

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY
20th JULY 2016 AT 7.00PM IN THE COUNCIL CHAMBER, PICTON
HOUSE, HAVERFORDWEST**

PRESENT: Cllr A Buckfield (Mayor)
Cllr J Collier
Cllr A V Griffiths
Cllr B Griffiths
Cllr G Howell
Cllr P Iles
Cllr D Jones
Cllr Mrs S Murray
Cllr Mrs B Morgan
Cllr Miss L Pepperell
Cllr Mrs E Repton
Cllr R Stephens
Cllr C Thomas
Cllr R Thomas JP

APOLOGIES: Cllr C Blakemore
Cllr A Griffiths
Cllr S Llewellyn

The Town Clerk and Deputy Town Clerk
were in attendance

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

The Mayor expressed his thanks to St Mary's Church and the Town
Council for his Civic Service.

**1157 TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL
MEETING HELD ON 22nd JUNE 2016 AS A TRUE RECORD**

The Minutes of the meeting held on 22nd June 2016 were agreed as a
true record save for the following:

98/16 That the closing time of the meeting be added as 10pm. All
voted in favour.

**1158 TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN
THE MINUTES OF 22nd JUNE 2016**

86/16 An update on the Town's WiFi was given by Cllr Mrs S Murray.
She advised that the access points were currently being set up in Town
although Market Street seems to be a sticking point at present. The
Contractor, Antur Teifi, has been speaking to businesses in that area to
provide an access point host business but none have come on board

100/16

yet. It is important that an access point is found in this area to ensure continuity of the WiFi up to the Leisure Centre. Cllr Murray also confirmed that Pembrokeshire County Council are providing funding for the WiFi for the first three years, after which the costs would fall to the Town Council.

90/16 Councillors on Outside Bodies was missed from the Personnel, Policy and Finance meeting. It was agreed that all policies would be reviewed in September.

1159 MAYOR'S UPDATE AND CORRESPONDENCE

'You Are Here' Boards – To be discussed under Section 137 Claims.

1160 LICENSING APPLICATIONS FOR 20th JULY 2016

There were no Licensing Applications for consideration.

1161 PLANNING APPLICATIONS FOR 20th JULY 2016

Ref No 16/0310/PA	Cinema and restaurant development including hard and soft landscaping and lighting Land at Slade Lane South, Haverfordwest
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Cllr J Collier declared an interest.

RECOMMENDATION: NOT SUPPORT
As goes outside LDP proposals and outside of town so not helping the town centre

Ref No 16/0312/PA	Construction and operation of a retail led mixed use development comprising of 10 units, a hotel and future development platform, associated infrastructure, hard and soft landscaping and lighting Land of Slade Lane South, Haverfordwest
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RECOMMENDATION: OBJECT

Cllr R Thomas JP proposed a working party for planning over the summer break. The working party would comprise of Cllr J Collier, Cllr R Thomas JP, Cllr Mrs S Murray and Cllr C Thomas. All Councillors voted in favour.

It was agreed that on the above two application no 16/0310/PA and 16/0312/PA, that a letter would be sent to PCC to object in accordance with the development plan.

101/16

Ref No 16/0306/PA 24/24a Bridge Street, Haverfordwest
Amalgamation of 2 existing retail units in to
1 single unit

RECOMMENDATION: SUPPORT

Ref No 16/0350/PA 89-90 Dew Street, Haverfordwest
Change of use from first floor public house /
club to residential two bedroom flat

RECOMMENDATION: SUPPORT

Ref No 16/0350/AD One new fascia sign, one projecting sign
and one internal window graphic
19 Bridge Street, Haverfordwest

RECOMMENDATION: SUPPORT

Ref No 16/0388/PA Variation of condition 1 and removal of
conditions 19, 20 and 21 of planning ref
12/0830/PA
Land at Slade Lane, Haverfordwest

RECOMMENDATION: OBJECT
As per application no's 16/0310/PA and
16/0312/PA, a follow up letter would be
sent.

