

Whitland Town Council Meeting
11th August 2025
Mayors Parlour Whitland Town Hall

Please note that Audio or Video recordings of full council meetings is not permitted.

All Whitland Town Council meetings are regulated by its standing orders.

Present in person: **Cllrs L.Shipton, (Mayor) J. Davies-Scourfield (Deputy Mayor), A.Cornick, R.Jones, A.Smith and A.Seeley.**

Present via the live zoom link: **Cllrs M.McDowell, S.McDowell and E.Morgans**

Also present via live zoom link: **County Cllr Sue Allen**

51/2025 To accept apologies for absence

Apologies received from: **Cllrs L.Smith and R.Davies**

Cllr Shipton (Mayor) delegated the duties of chairing this meeting to Cllr J. Davies-Scourfield

52/2025 To acknowledge any declarations of interest, as per the code of conduct

Declarations of interest: **Cllr R.Jones** declared a personal interest in item 63 on the agenda in relation to freedom of information requests.

53/2025 To receive and approve the minutes of the meetings held on 16th June & 3rd July as a true and accurate record.

A discussion took place in respect of the minutes of the meeting for the 16th June 2025. Cllr Cornick raised the issue that these minutes might have not been fully completed due to the clerk being absent. Although it could not be established if the minutes were complete the chair stated that she would take advice on the matter to clarify the situation.

Proposed by Cllr A.Cornick Seconded by Cllr L.Shipton

Minutes of the meeting held on 3rd July 2025 agreed by Council.

Proposed by Cllr A.Cornick Seconded by Cllr A.Smith

54/2025 Matters arising from Minutes

None.

55/2025 To acknowledge and approve account(s) for payment

It was agreed that this information would be circulated to all councillors. Councillors should respond accordingly to Cllr Davies-Scourfield. Information circulated to councillors attached to these minutes.

L Shipton

Payments to Acknowledge between 1st June 2025 & 10th August 2025:

Welsh Water	Water Bill	£ 209.75
Clear Councils Insurance	Insurance	£ 1,578.61
Audit Wales	Audit Fees	£ 530.00
Allsortz	Cleaning Products	£ 17.78
AC-DC	CCTV	£ 28.80
Daisy	Broadband - The Studio	£ 31.14
Rob Thomas	Grounds Cutting	£ 660.00
Scottish Power	Electricity - The Studio	£ 118.91
Whitland Town Hall	Rent	£ 1,000.00
AC-DC	CCTV	£ 24.00
One Voice Wales		£ 80.00
Saundersfoot Community Council	Printer	£ 65.98
One Voice Wales		£ 153.00
Wages	Wages	£ 1,663.82
Terry Thomas	Fees	£ 996.00
ID Mobile	Mobile Telephone	£ 28.82
Rob Thomas	Grounds Cutting	£ 660.00
Melanie Priestley	Travel Expenses	£ 101.80
HMRC	PAYE/NI	£ 475.25
EDF Energy	Electricity - Public Toilets	£ 158.98
Melanie Priestley	Postage	£ 3.40
AC-DC	CCTV	£ 4.80
Daisy	Broadband - The Studio	£ 31.14
Scottish Power	Electricity - The Studio	£ 118.91
ID Mobile	Mobile Telephone	£ 28.82
Daisy	Broadband - The Studio	£ 43.75
Wages	Wages	£ 1,720.05
		£ 10,533.51

Payments to Approve:

Whitland Community Shed	Donation	£ 75.00
Jenny Davies-Scourfield (Reimbursement of EDF Invoice)	Electricity - Public Toilets	£ 154.78
AC-DC	CCTV	£ 28.80
Lottery Annual Fee	Fees	£ 20.00
David Harries & Co.	Toilet Rolls	£ 46.94
Carmarthenshire County Council	Building Regs.	£ 410.00
Llewelyn Davies	Fees for Work on Grant	£ 90.00
Llewelyn Davies Audit	Fees for Work on Audit	£ 778.80
XLN Broadband	Broadband	£ 43.75
JJ Morris	Report / Valuation - The Studio	£ 300.00
ITH	Final Valuation	£ 23,675.77
PAYE	June & July 2025	£ 651.26
Wages	Wages	£ 1,720.05
P Reynolds	Work on the Mayor's Chain	£ 30.00
Seeley Electrical	Electrical Work in Public Toilets	£ 123.96
Rob Thomas	Grounds Cutting	£ 660.00
EDF	Electricity - Public Toilets	£ 158.15
		£ 28,967.26

L Shipton

It was confirmed to council that wages had been paid to the clerk and the cleaner by cheque. With respect to the final payment to ITH for the Studio **Cllr Davies-Scourfield** said that she would contact the architect and find out how much was deducted for the financial penalty for the delay in completion of the studio.

