

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 21st
DECEMBER 2016 AT 7.00PM IN THE COUNCIL CHAMBER, PICTON HOUSE,
HAVERFORDWEST**

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

APOLOGIES: Cllr C Blakemore
Cllr Miss L Pepperell

The Town Clerk and Deputy Town Clerk were in attendance.

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

**1216 TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING
HELD ON 16th NOVEMBER 2016 AS A TRUE RECORD**

The minutes of the meeting held on 16th November 2016 were agreed as a true record save for the following:

146/16 Recommendation for ref. no. 16/0795/PA should read "OBJECT due to the anti social delivery times".

**1217 TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE
MINUTES OF 16th NOVEMBER 2016**

145/16 British Telecom (BT) - the adoption of phone boxes – it was advised that a future use would need to be determined for their use if they were adopted. It was requested that more information be obtained of types of use and the terms of adoption so that it could be discussed further at the next PPF committee meeting.

148/16 Archiving of Council Documents – it was queried if it had been established if the archived documents could be stored under the Picton Centre stage. A callout had been requested from the Fire Risk Assessor with a convenient date to be agreed in the New Year.

- 152/16 To receive an update on accounts to 30th September 2016 – Cllr J Collier queried when a budget overview would be held as previously requested. Cllr R Thomas stated that this was not possible at present due to time constraints but would be held in the next two months.

1218 MAYOR'S UPDATE AND CORRESPONDENCE

- The Mayor gave his thanks for the Civic Carol Service.
- The Mayor advised that Cllr D Jones had received concerns regarding the amount of litter in Rifleman's Field which could pose a health and safety issue. As litter collection was the responsibility of Pembrokeshire County Council (PCC), they had been approached along with County Councillors but no action had taken place to date. Cllr G Howell had recently been appointed the Council's liaison officer with PCC for any matters/concerns raised from members of the public. Mr D Thomas PCC advised that Mr Richard Brown was the point of contact for litter and was based in Thornton depot. Cllr Howell will contact Mr Brown directly regarding this. The Mayor advised that the street drains also need looking at.
- The Mayor advised that a letter had been received from Confluence requesting Town Council representation on two working parties. Cllr Mrs S Murray confirmed that she would represent the Council on the 'People's Plan' working group. It was requested that any other Councillors wishing to represent the Council inform the Town Clerk.
- The Mayor reminded all Councillors to hand back their completed 'Declaration of Interest' forms to the Town Clerk.

1219 LICENSING APPLICATIONS FOR 21st DECEMBER 2016

There were no Licensing Applications for consideration.

1220 PLANNING APPLICATIONS FOR 21st DECEMBER 2016

Ref. No. 16/0879/PA Longacre Retail Partnership Ltd
Erection of building to accommodate up to 1,400sq.m. of flexible A1 and A3 floor space at ground floor level and cinema (use Class D2) at first floor level, alterations to existing car parking; part demolition and alterations to Wilko store (use Class A1); servicing arrangements and associated works.
Old Bridge, Riverside,
Haverfordwest

RECOMMENDATION: SUPPORT

161/16

Ref. No. 16/0888/CA Longacre Retail Partnership Ltd
Full planning application to include amendments to Wilko (use Class A1), provision of up to 1,400 sq.m of flexible A1 and A3 floor space at ground floor level, construction of cinema (use Class D2) at first floor level, amendments to the existing car parking and servicing arrangements and associated works.
Old Bridge, Riverside,
Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No. 16/0881/LB As above (16/0888/CA)

RECOMMENDATION: SUPPORT

Ref. No.16/0877/PA Planning permission for security fencing around front elevation
Land at 141, Portfield,
Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No. 16/0871/PA Variation of Condition 3 to planning ref 12/0891/PA
141, Portfield,
Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No.16/0852/PA Variation of conditions 3 (hard and soft landscaping), 4 (materials), 5 (foul and surface water drainage), 6 (CEMP, Pollution Prevention Plan and external lighting) & 7 (CEMP), to planning permission 15/1289/PA.
Permbrookshire College, Caradog's Well Road,
Haverfordwest.

