

MINUTES – February 2024

Minutes of the General Meeting of Whitland Town Council held remotely, via the medium of Zoom, on Monday 12th February 2024, 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.

The Public Participation session will commence at 7.00pm and will not normally exceed 15 minutes in length. Members of the public are welcome to ask questions or make representation relating to items listed on the agenda only.

Present: Cllrs L Shipton (Mayor), M McDowell (Vice Chair), J Davies-Scourfield, R Jones, E Morgans, A Cornick, A Smith and D Rutter.

Also present –The Clerk

2024/02 158 To accept apologies of absence – Cllr R Davies and J Blandford

2024/02 159 To receive any updates regarding the Co-option process

Cllrs D Rutter and A Smith read their Declarations of Office and were welcomed to Whitland Town Council.

2024/02 160 To acknowledge any declarations of interest, as per the Code

The Clerk declared a personal and prejudicial interest in agenda item 2024/02 174

2024/02 161 To Receive the Minutes of the Meeting Held on the 8th January 2024

It was proposed and seconded that the Minutes of the meeting held on the 8th January 2024 be accepted as a true record of the meeting. Vote taken – all Cllrs eligible to vote in full agreement.

2024/02 162 Matters Arising from the Minutes - None

2024/02 163 To consider and acknowledge invoices for Payment

Payments Made				
10.01.2024		Welsh Water	£	211.80 Consumables
10.01.2024		Tinder News- Dev Officer Advert	£	72.00 Minuted - November
10.01.2024		EDF Energy - Electric Account	£	429.96 consumables
10.01.2024		Carmarthenshire County Council - Light Loan	£	938.26 reg
10.01.2024		AcDc Wifi CCTV Parc Dr Owen	£	60.00 reg
10.01.2024		Lewis Lewis Office costs apportionment	£	598.33 reg - Last Payment
10.01.2024		David Harries Toilet Rolls	£	46.94 Consumables
10.01.2024		Printer	£	258.89 Chair
29.01.2024		Travel Clerk - 4 trips	£	50.04 Clerk
29.01.2024		Travel - Dev Officer 4 Trips	£	50.04 Grant
29.01.2024		Clerk - Jan Salary (8 hrs Grant)	£	1,365.14 Reg/Grant
31.01.2024		ID Mobile	£	24.99 Grant/WTC
31.01.2024		Donation - Toilet Person	£	100.00 minuted Dec
31.01.2024		Tees Are Us - Dev Officer	£	34.20 Grant
31.01.2024		Cleaner - Jan Salary	£	258.32 Reg
31.01.2024		B and M - Table Clothes	£	29.36 Grant
31.01.2024		E Bay - Receipt Book	£	12.35 Grant
31.01.2024		Dev Officer - Salary	£	777.44 Grant
			£	5,318.06
Outstanding Payments			£	-
INCOME -				
		Insurance Excess From Claim	£	125.00
			£	125.00

The above payments and credits, as presented, are acknowledged and agreed.

2024/02 164 To acknowledge and approve the Bank Reconciliation

Cash Flow			
31.12.2023 - 31.01.2024			
Balance	£	61,552.77	B/F
Payments Made	£	5,318.06	
Income Received	£	125.00	
	£	56,359.71	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.

2024/02 165 Planning Application(s) Received - None

2024/02 166 To consider any planning applications received after the publishing of this agenda – None

2024/02 167 To consider any planning application Notices received from the Carmarthenshire County Council

PL/06909 Swn Y Dwr, Whitland, SA34 0QL

Proposed replacement of existing conservatory with new extension

Householder Granted 08/01/2024
Delegated Decision

PL/06950 Hillside, North Road, Whitland, SA34 0AY

Two-storey extension to dwelling

Householder Granted 12/01/2024
Delegated Decision

2024/02 168 To consider any correspondence received

- Email received from One Voice Wales depicting the trainings being offered.
- Note received that Pembrokeshire County Council have cleared the drains and culvert to the top of Velfrey Road.
- The Clerk confirmed that the plan depicting the area of land requested to be included in the Lease and confirmation that a seven-year recurring lease would satisfy the grant requirements, has been sent to the Trustees of Parc Dr Owen.
- Enquiries received from two members of the public seeking premises to use for a motorbike/quad bike repair/MOT station and an upholstery business. Details have been passed on regarding agents who may be able to assist.
- A recent post on Facebook was brought to the Council's attention relating to information regarding the release of sewer storm overflow.
- Email received from Carmarthenshire County Council Officers, regarding the ongoing problem relating to the standing surface water along St John Street, advising that they are willing to attend a site visit.
- The Council has received several reports of purported nuisance behaviour around Whitland Ward – Advice from the Police is to ring 101 or send an Email, outlining their concerns, to the County Councillor, Mr Simon Hart and to copy the Whitland Town Council into such.

