

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 19th OCTOBER 2016 AT 7.00PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr A Buckfield (Mayor)
Cllr C Blakemore
Cllr J Collier
Cllr A Griffiths
Cllr A V Griffiths
Cllr G Howell
Cllr P Iles
Cllr S Llewellyn
Cllr Mrs B Morgan
Cllr Mrs S Murray
Cllr Mrs E Repton
Cllr C Thomas
Cllr R Thomas JP

APOLOGIES: Cllr B Griffiths
Cllr D Jones
Cllr Miss L Pepperell
Cllr R Stephens

The Town Clerk and Deputy Town Clerk were in attendance

The Mayor's Chaplain, Rev Fr Nick Cale, led the Council in prayer

1186 TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 21st SEPTEMBER 2016 AS A TRUE RECORD

The Minutes of the meeting held on 21st September 2016 were agreed as a true record save for the following:

114/16 Cllr C Blakemore was present at the meeting and Cllr Mrs S Murray gave apologies only.

1187 TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 21st SEPTEMBER 2016

115/16 Mayor's Update and Correspondence – The Mayor gave an update following the reports of anti social behaviour at the Pavilion. A site meeting had been held between representatives from the Council, Lower Racecourse Trust, Pembrokeshire College and Cllr D Bryan. The Police were a no show. A discussion had taken place regarding the issue and it was agreed that the Police would be contacted by HTC with the request to increase patrols in that area.

121/16 Christmas Lights – Cllr Mrs S Murray gave an overview. Market Street had requested lights and had been advised that the replacement, fitting, permissions for anchor points, catenaries, supply points would need to be in place before the Council could consider funding the supply and fitting of lights there. This essential work had not been done yet and Market Street Traders will consider this for next year.

Cllr Mrs S Murray gave an overview of the emergency Christmas Lights Committee meeting which was held for an update on the current contracted maintenance works being done to the supply points and fittings and to consider purchase of further lighting. It had been agreed to purchase the further lighting, an immediate decision was required due to the four week delivery time.

1188 MAYOR'S UPDATE AND CORRESPONDENCE

- The Mayor requested that Councillors respond to invitations sent out by the office.
- The Mayor requested that if Councillors have any dialogue with outside bodies, they advise the Town Clerk so the office can answer any queries.
- The Mayor advised that he had attended the presentation held by the developer Fairacre for a proposed cinema complex at Riverside Shopping, he felt it was an excellent overview. A discussion took place regarding the parking issues due to the reduction of parking bays used for the development and concerns were raised on the current road structure in that area not being able to cope. The plans were welcomed and it was felt they would help support future town centre shopping.

The Mayor requested that Darren Thomas, PCC Head of Transport and Construction, gave an overview of the new cinema proposal from Fairacre. Mr Thomas wished to comment on an earlier point which was raised regarding the pavilion, he suggested considering speed bumps in the car park. Mr Thomas then moved on to the proposed cinema development, he advised that any concerns from HTC regarding the new development would be incorporated in to the plans. He gave an overview of the town centre parking, the multi storey car park is not used well and the whole car parking occupancy in the town is still down. Any comments from Councillors regarding parking issues would be most helpful for future plans. He gave an overview of investments to improve the multi storey car park which include - water tightness or a roof, signage in car park and in town, changes to stairwells to improve anti social behaviour, the access as confused with the bus station lane, the cross link with Perrot's Road car park. He advised that a big issue is the circulation but it would require more funding to widen ramps and remove bays to improve manoeuvring. He advised that changes to Morrison's roundabout were being looked at. The investment in to the town centre and multi storey would be around £2m. Cllr C Thomas queried if the access road to Morrison's was moving, Mr Thomas advised it was not.

Cllr R Thomas JP queried if the Conygar cinema plan for Slade Lane is still on the table. Mr Thomas advised that it was and that both cinema plans would be determined by the PCC Planning Department.

133/16

It was advised that the Fairacre development would assist with the town centre regeneration.

The Mayor states that during the Fairacre presentation, it was queried who is responsible for and maintains the river. Mr Thomas confirmed that it is National Resources Wales and PCC are currently reviewing this.

- The Mayor requested that any suggested donations / funding requests are forwarded to the Town Clerk.
- The Mayor requested that Cllr C Blakemore review and make comments on the Mid West Wales Fire plan.
- The Mayor gave a reminder that the details of all Remembrance Services had been sent by email by the Town Clerk.

1189 LICENSING APPLICATIONS FOR 19th OCTOBER 2016

There were no Licensing Applications for consideration.

1190 PLANNING APPLICATIONS FOR 19th OCTOBER 2016

Cllr J Collier requested that on future agendas, the Councillor ward is noted on each planning application.