RECOMMENDATION: SUPPORT

Ref. No. 16/0858/PA Variation of condition 3 of planning consent ref. 16/0388/PA (relating to the construction of 729 residential properties, a superstore and petrol filling station, together with associated infrastructure including preparatory earthworks) to allow the extension of time for submission of reserved matters in relation to residential development.
Land at Slade Lane,
Haverfordwest

RECOMMENDATION: **Cllr J Collier declared an interest
OBJECT on the grounds that there does not appear to be any reason for a time extension**

Ref. No. 16/0901/PA External alterations to Units E and F
Springfield Retail Park,
Fishguard Road,
Haverfordwest

RECOMMENDATION: **SUPPORT**

Ref. No. 16/0916/PA Extension to side
48, Castle High,
Haverfordwest

RECOMMENDATION: **SUPPORT**

1221 TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE MEETING OF 6th DECEMBER 2016

The following report was submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 6th DECEMBER 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

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

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

APOLOGIES:

Cllr C Blakemore
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

Facebook page – it was agreed that this would be dealt with as an add on once the new Council website and WiFi were up and running. The new website was ready but awaiting some final updates before it goes live. There were no further updates on the Town WiFi.

Christmas Lights – the Mayor wished to give his personal thanks to the Town Clerk and Deputy Clerk for ensuring the lights arrived and went up in time for the switch on. He also gave his personal thanks to the contractor, Mr Ian Butherway and his team from ETTS, for his support and flexibility. The Sheriff has sent a letter to thank Mr Butherway for the extra work put in to ensuring their success.

Liaising with Pembrokeshire County Council (PCC) – Cllr G Howell is currently liaising with PCC to establish a link.

TO CONSIDER THE DEVELOPMENT OF PRIORY SALTINGS

The Mayor states that full council asked for this item to come back to the MES committee for further detail and discussion. He felt that as it is the first time that the Council would be acquiring land and forming new relationships, the item should go on the December full Council agenda so it can be fully discussed by all members of Council.

RESOLVED:

That the Priory Saltings is discussed by all members at the December full Council meeting

TO CONSIDER THE REMITS OF THE TWO COMMITTEES – MES AND PPF

A discussion took place regarding each committee's title and remit. It was felt that the Management, Estates and Strategy committee (MES) deals with the front of house ie what is visible in the town and the Personnel, Finance and Policy committee (PPF) deals with the back of house ie office, finance, staff including policies.

The Mayor suggested that a list of the areas covered by each committee may be of benefit. He felt that there will be an overlap or grey areas with some items, it would be up to full Council who to agree which committee best deals at the time.

Cllr A V Griffiths (Chair) agreed with the Mayor's idea to list committee areas.

List of items that it was felt are dealt with by MES are:

Care of the pavilion
Care of the Picton Centre
Christmas Lights
Cemeteries
Noticeboards
Council website and Town WiFi
Town Events

List of items that it was felt are dealt with by PPF:

Policies
Personnel
Finance
Staff

A discussion took place on whether a third committee should be set up for Town Events but it was felt that it was best to stay as a working party with members from the two current committees.

SUGGESTION: That the above lists outlined are adopted as the remits of each committee

Cllr G Howell left the meeting at 7.36pm.

TO RECEIVE FEEDBACK FROM THE CHAIR REGARDING THE RECENT MEETING HELD WITH THE MAYOR AND CHAIR OF PPF

An overview of the meeting held between the committee Chairs and Mayor was given. The remits of each committee were discussed along with setting 4 year plans for future budgets.

At the meeting, a discussion was also held about the budgetary requirements between both committee Chairs.

It was suggested that PAVS be looked at for grant funding that is available for any considered projects/works.

TO RECEIVE AN UPDATE ON THE COMPLETED WORKS FOR LOWER PRENDERGAST CEMETERY AND TO CONSIDER FUTURE PROJECTS

Cllr A V Griffiths (Chair) confirmed that the Lower Prendergast cemetery had been cleared. He advised that the post and rail fence at the bottom length of the cemetery was half collapsed which posed a health and safety risk.

The Mayor advised that he was working with the VC Gallery and other parties, interested in supporting the Council, to clear the headstones and document them in St Martins and Lower Prendergast cemeteries.

RESOLVED: **That the Town Clerk requests quotations to replace fencing/put in barrier in Lower Prendergast Cemetery for part damaged fencing**

TO RECEIVE AN UPDATE ON THE PAVILION

It was confirmed that all regular users of the pavilion had now completed the relevant paperwork and been given new keys.

TO CONSIDER FUTURE IMPROVEMENTS TO THE PICTON CENTRE

The works had been put on hold but it was now confirmed that there were funds in the budget to continue with the cleaning of the Picton Centre roof. The replacement of kitchen crockery/utensils were to be dealt with by the HTC office as required.