Ref No 16/0377/PA Replace windows and doors
Tannery Cottage, 51 Quay Street,
Haverfordwest

RECOMMENDATION: SUPPORT

**1162 TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES
AND STRATEGY COMMITTEE MEETING OF 5th JULY 2016**

The following report was submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 5th JULY 2016 AT 7PM IN THE SPORTS PAVILION, THE RACECOURSE, HAVERFORDWEST

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

**PRESENT
as observers:** Cllr B Griffiths
Cllr Mrs S Murray
Cllr C Thomas

APOLOGIES: 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

R51/02 Picton Centre Update:

Cllr Mrs S Murray suggested setting a budget for the Picton Centre. Chair outlined works to be done – clean and seal the roof (test results confirmed no asbestos in roof); new front and back doors; replace/clean stage curtains; lengthening of cabling under stage; replace timbers and put polycarbonate roof on lean too on the side of the centre. Cllr Mrs S Murray and Cllr C Thomas will carry out an inventory of items in the centre and will bring the up-to-date inventory to September's meeting with a view to replacing items.

RESOLVED: That a budget of £10,000 be set for all the necessary works/replacements to be made in the Picton Centre

TO RECEIVE AN UPDATE AND CONSIDER BUDGET REQUIREMENTS FOR THE PAVILION

The Chair confirmed and circulated three quotes which had been received for the outside works required at the pavilion as outlined in the last meeting. Cllr D Jones offered to paint/creosote the boundary fence which was accepted by the Chair.

RESOLVED: **That the works and quotes for the Pavilion be reviewed further at September's meeting**

TO RECEIVE AN UPDATE ON THE NOTICEBOARDS

Cllr A V Griffiths (Chair) confirmed that a verbal agreement had been made to refurbish the remaining noticeboards. Norman Industries will be advised in writing of the works required by the Town Clerk. An additional noticeboard has been found near the old Tourist Information Centre at the entrance to the bus station, bringing the total number of noticeboards up to six. The works were discussed and there are now four noticeboards, including the one by the Tourist Information Centre, left to be refurbished. The Tourist Centre Information noticeboard will be moved to the Wilkos site as it is in better condition and is used more frequently. The refurbished Wilkos noticeboard will be relocated to the Tourist Information Centre.

Cllr Collier suggested that new location for noticeboards should be looked at and the precept adjusted to take these in to account.

RESOLVED: **That the noticeboard found near the Tourist Information Centre also undergo refurbishment by Norman Industries. Bringing the new total to four refurbishments**

TO RECEIVE AN UPDATE ON BENCHES AT POYSTON PLAYING FIELD

Cllr Mrs S Murray and Cllr C Thomas have contacted Pembrokeshire County Council regarding the purchasing, fitting and maintaining of the benches. They are awaiting a response from Pembrokeshire County Council and will follow up with a reminder.

TO RECEIVE AN UPDATE ON ST MARTIN'S CEMETERY WALL

Cllr A V Griffiths (Chair) has checked the cemetery wall following recent works and agrees that weeds are coming through. He states that this will happen and that this cannot be prevented. The Contractor, who carried out the repair/rebuilding of the cemetery wall, has offered to weed on this occasion but not in the future. The Chair suggested that the outside staff need to have an updated package of duties which

ANY OTHER BUSINESS

1. **Overview of the information held for the Pavilion users, terms of hire agreement and hire charges** - A discussion took place on the need to update the information held on the users, terms of hire agreement and hire charges for the pavilion.

RESOLVED:

- (a) That clear proposals regarding the terms of hire agreement and hire charges are given to all users of the pavilion
- (b) That the charges be set at £18.00 per session (up to six hours) for all users with discounted rate for junior sports clubs of £15.00 per session. The group booking discount will allow for the above rates to be halved £9.00/£7.50
- (c) Any grants to be made under Section 137
- (d) All pavilion keys are to be registered with the Town Clerk. There will be two keys/signatures per club as required by the terms and conditions of the Council's insurance policy

2. **To consider further information found regarding the ownership of Lower Prendergast Cemetery** - Cllr A V Griffiths (Chair) confirmed that a number of documents have been discovered within the office which confirm that the Council own this cemetery. A discussion took place on the works that are required in this cemetery.

RESOLVED: That the Council do own Lower Prendergast Cemetery. The Cemetery Committee will look at the work required and they will come up with a 5/10 year plan of works required and the then ongoing maintenance

Cllr S Llewellyn reserved the right to speak at Full Council.

3. **To consider recycling in the Picton Centre and Town Council Office** - At present, users of the Picton Centre must take all their own waste away. The outside staff carry out waste collections from the office, recreation areas and cemeteries. This is taken to the Refuse Collection point on the Old Hakin Road where they are no recycling points. It was agreed that Cllr Howell would gather more information regarding recycling from Pembrokeshire County Council.

