



## **Minutes of the meeting of Whitland Town Council held on 4<sup>th</sup> March 2019.**

**Present:** Cllr Barry Chapman (Chair);, Richard Davies, Mathew McDowall, Len Shipton, Gabriela Poore, Ffion Scourfield and County Cllr Sue Allen.

Cllr Chapman welcomed everyone to the meeting.

**To accept apologies for absence.** These were received from Cllrs Ron Jenkins MBE, Rob Morgan and Jonathan Blandford.

**To disclose personal and pecuniary interests in the items listed below.** Cllrs Chapman declared a personal interest in item of planning W/38418, as a near neighbour.

**To sign minutes of the previous meetings on 4<sup>th</sup> February 2019.** These had been previously circulated. They were accepted as a true record and duly signed – proposed by Cllr Davies, seconded by Cllr Poore and agreed by all.

**Clerk's report.** This had been previously circulated. The Clerk stated that the defibrillator had been installed that day. It was agreed to approach the British Heart Foundation regarding training and future assistance with the unit. All other items are included below.

**To report on matters arising from previous minutes and decide further action as required.**

- Whitland Abbey ruins lease – The lease had been checked, and so the Clerk would proceed to negotiate terms with the Diocese, and then sign it.
- Whitland Town of Culture. Cllr Poore had met with an Observer reporter regarding the brochure. It was agreed the Clerk should confirm that it would not incur cost to the Council should it go ahead.
- Nasareth Cemetery. The Clerk had circulated an updated report on this, which was discussed. The Clerk also stated that she was in ongoing dialogue with the Deacon on this matter. After discussion it was agreed that a little more information was needed, which the Clerk would obtain. The Clerk would report back.
- Play Grant working party. Cllr Poore gave a summary report on progress, and samples of the map artwork style were circulated. Various locations for the map were discussed and the location agreed to be on the old Natwest Bank.

Signed by Chair

Date

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The Clerk would arrange for the old sign to be removed and stored, and tidying to be done in preparation for the installation. It was agreed that the costs incurred would be paid for as they were covered by the grant, so long as work was done and invoiced by 31-3-19.

- Policy. The Clerk stated that the Council did not have a complaints policy, which many other Councils had and found beneficial to have. The Clerk had drafted one and previously sent it to the Policies Working Party. It would now be circulated to all for review, with adoption in the April meeting if all were content with it.
- Training. The clerk reported that a total of ten attendees had registered interest for the Code of Conduct training, including Whitland Councillors. The Clerk would deal with the final arrangements.
- Complaint letter. Copies were circulated in the meeting, along with a draft reply from the Clerk. After discussion it was agreed the Clerk should send the reply to the complainant.
- Junior Council / forum. Cllr Chapman stated that this had been raised previously but not progressed, and that the school were keen to be involved. It was agreed to consider this in the April meeting.
- Litter pick. Cllr Chapman would take the lead on co-ordinating this within the community.

#### **New items of business.**

- Streetlighting. No response had been received regarding the cost implications of having streetlights switched off between midnight and 5.00am. The Clerk would chase up on this.
- Noticeboard. The presented options were considered and it was agreed the Clerk should purchase the noticeboard that matched the pre-existing Town Hall one, and arrange for it to be put up.
- Bryngwenllian toilet provision. This had been well received, even though it was started at the wrong time of year. It was agreed to extend the trial for another six months to the end of August.
- Pop up shop study. There was to have been a presentation at the start of the meeting, but the officer concerned had been unable to attend. This item would be deferred to the April meeting.
- Mayor making ceremony. Cllr Chapman briefly spoke about this, and after a short discussion it was agreed to add it to the April agenda to confirm the details, whilst Cllr Chapman and the Clerk would work on the arrangements.
- Parking St Mary's Street. Residents had raised a query with Cllrs as to whether some form of parking enforcement could be introduced. It was agreed to approach CCC about this.

**County Cllrs report.** This had been circulated. Cllr Allen highlighted the item regarding CAVS coming to the area to promote their services.

**To receive the financial report including invoices for consideration.**

Signed by Chair

Date

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A spreadsheet was circulated in the meeting of the current expenditure against the allocated budget headings, as well as the latest bank balances. The Clerk stated that she was awaiting a response regarding one invoice that had been presented because it lacked original invoices and confirmation of the work. It was agreed that the Clerk should follow up on this as necessary.

The following invoices were agreed for payment – proposed Cllr Davies, seconded Cllr Shipton.

Clerk's salary and expenses for February .

John Lewis salary and expenses for February.

Tenby Observer -	£60.00
CCC – Wifi contribution -	£2456.21
OVW – annual membership -	£292.00
Mark West – defib installation -	£301.00
WAO audit fees -	£225.00
Abba Loos –February/March -	£120.00
EDF energy – electricity for toilet -	£20.00 direct debit
XLN business services CCTV line -	£34.74 direct debit
Llewelyn Davies – payroll services -	£23.00 direct debit
Rob Thomas - grass cutting for previous month -	£420.00 direct debit

In addition the cheques for most of the donations from the Mayoral fund were signed, as agreed in the February meeting.

Whitland Fire Station Welfare Fund	£150
Y.F.C	£50.00
A.T.C	£50.00
Cwlch Meithrin	£50.00
Ysgol Llys Hywel	£50.00
Dyffryn Taf	£50.00
Play Group Town Hall	£50.00
Whitland Borderers	£100.00
Whitland A.F.C	£50.00

### **To receive planning reports.**

**W/38418.** Factory extensions and modified staff car parking arrangements. Units A and B London Rd Industrial Estate, West Street. Celtic Process Systems Ltd.

**W/38411.** Construction of dwelling and garage. Plot adjacent to Aelwyd, North Rd, Whitland. Mr. Nathan Carroll.

**W/38482.** Change of use from domestic garage to B2 use (no end user) at ground floor with B1 use (office) at first floor. 25 St Mary's St, Whitland. Recd

**W/38208.** Change of use of ground and first floor stargaze to two flats. 16 St Johns St, Whitland. Full refusal.

There were no objections to the above applications.

### **To receive correspondence:**

- CCC consultation on Public Rights of Way Improvement Plan,
- CCC Environmental /green space guidance letter/leaflet,

Signed by Chair

Date

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- CCC consultation – extension of dog control public spaces protection order 2016
- Planning aid Wales courses – specifically ‘responding to planning applications’.
- IRPW final report February 2019.
- CCC Community and Town Council liaison forum meeting 19-3-19 It was agreed that the Clerk should attend this.
- WG shared working grant email.
- Urdd National Eisteddfod request for money. It was noted that the Coffee morning on 16-3-19 was inviting donations towards this.
- All Wales out of hours GP survey.
- Petition re Climate change.

**Items for next meeting:**

- Complaints Policy – potential adoption.
- Mayor making ceremony.
- Wifi update.
- Junior forum/Council.
- Extend an invitation to the LEADER team to provide a short presentation to the Council on what is involved in a neighbourhood plan.

**To confirm the date of the next meeting.** This was agreed for 1<sup>st</sup> April at 7.00pm in the Mayor’s Parlour.

There being no other business the meeting closed at 9.00pm.

Signed by Chair

Date

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