

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 19<sup>th</sup> APRIL 2017  
AT 7.00PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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**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 C Thomas

**APOLOGIES:** Cllr A Griffiths  
Cllr S Llewellyn  
Cllr Mrs E Repton  
Cllr R Thomas  
Rev Fr N Cale, Mayor's Chaplain  
Mr M Cavanagh, PCC Link Officer

The Town Clerk, Deputy Town Clerk and Admin Assistant were in attendance

Mr D Thomas, Pembrokeshire County Council Link Officer, was in attendance.

Mr M Elliott, PCC Head of Public Protection and Mr S Morbey, Team Leader PCC Public Protection, were in attendance.

The Mayor led the Council in prayer

**1274 DECLARATIONS OF INTEREST FROM MEMBERS**

Declarations of interest from members will be taken when they arise.

**1275 MINUTES OF THE LAST COUNCIL MEETING HELD ON 22<sup>nd</sup> MARCH 2017**

Resolved that the minutes of the Council meeting held on 22<sup>nd</sup> March 2017 be confirmed and signed as a true record save for the following:

34/17 The cost of the advertisement in the Town Guide will now be £400.00.

**1276 MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 22<sup>nd</sup> MARCH 2017**

There were no matters arising from resolutions in the minutes

**1277 MAYOR'S UPDATE AND CORRESPONDENCE**

- It was requested that the Mayor's official engagements are provided more regularly, showing all received invites and those attended.
- The Mayor advised that he had recently visited all newly elected members to welcome them to the Council. He advised that the next meeting of Council is on 17<sup>th</sup> May 2017.

**1278 PLANNING APPLICATIONS FOR 19<sup>th</sup> APRIL 2017**

**Ref. No. 16/1272/AD** High level fascia signage to south façade of new sports hall  
 Priory Ward Pembrokehire College,  
 Merlins Bridge,  
 Haverfordwest

**RECOMMENDATION: SUPPORT**

**Ref. No. 16/1129/PA** New UPVC sash windows  
 Castle Ward 12, Castle Street,  
 Haverfordwest

**RECOMMENDATION: SUPPORT**

**Ref. No. 16/1292/PA** Sub division of existing dwelling in to two separate self contained flats  
 Prendergast Ward 25, Mill Bank,  
 Haverfordwest

**RECOMMENDATION: SUPPORT**

**Ref. No. 17/0006/PA** Proposed new dwelling  
 Little Slade Acres,  
 Cuckoo Lane,  
 Haverfordwest

**RECOMMENDATION: Not in Haverfordwest**

**Ref. No. 16/1237/PA** Driveway and dropped kerb  
 Garth Ward 75, Baring Gould Way,  
 Haverfordwest

**RECOMMENDATION: SUPPORT**

**Ref. No. 17/0016/TF**      Tree felling  
Days Garage,  
Fishguard Road,  
Haverfordwest

Cllr L Pepperell declared an interest

**RECOMMENDATION:      SUPPORT**

**Ref. No. 17/0017/PA**      Erection of two detached houses  
Land adjacent to Cleddau Avenue,  
Haverfordwest

**RECOMMENDATION:      SUPPORT**

**Ref. No. 17/0022/PA**      Single storey lean to extension  
Nyery,  
124, Fishguard Road,  
Haverfordwest

**RECOMMENDATION:      SUPPORT**

**1279 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 4<sup>th</sup> APRIL 2017 AT 7PM IN THE COUNCIL  
CHAMBER, PICTON HOUSE, 2 PICTON PLACE, HAVERFORDWEST**

**PRESENT:**                      Cllr A V Griffiths (Chair)  
Cllr A Buckfield (Mayor – ex-officio)  
Cllr J Collier  
Cllr G Howell

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

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

The Town Clerk was in attendance.

Cllr S Llewellyn wished to pass on her thanks for the many well wishes following the recent birth of her son. Both are doing well.

### **DECLARATIONS OF INTEREST**

To be taken as and when they arise.

### **MATTERS ARISING FROM REPORT OF LAST MEETING**

**To receive an update on the Town WiFi** – The Chair requested an update on the Town WiFi as a number of Councillors had been unable to attend the last MES meeting due to a meeting in PCC regarding this. A further meeting is to be held between PCC and the WiFi representatives from each Town Council after the May Elections, to discuss their individual agreement for data sharing. It was felt that clarity was required on who owns the data before it can be shared.

