

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY  
19<sup>th</sup> JULY 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE,  
HAVERFORDWEST**

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**PRESENT:** Cllr A Buckfield (Mayor)  
Cllr A Brooker  
Cllr J Collier  
Cllr C Evans  
Cllr A V Griffiths  
Cllr S Hooper  
Cllr G Howell  
Cllr D Jones  
Cllr Mrs B Morgan  
Cllr J Morgans  
Cllr Mrs S Murray  
Cllr Miss L Pepperell  
Cllr C Thomas

**APOLOGIES:** Cllr J Fulker  
Cllr A Griffiths  
Cllr P Iles  
Cllr P Jones  
Rev Fr N Cale, Mayor's Chaplain and Fr A Evans  
Mr M Cavanagh, PCC Link Officer  
County Cllrs T Tudor & A Tudor

The Town Clerk, Deputy Town Clerk and Administrative Assistant, were in attendance.

Mr D Thomas, PCC Link Officer, was in attendance.

County Cllr T Evans was in attendance.

**1334 DECLARATIONS OF INTEREST FROM MEMBERS**

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

**1335 MINUTES OF THE LAST FULL COUNCIL MEETING HELD ON 21st JUNE 2017**

It was agreed that County Cllrs A and T Tudor were in attendance and are noted as present.

**RESOLVED:** The minutes of the Full Council meeting held on 21st June 2017 were confirmed and signed as a true record

**1336 MATTERS ARISING FROM THE RESOLUTIONS IN THE MINUTES OF 21<sup>st</sup> JUNE 2017**

**Horsefair Sign** – options are still currently under review.

**Off Slade lane Planning Application No 15/0250/PA** – no final response had been received from One Voice Wales and Planning Aid Wales. Further information had been provided to Planning Aid Wales on request. Both enquiries will be followed up on.

**Young Laurels Award** – requested that this be put on the agenda for the next meeting of the Personnel, Policy and Finance Committee.

**Councillors on outside bodies** – Town Teams/4C's – Cllr S Hooper queried if the review of Haverfordwest had been completed. Mr D Thomas, PCC Link Officer, advised that the consultant is completing the report. Town Team reports will be reviewed shortly by internal teams.

### **1337 MINUTES OF THE SPECIAL MEETING HELD ON 28<sup>th</sup> JUNE 2017**

Cllr Mrs B Morgan read out a prepared statement – no copy has been provided to be held on record. The statement queried the validity of the meeting as public notices were not displayed on the noticeboards and website.

Cllr Mrs B Morgan proposed that the minutes of the Special Meeting held on 28 June 2017 are not accepted, seconded by Cllr A V Griffiths.

The recorded vote showed –

- In favour - Cllr Mrs B Morgan, Cllr A V Griffiths, Cllr J Collier
- Not in favour – no votes
- Abstaining – Cllr A Buckfield, Cllr A Brooker, Cllr C Evans, Cllr S Hooper, Cllr G Howell, Cllr D Jones, Cllr L Pepperell, Cllr J Morgans, Cllr Mrs S Murray, Cllr C Thomas

As the non-display of the public notices may affect the validity of the meeting, it was agreed that the minutes of this meeting will be removed from record. It was agreed that the rescheduled meeting would be held on Wednesday 2<sup>nd</sup> August 2017 at 7pm in the council chamber.

**RESOLVED:**                    **The minutes of the Special Meeting held on 28<sup>th</sup> June 2017 are removed from record. This rescheduled meeting will be held 2<sup>nd</sup> August 2017.**

### **1338 MAYOR'S UPDATES AND CORRESPONDENCE**

**Haverhub** – A request has been made by Haverhub for further financial support, a more outlined proposal will be provided in the future for consideration.

**Riverbank** – Concerns raised regarding the condition of the riverbank, river and parade park have been passed to Pembrokeshire County Council. The river is the responsibility of Natural Resources Wales. The responsible owner for the riverbank will be clarified.

**River clear up** – the Mayor expressed his thanks to Pembrokeshire County Council and all the members of the community involved in the recent river and riverbank clear up.

**Official Engagements** – the Mayor has carried out twenty engagements since the last full council meeting.

**Festival Week** – the Mayor and Sheriff wish to wear their robes for the first day of Festival Week, all were happy with this.

**Enniscorthy & Oberkirk Visits** – Reminder that invitations have been circulated for all Councillors to visit both towns.

**PCC update** – Mr D Thomas advised that the traffic lights at the Churn Works junction on Perrots Road are currently under repair. The failure occurred as a frog got in to the system. They hope to be functioning in the near future.

