



MINUTES – January 2025

Minutes of the General Meeting of Whitland Town Council held in Whitland Town Hall and via Zoom, on Monday 13th January 2025

Members of the public are welcome to ask questions or make representations relating to items listed on the agenda only.

All documents have been Emailed to Councillors prior to the meeting.

Please note that Audio or Video recording 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, E Morgans, S McDowall, A Smith and L Smith,

Also present in person - The Clerk

Present via the live link – Cllrs M McDowall (Vice Chair) and R Jones.

Prior to the commencement of the meeting it was proposed and seconded that Cllr Davies-Scourfield Chair the meeting. Vote taken – all Cllrs in full agreement.

Agenda

2025/01 133 To accept any apologies for absence - Cllrs A Cornick and R Davies

The Clerk advised the Council that she had received a letter tendering Cllr Debbie Rutters resignation.

At present the Whitland Town Council has vacancies for three Councillors via Co-option and the recent resignation to report to the Returning Officer.

2025/01 134 To acknowledge any declarations of interest, as per the Code of Conduct

Cllr E Morgans declared a personal interest in agenda item 2025/01 148 due to living in the area being discussed

Cllr A Smith declared a personal interest in agenda item 2025/01 148 due to living in the area being discussed

Cllr L Smith declared a personal interest in agenda item 2025/01 148 due to living in the area being discussed

2025/01 135 To receive the minutes of the meeting held on the 9th December 2024

It was proposed and seconded that the Minutes of the meeting held on the 9th December 2024 be accepted as a true record of the meeting. Vote taken – all Cllrs eligible to vote in full agreement.

2025/01 136 Matters arising from the minutes – None

2025/01 137 To minute any comments made by members of the public attending the meeting – None

2025/01 138 To acknowledge and approve any account(s) for payment

To Be Approved/Acknowledged				
03/12/2024		MALCOLM WRIGHT , Wland christmas Music and Disco	£	250.00
06/12/2024		Amazon, Choc santas	£	29.95
06/12/2024		Amazon Accident book	£	7.99
09/12/2024		Jewson - Safety Fencing	£	126.00
09/12/2024		One Voice Wales - Membership	£	397.00
10/12/2024		Fflnnon Flowers , WREATHS X13	£	390.00
10/12/2024		LITE , CMAS LIGHT 2024 Extra Lights for Tree	£	246.00
12/12/2024		CARTRIDGEPE Ink for printer	£	154.70
18/12/2024		CURRYS CARMARTHEN Computer, 3 year protection, Microsoft 365, lead and case	£	970.71
19/12/2024		Pro Waste DRAINS	£	180.00
19/12/2024		DO TRAVEL - Grant	£	38.22
24/12/2024		CLERK DECEMBER 21 hrs a week	£	1,682.70
30/12/2024		DO DECEMBER Final Payment	£	831.25
30/12/2024		CLEANER DECEMBER	£	329.44
30/12/2024		GP ARCHITECTURE Approved by Finance Committee	£	818.15
			£	6,452.11

Additional payments for consideration

ITH Second invoice (site inspection and works certificate received	£28,983.18
Relief cleaner for the public toilets	£ 150.00
Donations to be made from the monies raised from the Christmas event –	
Whitland Food Bank	£ 100.00
LATCH (Father and Mother Claus)	£ 100.00
Mental Health Awareness in the Youth	£ 100.00

It was proposed and seconded that all the above payments be acknowledged and paid. Vote taken – All Cllrs in full agreement.

ITH Third invoice due early February 2025 – It was proposed and seconded that Delegated Powers be given to the finance Committee to approve such payment. Vote taken – All Cllrs in full agreement.

2025/01 139 To consider the bank reconciliation and the financial information appertaining to the Whitland Town Council

Cash Flow			
30.11.2024-31.12.2024			
Balance	£	52,590.94	B/F
Payments Made	£	27,054.23	
Income Received	£	29,664.48	
	£	55,201.19	C/F

Grants outstanding

Dev Officer Grant			
£	19,996.24		Paid
	Claim 1	£	4,098.57
	Claim 2	£	3,064.74
	Claim 3	£	5,047.67
	Claim 4		
	Balance	£	7,785.26

Studio Grant			
£	140,000.00		
	Payment 1	£	90,000.00
	Payment 2	£	2,562.36
	Payment 3		
	Payment 4		
	Payment 5		
		£	47,437.64

It was ^{proposed} and seconded that the above information depicts the Whitland Town Council's financial position as of 31st December 2024

2025/01 140 Planning application(s) received

a) PL/08626 - 3 Trevaughan Terrace, Whitland

Installation of a free standing PUZ-WM60VAA 6KW Air Source Heat Pump

Following consideration of all the information received from the Planning Authority it was proposed and seconded that Whitland Town council do not have any concerns and support this planning application. Vote taken – All Cllrs in full agreement.

b) PL/08307 - 15 Bryngwenllian, Whitland

Proposed front porch extension to form covered entrance and side washroom extension to provide ground floor facilities

Following consideration of all the information received from the Planning Authority it was proposed and seconded that Whitland Town council do not have any concerns and support this planning application. Vote taken – All Cllrs in full agreement.

