

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 22nd FEBRUARY 2017 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 P Iles
Cllr D Jones
Cllr S Llewellyn
Cllr Mrs B Morgan
Cllr Mrs S Murray
Cllr Miss L Pepperell
Cllr Mrs E Repton
Cllr C Thomas
Cllr R Thomas

APOLOGIES: Cllr J Collier
Cllr A Griffiths
Rev Fr Nick Cale, Mayor's Chaplain

The Town Clerk and Deputy Town Clerk were in attendance.

Mr D Thomas, PCC Town Council Link Support Officer was in attendance.

The Mayor led the Council in prayer.

1245 TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 18th JANUARY 2017 AS A TRUE RECORD

The minutes of the meeting held on 18th January 2017 were agreed as a true record and signed save for the pages being incorrectly numbered from 06/17 onwards. All voted in favour of the page numbers being corrected.

1246 TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 18th JANUARY 2017

03/17 Planning Application no 16/0251/PA – Land off Slade Lane
Cllr Howell presented a case against this application at the PCC Planning Committee meeting. The planning permission was granted. A discussion took place as to why the application had been passed when previously rejected due to the access yet nothing had changed and on whether the application could be called in. It was felt the PCC Planning Committee was not well led, with attention drawn to the fact that the Chair had declared an interest but had the deciding vote.

It was agreed that the Mayor's Office would take this forward. It was felt that legal advice may be required. All voted in favour of calling in this planning application.

Mr D Thomas, PCC Town Council Link Officer, later recommended that the Council engage with the Head of Planning at PCC for assistance with Planning Application no 16/0251/PA – Land off Slade Lane and the Monitoring Officer regarding Code of Conduct.

10/17 To consider the adoption of the Lions Santa Sleigh and Dragon – an appointment to view both these items had been made and cancelled, this will now be re-scheduled.

1247 MAYOR'S UPDATE AND CORRESPONDENCE

- The Mayor gave an overview of his recent visit to our Twin Town Oberkirk to celebrate their carnival.
 - Welsh Government survey – The Council had been asked to complete a survey as part of our research into the services provided and assets managed by town and community councils. All Councillors had been sent a copy via email earlier today, Cllr D Jones will receive a hardcopy. It was agreed that the Committee Chairs and Town Clerk would complete the survey.
 - Cleddau Community Arts – Cllr R Thomas JP declared an interest. Cleddau Community Arts will be opening a pop up Tourist Information Centre in Haverfordwest from May 2017. A request for funding has been made and a S137 application has been issued for completion.
 - Planed – a request has been received from Planed for closer working with the Council. It was agreed that Planed is offered the opportunity to address Council before the next meeting on 22nd March 2017.
 - Haverfordwest Multi Storey Car Park Review - Stakeholder Meeting – is being held by PCC on 14th March 2017. Cllr R Thomas JP and Cllr J Collier have already been nominated to represent the Council at this meeting. As Cllr Collier has already given his apologies, a stand in was requested, Cllr C Thomas confirmed he was able to stand in.

1248 PLANNING APPLICATIONS FOR 22nd FEBRUARY 2017

Ref. No. 16/1063/PA Proposed Dwelling
Plot to the rear of Dunston,
Dale Road,
Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No. 16/1038/PA Demolition of existing porch and replacement
20, St Martin's Park,
Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No. 16/1019/PA Modification of conditions 2 (approved plans)
Relating to construction of a Welsh Medium school
Land east of Ridgeway, Withybush Road,
Haverfordwest

RECOMMENDATION: **SUPPORT**

Ref. No.16/1091/PA Alterations, extension and new access
39, Scarrowscant Lane,
Haverfordwest

RECOMMENDATION: **SUPPORT**

Ref. No. 16/1074/AD Erection of 5 signs
Unit E, Springfield Retail Park,
Haverfordwest

RECOMMENDATION: **SUPPORT**

Ref. No.16/1117/PA Provision of a canopy to provide a covered area for
hand car washing
Drive and Shine,
Cartlett,
Haverfordwest

RECOMMENDATION: **SUPPORT**

1249 TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE MEETING OF 7th FEBRUARY 2017

The following report was submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 7th FEBRUARY 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

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

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

APOLOGIES: Cllr J Collier

The Town Clerk was in attendance.

DECLARATIONS OF INTEREST

To be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

To consider the remit of the two committees – MES and PPF – The Mayor will hold a meeting with the committee chairs to discuss the remit of the two committees which can then be presented to Council for acceptance.

