

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 16th NOVEMBER 2016 AT 7.00PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr A Buckfield (Mayor)
Cllr A V Griffiths
Cllr B Griffiths
Cllr G Howell
Cllr S Llewellyn
Cllr Mrs S Murray
Cllr Mrs B Morgan
Cllr Mrs E Repton
Cllr C Thomas

APOLOGIES: Cllr C Blakemore
Cllr J Collier
Cllr A Griffiths
Cllr P Iles
Cllr D Jones
Cllr Miss L Pepperell
Cllr R Stephens
Cllr R Thomas JP

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 requested that all mobile phones be switched off as a matter of courtesy.

1201 TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 19th OCTOBER AS A TRUE RECORD

The minutes of the meeting held on 19th October 2016 were agreed as a true record save for the following:

143/16 Date of next meeting should read 16th November 2016.

1202 TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 19th OCTOBER 2016

135/16 Picton Centre – the Mayor suggested to the MES Chair that the Picton Centre roof has the necessary works carried out. It was agreed that this would be discussed at the next MES committee meeting.

138/16 Priory Saltings – It was agreed that this would be an item on the next MES agenda. The supporting papers are to be passed to the Town Clerk to circulate to the MES committee.

145/16

- 142/16** To consider a proposal from Haverfordwest Rotary Club to take part in the 'Haverfordwest Citizens of the Year' award – The Mayor has spoken to the Rotary Club who will take back to their committee for further discussion. The Rotary Club will contact the Mayor in the New Year with further information.

1203 MAYOR'S UPDATE AND CORRESPONDENCE

- The Mayor expressed his thanks to all who attend the Remembrance Services. The Remembrance Service on 11th November was well attended by the schools and he hoped this would become an annual event for them.
- The Mayor advised that the Christmas Lights Switch On was on Saturday 26th November at 6pm. He invited all Councillors to attend the parlour prior to the event for refreshments from 5pm.
- The Mayor advised all that the Civic Carol Service was on Thursday 15th December 2016 at 7pm, all Councillors will parade at 6.45pm from the Mariners Hotel to St Marys Church. The walking Carol Service is on Friday 16th December 2016 which ends with a service at Priory Ruins.
- The Mayor gave an overview of correspondence received from Pembrokeshire County Council (PCC) regarding 'Link Officers – Support for Town Councils'. He requested that all comments are to put forward and the item discussed by the PPF Committee.
- The Town Clerk advised that the Conygar Developments have requested a meeting with the Council to give an overview of their proposed leisure development off Thomas Parry Way. It was agreed that Conygar give an overview to Council and that Fairacres, who are planning a leisure development on Riverside Shopping, are given the same opportunity to speak to Council. The Town Clerk will contact both developments to arrange the presentations.

The Mayor requested that Mr Darren Thomas, Head of Highways and Transport, advised that no public funding has been given. It was felt that the leisure development in the town centre was most favoured but how much would it be to bring it there and are we going to fund that to make that happen? Any decisions regarding this will be open and transparent, none have been made yet. To have a new leisure development in the town centre, there will be additional costs.

Cllr A V Griffiths left the meeting at 7.26pm and returned at 7.32pm.

1204 LICENSING APPLICATIONS FOR 21st SEPTEMBER 2016

There were no Licensing Applications for consideration.

1205 PLANNING APPLICATIONS FOR 21st SEPTEMBER 2016

It was advised that British Telecom (BT) had written to the Council with the offer to adopt red phone boxes in Pembrokeshire, three are located in Haverfordwest.

146/16

It was agreed that the letter would be sent out to all Councillors to consider and make comments. The Deputy Town Clerk would find out more about the £1.00 adoption costs.

