



## **Minutes of the meeting of Whitland Town Council held on 5<sup>th</sup> November 2018.**

Present Cllr Barry Chapman in the chair, Cllrs Gabriela Poore, Jonathan Blandford, Len Shipton and Ron Jenkins MBE and County Cllr Sue Allen.

**To accept apologies for absence:** There were received and accepted from Cllrs Rob Morgan, Frank Connor-Hughes and Raymond Jones.

At this point the Chair read out a letter from Cllr Connor-Hughes which had been passed to the Clerk just prior to the meeting. It was unanimously decided that this warranted and justified discussion and decision-making in view of the content. After the discussion it was agreed by all that the Clerk should write to Cllr Connor-Hughes stating their decisions. In addition alternative arrangements were agreed for carrying out the work of the Mayor from the date of this meeting.

**To disclose personal and pecuniary interests in the items listed below.** County Cllr Allen and Cllr Chapman declared an interest in one item of correspondence.

**To review and agree the minutes of the previous meeting on 15<sup>th</sup> October 2018.** These were agreed as a true record – proposed by Cllr Jenkins MBE and seconded by Cllr Poore, and agreed by all, so were duly signed. It was also agreed that the decisions made in the meeting were correct and acceptable to Council. It was requested that it also be recorded that the Clerk would send a letter of support regarding the recent complaints about the level crossing work.

**Clerk's report.** The Clerk read out a report updating the meeting on progress on various matters. Items requiring Council decisions were discussed later in the meeting.

### **To receive the following information and decide further actions as required:**

- Whitland Abbey ruins. A draft of the possible sign and a price estimate had been provided from CCC. These were reviewed and although the price was acceptable, there was concern about the sign size. The Clerk was requested to arrange a site meeting with the relevant officer to confirm the details were viable.
- Toilet provision Bryngwenllian. After a brief discussion two possible locations were identified. The Clerk was authorised to provide these to the contractor, and arrange for the toilet installation as previously agreed.
- Wifi progress. There were three transmitters/boosters still to install. An alternative location was raised for one of them, which would be discussed with the installers.

Signed by Chair

Date

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- Defibrillator. The Clerk had reported progress on this. It was agreed that with the kind co-operation of Red Kite the cabinet would be a heated one – the Clerk was authorised to purchase.
- Christmas festivities. The committee reported back on their latest discussions. It was agreed that the Clerk and Cllr Chapman should liaise with the contractor for the tree lights, and that a local supplier be approached one final time regarding printing the flyers, otherwise the online supplier would be used.
- The Council agreed unanimously to adopt the redrafted Standing Orders that had been circulated – proposed by Cllr Jenkins MBE, seconded by County Cllr Allen. It was unanimously agreed to also adopt the Election and Co-option Policy – proposed by Cllr Poore, seconded Cllr Jenkins MBE, and the Mayoral Allowance Policy – proposed Cllr Blandford and seconded Cllr Jenkins MBE.
- Facebook administration. It was agreed that in view of the current Clerk’s responsibility for social media there was no longer any need to have an external contractor managing the official Council Facebook page. The Clerk was requested to write terminate the contract.
- Bryngwenllian give way sign. A letter of complaint had come in regarding this. The Clerk was asked to contact the new CCC officer regarding this and to reply accordingly to the complainant.

#### **To discuss new items of business**

- Councillor resignation – the resignation of Sian Davies was received and accepted. The Clerk had commenced the casual vacancy legal process.
- Three casual vacancies. The Clerk reported that no request for an election had been forthcoming. Therefore the notices regarding co-option would go out on 6<sup>th</sup> November, with a closing date of 19<sup>th</sup> November. It was agreed that candidates for co-option should be considered in the next normal meeting on 3<sup>rd</sup> December 2018.
- Terms of reference and membership of the Policy Working Party. The terms of reference were circulated and agreed by all. Membership of this group was agreed, with the first meeting to be held in December.
- Financial regulations. This would be referred to the Policy Working Group for consideration and for them to provide a draft for full Council to decide upon.
- Financial Risk Assessment. This would be referred to the Policy Working Group for consideration and for them to provide a draft for full Council to decide upon.
- Asset Register. This would be referred to the Policy Working Group for consideration and for them to provide an up to date listing for full Council to agree.
- Play sufficiency consultation from CCC. It was agreed that the Clerk would work with County Cllr Allen to provide a response for this.
- Public toilet usage. It had been reported that this had been used for overnight sleeping at least once in the previous month. The person involved was known to the relevant CCC departments.
- Car parking behind Taf / Station area. There was discussion on the lease and ownership situation, after verbal complaints had been received about parking. It was agreed the Clerk should contact CCC to clarify the current situation, and in addition should approach Network Rail regarding the former siding area to see if that could be turned into additional parking. The Clerk should also revisit the options afforded by some land on the old Dairy site.

Signed by Chair

Date

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- Remembrance service – It was agreed that Cllr Chapman should represent the Council for the ceremony.

**County Cllr's report.** This had been supplied to the meeting.

**To receive the financial report including invoices for consideration.** The Clerk circulated details of the current financial situation. She also circulated the list of payments for consideration –all were accepted.

Clerk's salary and expenses for October  
 Suzanne Davies – 10.5 hours overtime (GDPR etc.).  
 John Lewis salary and expenses for October.  
 Security4Wales - Enigma camera and switch on system - £398.40  
 British Heart Foundation - £600.00 donation towards defib unit.  
 Sarah's Newsagents – selection boxes for Christmas - £96.00  
 St John's Cymru - £100.00 donation agreed in 1-10-18 mtg  
 XLN business services CCTV line - £46.40 (TBC) direct debit  
 Louise Rozhon - £50.00 direct debit for November  
 Llewelyn Davies – payroll services - £23.00 direct debit  
 Rob Thomas - grass cutting - £420.00 direct debit

**To receive and discuss planning information.**

- Application registered: W/37897. Change of use from storage building to holiday let. Plas Bach, Henllan Amgoed. There were no objections to this.
- Application approved: W/37408. Extension to doctor's surgery. Meddygfa Taf.
- Application approved W/37471. Side first floor extension and rear single storey extension. 42 Maes Abaty.
- Application approved: W/37818. Discharge of planning conditions on materials and boundary treatment. Land at Spring Gardens – W/28734.
- In addition an application for a disabled bay adjacent to Paris House in Cross Street had been received after the publication of the agenda, with the consultation period closing at the end of November. This was discussed and there were no objections.

**To receive correspondence.**

- Mid and West Wales Fire Service consultation.
- AGM of Canolfan Plant Sir Gar (Bandi Appeal).
- Invitation to Dementia Friends Action Group launch event. County Cllr Allen and Cllr Chapman declared an interest as being part of the founding committee. It was agreed the Clerk should go to represent the Council.
- Carmarthenshire Community and Town Council Liaison Forum meeting. It was agreed the Clerk should go to represent the Council.
- Sustainable drainage systems training events.
- CCC rural housing needs survey throughout November.
- Letter from Cllr Connor-Hughes.

**Items for next meeting.** Cllr Chapman proposed that beyond the essentials the focus be on the co-option process to allow time for careful consideration of the candidates.

**To confirm the date of next meeting as Monday 3<sup>rd</sup> December 2018.** Mayor's Parlour, starting at 7.00pm.

Signed by Chair

Date

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