To receive an update on the cemeteries – it was confirmed that the Town Clerk is currently collating quotations for the replacement of the fence in Lower Prendergast cemetery. The Mayor advised that the VC Gallery are currently in the process of getting a team together to map out the headstones in Lower Prendergast and St Martins cemeteries.

Town Centre CCTV – we are currently awaiting a response from Haverfordwest Police Station to arrange a visit for Councillors to view the CCTV system.

Liaising with PCC – Cllr G Howell is meeting with PCC shortly to discuss issues forwarded to her by Councillors and town residents.

TO CONSIDER NOMINATIONS FOR VICE CHAIR

Cllr J Collier (absent) was put forward as Vice Chair of the MES committee by Cllr G Howell, seconded by Cllr Miss L Pepperell. All voted in favour.

RESOLVED: **Cllr J Collier is the Vice Chair of the MES Committee – upon his acceptance**

TO RECEIVE AN UPDATE ON THE CEMETERIES

St Martin's – it had already been agreed that clearing works were required so the situation of how to move forward with any further works could be evaluated ie moving headstones. Three quotations for clearing works were considered. It was agreed that Contractor A be awarded the contract at a cost of £2,040.00. Cllr C Thomas raised concerns regarding the condition of the boundary wall, this will be reviewed further.

Lower Prendergast – it was agreed that the wall would be the next planned works which would need to be done in stages due to the cost.

RESOLVED: **That the contract for the clearing works in St Martin's cemetery is awarded to Contractor A at a cost of £2,040.00**

TO RECEIVE AN UPDATE OF THE PAVILION

The pavilion committee gave an overview following a recent site visit. A discussion took place regarding black mould which is appearing in the shower areas. It was felt that attention needed to be drawn to using the extractor fans or some adaption could be made so they come on with the light switch. The caretakers will be asked to remove the mould and on review of the condition afterwards, consideration will be given to repainting the area.

It was agreed that costings will be obtained for the painting of the outside of the building. It is hoped that the materials will be provided free and work carried out by volunteers.

It was requested that all chairs are cleaned, with all users to be advised that muddy equipment is not to be put on them in the future.

TO RECEIVE AN UPDATE ON THE PICTON CENTRE

Cllr J Collier (absent) had provided a written overview following a recent site visit which Cllr A V Griffiths (Chair) read out. It was felt that all points were currently being reviewed.

A recent fire risk assessment had been carried out, the report is expected shortly.

A quotation had been received for the replacement of the back door, adjustment to front door and removal of lean to roof timbers from Contractor A at a cost of £391.37. It was agreed that this tender be accepted.

RESOLVED: **That the contract for works to the Picton Centre doors and lean-to are awarded to Contractor A at a cost of £391.37**

TO CONSIDER UPDATES TO THE FIXED ASSET REGISTER IN LINE WITH INSURANCE VALUATIONS

It was felt that this item should be discussed by the PPF Committee. It is also on the PPF agenda for February.

TO RECEIVE AN UPDATE ON THE TOWN WIFI

The town centre WiFi is up and running. There are a number of access points still to be fitted. The installation contractor, Antur Teifi, have confirmed that they are awaiting the solicitor signature on the agreement to install an access point at Riverside Shopping. Once this access point is in place, it can be determined where the remainder access points can be installed. A host has not been confirmed for Swan Square yet. The WiFi committee is shortly meeting with the contractor and Nation Broadcasting to receive an update.

TO RECEIVE AN UPDATE ON THE TOWN COUNCIL WEBSITE

The new town council website is up and running. A number of amendments have been realised and will be updated shortly.

TO CONSIDER THE COUNCILS INVOLVEMENT IN THE BATTLE'S OVER COMMEMORATIONS

The Council have been asked to advise of their involvement in the Battle's Over commemorations on 11th November 2018 so the information can be included in the events programme. A discussion took place on the lighting of the beacon and best location. St Thomas' Church tower had been used for the Queen's 90th Birthday celebrations and it was felt that Haverfordwest Castle would be a more suitable site. Permission to use the castle would need to be given by the owners, Pembrokeshire County Council (PCC).