RESOLVED: **That further quotations are now obtained for the cleaning, replace damaged slates and sealing with a protective coating**

ANY OTHER BUSINESS

Portfield Fair – Cllr Mrs S Murray advised if no permanent location was found then the Portfield and Pembroke Fair's would end within 5 years. She wished to find out if the people of Haverfordwest wish to continue to have the fair in the town by asking for their feedback.

RESOLVED: **That Cllr Mrs S Murray approaches the Western Telegraph to ask if the people of Haverfordwest could give their response on whether they want Portfield Fair to continue**

There being no other business to discuss, the meeting closed at 8.18pm.

END OF REPORT

ACCEPTANCE of the above report was moved by Cllr R Thomas and seconded by Cllr G Howell save for the following:

R59/02 To consider the remits of the two committees – MES and PPF

It was felt that as the PPF committee had not discussed this, the recommendation by changed to a suggestion, all agreed. A discussion took place between Cllr A V Griffiths and Cllr R Thomas (both committee chairs) regarding the precept. There were concerns that there will not be enough time to make changes to the precept proposal and budget requirements. The precept and budget will be presented at the January PPF meeting and full council for approval.

1222 **TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 7th DECEMBER 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

The following report was submitted:

REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 7th DECEMBER 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT:

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

APOLOGIES:

- Cllr Mrs B Morgan
- Cllr Mrs E Repton

The Town Clerk was in attendance.

DECLARATIONS OF INTEREST

Will be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

Standing Orders – This is being dealt with by Cllr Mrs B Morgan who is currently unavailable, this would be brought to a future meeting.

TO RECEIVE AN UPDATE ON ACCOUNTS TO 31st OCTOBER 2016

The accounts to 31st October 2016 were accepted.

On page 2 of the accounts, it was advised that an additional entry on the accounting system was required for the Museum water rates. Cllr R Thomas declared an interest as Chair of the Museum.

On page 3 of the accounts, it was queried why the trade waste disposal was nil. This would be followed up by the Town Clerk.

Ice Rink Event - Cllr Mrs S Murray gave an overview of the ice rink event held on the last weekend of October 2016. It was confirmed that a loss was made but the event was about doing something for the town and not about raising funds. It was confirmed that Pembrokeshire County Council (PCC) part funded the event for the first year only (2015) on the condition that it is held the following year. For 2017, the event timing would be reviewed and the type of event.

TO CONSIDER UPDATING OFFICE PHONE SYSTEM

The Clerk advised that following enquiries made regarding replacement of our phone systems, alternative options had been suggested by providers which could reduce the future running costs. It was felt that to make an informed decision, more details with costings were required.

RESOLVED: **That costings are sought for phone systems with details of potential savings on future running costs**

TO CONSIDER CHANGES TO IMPROVE/REDUCE BANK CHARGES

Cllr R Thomas JP (Chair) advised that each bank account is now receiving a monthly bank charge which will have a big impact on the accounts held with smaller amounts in eg Sheriff's Asssocation, Twinning Association.

It was felt that savings could be made if the amount was not held in a separate bank account by HTC but paid directly to each association each year as they already have their own bank accounts. The Council would then close these additional bank accounts. It was also requested that each organisation should write in to request funding each year so the amount could be reviewed and to provide Council with an audit trail.

RESOLVED: **That the allocated funds are paid directly to each organisation every year following receipt of a written request. The relevant bank account held by the Council is to be closed**

TO CONSIDER QUOTATIONS RECEIVED FOR 'SPONSORED BY HTC' BANNERS

A number of quotations had been received for banners showing 'Sponsored by Haverfordwest Town Council' which were reviewed.

It was felt that the design and costing provided by Sigma Design were most suitable and agreed that they now produce the banners.

RESOLVED: **That Sigma Design provide the banners showing 'Supported by Haverfordwest Town Council'**

TO RECEIVE AN UPDATE ON STAFFING MATTERS

The Mayor suggested that the office closes on Thursday 22nd December 2016 at midday as a thank you to staff for all their hard work and support the past year. The office would be closed on Friday 23rd December 2016 and then re open on Tuesday 3rd January 2017 at 9.30am.

RESOLVED: **That the Council office closes at midday on Thursday 22nd December 2016 and re opens on Tuesday 3rd January 2017**

ANY OTHER BUSINESS

Christmas Lights – the Mayor wished to record his thanks to the Town Clerk and Deputy Clerk for ensuring the new lights arrived in time for the switch on. Thanks were also given to the contractor, Ian Butherway of ETTS and his team, who finished erecting the lights in the early hours of the day before switch on. The Sheriff has already personally written to Mr Butherway to thank him.