<u>Bank Reconciliation and Payments : 31/05/2025 - 11/08/2025</u>			
Current Account	Opening Balance	01.06.25	£48,713.64
Deposit Account	Opening Balance	01.06.25	£ 1,016.08
			£49,729.72
<u>Payments to Acknowledge between 1st June 2025 & 10th August 2025:</u>			
			£10,533.51
<u>Income to Acknowledge between 1st June 2025 & 10th August 2025:</u>			
			£ 2,980.65
Current Account	Closing Balance	11.08.25	£42,106.21
Deposit Account	Closing Balance	11.08.25	£ 70.65
			£42,176.86
<u>Payments to Approve:</u>			
			£28,967.26
Closing Balance			£13,209.60

56/2025 To consider bank reconcilliation

Rent has been received from the businesses occupying the studio.

It was agreed that rent from the studio should be accounted for separately to other income.

57/2025 Planning applications received

Planning application PL/09557 had previously been circulated to all councillors via Email. No concerns were raised by councillors prior to the closing date of 29th July 2025.

58/2025 To consider any planning application notices received from Carmarthenshire County Council

None received.

59/2025 To consider any correspondence received

E mail received concerning the Whitland Town Council website being down. It was confirmed to Council that the website is now back up and available.

E Mail from Whitland community shed confirming bank details so Whitland Town Council could pass on a £75 donation that had been received.

Email received from Kyle Thomas making an application to join the council. As there are currently two vacancies on the council no objections raised.

L Shipton

Proposed by Cllr Cornick and seconded by Cllr Shipton

Email received from **Cllr M.Mcdowell** querying why he was not provided with a zoom link for a personnel committee meeting.

Cllr Davies-Scourfield declared a personal interest as she was the chair for that personnel meeting.

Cllr Shipton took over chairing the meeting for this issue.

A discussion took place between Cllr Shipton and Cllr Mcdowell over the issues surrounding confidentiality.

Cllr Davies-Scourfield resumed chairing duties

Email received informing council that the Nazareth Chapel, Whitland will be closing due to a dwindling congregation. The Email asked if the Town Council would be prepared to take on the maintenance and upkeep of the cemetery associated with the chapel.

Council were informed that this had been discussed in the past and that following legal advice the council had declined to be responsible for the maintenance and upkeep of the cemetery.

It was decided that the Chair would circulate the legal advice they had previously received to all councillors so an informed decision could be made.

Proposed by Cllr Cornick & seconded by Cllr Jones

Council were informed that the land registration for the studio had now been completed. It was felt by council that a copy of the form should be retained by the council but a further copy should also be deposited with a third party such as a solicitor or the estate agent responsible for managing the studio.

60/2025 request from Narberth and Whitland rotary club to plant flowers on top & bottom roundabouts in Whitland.

Narberth & Whitland Rotary club are currently seeking permission from Carmarthenshire County council, as they are responsible for the Roundabouts. It was suggested that an approach be made to the Community Shed to see if they could assist in the planting of the bulbs. Other locations around the town where bulbs could be planted were also discussed.

No concerns were raised over this item

61/2025 Discuss advisory repair work in Bryngwellian Park

Carmarthenshire C.C had carried out an inspection of the play equipment at the above location.

Whitland Town Council received 4 low risk recommendations in respect of the play equipment.

It was agreed that in the first instance an approach would be made to the Community Shed to see if they could assist in making good the recommendations that had been highlighted.

L Shipton

63/2025 To discuss two freedom of information requests received

Cllr R. Jones had previously declared a personal interest.

FOI request received from **Cllr Jones** requesting he be provided with a copies of the letters of complaint that had been sent to Whitland Town Council regarding himself

FOI request received from a member of the public requesting copies of Whitland Town Councils Financial figures for the last two years.

Cllr Davies-Scourfield informed council she was attempting to locate the required information and would respond accordingly.

64/2025 To consider any items to be presented at the next meeting

Cllr Cornick requested that the following items be discussed at the next meeting

Councils Policies & Procedures.

Complaints policy.

Cllr Cornick also said she would put together a list of Town Council Policies which she felt might need addressing and present them at the next meeting.

The next item was discussed under private & confidential. County Cllr Sue Allen was informed of this and left the meeting.

62/2025 To receive a report from the personnel committee

All councillors were informed that this item on the agenda was being discussed under private & confidential and it was of the utmost importance that confidentiality was not compromised.

Cllr Davies-Scourfield informed council that in the absence of the clerk she had taken on the temporary responsibility (voluntarily) of carrying out the clerks work. She highlighted to council some of the difficulties she had encountered but was ensuring all payments were made on time and correspondence answered. **Cllr A. Seeley** expressed his thanks to **Cllr J. Davies-Scourfield** taking on the role of clerk during her absence.

Meeting was concluded at 9pm.

L Shipton