### 1339 PLANNING APPLICATIONS

**Ref. No. 17/0150/PA** Change of use of lower ground floor existing office (A2 use class) to café/take away (A3 use class),  
17, Victoria Place,  
Haverfordwest

**RESOLVED :** **Support**

**Ref. No. 17/0324/LB** Change of use of lower ground floor existing office space to café/take away,  
17, Victoria Place,  
Haverfordwest

**RESOLVED:** **Support**

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

**RESOLVED:** **Support – any comments to be passed to TC**

### 1340 REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY MEETING

The following report was submitted:

**REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY  
COMMITTEE HELD ON TUESDAY 4<sup>th</sup> JULY 2017 AT 7PM IN THE PICTON  
CENTRE, FREEMENS WAY, HAVERFORDWEST**

**PRESENT:**

- Cllr A Buckfield (Mayor – ex-officio)
- Cllr A V Griffiths (Chair)
- Cllr A Brooker
- Cllr C Evans
- Cllr J Fulker
- Cllr S Hooper
- Cllr D Jones

**PRESENT as observers:** Cllr C Thomas

**APOLOGIES:** Cllr A Griffiths  
Cllr P Jones

The Town Clerk was in attendance.

### **Declarations of Interest from Members**

Declarations of interest will be taken as and when they arise.

### **Matters arising from the report of the last meeting**

**Town Centre WiFi** – Cllr A V Griffiths (Chair) gave an update on the town centre WiFi, no progress made regarding the uncertainty of data ownership.

Town Council Website and Facebook Page – as previously agreed, the sub-committee will review the procedure for managing the Facebook page.

### **Cemeteries**

**Lower Prendergast** – Cllr A V Griffiths (Chair) gave an overview of the cemetery. The trees in the cemetery are currently under review with contractors, as a member of the public has requested that they are reduced in size to allow more sunlight to her property. The works required to the boundary wall were discussed. It was agreed that the Clerk would check if the wall is listed and that Cllr A V Griffiths (Chair) would contact a structural engineer for advice on how to move forward with any repairs to the wall.

**St Martins** – Cllr A V Griffiths (Chair) gave an overview of the future works to turn part of the cemetery in to a memorial garden. The Chair will outline the proposed work in more detail for a future meeting.

**Upper Prendergast** – It was agreed that there are currently no pressing issues in this cemetery and that it is well maintained.

### **Sports Pavilion**

The sports pavilion is cleaned following each use by the hirer. The Clerk advised that the cleaner will now be carrying out a thorough clean on a monthly basis.

The outside contracted works, as previously agreed, will commence this month (July).

### **Picton Centre**

Following a recent event in the centre, damage had been caused to the partition wall. Unfortunately no replacement parts have been able to be sourced due to the age of the wall. The insurers have been contacted regarding a possible claim and a site visit is imminent. It was agreed that the lettings agreement be adapted to state that no parking is permitted on the paving slabs outside the centre, this is prevent further damage to them.

**RESOLVED:**                    **The Picton Centre Lettings Agreement includes - parking is not permitted on the pavement and paving slabs outside the centre**

### **Festival Week**

Cllr C Thomas was asked to give an overview of Festival Week. Councillors were asked to distribute programmes, sell raffle tickets and volunteer during the week.

### **Proposal for free use of Picton Centre or Sports Pavilion**

It had been suggested that Council may wish to offer the free use of the Picton Centre or Sports Pavilion to support four charities. It would be advertised, with the applications reviewed and offered free of charge to four charities depending on each venues availability. It was felt that more information would be required to make a decision. All agreed that at this time they were unable to support this proposal due to the amount of work involved to oversee it.

### **Charter Day as a Civic Event**

This request had been put forward by Cllr G Howell who was unable to attend this meeting. All were in agreement that this item be deferred until the September meeting when Cllr G Howell would be asked to give an overview of her proposal for Charter Day to become a civic event.

### **Christmas Lights**

At present, the purchase of new lights is currently being considered by the sub-committee to replace those no longer useable/damaged. It was felt that the Christmas lights contract should be reviewed well in advance for consideration to be given to renewal of the current contract (which ends at Christmas 2018) or hiring lights only. It was suggested that the Christmas lights sub-committee meet this September to discuss the future possible contract options.

### **Sculpture of Chelsea Manning**

Mr John Reardon, an artist in residence in the Politics Department at Goldsmiths College, University of London, has requested the Council support finding a suitable location for his sculpture of Chelsea Manning within the town. Cllr A Brooker stated that he is in support of the sculpture being homed within the town. It was felt that as Chelsea Manning attended Tasker Milward School and Pembrokeshire College, these would be the most suitable locations for a sculpture to be located.

Cllr S Hooper proposed that the artist John Reardon approaches Tasker Milward School and Pembrokeshire College as potential sites for the sculpture of Chelsea Manning, this was seconded by Cllr C Evans. All voted in favour except Cllr A Brooker. Cllr A Brooker and the Mayor, Cllr A Buckfield, reserved the right to speak at the next full council meeting.