Cllr A V Griffiths (Chair) requested that the next meeting be held at the Council Chamber.

106/16

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

END OF REPORT

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

- The Mayor congratulated the Chair of MES, Cllr A V Griffiths, on getting married.
- The Picton Centre: The water heater boiler in the Picton Centre is 25 years and following a number of repairs, it was advised that the boiler be replaced.

ACTION: **The Town Clerk is to obtain three quotes to replace the water heater boiler in the Picton Centre and go with the best value quotation**

- R53/01 – Picton Centre Budget – Cllr R Thomas JP states that there is already a budget in place of £14,000 for this year's spend.
- R53/04 – Pavilion – the hire charges should read : £18.00 per session for all users (up to six hours) with a discounted rate of £15.00 for sport club block bookings and £9.00 per session for junior sport clubs or a discounted rate of £7.50 for block bookings.
- Christmas Lights – it was agreed by Council that the Christmas Lights Committee have plenary powers to review the received tenders received and to confirm the contract to prevent further delays.

1163 TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 6th JULY 2016 AT 5.30PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

The following report was submitted:

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE
COMMITTEE HELD ON WEDNESDAY 6th JULY 2016 AT 5.30PM IN
THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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

APOLOGIES: Cllr Anthony Griffiths

The Town Clerk was in attendance.

DECLARATIONS OF INTEREST

Will be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

Cllr B Griffiths queried why ‘Councillors on outside bodies’ was not on this agenda as was agreed in the April committee meeting. Cllr R Thomas (Chair) and Cllr Mrs B Morgan (Vice Chair) confirmed that all procedures and policies will be reviewed during August and September.

TO RECEIVE AN UPDATE ON ACCOUNTS TO 31st MAY 2016

The accounts to 31st May 2016 were accepted.

RESOLVED: **Town Clerk is to confirm the date of when a copy of our accounts must be made public**

TO CONSIDER EARMARKED FUNDS FOR FUTURE YEARS

It was agreed that no changes to be made to these amounts at present. An overview of these will be carried out later in the year.

TO CONSIDER UPDATING COUNCIL POLICIES AND PROCEDURES

Cllr R Thomas (Chair) and Cllr Mrs B Morgan (Vice Chair) will work together on updating the council’s policies and procedures which they hope to present at the September meeting.

TO CONSIDER THE PROPOSAL OF A BURSARY FOR A STUDENT FROM HAVERFORDWEST

Cllr Mrs S Murray gave an overview of the bursary. A discussion took place regarding the terms of condition for awarding the bursary and the amount. Cllr Mrs E Repton suggested that the bursary award amount be £1000.00, all voted in favour.

RESOLVED: **That Council provide a bursary of £1000.00 to one student going on to further education from Haverfordwest for the forthcoming year**

TO CONSIDER ALLOCATING FUNDS FOR THE ICE RINK 2016

A discussion took place about the event as last year (2015) was the first year had taken place. It was agreed that Cllr Mrs S Murray would approach Pembrokeshire County Council to request a grant as they had generously provided half the costs last year. Cllr Mrs S Murray is also to provide costs for the event by the September meeting but is to go ahead with booking it.

A committee to run the event was also discussed and it was agreed that the Festival Week committee were managing their events so well that they should manage the Ice Rink event. The possibility of forming an events committee in the future was also discussed.

RESOLVED: **That the Festival Week Committee also manage the Ice Rink event, to become the Ice Rink Committee**

TO CONSIDER THE MAYOR'S TRIP TO ENNISCORTHY

The Mayor gave an overview of the trip; the invitation is open to all Councillors. The visit would be when Enniscorthy is holding its equivalent to the Food Festival.

RESOLVED: **To support the Mayor's invitation to visit the Enniscorthy Food Festival on 29/30 July and 1 August 2016, with the invitation open to all Councillors. Expenses to be paid for the Mayor and Town Clerk only, all other guests are to pay their own expenses**

TO CONSIDER THE APPOINTMENT OF GROUNDSMAN / CARETAKER DUE TO IMPENDING RETIREMENT

A discussion took place regarding the outside staff duties and the necessity for a suitable replacement to be sought as soon as possible to shadow the job. It was agreed that the vacancy be advertised for a

temporary part time groundsman/caretaker on 16 hours per week to be reviewed after 6 months.