Ref No. 16/0624/PA 4 Bridge Street,
Haverfordwest,
Pembrokeshire
Installation of new shop front to left hand side of
entrance and 13 no air conditioning units to rear
elevation

RECOMMENDATION: SUPPORT

Ref No.16/0625/PA Adams,
4 Bridge Street,
Haverfordwest,
Pembrokeshire
External signs to front elevation

RECOMMENDATION: SUPPORT

Ref No.16/0633/LB 10 Dew Street,
Haverfordwest
External alterations and internal alterations to the first
and second floor residential accommodation

RECOMMENDATION: SUPPORT

134/16

Ref No. 16/0677/PA 138 Haven Road,
Haverfordwest
Demolition of redundant dairy and erection of dwelling,
garage and outbuilding

RECOMMENDATION: SUPPORT

Mr Darren Thomas PCC requested that he is advised which Councillors will be discussing the parking / road issues as mentioned in the Fairacre development overview and left the meeting at 7.42pm.

1191 TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE MEETING OF 4th OCTOBER 2016

The following report was submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 4th OCTOBER 2016 AT 7PM IN THE PICTON CENTRE, FREEMEN'S WAY, HAVERFORDWEST

PRESENT: Cllr A V Griffiths (Chair)
Cllr C Blakemore
Cllr J Collier
Cllr G Howell
Cllr D Jones
Cllr S Llewellyn
Cllr A Buckfield (Mayor – ex-officio)

**PRESENT
as observers:** Cllr B Griffiths
Cllr C Thomas

APOLOGIES: Cllr Miss L Pepperell
Cllr R Stephens

The Town Clerk was in attendance.

DECLARATIONS OF INTEREST

To be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

R55/02 To Receive an update on benches at Poyston Playing Field
Cllr A V Griffiths (Chair) asked Cllr C Thomas for an update on the benches. Cllr Thomas reported that they were no further forward in receiving confirmation from Pembrokeshire County Council that they would be happy for HTC to purchase the

benches and that PCC would fit and maintain in the future. Cllr Thomas would follow up again.

R55/02 To Receive an update on the Town WiFi

Cllr A V Griffiths (Chair) asked Cllr C Thomas for an update on the town WiFi. Cllr Thomas confirmed that all Councillors had been invited to attend a meeting on Monday evening with a presentation given by Mr Gavin Morris from Nation Radio regarding the future of the council website and town WiFi. It was hoped that the Council would be looking to work with Nation Radio to maintain both in the future.

Cllr A V Griffiths (Chair) then advised that he would be handing over to Cllr G Howell to go over the 2017/2018 Budget Request agenda items. The MES committee agreed that they required a planned programme of works in place so a planned programme of finance could be agreed by the Chair of the Personnel, Policy and Finance Committee.

TO AGREE THE 2017/2018 BUDGET REQUEST FOR THE PICTON CENTRE

Cllr A V Griffiths (Chair) outlined the works required in the Picton Centre:

- Roof to be cleaned and protective coating applied
- New timbers and roof to the side conservatory
- Replacement/repair of front and back doors
- New stage curtains
- Defibrillator
- New kitchen items ie crockery/cutlery

A discussion took place regarding the current year budget of £21,100 which includes running costs and maintenance. It was felt that the extra works required including running costs would be an extra £10,500, it was agreed that a 10% contingency be added.

PROPOSAL: That it is recommended to the Chair of the Personnel, Policy and Finance Committee that the budget figure for the Picton Centre is set at £32,650.00 for the 2017/2018 financial year

TO AGREE THE 2017/2018 BUDGET REQUEST FOR THE SPORTS PAVILION

The outside works are currently awaiting quotations and that the building would require a repaint next year. It was agreed that the maintenance part of this budget should be increased to £5000.00 plus 10% for contingencies ie maintenance budget of £5,500.00.

The increased cost in utilities were discussed and the cleaning costs. It was agreed that the cleaning costs in the budget need adjusting as it was payment made to clubs in the past. It was agreed that the cleaning costs should incorporate a monthly deep clean by the cleaner currently employed by HTC which would cost around £500.00 per year.

PROPOSAL: That it is recommended to the Chair of the Personnel, Policy and Finance Committee that the budget figure for the Pavilion is adjusted to allow for maintenance costs of £5,500.00 and cleaning costs of £500.00 for the 2017/2018 financial year

TO AGREE THE 2017/2018 BUDGET REQUEST FOR THE CEMETERIES

St Martin's Cemetery – the works in this cemetery were considered a three year plan. With the proposed plan to turn the deconsecrated part of the cemetery in to a remembrance garden, it was agreed that in 2017/2018, the committee would be looking at committing £10,000.00 for the first year of contracted works to clear it, record headstone information and prepare the surrounding walls. It was hoped that the headstones would start to be moved towards the end of the 2017/2018 financial year.