2025/01 141 To consider any planning application notices received from the Carmarthenshire County Council

a) PL/08507 - Whitland Railway Station, St John Street, Whitland

Construction of a Car Park - Prior Approval under Part 11 GPDO
Granted 12/12/2024 - Delegated Decision

2025/01 142 To consider any correspondence received

- Email forwarded to all Cllrs outlining training being offered by One Voice Wales – Cllrs A and L Smith have requested to attend the New Councillor training and the Clerk has requested to attend part 1 and part 2 of the Biodiversity Training. It was agreed that all trainings requested be supported.

The Clerk requested that all Councillors Email details of any training they have undertaken, along with the corresponding dates, to assist in updating the Training Plans in accordance with Section 67 of the Local Government and Elections (Wales) Act 2021

2025/01 143 To receive any Reports from Committees:

- **Grounds Management Committee – Cllr L Shipton**
Action Tracking -

- Any up dated information as to when the Carmarthenshire County Council will be carrying out street cleansing and painting along St John Street. Update received December 2024 – The maintenance team will now be looking to commence the works in early Spring 2025.

Matters to be considered -

- Ongoing acts of vandalism to the public toilets which are under the management of Whitland Town Council, located in Cross Street, Whitland. Following the recent painting works it has been noted that the acts of vandalism, to the inside of the public toilets, has increased.
 - It was agreed that the toilets will remain open but monitored for further damage.
 - Cllr Shipton advised that there was paint in the back storeroom and that he will arrange for the graffiti to be painted over.
 - The Clerk to seek prices to have a motion light installed above the CCTV camera.
 - When installing the CCTV to the Studio – opposite the public toilets – consideration to be given to a CCTV camera covering the entrance and egress from the public toilets.

This will assist the Police in identifying any persons who may cause damage to the toilets.

It was proposed and seconded that Whitland Town Council continue to use Barry to install and remove the Christmas lights. Vote taken – All Cllrs in full agreement.

Barry has provided an all-round service, is in attendance when the lights are being switched on and is on call 24 hrs a day should there be any issues with the lights.

The Clerk to invite Barry to the February 2025 meeting to discuss Whitland Town Christmas lights and the increasing such in Whitland.

- **Personnel Committee – Cllr J Davies-Scourfield**

- To consider a date for the next meeting of the Personnel Committee – It was agreed that the next meeting of the Personnel Committee will be on Monday 27th February 2025 at 6.30pm via Zoom.
- To consider Cllr L Smith's request to join the Personnel Committee – The Clerk advised the Council that on the Terms of Reference for all Committees it is stated that the membership of Committees is considered at the Annual Meeting of the Council.

It was agreed that Cllr L Smith join the Personnel Committee with immediate effect.

Cllr Davies-Scourfield advised the Council that the Personnel Committee had investigated the Grievance raised, taking advice from One Voice Wales, and it was concluded that the allegations were unfounded. A 'clear the air' meeting was held. The matter is now closed with no further action.

- **Finance Committee – Cllr J Davies-Scourfield**

2025/01 144 To receive the minutes of the Finance Committee meeting held on the 3rd December 2024 – It was proposed and seconded that the Minutes of the meeting of the Finance Committee held on the 3rd December 2024 be accepted as a true record of the meeting. Vote taken – all Cllrs eligible to vote in full agreement.

2025/01 145 Matters arising from the minutes – None

2025/01 146 To Receive Reports from Council Representatives Of Outside Bodies:

- One Voice Wales – No representative at this point in time. – Cllr A Smith advised the Council that he would like to represent the Council.
- Parc Dr Owen Committee – Cllrs Shipton advised that there is nothing to report at this time.
- Whitland Town Hall Committee – Cllr S McDowall advised that the lift is unfortunate not working and that a meeting is due to be called to discuss such. The committee has been working on updating the Facebook page.
- Air Cadets – The Clerk – nothing to report at this point in time.
- Schools – Cllr A Cornick and the Development Officer – A request to be made that the Clerk continue with is role and the interaction with the School's Council.

The Clerk advised that a meeting had been held and the logo for the Studio had been chosen. Once the final drawing has been approved a special assembly will be held and the design acknowledged and unveiled.

It was proposed and seconded that the Clerk continue to attend the School Council meetings and work with the school regarding any future projects. Vote taken – All Cllrs in full agreement.