**RESOLVED:**                    **That Mr John Reardon approaches Tasker Milward School and Pembrokeshire College as potential sites for a sculpture of Chelsea Manning**

**Any other business**

**Princes Trust Volunteers** –the Princes Trust volunteers have approached Council to query if there are any projects that they can undertake to assist in the community. It was felt that the grounds to the river side of Picton House would be an ideal project. It was believed that a licence would be required from PCC to carry out ground work in this area. Also Transition could be approached to support the Princes Trust volunteers on this project. It was proposed by Cllr C Evans that the Princes Trust Volunteers are offered the project of improving the ground works to the river side of Picton House, Transition are approached for support and PCC for a licence, Cllr S Hooper seconded and all voted in favour.

**RESOLVED:****That the:**

- **Princes Trust volunteers are offered the project of improving the ground works on the river side of Picton House**
- **Pembrokeshire County Council are approached for a licence to carry out the above ground works**
- **Transition are approached to support the project**

**Strategic Planning** – Cllr S Hooper gave an overview of a 3 or 4 year strategic plan. Cllr A V Griffiths (Chair) suggested that a copy of the planning sheet is sent to each sub-committee or team to put forward a strategic plan. It was requested that the planning sheets be received back by 31<sup>st</sup> August to be discussed at the September committee meeting and that a one year strategic plan may be the first stage due to the short turnaround time.

It was requested that the sub-committees are outlined in the minutes for ease of reference:

**Staffing**                      PPF

**Built Environment**

Picton Centre:              Cllr A Brooker, Cllr J Fulker, Cllr P Jones

Sports Pavilion:        tbc

Town Centre improvements and development opportunities: tbc

**Town WiFi**                      Cllr Mrs S Murray, Cllr A V Griffiths, Cllr C Thomas

**Green Environment**

Linear Park/Pocket Parks: Cllr C Evans & Cllr S Hooper

Saltings:                      Cllr J Collier and ?

Cemetery:                      Cllr A V Griffiths, Cllr C Evans, Cllr G Howell

Racecourse:                      Town Council members of two respective groups

Bridge Meadow:              Cllr J Collier

**Community Programme**

Events:                      Cllr Mrs S Murray, Cllr C Thomas, Cllr G Howell, Cllr J Collier, Cllr J Fulker, Town Clerk

Christmas Lights:              Cllr Mrs S Murray, Cllr A V Griffiths, Cllr C Thomas, Cllr S Hooper

Civic programme:              tbc

**Social Media** Cllr A Brooker, Cllr J Fulker, Cllr P Jones

There being no other business to discuss, the meeting closed at 9.01pm.

### **END OF REPORT**

**Town Centre WiFi** – Cllr Mrs S Murray will provide an overview of the town WiFi to date by email.

**Festival Week** – Cllr Mrs S Murray gave an update of the upcoming Festival Week.

**ACCEPTANCE** of the above report, all voted in favour save for the following:

**Strategic Planning** – Cllr S Hooper requested that the complete list of agreed sub committee members be included in the minutes for ease of reference.

**RESOLVED:**        **The report of the Management, Estates and Strategy Committee meeting held on 4<sup>th</sup> July 2017 is accepted as a true record**

### **1341 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> JULY 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

**PRESENT:**            Cllr A Buckfield (Mayor – ex-officio)  
                         Cllr J Collier  
                         Cllr G Howell  
                         Cllr Mrs B Morgan  
                         Cllr J Morgans  
                         Cllr Mrs S Murray  
                         Cllr Miss L Pepperell  
                         Cllr C Thomas

**Present as observer:**    Cllr C Evans  
                                 Cllr S Hooper

**APOLOGIES:**            Cllr P Iles

The Town Clerk was in attendance.

#### **Declarations of Interest from Members**

Declarations of interest will be taken as and when they arise.

#### **Matters arising from report of the last meeting**

**Financial Support for Save Withybush Action Team (SWAT)** – There was no spend on a coach for the delivery of the latest petition to the Senedd in Cardiff. It is hoped





**ACCEPTANCE** of the above report, all voted in favour.

**RESOLVED:**                    **The report of the Personnel, Policy and Finance Committee meeting of 5<sup>th</sup> July 2017 is accepted as a true record**

**1342 STUDENT BURSARY APPLICATION**

Cllr Mrs S Murray gave an overview. It was felt that the grant should be given to a student going on to attend university only. The student must be a resident of Haverfordwest with the relevant wards clearly outlined on the application. It was agreed that a small group would evaluate all applications received led by Cllr Mrs S Murray.

A discussion took place regarding the amounts and number of grants. It was proposed by the Mayor that a grant of £2,500.00 be made available to one student only, seconded by Cllr D Jones. All voted in favour, one abstained.

