



MINUTES – February 2025

Minutes of the General Meeting of Whitland Town Council held in Whitland Town Hall and via Zoom, on Monday 10th February 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 Cornick, 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 Standing Orders it was proposed and seconded that Cllr Davies-Scourfield Chair the meeting. Vote taken – all Cllrs in full agreement.

Agenda

2025/02 152 To accept any apologies for absence – Cllr R Davies

2025/02 153 To acknowledge any declarations of interest, as per the Code of Conduct

- Cllr M McDowall declared a person interest in agenda item 2025/02 169 as the person in question is known to him.
- Cllr S McDowall declared a person interest in agenda item 2025/02 169 as the person in question is known to her.

2025/02 154 To receive the minutes of the meeting held on the 13th January 2025

It was proposed and seconded that the Minutes of the meeting held on the 13th January 2025 be accepted as a true record of the meeting. Vote taken – all Cllrs eligible to vote in full agreement.

2025/02 155 Matters arising from the minutes

2025/01 143 To be Minuted that the meeting of the personnel Committee, which was pre-arranged for the 27th January 2025 and noted as such in the January 2025 Minutes, was postponed by Cllr Shipton two hours prior to the meeting start. The meeting would have been quorate, as per the Code of Conduct, if it had proceeded.

Due to Cllrs not being available to arrange an alternative date, matters raised on the agenda will be considered at this evening's meeting.

2025/02 156 To minute any comments made by members of the public attending the meeting

2025/02 157 To acknowledge and approve any account(s) for payment

08/01/2025	Amazon - Computer Mouse	£	16.98
14/01/2025	HMRC CUMBERNAULD PAYE	£	3,288.00
14/01/2025	ROBTHOMAS-CONTRACT, 2024 10 OF 10	£	660.00
20/01/2025	CURRYS CARE- Computer	£	8.75

23/01/2025	Amazon - Stationary	£	42.08
29/01/2025	ID MOBILE LIMITED	£	26.96
29/01/2025	CLERK JAN	£	1,744.89
31/01/2025	CLEANER JAN	£	329.44
		£	<u>6,117.10</u>

Additional payments for consideration

ITH Construction - 3rd payment	£	22,324.80
GP ARCHITECTURE	£	818.19
	£	<u>23,142.99</u>

INCOME -		
08/01/2025	CARM.CC. CRED ACCT Studio Grant 2	£ 21,322.97
		£ 21,322.97

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

2025/02 158 To consider the bank reconciliation and the financial information appertaining of the Whitland Town Council

Cash Flow			
31.12.2024-31.01.2025			
Balance	£	55,201.19	B/F
Payments Made	£	35,200.28	
Income Received	£	21,322.97	
	£	41,323.88	C/F

It was proposed and seconded that the above information depicts the Whitland Town Council's financial position as of 31st January 2025

2025/02 159 Planning application(s) received

- a) **PL/08850 Land adjacent to Trem y Wawr, Spring Gardens, Whitland, SA34 0HL**
Erection of new dwelling and associated works

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.

2025/02 160 To consider any planning application notices received from the Carmarthenshire County Council

- a) **PL/08626 3 Trevaughan Terrace, Whitland, SA34 0QL**

Installation of a free standing air source heat pump –

Granted 15/01/2025

- b) **PL/08307 15 Bryngwenllian, Whitland, SA34 0DA**

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

Refused 20/01/2025

2025/02 161 To consider any correspondence received

- Email forwarded to all Cllrs outlining training being offered by One Voice Wales
- Telephone call received from Carmarthenshire County Council relating to the possible inclusion of parking restrictions to the North area of North Road – Restrictions will be considered in the next Rural On-street Regulation Order (Possibly April 2025)
- Your Say – Travel Wales Consultation – Emailed to all Cllrs for onward distribution.

- The Clerk requested nominations of Councillors to be considered to attend Kings Garden Party – These nominations will be forwarded to One Voice Wales
- The Clerk has been advised that there is an underspend of circa £4,000 relating to the development Officers Grant – The Council to consider any items which can be purchased with such for Community Use. The closing date for possible purchases is 31st March 2025

2025/02 162 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 – Email sent to Carmarthenshire County Council requested a possible start date advised that the works will be carried out prior to March 31st 2025.

