

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 22<sup>nd</sup> MARCH  
2017 AT 7.00PM IN THE COUNCIL CHAMBER, PICTON HOUSE,  
2 PICTON PLACE, HAVERFORDWEST**

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**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 Mrs B Morgan  
Cllr Mrs S Murray  
Cllr Miss L Pepperell  
Cllr Mrs E Repton  
Cllr C Thomas  
Cllr R Thomas JP

**APOLOGIES:** Cllr S Llewellyn  
Rev Fr Nick Cale, Mayor's Chaplain

The Town Clerk and Deputy Town Clerk were in attendance.

Mr M Cavanagh, Pembrokeshire County Council Link Officer, was in attendance.

Prior to the meeting, Karen Scott from Planed spoke with Council about forming a closer working relationship between the two organisations.

The Mayor led the Council in prayer.

**1260 MINUTES OF THE LAST COUNCIL MEETING HELD ON 22<sup>nd</sup> FEBRUARY 2017**

The minutes of the meeting held on 22<sup>nd</sup> February 2017 were agreed as a true record, save for the following:

26/17 – 1254 – In paragraph 1, enter 'no' before prejudicial interest.

15/17 – 1246 – remove 'and Cllr Collier' as he was not representing the Council at this meeting.

**1261 MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 22<sup>nd</sup> FEBRUARY 2017**

20/17 Councils involvement in the Battle's Over Commemorations – PCC has agreed to allow the beacon to be lit from Haverfordwest Castle, subject to the relevant location being agreed and risk assessments carried out in 2018.

**1262 MAYOR'S UPDATE AND CORRESPONDENCE**

- Croeso Hwlfordd - The Mayor gave an overview of his recent meeting with Dr Jeff Britten from Croeso Hwlfordd. The group of 30 volunteers are looking to raise £9,000.00 to house a Syrian family in Pembrokeshire. No request for funding has been made.
- Haverfordwest Castle – the Mayor recently visited the castle with Mr Matt Pyatt, PCC Conservation Officer. Concerns were raised regarding the floodlighting and that the foliage appeared to be obstructing it. Also concerns were raised about the amount of ivy and foliage on site. The Mayor has written to Mr Ian Westley, PCC Chief Executive, regarding the issues and these are being looked at.
- CCTV in town centre – the Mayor and a number of Councillors had visited Haverfordwest Police Station last night to receive an overview of the town centre CCTV system. It was an interesting visit which confirmed that the CCTV is a very valuable system to support the Police and public safety.

**1263 PLANNING APPLICATIONS FOR 22<sup>nd</sup> MARCH 2017**

<b>Ref. No. 16/1205/PA</b>	New detached garage to front garden Harmony, 61, Slade Lane, Haverfordwest <b>Cllr J Collier declared an interest</b>
<b>RECOMMENDATION:</b>	<b>SUPPORT</b>
<b>Ref. No. 16/1154/PA</b>	Change of use from retail to residential and external alterations 35, Dew Street, Haverfordwest
<b>RECOMMENDATION:</b>	<b>SUPPORT</b>
<b>Ref. No. 16/1198/LB</b>	Opening alteration of original internal stonework to create a wider passage 1, Gloucester Terrace, Holloway, Haverfordwest
<b>RECOMMENDATION:</b>	<b>SUPPORT</b>
<b>Ref. No.16/1213/PN</b>	Replacement of existing tri-sector flagpole antenna with a new tri-sector flagpole antenna, replacement of 3 existing equipment cabinets with 2 equipment cabinets and the installation of feeder cables BT Haverfordwest ATE and TRS, Perrots Avenue, Haverfordwest
<b>RECOMMENDATION:</b>	<b>SUPPORT</b>

**Ref. No. 16/1220/AD**      Erection of fascia signs, projecting sign and window vinyl  
24 & 24A, Bridge Street,  
Haverfordwest  
**RECOMMENDATION:**      **SUPPORT**