Cllr Mrs S Murray will put the paperwork together and circulate to all Councillors for review, all agreed.

**RESOLVED:**                    **One Student Bursary of £2,500.00 will be made available following review of the grant application**

**1343 PRIORY SALTINGS**

Cllr J Collier gave an update. The lease document from PCC was discussed. It was confirmed that South Hook LNG have provided grant funding of £5,000.00 for the project. Cllr J Collier proposed that Council take on the lease from PCC for a peppercorn rent and sign.

The Mayor congratulated Cllr J Collier for all his work on this project.

The Mayor proposed that the Council take on and sign the lease for Priory Saltings from PCC and take on the management of PCC land, seconded by Cllr Mrs S Murray. All voted in favour.

**RESOLVED:**                    **Council will sign the lease for Priory Saltings from Pembrokeshire County Council**

Cllr L Pepperell left at 8.08pm.

**1344 FLY THE RED ENSIGN FOR MERCHANT NAVY DAY**

All were in agreement to support this event and to purchase a flag. Consideration would be given to hold an unveiling of the flag to mark the occasion.

**RESOLVED:**                    **Council will support Fly the Red Ensign for Merchant Navy Day**

**1345 DEVOLVED CONTROL OF FUNDING TO BUDGETRY HEADINGS**

Each committee will be given plenary power within budget to spend a set amount. Any extra spend would be required to come back to Council to be agreed. This would come in to effect from April 2018. The Mayor proposed that plenary power is given to each committee to spend within budgets set by Council, seconded by Cllr J Collier. All voted in favour.

**RESOLVED: Each Committee will have plenary power to spend within budget set by Council from April 2018**

**1346 ANNUAL GRANTS TO OTHER ORGANISATIONS**

It was suggested that until the review of the grant funds is complete, the payments are still made.

The Town Museum funding of £7,000.00 for 2017/2018 has already been agreed.

Portfield Recreation Committee – Cllr Mrs B Morgan gave an overview as the HTC representative on this committee. Cllr A V Griffiths proposed a grant of £1,500.00, seconded by Cllr J Collier. Cllr D Jones proposed an amendment to grant £500.00, seconded by Cllr A Buckfield. A vote was taken on the amendment – two voted in favour, all others voted against. A vote was taken on the proposal of a grant of £1,500.00 - all voted in favour, one abstained.

Racecourse Public Park Trust – Cllr J Collier proposed we wait until we receive a request for funding from the Trust, seconded by Cllr G Howell. All voted in favour, one abstained.

Twinning Association – Cllr Mrs B Morgan gave an overview. It was advised that the current set amount granted is £1,000.00 per annum with an additional amount of £1,000.00 made available for the Mayor to visit each year. If any part of the amount allocated for the Mayoral visits is unspent (up to £1,000.00), this is also donated to the Twinning Association. So the maximum amount available is £2,000.00. Cllr A Buckfield proposed this is referred to the Personnel, Policy and Finance (PPF) committee for review, seconded by Cllr G Howell. All voted in favour.

Sheriff's Association – it was agreed that a request must be received before this is reviewed. Cllr Mrs B Morgan proposed that they are invited to apply for funding, seconded by Cllr G Howell. All voted in favour.

**RESOLVED: The Council agreed to provide grant funding for 2017/2018 to:**

- **Town Museum £7,000.00**
- **Portfield Recreation Committee £1,500.00**

Mr D Thomas, PCC Link Officer, left at 8.45pm.

**1347 APPLICATIONS UNDER SECTION 137**

**1. Cleddau Community Arts – Pop Up Tourism Centre:** No amount requested.

**RESOLVED:** That the Council donate the sum of £3,500.00 to Cleddau Community Arts

2. **Pembrokeshire Housing:** £500.00 requested.

**RESOLVED:** That the Council do not make a donation to Pembrokeshire Housing

3. **Bobath Children’s Therapy Centre Wales:** £337.00 requested.

**RESOLVED:** That the Council donate the sum of £200.00 to Bobath Children’s Therapy Centre Wales

4. **Cylch Meithrin Hwlfordd:** £250.00 requested.

**RESOLVED:** That the council donate the sum of £250.00 to Cylch Meithrin Hwlfordd

5. **Haverfordwest Guides:** £500.00 requested.

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

**1348 ACCOUNTS FOR PAYMENT**

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

**RESOLVED:** The accounts totalling £6,553.89 inc VAT were approved for payment and receipts totalling £2,781.03 exc VAT were accepted

County Cllr T Evans left at 8.55pm.

**1349 ANY OTHER BUSINESS**

It was proposed by Cllr A Buckfield that Council go in to private session, seconded by Cllr Mrs S Murray. All voted in favour.

**1350 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 20<sup>th</sup> September 2017. There being no other business to discuss, the meeting closed at 9.05pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....