Ref. No. 16/0736/PA Hanover Court
Milford Road
Haverfordwest
Lean-to single storey sun room extension

RECOMMENDATION: SUPPORT

Ref. No. 16/0715/AD 39-41 Cartlett
Haverfordwest
Erection of 5 external signs (in retrospect)

RECOMMENDATION: SUPPORT

Ref. No. 16/0707/PA 39-41 Carlett
Haverfordwest
Alterations and retrospective application for
subdivision of premises to form two retail and two
residential units

RECOMMENDATION: SUPPORT

Ref. No.16/0753/PA Plot adjacent
Snowdrop Lane
Haverfordwest
Two new dwellings on existing brownfield site

RECOMMENDATION: SUPPORT

Ref. No. 16/0795/PA Variation of Condition 1 of planning permission
15/1301/PA to extend the number of deliveries
taken between the hours of 00:00 and 06:00
Tesco Stores Ltd
Haverfordwest

RECOMMENDATION: OBJECT due to the anti social delivery times

147/16

Ref. No.16/0805/LB Removal of modern red brick chimney
17 Victoria Place
Haverfordwest.

RECOMMENDATION: SUPPORT

Ref. No. 16/0786/PA Construction of 8 new dwellings plots 3-10
Land to the west of Glenfields Road
Haverfordwest

The Mayor declared an interest.

RECOMMENDATION: SUPPORT

1206 TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE MEETING OF 1ST NOVEMBER 2016

The following report was submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 1ST NOVEMBER 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.

RESOLVED: **That the Town Clerk liaises with Nation Radio to establish if they can offer support on maintaining a Haverfordwest Town Council Facebook page**

TO RECEIVE AN UPDATE ON THE PICTON CENTRE

The checking of the items in the Picton Centre is to be passed back to the HTC office to continue checking so any shortfall can be replaced.

Cllr Mrs S Murray is stepping down from the Picton Centre working team. The team is now made up of – Cllr J Collier, Cllr Miss L Pepperell and Cllr C Thomas. Cllr G Howell agreed to be a reserve if another member is required.

Cllr A V Griffiths (Chair) felt that all quotations for works required on the Picton Centre should now be put on hold until a clearer idea of the funds available are known.

TO RECEIVE AN UPDATE ON THE PAVILION

The Pavilion working team are – Cllr A V Griffiths (Chair), Cllr Miss S Llewellyn and Cllr Miss L Pepperell.

Cllr A V Griffiths (Chair) advised that the revised 'Terms and Conditions of Use' and the 'Key Holder Agreement' documents have now been sent to the regular users of the pavilion. He also advised that costings for replacement of the pavilion main door lock were being collated.

Cllr A Buckfield commented on the amount of mud being left on the paved area outside the main doors and felt it would be a good idea to send an email to all users to request that this is cleaned down as it could become slippery in the rain.

It was advised that external works, currently out to tender, would be put on hold until the 2017/2018 budget/precept had been agreed.

TO RECEIVE AN UPDATE ON THE CEMETERIES

Again, all works to be put on hold until the budgets have been set.

Lower Prendergast - Cllr A V Griffiths (Chair) advised that the contracted works to clear this cemetery were ongoing. The wall would be the focus of future maintenance. Cllr C Thomas queried who cuts the grass on the 'Sydney Rees Way' side of the wall as he felt it was a feature that should be seen. Cllr A V Griffiths advised that he would check if it was Pembrokeshire County Council or Trunk Roads Agency who had responsibility for the maintenance of the grass bank area up to the wall.

150/16

St Martins – Cllr A Buckfield (Mayor) requested that the plan to lean the headstones up against the perimeter wall is revisited and the possibility of laying them flat is considered.

TO RECEIVE AN UPDATE ON THE CHRISTMAS LIGHTS

Cllr Mrs S Murray gave an overview of the Christmas lights. She advised that following a recent Christmas lights committee meeting, new lights had been ordered which were essential as not enough time had been given for the repair to existing lights due to the delays in going out to tender.

She also advised that the Chair of the Personnel, Policy and Finance committee was in agreement that the Christmas lights budget for 2017/2018 would need increasing to ensure the lights are an ongoing success.

ANY OTHER BUSINESS

Liaising with PCC - Cllr G Howell stated that she had received many approaches from members of the public regarding issues within the town which are dealt with by Pembrokeshire County Council (PCC). She feels that she is not doing enough by telling them to contact PCC. She suggested that the details including the person's name, contact details, complaint/concerns are collated by each Councillor when they are approached then passed to Cllr G Howell who would forward these on a monthly basis to PCC. It was also mentioned that the PCC officers, who attend full council meetings under the 'Support for Town Councils' initiative, could take back the complaints/concerns to the relevant PCC department.