2024/02 169 To Receive Any Reports from Working Parties

Grounds Management Working Party – Cllr Len Shipton

- The cleaner reported that the drains from the public toilets were blocked – Prowaste attended on site within one hour of contacting them and cleared the blockage. The Council were advised that the pipes were old clay ones and there could be a misalignment of two pipes causing debris to catch and build-up forming a blockage. This will be monitored.
- It has been noted that the toilet rolls are being taken from the public toilets – this is being monitored and if it continues they will not be replaced.
- The Pocket Park requires a spring clean, once the ground has dried out – the Clerk to arrange the grounds keeper to diarise a clear up of leaves and general tidy up. The Clerk to also arrange for a contractor with a portable pressure washer to attend and clean the paths and stone areas.

2024/02 170 To Receive Reports from Council Representatives of Outside Bodies

Ten Towns – LEADER Funding – Update

A meeting was held on the 25th January 2024 of the Ten Towns Steering Group to consider the possible purchase of the Studio, King Street, Whitland. Mr G Phillips – Architect attended to answer any questions raised relating to the feasibility Study he carried out on behalf of the Whitland Town Council.

It was agreed that this building, if the offer and grant is acceptable, will provide spaces for businesses that are looking for premises to carry out their office based work or to use rooms for private tuition (one to one or groups), counselling, treatments, group activities etc.

The Whitland Town Council are in communication with several banks to secure a service offering banking advice.

- An offer, in principle, has been accepted on the Studio
- The Tender of Works will be prepared and distributed to interested contractors.
- A drop in session and on online survey will be carried out to enable residents to share their views as to how best to utilise the building and to register an interest in using such.
- The Clerk to instruct the Council's Solicitor regarding the possible purchase.
- A three-year business plan to be drafted
- The Grant Application form to be completed and submitted to the Carmarthenshire County Council by the 16th March 2024
- All things being equal the decision regarding the grant application will be received by the Whitland Town Council at the end of May 2024 with all monies having to be spent by 31st December 2024

It was proposed and seconded that the Whitland Town Council fully support the grant application and agree that all relevant actions, within Law, can be taken by the Clerk to further advance this application. Vote taken – All Cllrs in full agreement.

2024/02 171 To receive the report from the Development Officer

- Arrangements for the Cawl Evening are well underway.
- Tickets are on sale for £2.50 to include a bowl of Cawl, bread and cheese.
- Several stalls have been confirmed and the stall holders have completed the appropriate paperwork.
- Feedback forms for attendees and volunteers to be drafted.
- Risk assessment to be drafted.

2024/02 172 To consider any actions that could be taken regarding the problematic drains along the main street not draining sufficiently in heavy rain.

See agenda item 2024/02 168

2024/02 173 Considerations for discussion at the next meeting

It was proposed and seconded that the Clerk draft an Email regarding the possible 6 month road closure and traffic being diverted along North Road, Whitland, including the following concerns raised. Vote taken – All Cllrs in full agreement.

Concerns Raised

- This proposed diversion will take traffic along a road which already has congestion issues at school start and end times.
- The safety of school children with increased traffic on these roads.
- To request how the decision was made to possibly divert the traffic along proposed route.

An alternate route was discussed – the Clerk to include such in her Email.

As per the Public Bodies (Admission to Meetings) Act 1960 Agenda item 2024/02 274 will be considered under Private and Confidential meeting conditions.

2024/02 174 To, as per the Clerks Contract of Employment, review the Clerks salary – As per the Contract of Employment a salary review is required annually for the first six years of employment. The Clerks Contract of Employment commenced January 2021 – The Personnel Working Group have drafted the proposal.

The Clerk left the virtual meeting room

In the Clerks absence Cllr Davies-Scourfield took Confidential Meeting Notes

It was proposed and seconded that the Model Contract of Employment (Society of Local Council Clerks) be accepted and that the Clerk, Cleaner and Development Officer be issued the relevant copy of such. Vote taken – All Cllrs in Full agreement.

It was proposed and seconded that the Clerks pay point be increased from 29 to 31 and on completion of the FiLCA (Financial Introduction to Local Council Administration) increased by a further pay point. Vote taken – all Cllrs in full agreement.

The Clerk returned to the virtual meeting room

Date of next meeting – 11th March 2024

Meeting closed 20.52