**To receive an update on Priory Saltings** – Cllr J Collier advised that Council is awaiting the lease agreement from Pembrokeshire County Council (PCC). A number of quotations have been received for the clearing works but the time of year is not good now to carry these out. These would now need to be re-addressed for work to commence around September once nesting season ends. South Hook LNG have agreed to give grant funding of £5,000.00 to the Priory Saltings project. Cllr G Howell will be arranging to meet with CADW in the future, to discuss the implications of the project site adjoining their land (Priory Ruins).

### **TO RECEIVE AN UPDATE ON THE CEMETERIES**

Lower Prendergast – The contracted works agreed for the replacement of the fence are due to commence any day following a recent site visit with both parties. The two seats were accepted as being in poor condition and replacements would be looked in to in the future. The wall which backs on to Sidney Rees Way and the maintained grass cutting are the main priorities. It is hoped that the Parish Community will be involved in the future maintenance.

A member of the public has raised concerns on a number of occasions regarding the height of the trees which back on to the disabled bungalows. It was agreed that quotations would be sought to cutback the trees, not totally remove them.

Upper Prendergast – It is felt that the location of the tap would be more accessible if located near the cemetery entrance. Following discussions with the outside staff, this would be reviewed later in the year. It was agreed that PCC would be approached regarding the cutting back of the trees on two sides of the cemetery that are within the boundary of Sir Thomas Picton School.

St Martin's – The appearance of this cemetery has vastly improved following recent contractor works. Cllr A V Griffiths (Chair) has carried out phase 1 of the proposed conversion to a memorial garden by mapping the headstones.

The next step is to contact the Church of Wales for permission to move the headstones, to be carried out by Cllr G Howell.

It was agreed that further quotations should be sought for the clearing of earth along the top wall and trees on the lower right side of the cemetery. The rest of the boundary wall will need reviewing in the near future as stones are missing and weeds are an issue. It was recommended that this be discussed at the next MES Committee meeting.

- RESOLVED:**           **That quotations are sought for:**
- **The cutting back of trees which back on to the bungalows in Lower Prendergast Cemetery**
  - **The clearance of earth and a section of trees within St Martin's Cemetery**

#### **TO RECEIVE AN UPDATE OF THE PAVILION**

Quotations have previously been obtained for the outside contracted works to the Sports Pavilion. As these were collated last year, it was requested that new quotations are obtained with no variation to the contract details. Cllr L Pepperell is looking at the exterior painting but was not present to provide feedback at this meeting.

- RESOLVED:**           **That quotations are sought for the outside contracted works to the Sports Pavilion**

#### **TO RECEIVE AN UPDATE ON THE PICTON CENTRE**

Once the internal fire doors are fitted on the two storage rooms in the Picton Centre, there will be additional storing capacity available. The archiving of documents to disc could then be fully carried out.

The car parking issues have improved with the use of cones and 'unauthorised parking' slips. The costings for a manual and electronic barrier have been provided but it was felt that further enquiries need to be made in to the possibility of adapting the patio and shrub areas for further car spaces. The Town Clerk will make enquiries. The condition of the patio slabs was discussed. It was agreed that the condition and cleaning of this area would be reviewed. To ensure the condition of the patio area does not deteriorate further, it was agreed that a letter should be sent to all regular users requesting parking only in car spaces provided.

#### **ANY OTHER BUSINESS**

The Mayor wished to thank the Committee on behalf of the Council for all the work that had been carried out on the cemeteries, pavilion and Picton Centre. There was now a system in place that values and maintains the Council's property. He wished to record his thanks to the Chair, Cllr A V Griffiths, assisted by the two Vice Chairs, Cllr C Blakemore (resigned) and Cllr J Collier. The Committee sub groups have been successful, providing a massive step forward which needs to continue.

There being no other business to discuss, the meeting closed at 7.51pm.

**END OF REPORT**

**ACCEPTANCE** of the above report was moved by Cllr J Collier and seconded by Cllr L Pepperell, all voted in favour.

**RESOLVED:** The report of the Management, Estates and Strategy Committee meeting held on 4 April 2017 is accepted as a true record

**1280 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 5<sup>th</sup> APRIL 2017 AT 7PM IN THE COUNCIL CHAMBER,  
PICTON HOUSE, HAVERFORDWEST**

**PRESENT:** Cllr Mrs B Morgan (Vice Chair)  
Cllr A Buckfield (Mayor – ex-officio)  
Cllr B Griffiths  
Cllr P Iles  
Cllr Mrs S Murray  
Cllr C Thomas

**APOLOGIES:** Cllr A Griffiths  
Cllr Mrs E Repton  
Cllr R Thomas JP (Chair)

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 consider tendering for the Bridge Meadow Trust ground maintenance contract – a tender had been put forward by Council for the BMT ground maintenance work. The tenders will be considered at the next BMT meeting on Thursday 13<sup>th</sup> April 2017.