RESOLVED: **The Council light a beacon from Haverfordwest Castle (with permission from PCC) as part of the Battle's Over Commemorations**

TO CONSIDER A REQUEST FOR MONTHLY MEETING ACCOMMODATION FROM TIME TO CHANGE WALES

A request had been received from Time To Change Wales for free accommodation for their monthly area champion meetings. It was agreed that a request for support would need to be made as a Section 137 Claim. If any financial funding was given by Council following receipt of a S137 claim application, the organisation could then use this to pay for accommodation if they wish.

RESOLVED: **That Time to Change Wales is issued with the Council's Grant Aid application and details**

ANY OTHER BUSINESS

- **Official Photograph of Council** - The Mayor advised that a photograph of Full Council will be taken before the February meeting.
- **Cinema planning applications from Longacre Retail Partnership Ltd (Fairacre) on Riverside Shopping and Conygar Haverfordwest Ltd at Slade Lane** – Council representation at the PCC Planning Committee meeting in March 2017, when the proposed cinema applications for Haverfordwest will be put forward, will need to be agreed at the February Full Council meeting.

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 B Griffiths and seconded by Cllr Mrs E Repton save for the following:

Matters arising from report of last meeting: To receive an update on the cemeteries – wording to be corrected to read – The Mayor advised that the VC Gallery are currently in the process of getting a team together to map out the headstones in Lower Prendergast and St Martins cemeteries.

1250 TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 8th FEBRUARY 2017 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 8th FEBRUARY 2017 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 Mrs S Murray
Cllr Mrs E Repton
Cllr C Thomas (arrived at 19.16pm)

PRESENT
as observers: Cllr Miss L Pepperell

APOLOGIES: Cllr P Iles
Cllr Mrs B Morgan

The Town Clerk was in attendance.

DECLARATIONS OF INTEREST

Will be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

There were no matters arising from the report of the last meeting.

TO RECEIVE AN UPDATE ON ACCOUNTS TO 31st DECEMBER 2016

The accounts to 31st December 2016 were accepted.

TO RECEIVE THE CHAIRMAN'S UPDATE

Cllr R Thomas (Chair) gave an overview of the recent meeting with the internal auditor, Mr Scourfield. It was felt that the fixed term investment of £100k was good to maintain in reserves.

It was believed that the Council will be asked to take on further contracts in the future by Pembrokeshire County Council (PCC) and that consideration should be given to clearly define areas of spend.

TO REVIEW THE PROGRESS OF THE UPDATING OF STANDING ORDERS AND FINANCIAL REGULATIONS

This item is deferred to the next meeting as Cllr Mrs B Morgan is not available to provide an update.

TO CONSIDER ADOPTING THE POLICY AND GUIDANCE FOR AWARDING GRANT AID

The provisional Policy and Guidance for Awarding Grant Aid document was reviewed. A number of amendments were recommended. The document would be available to view on the Council website in the future if adopted.

RESOLVED: **That the Policy and Guidance for Awarding Grant Aid be adopted following minor revisions**

TO CONSIDER PROPER PROCEDURE ON RECEIPT OF A COUNCILLOR RESIGNATION

It was agreed that the revised copy of Standing Orders should include the procedure on receipt of a councillor resignation. A request was also made to ensure that a policy was in place for 'Threats to Staff'.

RESOLVED: **That Standing Orders be updated to include the following: "A Councillor's signed letter of resignation must be addressed to the Mayor/Town Clerk and takes effect immediately upon receipt at the Town Council Office"**

TO DETERMINE THE NEED FOR A FOOD PREPARATION CERTIFICATE FOR EVENTS AT THE PICTON CENTRE

To enable the Council to prepare food at any events, the need for a food hygiene certificate is essential. The events committee are currently looking to obtain food hygiene and first aid training.

The Town Clerk will clarify with our insurers that we are covered for any issues arose following an outside organisation using the Picton Centre.

TO CONSIDER UPDATING THE FIXED ASSET REGISTER IN LINE WITH INSURANCE VALUATIONS

It was agreed that the fixed asset register should be updated in line with the current insurance policy.

RESOLVED: **That the Fixed Asset Register is updated in line with the current insurance policy**

TO CONSIDER A REQUEST FOR CLOSER WORKING WITH HAVERFORDWEST YOUTH COUNCIL

All were in agreement that they would like to see this happen. The Mayor suggested that he could arrange for the Youth Council to meet with the Council in the Picton Centre with the Events Committee giving an overview of Haverfordwest Festival Week. It was also suggested that the Youth Council be asked if their Chair and Deputy Chair wish to attend and observe a Full Council meeting.

