

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

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**PRESENT:** Cllr A Buckfield (Mayor)  
Cllr A Brooker  
Cllr C Evans  
Cllr A Griffiths  
Cllr A V Griffiths  
Cllr S Hooper  
Cllr G Howell  
Cllr D Jones  
Cllr P Jones  
Cllr J Morgans  
Cllr Mrs S Murray  
Cllr C Thomas

**APOLOGIES:** Cllr J Collier  
Cllr J Fulker  
Cllr P Iles  
Cllr Mrs B Morgans  
Cllr L Pepperell  
Rev Fr N Cale, Mayor's Chaplain  
Mr M Cavanagh, PCC Link Officer  
County Cllr A Tudor

The Town Clerk and Deputy Town Clerk were in attendance.

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

County Cllrs D Bryan, T Evans and T Tudor were in attendance.

Prior to the meeting, Space to Create gave an overview of their proposed Heritage Lottery Fund Stage 2 application bid under the 'Great Place' scheme.

**1358 DECLARATIONS OF INTEREST FROM MEMBERS**

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

**1359 MINUTES OF THE LAST FULL COUNCIL MEETING**

**RESOLVED:** The minutes of the Full Council meeting held on 19<sup>th</sup> July 2017 were confirmed and signed as a true record

**1360 MATTERS ARISING FROM THE RESOLUTIONS IN THE MINUTES OF 19 JULY 2017**

There were no matters arising from the resolutions in the minutes of 19<sup>th</sup> July 2017.

**1361 MINUTES OF THE EXTRA ORDINARY MEETING**

**Resolved:** The minutes of the Extra Ordinary meeting held on 2<sup>nd</sup> August 2017 were confirmed and signed as a true record

**1362 MATTERS ARISING FROM THE RESOLUTIONS IN THE MINUTES OF 2 AUGUST 2017**

There were no matters arising from the resolutions in the minutes of 2<sup>nd</sup> August 2017.

**1363 MAYOR'S UPDATES AND CORRESPONDENCE**

**Enniscorthy Visit** – Mayor gave an overview of his recent visit. It was hoped that closer links will be formed between us and Enniscorthy. The Mayor requested that any thoughts or ideas be passed to him.

**Oberkirk Visit** – The Mayor and Twinning Association have recently visited Oberkirk. Pupils from Tasker Milward VC School on the visit were a credit to the town. The Mayor attended the Celebration evening at Taskers recently and was pleased to hear that German will be on the new school curriculum from September 2018.

**Letters of Complaint** – The Mayor had received two letters of complaint from members of the community regarding the attendance of Councillors at events. Organisations have been advised about the lateness of invites and that they must be sent with adequate notice. The Mayor advised that for the organiser of one of the events had sent a thank you letter as one of the two events they held had representation from the Council which they were grateful for. The Mayor requested that all Councillors make every attempt to attend events and that they respond to invites circulated by the Town Council office.

**Pembrokeshire County Council** – A letter has been received from PCC requesting financial support to the costs associated with the new town library. This will be listed for the next Personnel, Policy and Finance (PPF) meeting.

**Code of Conduct Training** – The recent training was most useful. The Mayor wished to thank the PCC Monitoring Officer for providing the training.

**Pop Up Tourist Information Centre** – The donation provided by Haverfordwest Town Council has been acknowledged. The TIC have received a number of complaints which they wished to be forwarded to PCC – the poor state of the toilets in the multi storey car park and there appears to be no bus timetables on the PCC website. Mr D Thomas, PCC Link Officer, advised of the wider issues regarding any changes to the toilets which are linked in to the refurbishment of the multi storey car park scheme. He welcomed any complaints to be made to PCC so they could be passed to Danfoe who are the current contractors.

**Personnel, Policy and Finance (PPF) Committee** – the date has been changed to Monday 2<sup>nd</sup> October 2017 due to the Opening of Portfield Fair now being held on Wednesday 4<sup>th</sup> October 2017.