To consider a request from Haverfordwest Allotments Association to provide a plaque for the 100 year anniversary of the donation of the land to the town –The Haverfordwest Allotments Association are in the process of providing the wording and costings of the plaque to the Town Clerk.

**TO RECEIVE AN UPDATE ON ACCOUNTS TO 28<sup>th</sup> FEBRUARY 2017**

All voted in favour of accepting the accounts to 28<sup>th</sup> February 2017.

### **TO CONSIDER THE UPDATING TO STANDING ORDERS**

A draft version of Standing Orders following recent revisions was reviewed.

The Mayor proposed a revision to number 3 Deputy Mayor and number 4 Sheriff, that the following point be added on both –

“b) The Deputy Mayor/Sheriff shall not during his/her term of office, be elected Chairman of any Standing Committee.”

A vote took place to add the above point b to number 3 and 4 of the draft Standing Orders, three voted for the addition, two against and one abstained. The Mayor and Cllr B Griffiths reserved the right to speak at Full Council.

The Mayor proposed a revision to number 6, Resignation of Serving Officer/Councillor, that the ‘Town Clerk’ is removed from the following sentence –

“A Councillor’s signed letter of resignation must be addressed to the Town Clerk/Mayor and take effect immediately upon receipt at the Town Council Office.”

A vote was taken and the vote was against the word ‘Town Clerk’ being removed.

The Mayor proposed an additional point b to number 6, Resignation of Serving Officer/Councillor –

“b) A Mayor’s signed letter of resignation of his/her Mayorship must be addressed to the Town Clerk and take effect immediately upon receipt at the Town Council Office.”

All voted in favour of adding the above point b) to number 6.

It was agreed that number 39 needed to be removed as it was number 37, duplicated in error.

**RESOLVED:                      The draft Standing Orders are adopted with the above revisions**

### **TO CONSIDER THE UPDATING TO FINANCIAL REGULATIONS**

This item will be deferred to the next PPF meeting to ensure all Councillors have the latest version of Financial Regulations – November 2012 (2<sup>nd</sup> Edition).

Cllr Mrs B Morgan (Vice Chair) will circulate a copy of the recommended revisions to the latest version – November 2012 (2<sup>nd</sup> Edition). Any proposed variations to the latest copy should be given to the Vice Chair or Town Clerk.

### **TO CONSIDER UPDATING RATES AND PROCEDURES FOR COUNCILLOR EXPENSES INCLUDING CIVIC ALLOWANCES**

The Town Clerk advised that the Council must adopt a policy for Councillor Expenses including civic allowances.

As per the Independent Remuneration Panel for Wales Annual Report published in February 2017, the Council are authorised to make a payment to each of their members of a maximum amount of £150.00 per year for costs incurred in respect of telephone usage, information technology, consumables, etc. This amount is offered to Councillors each year and they have the right to accept/decline the payment. It was agreed that the annual payment to members of £150.00 be adopted from the financial year 2017/2018 onwards, all voted in favour.

An additional payment can be made to a maximum of three committee chairs of up to £500.00 (on top of the agreed £150.00 members payment). It was proposed by Cllr B Griffiths and seconded by Cllr Mrs S Murray, that the Chairs of the MES and PPF Committee receive an additional annual payment of £150.00 for the financial year 2017/2018 onwards. All voted in favour, Vice Chair abstained.

A discussion took place regarding the current mileage rates in use by the Council for mileage/subsistence claims. As per the report, the Council agreed to adopt the mileage rates as set out by HM Revenue and Customs (HMRC). All voted in favour of adopting the HMRC mileage rates.

Civic Allowances – This is a taxable benefit unless the Council agrees to breakdown the overall allowance in to receipted and non-receipted amounts.

The receipted part of the allowance would be set to a maximum claim amount of acceptable expenditure to be agreed by Council each year. The Officer would provide the Town Clerk with receipts and details of the expenditure throughout the year of office and be reimbursed up to the yearly set maximum.

The non-receipted part of the allowance would be set to an amount agreed by Council each year. This amount would be given at the start of the year of office.

All voted in favour of adopting a policy to cover the Civic Allowances. This item will be reviewed at the next Full Council meeting.