**Ref. No.16/1233/PA**      Conversion of internal garage to living accommodation  
Edgefield,  
67, Slade Lane,  
Haverfordwest  
**Cllr J Collier declared an interest**  
**RECOMMENDATION:**      **SUPPORT**

**1264 REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE**

The following report was submitted:

**REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE  
HELD ON TUESDAY 7<sup>th</sup> MARCH 2017 AT 7.00PM AT PICTON HOUSE,  
HAVERFORDWEST.**

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**PRESENT:**                      Cllr A V Griffiths (Chair)  
                                        Cllr J Collier  
                                        Cllr S Llewellyn  
                                        Cllr G Howell  
                                        Cllr A Buckfield (Mayor) was in attendance but was  
                                        released to attend a WiFi meeting at County Hall

**Also present as observers:**      Cllr B Griffiths

**APOLOGIES:**                      Cllr D Jones  
    Cllr L Pepperell

The Deputy Town Clerk was in attendance as the Town Clerk was attending the PCC WiFi meeting.

**DECLARATIONS OF INTEREST**

Will be taken as and when they arise

**MATTERS ARISING FROM THE REPORT OF 7<sup>th</sup> FEBRUARY 2017**

R03/01

Councillors who requested a visit to the Police Station to view the CCTV in operation will do so on Tuesday 21<sup>st</sup> March at 7.00pm

A meeting regarding Wifi in Haverfordwest is taking place this evening at County Hall. Feedback will be given by those Town Councillors attending.

## **CEMETERIES**

Clearing work is starting tomorrow 8<sup>th</sup> March at St Martin's cemetery and it was recommended that regular site visits are made to check progress with a final meeting with the contractor when the work is completed.

Three quotations have been received for the provision of a new fence at Lower Prendergast cemetery:

Contractor A £1,630.00 + vat

Contractor B £1,200.00 + vat

Contractor C £1,155.73 + vat

**RESOLVED:** **That the contract be awarded to Contractor B**

## **CEMETERIES**

The Chair reported that the builder has given an assurance that if any of the stones at St Martin's cemetery become loose then he will secure them back in place.

A series of works for all cemeteries needs to be decided with the wall at Prendergast lower cemetery a top priority.

The possibility of providing benches was also raised.

Cllr G Howell also suggested that new Councillors may wish to take on the cemeteries as a phased programme over five years.

**RESOLVED:** **Tenders will be requested for 6 grass cuts per year between April and October at Lower Prendergast and for the repair of a 30 mtr stretch of wall on the lower west side**

## **PAVILION**

The Deputy Town Clerk reported that the caretakers had been requested to clean down the walls and sort out signage regarding the use of fans.

Cllr Collier offered to produce a template for the signs.

**RESOLVED:** **That external works at the Pavilion be on next month's MES agenda**

## **PICTON CENTRE**

A quotation for the replacement of two internal fire doors has been received from the current contractor at the Picton Centre in the sum of £398.83. The Deputy Town Clerk gave an update on the measures being taken to restrict unauthorised parking at the Picton Centre. Bollards are being put in place to deter people from parking there and is having a positive effect. Consideration is also being given for the provision of an electronic barrier. A costing exercise is underway.

**RESOLVED:** **That the fire doors be renewed at a cost of £398.83. That the fascia and guttering be cleaned whilst the scaffolding is in place**

### **TOWN COUNCIL WEBSITE**

Work is in progress to update the website and minutes are posted up to December. Will continue to liaise with Nation Broadcasting.

### **WIFI**

A meeting is taking place with stakeholders this evening at County Hall. Town Councillors are in attendance and will provide feedback

### **A.O.B.**

### **PRIORY SALTINGS**

Cllr Collier gave an update on the Priory Saltings Project. The lease is very slow coming out – partly due to staffing problems in the Property section of PCC. It is not expected until April at the earliest and this will clash with the bird nesting season and will prevent any bushwacking. Time is running out for assistance from Pembrokeshire College as they will be due to break up.