RESOLVED: **That Cllr G Howell will become the HTC liaison officer with duties to collate information regarding any complaints/concerns received by Councillors from members of the public and relay them to PCC on a monthly basis**

Flowers in the Town – We currently pay PCC for the supply and maintenance of the flower displays in the town centre. Cllr Mrs S Murray raised concerns that the maintenance was not being carried out as she had found flower displays had not been watered during August and September. She had spoken to the relevant PCC officer and he was investigating this but he has since retired. The Town Clerk advised that she would follow up the enquiry with PCC.

'You Are Here' Boards – Cllr A Buckfield (Mayor) gave an overview of the current situation regarding the boards. A meeting had taken place between representatives from Haverfordwest Town Council, The Perrot's Trust, Haverfordwest Business Circle and Pembrokeshire County Council regarding the feasibility of 'You Are Here' boards within the town. A proposal would be presented at the next full council meeting.

151/16

There being no other business to discuss, the meeting closed at 8.24pm.

END OF REPORT

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

R59/02 To consider combining a Facebook page with the new Council website and Town WiFi

An update was given on the town WiFi. A number of locations are yet to be confirmed and have access points fitted. An additional location was required near the lower end of Market Street, suggestions have been forwarded to the contractor, Antur Teifi.

To Receive an update on the Pavilion

It was confirmed the front door locks have been changed and the new keys have been distributed to the regular users.

R55/03 To Receive an update on the Cemeteries

Cllr A V Griffiths (Chair of MES) advised that the contracted works in Lower Prendergast were still ongoing and he was happy with it. He advised that the removal of a tree at the top of the cemetery had been queried but this had not been in the agreed contracted works so would be something to review in the future.

R50/03 To Receive an update on the Christmas Lights

An overview was given regarding the Christmas lights. Due to delays in the agreeing of tenders, there was not enough time for the contractor to make repairs to all of the current stock so new lights have been ordered. Due to the timing of the order, this has caused a delay in the lights arriving in time for them to be erected as agreed in the contract. It was agreed that the additional cost of £1,000.00 be paid for the contractor to work additional hours to erect the lights in time for the switch on.

1207 TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 2nd NOVEMBER 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 2nd NOVEMBER 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 P Iles
Cllr Mrs B Morgan
Cllr Mrs S Murray
Cllr Mrs E Repton
Cllr C Thomas

APOLOGIES: Cllr A 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

It was confirmed that the internal auditor, Mr B Scourfield, had been approached to carry out an interim audit for 2016/2017 and a provisional date set.

TO RECEIVE AN UPDATE ON ACCOUNTS TO 30th SEPTEMBER 2016

The accounts to 30th September 2016 were accepted.

It was agreed that the current year budget for the Picton Centre for maintenance should be spent and the works not be put on hold.

The Mayor requested that Cllr R Thomas JP (Chair) held an introduction as to how the budget and precept are set out to all Councillors. It was agreed that this would take place and a date/time would be agreed by the Chair and Town Clerk.

It was confirmed that the Christmas Lights would go over budget in 2016/2017 due to maintenance works and the purchase of new lights.

TO REQUEST FUNDING OF THE PLAQUE AT THE RACECOURSE

Cllr R Thomas JP advised that the plaque which had been placed on the Millennium Gate at the Racecourse by HTC had been removed. It was felt that this should be replaced.

RESOLVED: **That costings are sought for the plaque to be replaced on the Millennium Gate at the Racecourse**

TO RECEIVE AN UPDATE ON COUNCIL POLICIES AND PROCEDURES

Cllr R Thomas JP (Chair) advised that this is a work in progress and he was working to include the additional policies as advised.

TO RECEIVE AN UPDATE ON THE COUNCILLORS ON OUTSIDE BODIES/ORGANISATIONS LIST

There are currently two vacancies on the Twinning Association Committee and a School Governor vacancy as previously advised to Council. The vacancies would be put to the next Full Council so they could be filled.

