



Minutes of the General Meeting of Whitland Town Council held remotely, via the medium of Zoom, on Monday 9th October 2023, at 7.00pm.

Correspondence and planning 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: Cllrs M McDowell, S McDowell, J Davies-Scourfield, R Jones, R Davies and E Morgans

Also present – The Clerk

In Cllr's Shipton's absence Cllr Davies Scourfield Chaired the meeting.

- 2023/10 88 To accept apologies of absence - Cllr L Shipton (Mayor) and J Blandford**
- 2023/10 89 To acknowledge any declarations of interest, as per the Code - None**
- 2023/10 90 To Receive the Minutes of the Meeting Held on the 11th September 2023**

It was proposed and seconded that the Minutes, as presented, be signed as a true record of the meeting held on the 11th September 2023, Vote taken – all Cllrs in full agreement.

- 2023/10 91 Matters Arising from the Minutes – None**
- 2023/10 92 To consider and acknowledge invoices for Payment**

Payments Made			
04.09.2023		Tammy Williams Buffett	£ 450.00
05.09.2023		DAVIES BUILDERS Maintenance	£ 53.39
06.09.2023		Clerk Reimbursement - Web Camera	£ 74.98
14.09.2023		ROBTHOMAS-CONTRACT Grass Cutting	£ 660.00
19.09.2023		David harries Toilet Rolls	£ 66.94
19.09.2023		Jdr and eg lewis Office apportioned	£ 376.40
19.09.2023		Clerk - reimbursement - Paper	£ 10.00
26.09.2023		Clerk - Reimbursement Flowers	£ 30.00
26.09.2023		EDF Energy - Electric Account	£ 355.41
			£ 2,077.12

To Be Approved/Acknowledged			
09.10.2023		Saundersfoot CC - b'band, Zoom, Printing costs upto 31.03.2023	£ 314.56
09.10.2023		Audit Wales 2019/2020 2020/2021 and 2021/2022	£ 741.00
09.10.2023		Internal Audit - Llewelun Davies	£ 708.00
09.10.2023		Tindle Newspapers - Whitland Week Advert	£ 49.44
09.10.2023		Audit postage costs	£ 2.25
			£ 1,815.25

Also -

09.10.2023	LITE – cost of new Christmas Lights for display along St Johns Street	£4,975.66
09.10.2023	Jamie King – Website re-configuration	£ 150.00
09.10.2023	Reech Sports – Removal of Zip Wire	<u>£ 180.00</u>
		£5,305.66
		From above <u>£1,815.25</u>
		Total <u>£7,120.91</u>

The payment of the above invoices are acknowledged and approved.

2023/10 93 To acknowledge and approve the Bank Reconciliation

Cash Flow		
01.09.2023 - 30.09.2023		
Balance	£	63,757.51 B/F
Payments Made	£	2,077.12
Income Received	£	-
	£	61,680.39 C/F

It was proposed and seconded that the bank reconciliation, as presented, depicts a true record of the Council finances to date. Vote taken – All Cllrs in full agreement of such.

2023/10 94 Planning Application(s) Received – PL/06046

A. PL/06480 - 1 Millfield, Whitland, SA34 0QN - To reduce height of kerbs to allow off road parking

Following consideration of all the information provided by the Planning Authority it was proposed and seconded that Whitland Town Council does not raise any concerns or objections regarding this planning application.

B. PL/06620 – The Old Creamery Site, off Market Street, Whitland, SA34 0QB – A1 Retail Unit

(Whitland Town Council are awaiting formal Notice from The Planning Authority regarding the above application)

Following consideration of all the information provided by the Planning Authority it was proposed and seconded that Whitland Town Council raise the following concerns regarding this planning application:-

- It is noted that the access and egress to this proposed site is opposite the busy infant and junior school. There are already issues, at times when children are being dropped off and pick up, along this stretch of road. The Council to request that the planning Authority consider the safety of the Children walking or being dropped off at the school. As Whitland is a farming community heavy plant vehicles also use this stretch of road, with the bus route for busses accessing the comprehensive school passing through this stretch of road also.
- With limited parking spaces being a long standing problem in Whitland, it is noted that a minimal amount of parking spaces are being offered. The Council consider that number of parking spaces being offered could potential push patrons to park along the already busy side street (St Mary's Street).