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

- To set a date for the Clerk's review – 24/02/2025 6.30pm in the Town Hall
See agenda items 2025/02 168, 169 and 170

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

- To consider Cllr A Cornick's request to join the Finance 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 A Cornick join the Finance Committee with immediate effect.

2025/02 163 To Receive Reports from Council Representatives Of Outside Bodies:

- One Voice Wales – Cllr A Smith - Nothing to report currently
- Parc Dr Owen Committee – Cllr Shipton

The Parc Dr Owen AGM was held but due to a previous commitment Cllr Shipton was unable to attend.

- Whitland Town Hall Committee – Cllr S McDowall - Nothing to report currently
- Whitland Traders Association – Cllr A Cornick

Whitland Traders Association had its first meeting on Thursday 30th January. Lots of very positive things discussed including the possibility of a community purchase on a property in the main high street to get a post office back into town. Monthly meetings will now be held, next meeting shall be Thursday 27th February 2025 at 6:30pm in Whitland Rugby Club.

- Air Cadets – The Clerk – Press Release Emailed to all Cllrs.
- Schools – Cllr A Cornick and the Clerk - Nothing to report currently

2025/02 164 To consider the Draft Social Media Policy – Emailed to all Cllrs prior to the meeting

It was proposed and seconded that Whitland Town Council adopt the Social Media Policy as presented (V1 2025) reviewing in one year or earlier if there is a change in Legislation or situation. Vote taken: All Cllrs in full agreement.

2025/02 165 To consider the price received to remove several problematic trees as identified within the Tree Report - Under the Occupiers' Liability Act 1957 and 1984, and the Health and Safety at Work Act 1974 landowners have a legal duty to ensure all trees on their land do not pose an unacceptable risk to people and property. Whitland Town Council undertake a tree survey every two years on trees that are on land in its ownership or management. All works flagged by the report are acted upon in a timely manner.

It was proposed and seconded that the price presented by the Clerk be accepted to carry out the tree works as identified within the report. Vote taken – All Cllrs in full agreement. This price was received for the Council's current groundsman.

2025/02 166 To consider holding all future meetings of Whitland Town Council in-person with provision for anyone wishing to join remotely via a live link – Following the removal of Covid restrictions, the Local Elections (Wales) Act 2021 allowed Town and Community Councils in Wales to hold multi-locational meetings without the need for in-person attendance. In line with this, Whitland Town Council passed a resolution to hold a few meetings each year in person, with the option to join remotely, while the remaining meetings would be conducted solely via a live link. The consideration now is to hold all meetings in person, with the option to join remotely.

It was proposed and seconded the Whitland Town Council continue to hold in-person meetings with a live link to any person who wishes to join remotely. Vote taken – All Cllrs in full agreement.

2025/02 167 To consider any items to be presented at the next meeting

- The Clerk was requested to seek a response from the Neighbourhood Policing Team regarding the letter sent.

It was proposed and seconded that agenda items 2025/02 168, 169 and 170 due to the nature of business being discussed and in accordance with Sec 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 agenda items 2025/02 168, 169 and 170 be discussed in confidence and no members of the public nor press to be present.

2025/02 168 To update the Council regarding the Cleaner and her ongoing workload.

The Clerk advised the Council that there are no issues nor worries to raise with the Council at this point in time.

2025/02 169 To consider a cover cleaner – To ensure that all cleaning duties are carried out whilst the cleaner is on leave.

It was proposed and seconded that the Whitland Town Council employ a relief cleaner and acknowledge, with a financial reward paid via the PAYE system, the commitment shown by the person who locks and unlocks the public toilets daily. Vote taken – All Cllrs in full agreement.

2025/02 170 To consider updating the Clerk's Contract of Employment to reflect 21 hours per week -
Due to the increasing obligations and legal requirements of the Council, the Clerk has been working 21 hours per week on a temporary basis since October 2024.

The Clerk left the meeting room (Cllr Cornick took notes)

Following a lengthy discussion the following actions were agreed:

- The Clerk to prepare a more detailed report of outstanding tasks
- Discussion will take place at the Clerks Review regarding the requirement of extra hours
- The Chair to seek further information relating to Clerks hours and PayScale working in the surrounding Wards.
- To consider the possibility of a full review of the Clerks Hours and pay by an independent body.

Meeting closed 21.40