The list will be updated by Cllr B Morgan and the Town Clerk

TO CONSIDER REPLACING THE OFFICE PHONE SYSTEMS

The office phone system are not fully working. One quotation had been provided and it was requested that two further quotations were sought for consideration.

TO RECEIVE AN UPDATE ON BANK CHARGES

New bank charges had been introduced which has meant that every account incurs a monthly charge of £5.00. The amounts in the smaller accounts would be depleted quickly if the accounts continue to be operated. The bank had advised that the charges were necessary and should normally stand at £6.50 per account but a discount was being applied.

It was suggested that the EDGE accounting system used by the HTC staff is looked at to incorporate a breakdown of funds so a number of bank accounts could be closed and held in the main HTC account.

It was also suggested that moving of HTC's bank account is investigated to reduce banking charges.

TO CONSIDER FUNDING FOR BENCHES AT POYSTON PLAYING FIELD

Pembrokeshire County Council have provided costings for the purchase, installation with plaque and ten year maintenance for two wooden benches on the playing field. The option of recycled plastic benches was discussed. It was agreed that they may be a better option to reduce costs and sustainability.

RESOLVED: **That costings are sought from Pembrokeshire County Council for the supply, installation and any maintenance for two recycled plastic benches**

TO RECEIVE AN UPDATE ON STAFFING MATTERS

The probation period for the Town Clerk was near an end so agreeing of the appointment was discussed. All in year reviews are to be carried out with a meeting time to be agreed by the Chair of PPF, Mayor and Town Clerk.

The Mayor requested that a review of the Administrative Assistant's pay and hours takes place with consideration to increasing both due to additional responsibilities and larger workload. This appointment was also to be confirmed. The outside staff hours would also need to be reviewed to see if any increase was required.

RESOLVED: **That the Town Clerk, Deputy Town Clerk and Administrative Assistant posts are confirmed**

ANY OTHER BUSINESS

Committee Remits - The overlap of committee agendas was highlighted again and it was agreed that a meeting to outline each committee's responsibilities would be held with the Mayor and Committee Chairs in the near future.

Standing Orders – it was requested that the latest version be sent to all Councillors to include a copy of Cllr Mrs B Morgan's suggested amendments. This would be discussed at the next PPF meeting.

Earmarked Funds – an overview was given of what the earmarked funds are made up of.

'You are Here' Boards – Cllr A Buckfield (Mayor) gave an overview of the current situation regarding the boards. A meeting had taken place between representatives from Haverfordwest Town Council, The Perrot's Trust, Haverfordwest Business Circle and Pembrokeshire County Council regarding the possible creating of 'You Are Here' boards within the town. A proposal would be presented at the next full council meeting

155/16

Use of mobile phones during meetings – it was agreed that a note be placed on each agenda advising that all mobile phones must be switched off during all council meetings.

There being no other business to discuss, the meeting closed at 8.23pm.

END OF REPORT

ACCEPTANCE of the above report was moved by Cllr C Thomas and seconded by Cllr A V Griffiths save for the following:

R60/01 To Request Funding of the Plaque at the Racecourse

Cllr A V Griffiths suggested that the new plaque should be made more secure.

R60/02 To Receive an Update on the Councillors on Outside Bodies / Organisations List

The Mayor requested if any Councillor would be willing to be put forward for the School Governor vacancy. Cllr C Thomas offered to be put forward as a candidate.

R60/03 Any Other Business – Committee Remits

The Mayor confirmed that he would meet the Committee Chairs in January to discuss the exact roles of each committee. Cllr A V Griffiths advised that this would be discussed at the next MES committee meeting.

Use of mobile phones during meetings – it was confirmed that the use of mobile phones/tablets/cameras would be by agreement of the Mayor. This would be updated on the revised version of Standing Orders which is currently under review.

1208 **TO CONSIDER RENEWING THE AGREEMENT WITH THE PEMBROKESHIRE COUNTY COUNCIL FOR PROVISION OF TOWN CENTRE FLOWER ARRANGEMENTS**

It was agreed that the current contract with PCC for provision and maintenance of the town centre flower arrangements should continue. Cllr Mrs S Murray raised concerns regarding the maintenance of the flower arrangements. All voted in agreement that the contract be renewed on the confirmation that regular maintenance is carried out.