2025/01 147 To receive the Development Officers Report

I'm sad that my time as development officer has come to a end.

Over the past three months there has been a noticeable change in the community coming together, despite the negative and vile, personal and untrue comments on Social Media.

The community events working group has worked tirelessly to ensure that all members of the community have had events to attend.

My role commenced in January 2024 with the following events, and more, being arranged defib training, March the 1st Cawl and entertainment evening, the carnival buffet, working with the School Council and opening communication with the youth of Whitland, the repainting of the Bryngwenllian bus shelter, attending the Senior Citizens meeting with the Mayor, attending St Davids Ave and getting to know the residents, summer dropping craft mornings (5 in total), the establishment of events working group, first aid training, the Halloween disco, working with the school to design the logo for the studio and to finish the year with a bang the three day Community Christmas event, which within such there were six events over three days with something for all ages.

May I thank the Council for this opportunity and ask that the events working party remain and a report from such is presented at Council meetings when necessary.

The Council thanked Melanie for all her hard work during the year and advised that they will remain to support the working party with future events within Whitland.

2025/01 148 To consider whether the Whitland Town Council support the Proposed Boundary Review to encompass Whitland Abbey into the Whitland Ward

Under the review Carmarthenshire County Council will be addressing the question of whether the boundary should be realigned to incorporate the fields that is home to Whitland Abbey into the Whitland Community Council area as opposed to Llanboidy Community Council where these fields currently sit. For more information, please follow the link below -

[Community Review - Llanboidy and Whitland Community Council Areas](#)

The Clerk informed the Council that no communication has been received regarding this agenda item.

During discussions on the potential new boundary, consideration should be given to aligning the boundary with the path of the river. It was proposed that not only the Abbey be included in the Whitland Ward, but also the nearby dwellings associated with area of the Abbey.

Questions to raise with Carmarthenshire County Council include:

- If the boundary change is approved, who will be responsible for the upkeep and maintenance of the Abbey grounds?

The Clerk will contact Llanboidy Community Council to seek its views on the proposed boundary review.

2025/01 149 To consider whether the Whitland Town Council support the possibility of Carmarthenshire County Council adding parking restrictions to the area of North Road, North of the School.

Following on-going parking issues related to this area of North Road, discussions are being held regarding the addition of parking restrictions to this area.

It was proposed and seconded that Whitland Town Council support the possibility of Carmarthenshire County Council adding any parking restrictions to the area north of Dyffryn Taf school, Whitland

2025/01 150 To consider the future management and use of the Studio, Cross Street, Whitland -

This property was acquired with grant funding, and the decisions were made by the Ten Towns Steering Group, which included County Councillor Sue Allen (Chair), two officers from Carmarthenshire County Council, Councillors Len Shipton, Eleri Morgans, and Jenny Davies-Scourfield, the Clerk to Whitland Town Council, members of the Chamber of Trade, and the Town Hall Committee.

Whitland Town Council was tasked with leading any projects with any asset to be held by the Council. The steering group, established over five years ago, was responsible for determining the best way to utilise the grants available under the Ten Towns Scheme. The funding had specific restrictions on its use, and while many projects were considered, they could not move forward due to these limitations or other external factors.

After careful deliberation, it was unanimously agreed to purchase and renovate the property known as "the Studio" to create a public-use space.

After a lengthy and thorough application process, it was decided that Whitland Town Council would contribute to the renovation costs, utilising money from reserves with no effect on the Precept, (agreed by Whitland Town Council at its March 2024 extraordinary meeting).

Since the purchase of the Studio, in October 2024, the Ten Towns Steering Group has dissolved. Going forward, all decisions regarding the Studio will now be made by Whitland Town Council.

Onsite meetings are being held every two/three weeks with all works on track to be completed beginning of February 2025 and all costs within budget.

Three options have been forwarded to all Councillors for consideration. Any other options presented at the meeting, by Councillors, will also be considered.

After considering various options for the future management of the Studio and ensuring that any decision aligns with the grant obligations, it was proposed and seconded that Whitland Town Council request Terry Thomas' office to manage the Studio under a full repairing and insuring (FRI) lease. The costs associated with this arrangement would include a one-off fee of £1,000 (Solicitors fees) for setting up the lease and £750 in Estate Agent fees. The potential income was reviewed, and the lease term was proposed for 5 years, with a break clause after 3 years. Vote taken – All Cllrs in full agreement.

It was brought to the Council's attention that several persons interested in leasing the Studio had contacted Cllrs. It was agreed that as Terry Thomas; Office would be managing the Lease any persons interested should contact the office direct and that no negotiations to be undertaken by Cllrs.

2025/01 151 To consider any items to be presented at the next meeting - None

Meeting closed – 21.00