one of the project costs which was put forward at a figure of circa £220,000 leaving a potential deficit of £120,000 which would potentially have to be paid by the Whitland Town Council.
- Carmarthenshire County Council Officers are still in discussions with the owners of the Old Dairy Site regarding the possibility of Whitland Town Council leasing such and the future installation of a car park on such.

CLlr Davies-Scourfield proposed that the Clerk write to the Carmarthenshire County Council Officers advising that due to the possible costings of over the £100,000 grant, of one of the proposed projects, Whitland Town Council are unable to fund the deficit (Circa £120,000) with public money but will continue with an application for Section 106 monies to fund the purchase of electrical bicycle charging points and bicycle storage racks, to be located at the Parc Dr Owen; Cllr Chapman seconded the proposal with all Cllrs in full agreement.

Cllr McDowell joined the meeting

Cllr Shipton on behalf of the Grounds Working Party

- Concerns have been raised regarding the comments from Carmarthenshire County Council Planning Enforcement appertaining to Trevaughan Lodge and the banks which have been installed and have to be removed prior to any further development. If development is not carried forward the banks will remain in situ causing a possible flooding risk to neighbouring properties. The Clerk to write to the Enforcement Officer requesting confirmation of the Planning Departments actions to any repercussions to neighbouring properties if the banks remain in situ.
- The Council to consider a further survey on the trees in the pocket Park in November 2022 to assess the two years growth and the impact of this to the safety of the trees in high winds.
- A tree which was damaged in the high winds, opposite the Pocket Park, is still to be removed by the County Council.
- The BT manhole cover is still to be repaired by British Telecom.
- The access to all gate to be installed at the land at Trevaughan by the dropped kerb area.
- Parking on the roads around the school continues to be a major problem – The Clerk to write again to the school advising of such.
- The public toilet doors have been damaged and the Police informed of such. The parents of the teenagers who caused the damage have been contacted and will pay for the repairs.
- Rodents have been reported – this is on private land. The landowner has been made aware and is addressing the problem.
- Floodlights around the sports hall, adjacent to the secondary school on North Road, have been reported as remaining on for a number of weeks' day and night. The Clerk to advise Carmarthenshire County Council accordingly.

Cllr Scourfield – On behalf of the Play Park Working Party (Read out by the Clerk)

- The application for Section 106 funding towards phase one of the play park has been approved.
- An application for funding towards the replacement of the safety surfaces at Bryngwenllian Play Park has been submitted.
- The installation of phase one has been confirmed for Mid May 2022

Cllr Davies-Scourfield on behalf of the Personnel Working Party

Cllr Davies-Scourfield proposed that due to the personal nature of the discussion and in accordance with the Public Bodies (Admission to Meetings) Act 1960 private and confidential meeting conditions should be adhered to; Cllr Chapman seconded the proposal with all Cllrs in full agreement.

The Clerk left the room while the discussion took place.

Normal meeting conditions recommenced and the Clerk returned.

Councillors congratulated the Clerk on her recent appraisal and thanked her for all the work she has done relating to the Ten Town Projects.

Cllr Shipton proposed that the Clerks working hours be increased from 12 hours a week to 16 hours a week as from 04.04.2022; Cllr Davies seconded the proposal with all Cllrs in full agreement.

#### **2022/03 224 To Receive Reports from Council Representatives**

Cllr Davies-Scourfield on behalf of the Jubilee Celebrations Working Group

A multi locations meeting was held in the Town Hall and via Zoom on 22.03.2022 and although not many attended it was considered to be a very productive meeting.

Discussion took place as to events being held by others on the Bank Holiday weekend.

Cllr Davies-Scourfield proposed that Whitland Town Council support two events namely Thursday 02.06.2022 an evening of song and lighting of the beacon in Parc Dr Owen and on Sunday 05.06.2022 a Cream Tea; Cllr Blandford seconded the proposal with all Cllrs in full agreement.

Cllr Davies left the meeting due to a prior work commitment

#### **2022/03 225 To receive any updates regarding the Ten Towns Growth Project- LEADER Funding and Capital EOI form – As above**

#### **2022/03 226 To consider the Remuneration Decisions – as set out by the Independent Remuneration Panel for Wales**

|             |   |  |
|-------------|---|--|
| Decision 44 | £150 be afforded to all Councillors   | Mandatory payment  |
| Decision 45 | A payment of £500 for up to three members undertaking a senior role   | No payment   |
| Decision 46 | To make payments, as set out by the HMRC, for travel costs to enable members to attend approved duties -                  | To be pre-approved   |
| Decision 47 | To make payments to reimburse members if an overnight stay is required to enable that member to carry out official duties | To be pre-approved and on production of receipts   |
| Decision 48 | To pay towards financial loss to members who have attended official duties  | To be pre-approved   |
| Decision 49 | To pay members an attendance allowance up to £30 per payment to enable that member to carry out any official duties       | To be pre-approved   |
| Decision 50 | To provide a payment of up to £1,500 to the Mayor/Chair of the Council  | No<br>A budget to be made from Remuneration budget line for reimbursement of expenses per approved and on production of receipts |
| Decision 51 | To provide a payment of up to £500 to the Vice Chair of the Council   | No<br>A budget to be made from Remuneration budget line for reimbursement of expenses per approved and on production of receipts |

Cllr McDowell proposed that the Whitland Town Council adopt the above Decisions; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

**2022/03 227 To consider the re-adoption of the following Documents and Policies –**

Core Documents:

- The Code of Conduct (Wales)
- The Financial Regulations
- The Financial Risk Assessment
- Standing Orders

Policies

- Complaints Policy
- Grievance and Disciplinary Policy
- Environmental Policy
- Equality Policy
- Safeguarding Policy
- Vexatious Complaints Policy
- Welsh Language Policy

All Councillors confirmed that they had received and read all the above documents.

Cllr Davies-Scourfield proposed that Whitland Town Council adopt the above documents and that the core documents, as listed above, be reviewed every 3 years unless there is a change in Legislation and the policies, as listed above, be reviewed every five years unless there is a change in Legislation; Cllr Blandford seconded the proposal with all Cllrs in full agreement.

**2022/03 228 Policies to be prepared by the Clerk for consideration by the Council for adoption – Donation/grant policy, reserved money policy and training policy for Councillors and employees of the Whitland Town Council.**

Cllr Shipton proposed that the Clerk prepare the above policies for consideration for adoption by Whitland Town Council; Cllr Blandford seconded the proposal with all Cllrs in full agreement.

**2022/03 229 Carried Forward from February Meeting - To consider the request made by the Cylch Meithrin Hywel Dda for a donation – Cylch Meithrin have withdrawn their request**

No further action required

**2022/03 230 Considerations for discussion at the next meeting**

- Surface drains along the main shopping street blocked after the recent road repair works
- Loose tiles on a roof along the main shopping street – possibility of harm if they fall from roof

Meeting closed 21.09