Upper Prendergast Cemetery – the only planned works in this cemetery at present are to cut back the hedges on three sides and relocate the bins. This would cost around £1,500.00.

Lower Prendergast Cemetery – The Council agreed that it owns this cemetery a few months ago and works to cut back the trees on the boundary wall, grass and brambles are underway. This would be a 5 year plan of works, a present it was not totally clear to the extent of works required until the current clearing had been completed. It was agreed that six grass cuts would be required in 2017/2018, at an estimated cost of £1,000.00 and works to bring part of the lower wall up to standard costing around £9,000.00. It was estimated that a £10,000.00 budget each year would be required for continued works to the wall to bring it up to standard and to keep the land in a reasonable condition. The railings would also need to be reviewed in the future.

The Mayor suggests that the capital expenditure required for St Martins and Lower Prendergast are funded from reserves due to years of neglect.

Cllr J Collier stated that Community Green Space Funding should be looked in to, Cllr G Howells agreed to review this.

It was agreed the three council owned cemeteries would require a contracted work budget of £21,500.00 plus 10% contingency, bringing the total to £23,650.00 for the financial year 2017/2018.

PROPOSAL: That it is recommended to the Chair of the Personnel, Policy and Finance Committee that the budget amount for Cemeteries is adjusted to allow for contracted works totalling £23,650.00 for the financial year 2017/2018

TO AGREE THE 2017/2018 BUDGET REQUEST FOR TOWN IMPROVEMENTS

A discussion took place on where money could be spent to improve the town. Cllr A V Griffiths (Chair) would like to see more noticeboards in the town which he estimated would cost around £5000.00. Cllr J Collier queried why doesn't the Council give more grant funding to the Racecourse, Cllr B Griffiths stated that the history would need to be researched before any changes could be made.

Cllr J Collier also suggested having flowers on the five main roads in to Haverfordwest as the Council currently funds the ones in the town centre.

Another possibility would be for Councillors to request ideas for town improvements from residents in their wards and feedback to Council.

It was agreed that the MES committee wish to put forward a budget proposal of £10,000.00 plus 10% for contingencies for Town Improvements in 2017/2018. This would include noticeboards, flowers at the town entrances and to create HTC plaques to go on any works carried out.

Town Events were also discussed following the recent success of Festival Week and the upcoming Ice Rink at the end of the month. In the next three years, the Events Committee wish to be able to put on three multi agency events per year – Festival Week, Ice Rink and another around Christmas or Easter. It was proposed by Cllr S Llewellyn that a provisional add on of £10,000.00 be added for town events.

PROPOSAL: That it is recommended to the Chair of the Personnel, Policy and Finance Committee that the budget amount for Town Improvements for the financial year 2017/18 is revised to £11,000.00. Also the recommended amount for town events is revised to £10,000.00

ANY OTHER BUSINESS

Cllr J Collier provided an overview of a site in Haverfordwest called Priory Saltings (PS). Cllr Collier wishes to put this forward as a project for the Council to develop for residents. The site is owned by Pembrokeshire County Council (PCC) and a long term lease would need to be requested from them.

The site has gone back to nature and PCC have no money to develop it. It was previously a tip and the previous pollution has been reviewed, this would still be PCC's responsibility in the future even if it is leased out. PCC have stated that they would help draw up a management plan so not to affect the environment.

Cllr J Collier gave an overview of the works required. An established route would need to be made from the Priory, Quay Street to Priory Saltings. Then it was suggested to cut a path around Priory Saltings using machinery and maintain it as a public access site. The additional funding would be required for clearing, putting in steps/gates and a boardwalk.

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A management plan with PCC and other agencies was discussed to progress the idea.

Cllr J Collier suggests a funding request of £10,000.00 for the financial year 2017/2018 be put forward to Council.

- PROPOSAL:**
- (a) That the development of Priory Saltings is further reviewed
 - (b) That it is recommended to the Chair of the Personnel, Policy and Finance Committee that a budget of £10,000.00 is set to fund this project in the financial year 2017/2018

There being no other business to discuss, the meeting closed at 8.35pm.

END OF REPORT

ACCEPTANCE of the above report was moved by Cllr R Thomas JP and seconded by Cllr Mrs B Morgan save for the following:

R57/02 Cllr R Thomas JP raised concerns that the proposals were more than the annual budget but they would be considered during the 2017/2018 budget preparations. Cllr A V Griffiths requested that he is involved along with the Vice Chair of the MES committee in the budget meetings, he was advised that this was a long process. A discussion took place regarding the budget / precept process and the amounts held in reserves. It was confirmed that the budgetary proposals would be presented to Council for review and for approval.