RESOLVED: **That the contract is renewed with PCC for provision and maintenance of the Town Centre flower arrangements**

1209 TO CONSIDER THE PROPOSAL FOR 'YOU ARE HERE' BOARDS – THE MAYOR

The Mayor gave an overview of a proposal put forward by Haverfordwest Business Circle. The proposal is for six 'you are here' boards to be located in the town. The one on the Castle Square would be double sided with the rear to display wording from the Town Council and Sir John Perrot Trust. The boards would be jointly funded by the Council and Sir John Perrot Trust, with the Council taking the lead. It was confirmed that Haverfordwest Business Circle would not be making a financial contribution for the initial purchase but will pay for any changes in the future. The Council would be overall responsible for the boards once in place.

All voted in favour of supporting and pursuing the proposal, Cllr Mrs B Morgan did not vote.

RESOLVED: That three quotations are sought for the supply and installation of six 'You Are Here' Noticeboards

1210 TO CONSIDER SUPPORTING THE SHERIFF'S SHOEBOX APPEAL WITH THE VC GALLERY

Cllr Mrs S Murray gave an overview of the appeal. She stated that the Veterans in Pembrokeshire are overlooked and Help the Heroes is not active in Wales. She requested that Council support with a £200.00 allowance to cover any shortfall of items and wrapping costs.

Cllr G Howell requested that all Councillors make a donation to the appeal in place of Christmas cards, this would be left to each individuals discretion.

All voted in favour of giving £200.00 support to the appeal.

RESOLVED: That £200.00 is made available to support the Sheriff's Shoebox Appeal with the VC Gallery

1211 TO CONSIDER APPOINTMENTS FOR THE TWO VACANCIES ON THE TWINNING ASSOCIATION COMMITTEE

Cllr Mrs S Murray was put forward to fill one of the vacancies which all voted in favour for. It was agreed that the remaining vacancy would be put to the next Full Council meeting when more Councillors were present.

RESOLVED: Cllr Mrs S Murray is now part of the Twinning Association Committee. The remaining vacancy would be put to the next Full Council meeting for nominations

1212 APPLICATIONS UNDER SECTION 137

Cllr S Llewellyn requested that a running totals of current year and previous year funding are available at every Full Council meeting for point of reference.

(a) Haverfoodfest: £1,000.00 requested

The request is for funding of up to £1000.00 towards a marquee for Haverfoodfest May 2017. It was agreed that the Council receives the bill and pays it directly so VAT can be claimed up to the cost of £1000.00. It was also on the condition that a banner is clearly displayed on the marquee to show 'Supported by Haverfordwest Town Council'.

RESOLVED: That the Council donate the sum of £1000.00 towards a marquee for Haverfoodfest for May 2017

(b) Haverfordwest Friends in Harmony Choir: £250.00 requested

RESOLVED: That the Council donate the sum of £250.00 to Haverfordwest Friends in Harmony Choir

(c) Haverfordwest Ladies Choir: £200.00 requested

RESOLVED: That the Council donate the sum of £250.00 to Haverfordwest Ladies Choir

(d) Mind Pembrokeshire: £200.00 requested

RESOLVED: That the Council donate the sum of £200.00 to Mind Pembrokeshire

1213 ACCOUNTS FOR PAYMENT

Accounts totalling £7,577.31 were approved for payment and receipts totalling £460.00 were accepted.

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

1214 ANY OTHER BUSINESS

- The proposed idea to provide and maintain flowers under the Welcome to Haverfordwest signs was discussed. PCC had been approached for costings. They had advised that before any can be confirmed, they have to present a detailed amount of information to the Trunk Roads Agency to obtain their agreement. If the agreement was given, this could incur further costings as it may come with more conditions.

1215 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 21st December 2016. There being no other business to discuss, the meeting closed at 8.53pm.

Signed Mayor

Signed Town Clerk

Date