



MINUTES – March 2025

Minutes of the General Meeting of Whitland Town Council held in Whitland Town Hall and via Zoom, on Monday 10th March 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, R Jones A Smith and L Smith

Also present in person - The Clerk

Present via the live link – Cllr M McDowall (Vice Chair)

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

2025/03 171 To accept any apologies for absence – Cllrs R Davies and A Cornick

2025/03 172 To acknowledge any declarations of interest, as per the Code of Conduct –

- Cllr S McDowall declared a personal interest in agenda item 2025/03 2025 as Cllr S McDowall lives near the proposed development
- Cllr M McDowall declared a personal interest in agenda item 2025/03 2025 as Cllr M McDowall lives near the proposed development

2025/03 173 To receive the minutes of the meeting held on the 10th February 2025

It was proposed and seconded that the Minutes of the meeting held on the 10th February 2025 be accepted as a true record of the meeting. Vote taken – all Cllrs eligible to vote in full agreement.

2025/03 174 Matters arising from the minutes – None raised

2025/03 175 To minute any comments made by members of the public attending the meeting –
No members of the public present

2025/03 176 To acknowledge and approve any account(s) for payment –

Payments Made

05/02/2025	Relief Cleaner	£	150.00	Minuted Feb 2025
10/02/2025	EBAY RADAR KEYS	£	4.45	Clerk
10/02/2025	EBAY Key for Toilet Roll Holder	£	4.99	Clerk
11/02/2025	EBAY Key for Toilet Roll Holder	£	4.99	Clerk
17/02/2025	CURRYS CARE	£	8.75	Contract
17/02/2025	ITH CONSTRUCTION – Payment 2	£	22,324.80	Minuted Feb 2025
17/02/2025	BARRIE P JONES, LIGHTS 2024	£	2,000.00	Minuted Feb 2025

17/02/2025	One Voice Wales - On line TRAINING	£	80.00	Clerk
17/02/2025	AC-DC (PEMBS) LTD DECEMBER 8542	£	28.80	Contract
17/02/2025	AC-DC (PEMBS) LTD JANUARY 8672	£	28.80	Contract
17/02/2025	Tree Consultants	£	606.06	Minuted Dec 2024
17/02/2025	GP ARCHITECTURE	£	818.19	Minuted Feb 2025
17/02/2025	DAVIES BUILDERS	£	23.47	Clerk
27/02/2025	Tents (Grant)	£	2,438.00	Grant Minuted Feb 2025
27/02/2025	Tents (Grant)	£	1,430.10	Grant Minuted Feb 2026
28/02/2025	ID MOBILE LIMITED	£	26.96	Contract
28/02/2025	All Salaries	£	1,848.33	Contractual and FC
		£	<u>31,826.69</u>	

To Be Approved/Acknowledged

03/03/2025	Clerk Tavel Jan and Feb	£	101.80
03/03/2025	DAVID HARRIES Toilet Paper	£	46.94
03/03/2025	WELSH WTR 10/12DGT	£	178.11
03/03/2025	Acer Landscapes - Bus shelter Repairs	£	134.00
03/03/2025	AC-DC (PEMBS) LTD	£	28.80
03/03/2025	Allsortz - Cleaning and toilet bins	£	124.24
03/03/2025	ITH CONSTRUCTION - Payment 3	£	14,452.43
03/03/2025	GP ARCHITECTURE		£818.16
		£	<u>15,884.48</u>

INCOME -

26/02/2025	Studio Grant 3	£	16,424.39
31/01/2025	31JAN GRS 30074649	£	11.83
28/02/2025	28FEBGRS 30074650	£	9.79
		£	<u>16,446.01</u>

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.

2025/03 177 To consider the bank reconciliation and the financial information appertaining of the Whitland Town Council –

Cash Flow			
31.01.2025-28.02.2025			
Balance	£	41,323.88	B/F
Payments Made	£	31,826.69	
Income Received	£	16,446.01	
	£	25,943.20	C/F

The Clerk advised the Council:

- To ensure that all the Council's financial contractual obligations are met, a request has been made to Carmarthenshire County Council for the draw down of grant money to cover payment 3 for the renovation works being carried out at the Studio.
- The claim 4 relating to the Development Officers grant has been approved by Carmarthenshire County Council and payment received

- c) The final claim under the development officer's grant is being processed following the purchase of three gazebos for community use
- d) £300 retainer has been paid to Price and Kelay Solicitors in relation to the Licence for the Studio
- e) A VAT Claim has been submitted to HMRC for reimbursement under s33 of the 1994 VAT Act in the sum of £13,139.82

It was proposed and seconded that the above information depicts the Whitland Town Council's financial position as of 28th February 2025

2025/03 178 Planning application(s) received

a) **PL/06862 - Land South of St Marys Street, St Marys Street, SA34 0PY**

Proposed residential development of 36 affordable dwellings together with associated highway, drainage, landscaping and other infrastructure works (Revised scheme)

The Clerk advised the Council that a number of Emails had been received regarding this proposed development requesting that the Council do not support such.