R57/03 To Agree the 2017/2018 Budget Request for the Cemeteries

The Mayor suggests that Redundant Graveyard Funding and Church in Wales is look at for possible funding.

R57/04 Any Other Business – Priory Saltings – It was requested that this be referred back to the MES Committee for review so a full report could be made to Full Council.

1192 TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON MONDAY 3rd OCTOBER 2016 AT 7.00PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

The following report was submitted:

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE
HELD ON MONDAY 3rd OCTOBER 2016 AT 7PM IN THE COUNCIL CHAMBER,
PICTON HOUSE, HAVERFORDWEST**

PRESENT: Cllr R Thomas JP (Chair)
Cllr A Buckfield (Mayor – ex-officio)
Cllr B Griffiths
Cllr Mrs B Morgan
Cllr Mrs S Murray
Cllr Mrs E Repton
Cllr C Thomas

**PRESENT
as observers:** Cllr J Collier

APOLOGIES: Cllr A Griffiths
Cllr P Iles

The Town Clerk was in attendance.

The meeting commenced at 7.17pm. Cllr R Thomas (Chair) apologised for the late start due to the prior meeting regarding the Town Council website and Town Wi-Fi over running.

DECLARATIONS OF INTEREST

Will be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

All matters from the last meeting would be covered in this meeting.

TO RECEIVE AN UPDATE ON ACCOUNTS TO 31st AUGUST 2016

The accounts to 31st August 2016 were accepted.

It was noted that the monies to be transferred to the Twinning Association and Festival Week had not been done this year. The amounts as agreed in the budget of £500.00 each will be transferred in due course.

Following new ruling from April 2016, the council's bank charges have increased. Since July 2016, the bank are charging a monthly fee of £5.00 per month for all accounts. This is having an impact on the some accounts held by the council and eating dramatically in to the small amount of credit. The Deputy Town Clerk has been in contact with the bank and is currently seeking advice. It was requested that the bank charges for the last six months for all bank accounts are made available at the next PPF meeting for review and to discuss any further action.

TO CONSIDER INVITING THE INTERNAL AUDITOR TO CONDUCT AN INTERIM AUDIT

It was agreed that the internal auditor, Mr B Scourfield, be approached to carry out an interim audit.

RESOLVED: **That the Internal Auditor, Mr B Scourfield, is asked to carry out an interim audit of the Council's 2016/2017 accounts**

TO CONSIDER UPDATING COUNCIL POLICIES AND PROCEDURES

Cllr R Thomas JP (Chair) advised that the Policies and Procedures for the Council were currently being reviewed and updated. Cllr Mrs S Murray recommended that the following policies also be considered when the review takes place: Safeguarding, Environmental and Community Engagement. The Lone Worker Policy was discussed regarding the need to ensure the outside staff information is reviewed.

TO CONSIDER THE UPDATING COUNCIL STANDING ORDERS

Cllr Mrs B Morgan (Vice Chair) advised that the Council Standing Orders was being reviewed along with all policies and procedures including the Council's Financial Regulations. She will email a second request to all Councillors to put forward any updates which they feel appropriate for the review. The updates would be brought to Council in November 2016 for review and acceptance.

TO CONSIDER PEMBROKESHIRE COUNTY COUNCIL'S LEISURE, CULTURE AND SERVICES CONSULTATION

Cllr R Thomas JP advised that the Council has responded through the Mayor's Office regarding the consultation and that Pembrokeshire County Council have noted the response.

TO DISCUSS STAFFING MATTERS

Cllr R Thomas JP gave an overview of the current position regarding the Outside Staff. He also advised that staff contracts were currently being reviewed by himself and the Vice Chair.

TO UPDATE THE COUNCILLORS ON OUTSIDE ORGANISATIONS LIST

It was agreed that to bring the list up to date, a document would be circulated during the next full council meeting for all Councillors to complete and return to the office. Cllr Mrs B Morgan will produce and circulate the document.

ANY OTHER BUSINESS

There being no other business to discuss, the meeting closed at 8.06pm.

END OF REPORT

ACCEPTANCE of the above report was moved by Cllr C Thomas and seconded by Cllr Mrs E Repton save for the following:

R58/02 To Consider Updating Council Policies and Procedures

The Chair and Vice Chair of the PPF committee are currently working on the documents. Cllr J Collier queried if we have a policy on reserves and we arrive at the amount. Cllr R Thomas JP advised that the internal auditor guides us each year, he advised that the reserves are used to cover overspends each year and cover contingencies. Cllr J Collier believes that we should have a policy to show that we have reviewed our reserves and why we hold large amounts.