Delays in deciding the type of contract had caused problems this year but with a three year contract in place, these would hopefully be prevented in future. It was agreed that planning for Christmas Lights 2017 would need to be finalised by the end of March 2017 following an overview of 2016 from Mr Butherway.

Precept – It was confirmed that the precept amounts had not yet been received from PCC.

PPF committee meeting, January 2017 – that there be only two items on the agenda, to receive details of the precept and new phone system quotations.

New Town Councillors – The Mayor advised that it had been suggested to him by another councillor that any individual interested in joining the Council is given an overview of what the Council does and outline the commitment required. An open evening in the Council Chamber or Picton Centre may be an option.

There being no other business to discuss, the meeting closed at 7.55pm.

END OF REPORT

ACCEPTANCE of the above report was moved by Cllr D Jones and seconded by Cllr Mrs B Morgan.

1223 TO CONSIDER AN APPOINTMENT FOR THE VACANCY ON THE TWINNING ASSOCIATION COMMITTEE

It was hoped that the vacancy would be filled upon appointment of the new Council following the May 2017 elections. It was advised that the current Councillors on the Twinning Association committee are – Cllr B Griffiths, Cllr Mrs B Morgan, Cllr Mrs S Murray, Cllr Mrs E Repton, Cllr R Thomas JP.

RESOLVED: That the vacancy be reconsidered following the May 2017 elections

1224 TO CONSIDER THE DEVELOPMENT OF PRIORY SALTINGS

Cllr R Thomas advised that he had concerns as to whether all of the land fell within the boundary of Haverfordwest. It was believed that it falls within our boundary and a map was consulted but further confirmation would be sought from the most recent boundary map held by PCC.

RESOLVED: That the Priory Saltings development would be considered at the January 2017 Full Council meeting following confirmation of the boundaries

1225 TO CONSIDER THE REQUEST FROM THE TOWN MUSEUM TO INCREASE FUNDING

Cllr R Thomas, Cllr Mrs E Repton and Cllr A Buckfield declared an interest.

An overview was received of the ongoing support which the Council gives to the museum to enable this vital service to continue.

Cllr Mrs B Morgan proposed that the current annual funding of £6,000.00 be increased to £7,000.00, Cllr B Griffiths seconded this. All voted in favour, 3 did not vote (declaration of interest).

RESOLVED: Haverfordwest Town Museum will receive an annual grant of £7,000.00 for 2017/2018 onwards

1226 TO CONSIDER ARRANGEMENTS FOR THE ELECTION OF DEPUTY MAYOR

It was proposed by Cllr D Jones, seconded by Cllr J Collier and all voted in favour for Council to go in to private session. The Council went in to private session from 8.10pm until 8.20pm.

RESOLVED: Nominations for the position of Deputy Mayor are to be made to the Town Clerk by 4pm on Thursday 5th January 2017. The nominations will be considered at the next Full Council meeting on 18th January 2017

1227 APPLICATIONS UNDER SECTION 137

(a) Haverfordwest RFC Under 7's and Under 8's Teams: £1,000.00 requested

RESOLVED: That the Council donate the sum of £200.00 to Haverfordwest RFC Under 7's and Under 8's teams

(b) Glanleddau Dancers: £300.00 requested

RESOLVED: That the Council donate the sum of £250.00 to Glanleddau Dancers

(c) Haverfordwest Male Voice Choir: £200.00 requested

RESOLVED: That the Council donate the sum of £200.00 to Haverfordwest Male Voice Choir

1228 ACCOUNTS FOR PAYMENT

Accounts totalling £16,652.98 were approved for payment and receipts totalling £1,451.00 were accepted.

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

1229 ANY OTHER BUSINESS

- Santa on Castle Square – Cllr Mrs S Murray informed Council that as Haverfordwest Lions had ceased in December 2016, the tradition of Santa in his sleigh on Castle Square will also end. A discussion took place on whether it would be an event which the Council would wish to continue as the Lions were willing to kindly donate the sleigh along with a dragon. It was agreed that the item would be discussed at the next PPF committee meeting so consideration could be given to costings and storage.
- The Mayor advised that he is offering any individuals interested in joining the Town Council, the opportunity to meet with him to receive an overview of how the Council works. He would be advertising this via social media and the local press.
- The Mayor advised that he will be inviting the Lions to the Mayor's Parlour to celebrate their 100 year anniversary, which is on 1st January 2017.

1230 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 18th January 2017. There being no other business to discuss, the meeting closed at 8.40pm.

Signed Mayor

Signed Town Clerk

Date