2023/10 95 To consider any planning applications received after the publishing of this agenda – None

2023/10 96 To consider any planning application Notices received from the Carmarthenshire County Council - None

2023/10 97 To consider any correspondence received

- CCTV coverage of dog fouling along St Johns Street and the owner not clearing up following such. The Council agreed that this is an ongoing problem within Whitland and such will be reported to the relevant authority. Any further incidents of such will be reported to the relevant Authority.
- Notice received of persons parking within the areas restricted to half hour parking for hours at a time.
 - The Enforcement Offer to be requested to attend Whitland to access persons parking within the half hour parking spaces
- Parking Notice left on vehicles – It was brought to the attention of the Council that notices have been placed on vehicles parked in the area of the Hydell Dda centre, requesting persons to contact the Whitland Town Council if they consider parking, within Whitland, to be an issue

and depicting the Council's Email address. The Notice was not signed as to whom had issued such. As the Council's Email address had been included it was concluded that the Council had issued such. It was noted that these Notices have not been authorised by the Whitland Town Council and that they have been issued by persons' unknown. The Clerk, for clarity to members of the public, to place a notice on Facebook advising that these Notices have not been authorised by the Whitland Town Council.

- Report received relating to the zip wire within the Bryngwenllian play park is not fit for purpose. The Clerk advised the Council that within two hours of the report being received Reech Sports had attended on site and the seat removed rendering the equipment unable to be used. The Council thanked the Clerk for acting swiftly in ensuring the safety of persons using the park.

2023/10 98 To Receive Any Reports from Working Parties

Grounds Management Working Party –

- There have been several acts of vandalism within the public toilets –
 - The Clerk to request if the setting of the recorder can be changes to record on movement only.
 - All acts to be reported to the Neighbour Policing Team via 101
 - The situation to be monitored and if it continues consideration to be given to locking the toilets.
 - The CCTV depict that these acts are being carried out by persons wearing Whitland School uniform (6th Form blazers) – the Clerk to invite the new head teacher to the November 2023 meeting to discuss this issue, the parking issue and as to how Whitland Town Council could engage with the pupils.
- The trees along St Johns Street to be cut back before the end of October 2023. This is the ongoing management of these trees.
- The Trees at Bryngwenllian to be trimmed and the crowns raised by the end of October 2023 (as agreed earlier this year).

Personnel Working Party –

It was agreed that, following the trial period, the Cleaner be given a permanent Contract of Employment.

2023/10 99 To Receive Reports from Council Representatives of Outside Bodies

Ten Towns – LEADER Funding

- The Clerk advised that prices are being sought for the agreed items in the enhancement of St Johns Street. Due to several of the agreed items possibly being the responsibility of Carmarthenshire County Council, her actions are on hold until clarity is given by Carmarthenshire County Council as to its responsibilities.
- The results for the grant application towards funding for the Events Co-ordinator position is still awaited.

2023/10 100 To receive any updates regarding the application for Section 106 funding – to assist with the purchase of play equipment for phase 2 at Parc Dr Owen

The Clerk advised that a meeting has been requested with Officers of Carmarthenshire County Council to discuss this application face to face. The Council requested the Clerk to telephone the Trustee of Parc Dr Owen to ensure that Emails are being received and to request that a response is given to the Council's Solicitor.

2023/10 101 To consider the draft Job Description and advert for the Whitland Town Events Co-ordinator – This position will be funded by grant funds which will be considered by Cabinet on 18.10.2023.

Following consideration of the drafted job description and advert it was proposed and seconded that Whitland Town Council accept and for such to be used should the grant be awarded.

- An advert to be placed on Facebook, the Tenby and Narberth Local Paper and the Council's Website.

It was proposed and seconded that an independent person, from One Voice Wales, be invited to oversee the application and interviewing process. Vote taken – All Cllrs in full agreement.

2023/10 102 To consider the prices for essential works to the light fittings installed within the 8 lampposts – Following inspection it is noted that the infrastructure installed, circa 4 years ago, within the lamppost is not in line with current regulations.

Following inspection of the works within the lamp posts and the fact that the wiring was not fit for purpose, it was proposed and seconded that the works required to ensure that they are safe to use be carried out by the contractor depicted as contractor B. Vote taken – All Cllrs in full agreement. It is confirmed that the contractor holds the correct certification and insurances. Cost of works which includes the erection and dismantling of the Christmas Lights - £3,720.00

2023/10 103 To consider the amended model Standing Orders - Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local Council must have standing orders for the procurement of contracts.

Following consideration of the Draft Document it was proposed and seconded that Whitland Town Council accept the draft model Standing Orders, with the suggested length of meetings be depicted as two hours. Vote taken – all Cllrs in full agreement.

2023/10 104 Considerations for discussion at the next meeting

- There are several lights that are not working along St Johns Street and North Road – The Clerk to attend Whitland, in the dark, to ensure that all none working lights are reported to the relevant authority.