Cllr Collier proposed contacting Network Rail regarding the closure of the level crossing and reported that they give money to close crossings.

Any proposal to close a crossing would need consultation regarding Rights of Way.

There was good news in that South Hook LNG has agreed to fund £5,000 towards the boardwalk and it was anticipated that the College could start work in September.

In the meantime, improvement work can begin on the access and siting of picnic tables.

Cllr Howell agreed to consult with CADW regarding the new access by the Priory Ruins.

### **LITTER AND DOG MESS**

Cllr G Howell recommended that HTC become an official partner in the Litter and Fly Tipping Partnership which is being organised in association with Keep Wales Tidy. A meeting is proposed with PCC Youth Forum to get youngsters involved with events and the litter project and understanding the rights and responsibilities.

There being no further business the meeting closed at 7.45 pm

### **END OF REPORT**

**ACCEPTANCE** of the above report was moved by Cllr D Jones and seconded by Cllr R Thomas JP, all voted in favour.

1265 **REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE**

The following report was submitted:

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE  
HELD ON WEDNESDAY 8<sup>th</sup> MARCH 2017 AT 7PM IN THE COUNCIL CHAMBER,  
PICKTON HOUSE, HAVERFORDWEST**

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

**APOLOGIES:** Cllr P Iles

The Town Clerk was in attendance.

**DECLARATIONS OF INTEREST**

Will be taken as and when they arise.

**MATTERS ARISING FROM REPORT OF LAST MEETING**

To determine the need for a food preparation certificate for events at the Picton Centre – further enquiries are to be made.

To consider updating the fixed asset register in line with insurance valuations – the fixed asset register will be updated following a meeting between the Chair, Vice Chair, Town Clerk and Deputy Town Clerk.

Any other business – Oberkirch Visit – all responses to invitations from Oberkirch will be sent by email to ensure safe receipt. The Mayor will write to Oberkirch to thank them for their hospitality.

**UPDATE ON ACCOUNTS TO 31<sup>st</sup> JANUARY 2017**

The Chair and Vice Chair have a number of queries so it was agreed that they will meet with the Town Clerk and Deputy Clerk for clarification. Councillors will be advised of the responses.

**UPDATING TO STANDING ORDERS AND FINANCIAL REGULATIONS**

It was recommended that this item be referred to the next meeting so that the suggested updates could be reviewed. All voted in favour.

It was requested that each Councillor bring their copy of the current Standing Orders and Financial Regulations to the next meeting. Any further suggested updates should be forwarded to Cllr Mrs B Morgan.

### **PLACING AN ADVERTISEMENT IN THE OFFICIAL TOWN GUIDE 2017/2018**

The new official town guide is currently under production. There will be 12,000 copies of the guide at no charge to the Council as the publication is funded by advertisers. All voted in favour of the Council placing a full page advertisement in the guide at a cost of £450 plus VAT. The advertisement will promote the Council's hire facilities, the Picton Centre and Sports Pavilion, with the town WiFi and Festival Week as possible additions on the page.

**RESOLVED:**                   **That a full page advertisement is placed in the Official Town Guide 2017/2018 at a cost of £400.00 plus VAT**

### **REPLACEMENT OF THE TOWN COUNCIL VAN**

The current van is six years old with a number of ongoing issues so the option to replace was reviewed. A number of suitable makes/models were considered. Pembrokeshire County Council are able to offer a Ford Transit diesel model for £14,525 plus VAT which offers a saving of over £2,000 if purchased direct. It was agreed to go for this option but to request the petrol model fitted with a tow bar, all voted in favour. The old van would go to auction and is expected to reach around £5,500.

**RESOLVED:**                   **That a new Ford Transit van is purchased through PCC (the final cost to be confirmed)**

### **QUOTATIONS FROM CATERERS FOR MAYOR MAKING 2017**

A number of menus for a three course luncheon with quotations were considered. It was proposed that the contract is awarded to Caterer 1 at a cost of £15 per head, all voted in favour.