- RESOLVED:**           **That the Town Clerk produces a policy for Councillor Expenses to present to Council to include:**
- **An annual payment of £150.00 to every member**
  - **An annual payment of £150.00 to the Chair of the MES and PPF Committees**
  - **HM Revenue and Customs mileage rates**
  - **Civic Allowances – details to be agreed**

**TO CONSIDER RECEIVE AN UPDATE ON THE COUNCIL'S INSURANCE POLICY**

The Town Clerk had recently met with a representative from Zurich Insurance. This allowed for a thorough review of the Council's insurance policy with a number of revisions/updates made free of charge in year and the upcoming renewal to be discussed.

The insurance policy for 2016/2017 cost £4,990.28. The renewal gave the option of a one year policy for 2017/2018 at a cost of £4,571.33 or a three year renewal 2017/8 to 2019/2020 at a cost of £4,043.52 per annum. All were in agreement of the Council accepting the three year insurance policy.

**RESOLVED: That a three year policy is confirmed with Zurich Insurance commencing on 1<sup>st</sup> April 2017 (ends on 31<sup>st</sup> March 2020) at a cost of £4,043.52 per annum**

### **TO CONSIDER QUOTATIONS FOR MAYOR MAKING 2017**

The options for providing arrival drinks and during the Mayoral Luncheon at the Pavilion in Withybush Showground were considered. If the wine is purchased elsewhere, the corkage charge is £6.00 per bottle which does not include serving or wine glasses. The Pavilion is able to provide arrival drinks at a cost of £2.00 per head and table wine at £9.50 per bottle. The caterer will kindly provide the wine glasses free of charge and the Pavilion have agreed to wash at no extra charge. There are expected to be between 100-120 guests at the luncheon to be seated 10 per table with a top table of eleven.

All voted in favour of the Pavilion providing the arrival drinks and table wine at a cost of £2.00 per head/£9.50 per bottle. Thanks to be given to the caterer for the free use of the glasses and the Pavilion for cleaning them.

**RESOLVED: That the Pavilion supply arrival drinks at a cost of £2.00 per head and table wine of £9.50 per bottle**

### **TO CONSIDER STAFF SALARIES**

The Committee was advised that One Voice Wales can carry out a job evaluation of the Town Clerk's job at a cost of £160.00. All voted in favour of OVW carrying out the job evaluation.

**RESOLVED: That One Voice Wales complete an evaluation of the Town Clerk position at a cost of £160.00 net**

### **ANY OTHER BUSINESS**

- Haverfordwest Museum Payroll – Council have previously agreed to stop administering the museum's payroll as of the 31<sup>st</sup> March 2017. A request had been put to Council by the museum to continue administering the payroll due to the ill health of the Treasurer. After some discussion, it was agreed that the Council should stand by its original discussion and end the museum payroll as of 31<sup>st</sup> March 2017, all voted in favour.
- Sheriff's Robes – it was requested that due to the condition of the Sheriff's robes of office, options for replacement should be sought. Cllr Mrs B Morgan agreed to look in to this. It was also felt that the Sheriff's Chain of Office should be made more presentable. Cllr Mrs S Murray agreed to make enquiries regarding possible adaptations to the Sheriffs chain.

- The Mayor wished to commend the Committee for all their hard work during the last year. He wished to record his thanks to all Committee Members especially to the Chair, Cllr R Thomas JP and the Vice Chair, Mrs Barbara Morgan. Cllr B Griffiths seconded his thanks, all agreed.

There being no other business to discuss, the meeting closed at 8.11pm.

### **END OF REPORT**

**ACCEPTANCE** of the above report was moved by Cllr Mrs S Murray and seconded by Cllr C Thomas, all voted in favour.

**RESOLVED:**           **The report of the Personnel, Policy and Finance Committee meeting held on 5 April 2017 is accepted as a true record**

### **1281 DOG FOULING**

An overview of the issues surrounding dog fouling in Haverfordwest and Pembrokeshire was given by Mr Mark Elliott, Head of Public Protection and Mr Stephen Morbey, Team Leader Public Protection, at Pembrokeshire County Council (PCC).

Mr Elliott gave an overview of the Dog Control Briefing held in June 2015 between the Directors of Public Protection Wales, highlighting the suggested introduction of a dog registration fee. He advised of PCC's recent letter to the Cabinet Secretary for the National Assembly for Wales regarding Sustainable Dog Control and Welfare. There have been further letters of support for PCC's letter to the Cabinet Secretary from other Council's and it was hoped that Council would also send a letter of support.

Mr Worbey gave an overview of the Community Dog Watch scheme which PCC have supported some communities within Pembrokeshire to adopt. It was felt that the scheme does work well and it was hoped that the Council would look to adopt it too.

The Mayor thanked Mr Elliott and Mr Worbey for their overviews and both officers left the meeting.