RESOLVED: **That the Council meet with Haverfordwest Youth Council to give an overview of how Council works**

TO CONSIDER THE COUNCIL'S INVOLVEMENT IN THE BATTLE'S OVER COMMEMORATIONS

A discussion took place regarding the light of the beacon as was done for the Queen's 90th birthday celebrations. The suggested location of Haverfordwest Castle as put forward by the MES committee was agreed as the preferred location. It was also felt that other events could be held within the Castle grounds during this commemoration. Further consideration would be given to the other events and agreed at a later time.

RESOLVED: **That the beacon is lit from Haverfordwest Castle (with permission from PCC) including additional events to be agreed later**

TO CONSIDER OUR RESPONSE TO THE EVALUATION REPORT REGARDING THE PEMBROKESHIRE COUNTY COUNCIL SUPPORT FOR TOWN COUNCILS LINK OFFICER PILOT SCHEME

It was felt that the scheme had been of benefit to the Council and it was hoped that it would continue. It was felt that the evaluation form should be discussed at next Full Council to enable a full appraisal to be given.

RESOLVED: **That the evaluation report of the PCC Support for Town Councils Link Officer Scheme is completed at the February Full Council meeting with the recommendation that the scheme continues**

TO CONSIDER MEMBERSHIP TO ONE VOICE WALES

A discussion took place regarding the considered benefits of joining OVW. It was felt that as a one year introductory membership was being offered at half price, £839 for 2017/018, the Council should join. The membership would be reviewed after a year when the cost would increase to full price.

RESOLVED: **That the Council become a member of One Voice Wales in 2017/2018 at a cost of £839, to be reviewed after one year**

TO CONSIDER UPDATING THE OFFICE PHONE SYSTEMS

A number of quotations for the replacement of the current phones or a new phone system were considered. It was agreed that replacing the phone system incurred less outlay costs and would also reduce future running costs.

RESOLVED: **That Contractor B replaces the phone system with Option B at an installation cost of £436.78 net**

ANY OTHER BUSINESS

- **Oberkirk Visit** – The Mayor advised that he would be visiting our twin town for their Carnival next week.
- **Official Council Photograph** – A photograph of Full Council will be taken before the February meeting.
- **Planning applications** – It was agreed that Cllr G Howell would represent the Council at the PCC Planning Committee meeting on 14th February 2017 when the proposed planning application for 24 dwellings on land off Slade Lane, Haverfordwest, will be heard.

Cinema planning applications from Longacre Retail Partnership Ltd (Fairacre) on Riverside Shopping and Conygar Haverfordwest Ltd at Slade Lane – it was recommended that the Council representation at the PCC Planning Committee meeting in March 2017, when the proposed cinema applications for Haverfordwest will be put forward, is to be agreed at the February Full Council meeting.

There being no other business to discuss, the meeting closed at 8.31pm.

END OF REPORT

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

To determine the need for a food preparation certificate for events at the Picton Centre – the Picton Centre booking form will be updated to show the requirement for a food preparation certificate is the responsibility of the hirer.

1251 TO GIVE NOTICE THAT THE NOMINATIONS FOR THE OFFICES OF MAYOR, DEPUTY MAYOR AND SHERIFF ARE TO BE RECEIVED BY THE TOWN CLERK 10 CLEAR DAYS BEFORE THE MEETING OF FULL COUNCIL ON 22nd MARCH 2017 (ie by Wednesday 8th March 2017)

This item is for information only. It was agreed that the nomination forms should be delivered to the Town Clerk by 12 noon on Wednesday 8th March 2017.

1252 TO CONSIDER ARRANGEMENTS FOR MAYOR MAKING 2017:
(A) in view of the forthcoming Town and Community Council Elections
(B) to confirm venues

Following the Town and Community Council Elections on 4th May 2017, a special meeting of the new council would need to be held before the Mayor Making ceremony/AGM. The Mayor Making ceremony/AGM has already been agreed as 18th May 2017. It was proposed by Cllr R Thomas that this date be moved to Wednesday 31st May 2017. All voted in favour.

A discussion took place on whether the service could be held in St Mary's Church this year. It was felt that Bethesda Church was more suitable for the ceremony. Cllr Mrs B Morgan proposed that the service is held in Bethesda Church, seconded by Cllr R Thomas JP, all voted in favour.

The venue for the Mayor Making luncheon was discussed. The two possible venues being the Picton Centre or the Pavilion at Withybush Showground. All voted in favour for the Pavilion except Cllr A V Griffiths and Cllr D Jones.