A discussion took place regarding the provision of drinks. It was proposed that further negotiations were required before confirmation. All voted in favour.

**RESOLVED:**                   **That the contract for the Mayor Making luncheon is awarded to Caterer 1 at a cost of £15.00 per head**

### **QUOTATIONS FOR 'YOU ARE HERE' BOARDS**

A number of quotations were considered to produce the 'You Are Here' boards. It was felt that Contractor 2 at a cost of £4,162.97 was the best option. All voted in favour. It was agreed that site visits would be the next step to confirm the location and requirements for the boards.

**RESOLVED:**                   **That the contract to produce the You Are Here boards is awarded to Contractor 2 at a cost of £4,162.97**

### **TENDERING FOR THE BRIDGE MEADOW TRUST GROUND MAINTENANCE CONTRACT**

It was agreed that the Chair would meet with the Town Clerk to discuss putting forward a tender for the Bridge Meadow ground maintenance contract.

**REQUEST FROM HAVERFORDWEST ALLOTMENTS ASSOCIATION TO PROVIDE A PLAQUE FOR THE 100 YEAR ANNIVERSARY OF THE DONATION OF THE LAND TO THE TOWN**

**Cllr Mrs E Repton declared an interest.**

The allotments association will be holding their celebratory event on 1<sup>st</sup> July 2017 and have requested the presence of the Mayor and Councillors.

There is currently a granite stone on site which the association have requested the Council provide a plaque to mark the celebratory event. All voted in favour of funding the plaque.

**RESOLVED: That the Council fund a plaque for Haverfordwest Allotments Association 100 year anniversary to be presented by the Mayor on 1<sup>st</sup> July 2017**

**PLACING OF A PLAQUE ON THE CITY ROAD PROPERTY BOMBED IN WW2 IN CONJUNCTION WITH HAVERFORDWEST CIVIC SOCIETY**

A discussion took place regarding the City Road property which was bombed in WW2 and that it was important to highlight the history of the town. All voted in favour of placing a blue plaque in conjunction with Haverfordwest Civic Society. The costs were to be confirmed and possibly jointly funded with Haverfordwest Civic Society.

**RESOLVED: That a blue plaque is placed on the property in City Road which was bombed in WW2 in conjunction with Haverfordwest Civic Society**

**STAFF SALARIES**

Council went in to camera for this item.

**ANY OTHER BUSINESS**

- **Fire Risk Assessments** – Fire risk assessments have recently been taking place and the reports will be available in the near future.

There being no other business to discuss, the meeting closed at 8.39pm.

**END OF REPORT**

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

To consider placing an advertisement in the Official Town Guide 2017/2018 – the cost be amended to £400 plus VAT.

To consider the replacement of the Town Council Van – it was queried if leasing had been considered. Cllr R Thomas (PPF Chair) advised that it was felt that that option was not cost effective. The additional queries regarding the purchase were awaiting responses – if a petrol option was available and the addition of a tow bar.

**1266 CONDITION OF HAVERFORDWEST CASTLE**

A discussion took place where concerns were raised regarding the footpath to the Castle from Castle Square, the barriers in place which are visible from Castle Lake car park and the condition of the fabric of the Castle.

The barriers are in place as the wall is very badly bowing and the footpath is sinking. The Mayor has written to Mr Ian Westley, PCC Chief Executive, and the concerns are being looked at. There is nothing wrong with the floodlighting at the Castle just blocked by overgrowth. It was felt that more patience was required with the Castle walkway as this is currently being looked to be widened. It was agreed to await for a response from Mr Westley before any further action is considered.

Concerns were raised regarding dog fouling. It was confirmed that PCC are creating a new team to try and tackle this problem. Mr Mike Cavanagh, PCC Link Support Officer, advised that PCC Dog Wardens main priority is to deal with stray dogs. They do not deal with the dog mess issues hence the creation of a new team to tackle this.