Council were in agreement that the item needed further consideration before any decision could be made. All voted in agreement that the item would be discussed at a future meeting.

### **1282 LAND OFF SLADE LANE PLANNING APPLICATION**

A discussion took place regarding the recently approved PCC Planning Application No 15/0250/PA.

It was felt that the PCC Committee meeting which passed this planning application was not properly conducted and that the evidence provided by their Planning Officers was rejected. A member of the public has already complained to the Ombudsman, with the response that no action is to be taken. To make a further complaint to the Ombudsman would require new evidence.

Cllr B Griffiths proposed a letter be written to the Chief Executive of PCC, Mr I Westley and legal advice is taken by Council on further possible action which could be taken, seconded by Cllr L Pepperell. All voted in favour.

- RESOLVED:** For the Pembrokeshire County Council Planning Application No 15/0250/PA, the following action is taken:
- Legal Advice on any possible action which can be taken
  - Letter to Mr Ian Westley, Chief Executive of Pembrokeshire County Council

**1283 ENGAGING WITH PLANED**

It was proposed by Cllr Mrs S Murray, seconded by Cllr L Pepperell, that this item be deferred to a meeting following the elections. All voted in favour.

**1284 ADOPTION OF THE COUNCILLOR AND EMPLOYEE EXPENSES POLICY**

It was proposed by Cllr B Griffiths, seconded by Cllr G Howell, that this item be deferred to the Personnel, Policy and Finance committee meeting following the elections. All voted in favour.

**1285 DATES OF ALL COUNCIL MEETINGS AND CIVIC EVENTS FOR THE 2017/2018 MAYORAL YEAR**

The two committee meetings are held on the first Tuesday and Wednesday of each month. During the first week of September 2017, there is a visit planned to our twin town of Oberkirch. Cllr B Griffiths proposed that the committee meetings are moved to the second week of September, this was seconded by Cllr J Collier. All voted in favour of accepting the proposal.

It was confirmed that the month of May would now have committee meetings as previously agreed by Council.

Cllr J Collier proposed that meetings are also held in the month of August every year, this was seconded by Cllr D Jones. The vote was against this proposal so NO Council meetings are held in the month of August.

The dates for some of the Civic Events are awaiting confirmation. It was confirmed that the date of the Mayor-Making Ceremony will be held on 31<sup>st</sup> May 2017.

- RESOLVED:** That the dates for the Council Meetings:
- In September 2017, the two Committee meetings are deferred to the second Tuesday and Wednesday (12<sup>th</sup> & 13<sup>th</sup>)
  - In May 2018, that Committee meetings are held in this month

**1286 CO-OPTION FOR VACANCY ON PRIORY WARD**

Council were aware that with the upcoming elections, there would still be a vacancy on Priory Ward. A discussion took place on whether to co-opt a new Councillor to the Priory Ward. The Mayor, Cllr A Buckfield, proposed that a co-option takes place to fill the vacancy following the elections, seconded by Cllr J Collier, all voted in favour. Cllr B Griffiths and Cllr Mrs B Morgan abstained from the vote. Cllr Mrs B Morgan proposed that the vacancy is advertised, seconded by Cllr A V Griffiths, all voted in favour.

**RESOLVED: The vacancy for Co-option to the Priory Ward of the Council will be advertised following the Town and Community Council Election**

**1287 APPLICATIONS UNDER SECTION 137**

a) **St David's Church, Prendergast:** No amount requested. Donation in retrospect as paid usual donation for floodlighting for 2016.

**RESOLVED: That the Council donate the sum of £170.00 to St David's Church for floodlighting in December 2016 (in retrospect)**

b) **Haverfordwest Operatic Society:** £200.00 requested

**RESOLVED: That the Council donate the sum of £200.00 to Haverfordwest Operatic Society**

c) **Space To Create:** £5,000.00 requested

Cllr J Collier and Cllr Mrs S Murray declared an interest as attend Confluence meetings

**RESOLVED: That the Council donate the sum of £500.00 to Space to Create**

**1288 ACCOUNTS FOR PAYMENT**

Accounts totalling £16,029.54 incl VAT were approved for payment and receipts totalling £5,000.99 exc VAT were accepted.

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

**1289 ANY OTHER BUSINESS**

**LAST MEETING OF COUNCIL** – As this was the last meeting of this Council, the Mayor wished to say farewell to leaving Councillors as they will be missed. He wished all those Councillors standing in the Town and Community Council Elections good luck.

**1290 DATE OF NEXT MEETING**

The next meeting will be held on Thursday 18<sup>th</sup> May 2017. There being no other business to discuss, the meeting closed at 9.08pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....