- RESOLVED:** **It was agreed that:**
- The Special Meeting of the new Council will be held on Thursday 18th May 2017
 - The Mayor Making Ceremony/Annual General Meeting will be held on Wednesday 31st May 2017 in Bethesda Church
 - The Mayor Making luncheon will be held in the Pavilion at Withybush Showground

1253 TO CONSIDER COUNCIL REPRESENTATION FOR THE HEARING OF THE TWO CINEMA PLANNING APPLICATIONS AT THE PEMBROKESHIRE COUNTY COUNCIL PLANNING COMMITTEE MEETING IN MARCH 2017

It was proposed that Cllr Howell would speak in favour of supporting the Longacre Retail Partnership Ltd application for Riverside Shopping and that Cllr Mrs S Murray would speak against the Conygar Haverfordwest Ltd application at the PCC Planning Committee meeting in March 2017. All voted in favour.

RESOLVED: That Cllr G Howell would represent the Council in support of the Longacre Retail Partnership Ltd application and Cllr Mrs S Murray would represent the Council against the Conygar Haverfordwest Ltd application at the PCC Planning Committee meeting in March 2017

1254 TO CONSIDER A REQUEST FOR MATCH FUNDING FOR A HAVERFORDWEST COMMUNITY REGENERATION HUB FROM GITTI COATES

Cllr C Thomas and Cllr S Murray declared an interest as they represent the Council on an alternative committee, the Flagship Heritage Centre. It was agreed there was no prejudicial interest so they can still speak and vote.

An overview of the funding request was provided in paper copy by Gitti Coates. The proposal has passed stage 1 of the Rural Communities Development Fund (RCDF) and is looking for match funding to prove successful at stage 2 of the application. It was felt that the request had merit and Council were in support of it.

The Mayor proposed to suspend Standing Orders to allow Gitti Coates to answer questions, all voted in favour.

It was confirmed by Gitti Coates that the newly formed Steering Group for the Hub has 9 members and does not yet have a bank account. They will have a constituted board if they receive all of their match funding and can then open a bank account. Asset transfer was discussed.

It was put forward that the Council should have representatives on the Steering Group if they were putting forward funding and as it has implications to the town.

Cllr Mrs B Morgan proposed that Council supports the venue, Cllr G Howell seconded this and all voted in favour.

Cllr A V Griffiths proposed that the Council match funds the Haverfordwest Community Regeneration Hub with £6,600.00, Cllr G Howell seconded this and all voted in favour. The funds will be taken out of Town Improvements in earmarked funds.

It was proposed that Cllr R Thomas represent the Council on the Steering Group by Cllr A V Griffiths, seconded by Cllr C Thomas, all voted in favour. Cllr G Howell was also proposed by Cllr L Pepperell and seconded by Cllr Mrs S Murray, all voted in favour.

RESOLVED: Haverfordwest Community Regeneration Hub will receive match funding of £6,600.00 on the following conditions:

- On receipt of written confirmation that funding has been given by RCDF to be paid in to a bank account in the name of Haverfordwest Community Regeneration Hub
- That their constitution has an asset lock
- Cllr R Thomas JP and Cllr G Howell will represent the Council on the Steering Group

Mr Darren Thomas, Town Council Link Support Officer from PCC, left the meeting at 8.07pm.

1255 TO CONSIDER OUR RESPONSE TO THE EVALUATION REPORT REGARDING THE PEMBROKESHIRE COUNTY COUNCIL SUPPORT FOR TOWN COUNCILS LINK OFFICER PILOT SCHEME

The evaluation form was completed with positive support given for the scheme. It was hoped that the scheme would continue as it had proved valuable in strengthening links between the Council and PCC.

1256 APPLICATIONS UNDER SECTION 137

Haverfordwest Allotments Association: Request to fund a 100 year celebratory plaque

It was agreed that this letter of request would be discussed at the next Personnel, Policy and Finance Committee meeting for further consideration.

1257 ACCOUNTS FOR PAYMENT

Accounts totalling £16,890.63 were approved for payment and receipts totalling £2,790.00 were accepted. All voted in favour of accepting of the accounts for payment.

1258 ANY OTHER BUSINESS

There was no other business to discuss.

1259 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 22nd March 2017. There being no other business to discuss, the meeting closed at 8.33pm.

Signed Mayor

Signed Town Clerk

Date