1193 **TO RECEIVE AN UPDATE ON THE ICE RINK EVENT INCLUDING COSTINGS**

Cllr Mrs S Murray gave an overview of this year's ice rink event which was being held on 28th to 30th October 2016 inclusive. She gave the costings of the ice rink and advised that PCC would not be providing any contribution this year, their funding had been for the first year only (2015) with the condition that the event continues the following year. The charges for the event had been confirmed as - Adult to include a child under 10 years £5.00 and Under 18's £3.00.

The Mayor queried if any of HTC staff or equipment would be used for the event, Cllr Mrs S Murray advised that assistance was being received from Councillors on a rota basis and no equipment at present. She would liaise with the Town Clerk if any support/equipment was required. Cllr Mrs S Murray requested that any Councillor able to provide support during the event, to get in touch with her.

Cllr C Blakemore queried the convenience facilities available for the event. A discussion took place on the feasibility of using the Picton Centre and it was agreed that due to the centre already being hired out, two portaloos would be hired for the event.

1194 **TO CONSIDER THE PAYMENT OF PCC LICENCE FEES FOR MARKET STALLS USED DURING FESTIVAL WEEK**

As part of Festival Week, an agreement had been made between the Council and Haverfordwest Business Circle to set up food stalls on the Castle Square. It had been agreed that the licence fees would be paid by the Council if the stallholders gave samples/tasters only and did not sell their products. The Council had no input in to the decision of who had a stall there, hence the agreement for no profit to be made so not deemed to be favouring any particular business.

RESOLVED: **Cllr R Thomas JP proposed that HTC pay the licence fee, Cllr P Iles seconded and all voted in favour**

1195 TO CONSIDER THE PROPOSALS FOR A NEW TOWN COUNCIL WEBSITE AND FACEBOOK PAGE

Cllr Mrs S Murray gave an overview of the council website and the need for updating. The Town Clerk gave the costings for the creation of a new website as £1250 net and monthly support as £69 net per month.

RESOLVED: Cllr P Iles proposed that the Council go ahead with the creating of a new website with support, Cllr R Thomas JP seconded and all voted in favour

Cllr J Collier advised that he had received a request from a member of the public to suggest that the Council has a Facebook page. He advised of the benefits of being able to promote events held in the town by the Council and other organisations.

Concerns were raised regarding the manning of the page if it was left open for comments to be made. This would create an increase on workload for the staff and was not possible 24 hours a day. Cllr R Thomas agreed that the page should only be for publicity only as the Council meets its legal requirements by openly sharing minutes and documents on the HTC website.

The Mayor proposed that we find out more information so we can make an informed decision and that the page be for marketing purposes only. All voted in favour except Cllr C Blakemore and Cllr Mrs B Morgan who both abstained.

1196 TO CONSIDER A PROPOSAL FROM HAVERFORDWEST ROTARY CLUB TO TAKE PART IN THE 'HAVERFORDWEST CITIZENS OF THE YEAR' AWARD

A discussion took place regarding the Council's own 'Award of Merit' and 'Young Laurel Award'. All agreed that a discussion is required with the Rotary Club and that they be asked to meet with the Council, the Mayor will get in contact with the club.

1197 APPLICATIONS UNDER SECTION 137

(a) Merlin's Bridge Senior Football Club: £2,000.00 requested

Although out of the catchment area, it was felt that funding should be given as already provided to the Junior Club. Cllr A V Griffiths proposed £125.00, Cllr R Thomas JP seconded and all voted in favour.

RESOLVED: That the Council donate the sum of £125.00 to the Merlin's Bridge Senior Football Club

(b) Haverfoodfest: £1,000.00 requested

The Mayor proposes that further queries are made regarding the application, Cllr R Thomas JP seconded and all voted in favour. The application would be considered at a later meeting once answers had been received regarding the application.

1198 ACCOUNTS FOR PAYMENT

Accounts totalling £29,855.92 were approved for payment and receipts totalling £12,338.69 were accepted.

All voted in favour of accepting of the accounts for payment.

1199 ANY OTHER BUSINESS

- Christmas Hampers – Cllr Mrs S Murray suggested that a Christmas Hamper is donated to Ward 10 at Withybush Hospital. This is to be referred to the PPF Committee for consideration.

1185 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 16th November 2016. There being no other business to discuss, the meeting closed at 9.08pm.

Signed Mayor

Signed Town Clerk

Date