ACTION: That the Town Clerk place an advertisement on the Jobcentre and Town Council websites for a temporary part time Groundsman/Caretaker immediately

TO CONSIDER THE COMMITTEE'S RESPONSE TO OFFICERS FROM PCC ATTENDING COUNCIL MEETINGS

The Council has already confirmed it will be taking part in PCC's 'Support for Town Councils' initiative. The committee now has to decide if the PCC Officers are to be present for all or part of the Full Council meetings and whether they can speak at the meeting. A discussion took place regarding the advantages of them staying for the full meeting and that it was a pilot which would be finishing in December 2016.

Cllr R Thomas (Chair) highlighted some areas of the Wellbeing for Future Generations Act which are relevant to Town Councils and encouraged all committee members to review the document which had been sent via an email link by the Town Clerk.

RESOLVED: Cllr C Thomas that the PCC Officers attend for the Full Council meeting up until the pilot ends in December 2016 and they only speak at the invitation of the Mayor (Chair). The following voted in favour of this were : Cllr P Iles, Cllr Mrs E Repton, Cllr Mrs S Murray, Cllr C Thomas. Voted against : Cllr R Thomas, Cllr Mrs B Morgan. Cllr B Griffiths abstained.

Cllr Mrs S Murray, Cllr C Thomas, Cllr Mrs E Repton, Cllr B Griffiths reserved the right to speak at Full Council.

ANY OTHER BUSINESS

1. Overlap of Committee Items - Cllr Mrs B Morgan (Vice Chair) raised concerns that the two Committee's appear to be overlapping on some items, she felt that clear definition of what each Committee deals with was required.

RESOLVED: That the Mayor, Committee Chair's and Vice Chair's meet to clarify each Committee's remit

There being no other business to discuss, the meeting closed at 6.55pm.

END OF REPORT

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

- To consider the Committee's response to Officers from PCC attending Council Meetings - Cllr Mrs B Morgan voted in favour of this.
- To consider updating Council Policies and Procedures – If any Councillors wish to make any suggestions regarding the amendments then please advise Cllr R Thomas JP (Chair) and Mrs B Morgan (Vice Chair). Cllr J Collier requests that all Councillors are sent a copy of the list of all Council Policies and Procedures – Cllr Mrs B Morgan confirmed this.

1164 TO CONSIDER THE FOLLOWING PLANNING MATTERS:

(A) Planning Practice and Procedure – Cllr J Collier

Cllr C Blakemore wishes to step down as Planning Co-ordinator at Council meetings. Cllr J Collier proposes that whoever takes over this role asks for comments as members have the planning numbers on the agendas and can look on the PCC website before the meeting. The late applications would still have to be dealt with at the full council meeting.

Cllr J Collier proposes that members take the planning application number from the agenda, look at the application on the PCC website and make comments to the Planning Co-ordinator.

Cllr C Thomas moved this proposal and Cllr P Iles seconded. All voted in favour.

Discussion took place regarding a projector being available to view the plans at Council meetings. Cllr J Collier had commenced with pricing and will continue to get quotes.

(B) Slade Lane Development – Planning Application No. 15/0250/PA

Cllr J Collier gave an overview as Council have received a request from Mrs B Shone to support her letter of complaint to PCC regarding the above planning application.

Cllr R Thomas JP declares an interest as signed petition regarding the Green in Slade Lane.

1167 ACCOUNTS FOR PAYMENT

Accounts totalling £10,723.24 were approved for payment and receipts totalling £2,309.33 were accepted.

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

1168 ANY OTHER BUSINESS

- Festival Week Update – Cllr Mrs S Murray, Chair of Festival Week, gave an overview of the upcoming events. She advised that Raul Speek and Brawdy were now unable to take part in the events as planned.

Cllr Mrs S Murray wished to express her gratitude to organisations in the town for putting on activities during Festival Week.

Cllr G Howells offered Councillors the opportunity to get involved in the week and to get in touch with the committee if they are able to support in any way.

Cllr Mrs S Murray gave a big thank you to the Festival Week committee for all their hard work and commitment. Cllr B Griffiths wished to reiterate these thanks on behalf of the Council and the Mayor also gave his thanks.

1169 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 21st September 2016. There being no other business to discuss, the meeting closed at 9.30pm.

Signed Mayor

Signed Town Clerk

Date