**1267 PLANNING APPLICATION NUMBER 16/0251/PA LAND OFF SLADE LANE**

A discussion took place regarding the recent PCC Planning Committee meeting when the above application was passed.

The passing of this application has been reviewed. This application does not qualify for calling in on national merit to the Welsh Planning Authority. The calling in if it affected planning law is not an option in this case.

The application had recently come back to planning for approval. The Planning Committee went against planning officer's recommendations, which under new laws, allows them to do this. The application had been previously turned down due to problems with access, it was felt that these are still an issue.

At the last PCC Planning Committee meeting, there appeared to be some issues with the recording which meant it could not be fully followed on the PCC web view. Cllr R Thomas JP proposed that a transcript of the PCC Planning Committee meeting on 21<sup>st</sup> March 2017 pertaining to the Slade Lane application is requested. All voted in favour. The transcript could be viewed by Councillors before the Full Council meeting in April.

**1268 OVERVIEW OF THE TOWN AND COMMUNITY COUNCIL ELECTIONS**

The Town Clerk (TC) gave an overview of the Town and Community Council Elections following a briefing from PCC. Councillors were advised that emails from the TC held links to the PCC website and further information from One Voice Wales.

Council were reminded of the key dates for the elections. The TC also confirmed that she would deliver completed nomination forms to PCC on Monday 27<sup>th</sup> March 2017 on behalf of Councillors and members of the public.

**1269 NOMINATIONS FOR THE OFFICE OF MAYOR, DEPUTY MAYOR AND SHERIFF**

The following nominations were received by the Town Clerk for the 2017/2018 Mayoral Year:

Mayor

Cllr A Buckfield Proposed by Cllr A Griffiths, seconded by Cllr P Iles  
 Cllr R Thomas JP Proposed by Cllr Mrs B Morgan, seconded by Cllr L Pepperell

Deputy Mayor

Cllr Mrs S Murray Proposed by Cllr C Thomas, seconded by Cllr G Howell

Sheriff

Cllr G Howell Proposed by Cllr J Collier, seconded by Cllr A Buckfield

A ballot took place for the position of Mayor of which Cllr A Buckfield received 8 votes and Cllr R Thomas JP received 6 votes.

The positions of Deputy Mayor and Sheriff were confirmed as unopposed.

**RESOLVED:** The following was agreed for the 2017/2018 Mayoral Year, subject to the Elections on 4<sup>th</sup> May 2017:

- Mayor is Cllr A Buckfield
- Deputy Mayor is Cllr Mrs S Murray
- Sheriff is Cllr G Howell

**1270 APPLICATIONS UNDER SECTION 137**

**(a) Pembrokeshire Special Needs Gymnastics Club:** £200.00 requested

**Cllr C Thomas and Cllr A Buckfield declared an interest**

**RESOLVED:** That the Council donate the sum of £200.00 to Pembrokeshire Special Needs Gymnastic Club

**(b) All Pembrokeshire Branch Cruse Bereavement Care:** £100.00 requested

**RESOLVED:** That the Council donate the sum of £100.00 to All Pembrokeshire Branch Cruse Bereavement Care

**(c) Relate Cymru:** £1,000.00 requested

**RESOLVED:** That the Council donate the sum of £100.00 to Relate Cymru

**(d) Tempus Vocal Group:** £250.00 requested

**RESOLVED:** That the Council donate the sum of £100.00 to Tempus Vocal Group

**1271 ACCOUNTS FOR PAYMENT**

Accounts totalling £11,736.19 were approved for payment and receipts totalling £4,510.74 were accepted.

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

The payment to PCC of £2,000.00 was queried from the accounts presented at the February Full Council meeting. Mr M Cavanagh, PCC Link Support Officer, confirmed that the payment was towards the feasibility study to locate the Flagship Heritage Centre in the Castle.

**1272 ANY OTHER BUSINESS**

Council went in to camera from 8.28pm to discuss Staffing Matters.

**1273 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 19<sup>th</sup> April 2017. There being no other business to discuss, the meeting closed at 8.53pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....