Following consideration of all the information provided by the Planning Authority the Clerk was requested to seek clarification, from the Planning Authority, regarding the term 'Affordable Housing' and the impact of such within this proposed development.

Whitland Town Council request that within the formal response to the Planning Authority the following considerations are to be included:

Access and Parking

The proposed development's access is located off a narrow two-way residential street, which is already heavily congested with on-street parking.

Flood Risk

The site is known to be prone to flooding.

Local Occupancy and Welsh Language

The Town Council urges the inclusion of a local occupancy condition to ensure the properties are available to Whitland residents. Additionally, the Town Council advocates prioritising Welsh-speaking residents to support the preservation and growth of the Welsh language and local culture.

2025/03 179 To consider any planning application notices received from the Carmarthenshire County Council

a) **PL/07002 Land adjoining Brynonen, Henllan Amgoed, Whitland, SA34 0SG**

Outline planning application for a rural enterprise dwelling and associated works –
Withdrawn 24/02/2025

2025/03 180 To consider any correspondence received

- Email forwarded to all Cllrs outlining training being offered by One Voice Wales
- Email received regarding sheep in the land managed by Whitland Town Council known as Trevaughn Field – Sheep have now been removed and the fencing repaired

- Email received from the Ombudsman for Wales regarding a complaint raised against two Councillors – it is within public interest not to pursue these complaints and therefore no further action will be taken unless an appeal is made by the complaint.
- Response received from the Neighbouring Policing Team to the letter sent by the Town Council January 2025
- Phone call received from a resident raising concerns relating to the parking in Cross Street.
- Email received from a resident requesting if *there anything being done about the reversal of the speed limits in Whitland from 20 back to 30. If not what is necessary to be done to get to get it reversed?*

2025/03 181 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.
- Once again the toilets become blocked. Prowaste was called out and the matter resolved within two hours.
- Following the recent acts of vandalism, to the inside of the public toilets, had been repainted and all graffiti covered over.

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

It was agreed by the Personnel Committee for the Clerk to work to 17 hours a week, as per her Contract, and that a diary be kept of her working hours and tasks undertaken. Any overtime to be agreed by the Chair, Cllr Len Shipton, prior to the Clerk working such and any overtime time worked up to this date, be taken as time off in lieu of pay, at a time agreed by the Chair.

- **Finance Committee – Cllr J Davies-Scourfield-** Nothing to report

2025/03 182 To Receive Reports from Council Representatives Of Outside Bodies:

- One Voice Wales – Cllr Andrew Smith – Received from One Voice Wales - Senedd Report Published 5th March 2025 on the Role, Governance and Accountability of Community and Town Council Sector
- Parc Dr Owen Committee – Cllr Shipton - Nothing to report
- Whitland Town Hall Committee – Cllr S McDowall – A date is still awaited for the next meeting of the Town Hall Committee.
- Schools – Cllr A Cornick and the Clerk - Nothing to report

2025/03 183 To consider the draft Communication Policy – Draft Policy Emailed to all Cllrs for perusal prior to the meeting.

Following consideration of the draft document – It was proposed and seconded that the policy, as presented, be adopted in full with a review of such in May 2026 or before if required.
– Vote taken – All Cllrs in full agreement.

2025/03 184 To review the Whitland Town Council's Financial Risk Assessment – Whitland Town Council considers its financial risk assessment annually to ensure compliance with legal requirements for financial management, accountability, and transparency.

S151 The Local Government Act 1972, The Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015

Following consideration of the draft document – It was agreed that any potential risk regarding the possible request for money to upkeep any land in the management of the Whitland Town Council should be reflected. It was proposed and seconded that the above mentioned document including the suggested addition be approved. Vote taken – All Cllrs in full agreement.

2025/03 185 To consider Whitland Town Council Asset Register – Email to all Cllrs prior to the meeting.

It was proposed and seconded that the Asset Register, as presented, reflects a true record of the Whitland Town Council's Assets up to the 28th February 2025. Vote taken – All Cllrs in full agreement.

2025/03 186 To consider the draft Hybrid Meeting Protocol– Email to all Cllrs prior to the meeting

Following consideration of the draft document – It was proposed and seconded that the policy, as presented, be adopted in full with a review of such in May 2026 or before if required.
– Vote taken with a majority of Cllrs in favour of such.

2025/03 187 To consider any items to be presented at the next meeting.

- Trees/Branches in Rivers/Streams Running Through Whitland – It has been raised again with the Council that branches are being carried down rivers and streams, becoming lodged and posing potential flooding risks. The Clerk confirmed that this issue has previously been investigated, and Natural Resources Wales has advised that it is the responsibility of landowners on either side of the waterway to ensure the rivers and streams remain free-flowing.
- 80th Anniversary of Victory in Europe Celebrations – Enquiries will be made regarding any events being planned in and around Whitland to mark the 80th anniversary of Victory in Europe. The Festivities Working Group will take responsibility for this project and will present ideas at the April 2025 meeting.

Meeting closed 20.54

Next Full Meeting – Monday 14th April 2025