1364 PLANNING APPLICATIONS

<b>Ref. No. 17/0391/PA</b>	<b>Portfield Ward</b> Alterations and Extension 1 Goldcrest Avenue, Haverfordwest
<b>RESOLVED:</b>	<b>Support – already granted</b>
<b>Ref. No. 17/0390/AD</b>	<b>Castle Ward</b> Installation of 46 inch TV depicting various Santander Advertisements 37 Bridge Street Haverfordwest
<b>RESOLVED:</b>	<b>Already granted</b>
<b>Notification from</b>	<b>Priory Ward</b> Kinver Kreations that W & M Developments Intend to apply for Planning Permission for the construction of 22 Residential units at Brooklands Park, Haverfordwest
<b>RESOLVED:</b>	<b>No comment, await details of planning application</b>
<b>Ref. No. 17/0479/PA</b>	<b>Priory Ward</b> Variation of condition 2 (approved plans) 16/0110/PA for the erection of 5 dwellings (design amendments to plot 5), Arranmore Gardens, Haverfordwest
<b>RESOLVED:</b>	<b>Support</b>
<b>Ref. No. 17/0447/AD</b>	<b>Castle Ward</b> Erection of 3 fascia signs and 1 projecting sign Thomsons, 27 Riverside Quay, Haverfordwest
<b>RESOLVED:</b>	<b>Support</b>
<b>Ref. No. 17/0505/PA</b>	<b>Castle Ward</b> Variation of conditions 1(commencement of development) & 3 (internal layout) of planning permission 12/0304/PA, Dental Lab, 9 Holloway, Haverfordwest
<b>RESOLVED:</b>	<b>Support</b>
<b>Ref. No. 17/0534/AD</b>	<b>Castle Ward</b> Advertisement Consent Matthews Menswear, 1-3 Victoria Place, Haverfordwest
<b>RESOLVED:</b>	<b>Support – already granted</b>

- Ref. No. 17/0531/PA**      **Castle Ward**  
Proposed alterations and extension and change of use of hotel to 10 residential apartments (bar and restaurant retained on ground floor),  
County Hotel,  
Salutation Square,  
Haverfordwest
- RESOLVED:**      **Support with comments as previously given at Full Council on 21 June 2017, minute page 62/17**
- Ref. No. 17/0525/PA**      **Prendergast Ward**  
Residential development of a detached bungalow and garage  
Land adjacent to Heritage Gate,  
Haverfordwest
- RESOLVED:**      **Support**
- Ref. No. 17/0520/PA**      **Garth Ward**  
Variation of conditions<sup>14</sup> (BREEAM requirements), 15 (BREEAM requirements), 16 (BREEAM requirements) and 19 (Travel Plan) of planning permission ref 12/0829/PA (Construction and operation of a Superstore and Petrol Filling Station with associated works)  
Land at Slade,  
Haverfordwest
- RESOLVED:**      Cllr J Morgans declared a personal interest and left the room at 7.36pm and returned at 7.42pm.  
This is an amendment to plan already approved. The amendment is to include a travel plan – Mr D Thomas, PCC, gave an overview of the travel plan.

**1365 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 12<sup>th</sup> SEPTEMBER 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

- PRESENT:**
- Cllr A Buckfield (Mayor – ex-officio)
  - Cllr A V Griffiths (Chair)
  - Cllr A Brooker
  - Cllr C Evans
  - Cllr S Hooper
  - Cllr D Jones
  - Cllr P Jones
- PRESENT as observers:**
- Cllr G Howell
  - Cllr Mrs S Murray
  - Cllr C Thomas

**APOLOGIES:** Cllr A Griffiths  
Cllr J Fulker

The Town Clerk and Deputy Town Clerk were 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**

**Free use of the Picton Centre/Sports Pavilion** – it was felt that this item required further clarification as it was originally put forward by the Events sub-committee. It was agreed to be referred to the next MES meeting for discussion.

### **Volunteers**

There has been an approach made by Cartrefi Cymru to work with volunteers. PAVS have offered support on the process and policies which need to be in place before the recruitment of volunteers. It was agreed that the item be referred to the Personnel, Policy and Finance committee to consider a policy.

### **Occupancy of Picton House**

The number of maximum persons at Full Council meetings is currently being exceeded in the Council Chamber. A discussion took place regarding the future occupancy of Picton House.

Cllr A V Griffiths proposed that a sub-committee be created to consider the future occupancy at Picton House, seconded by Cllr S Hooper. All voted in favour. It was felt that the sub-committee should be made up of councillors from both committees. The proposed MES members were – Cllr A V Griffiths, Cllr A Brooker, Cllr C Evans, Cllr P Jones.

**RESOLVED:** **That a sub-committee is formed to consider the future occupancy of Picton House with Councillors from both committees**

### **Town Centre WiFi**

Cllr Mrs S Murray gave an update on the town centre WiFi. It was felt that once the funding ends next year, it may not be worth Council continuing to fund the scheme. The Mayor expressed thanks to all those involved in the set up of the town centre WiFi.

### **Christmas Lights**

Cllr Mrs S Murray advised that Haverfordwest Business Circle wish to put a Christmas tree on the Castle Square this year. A meeting is being held on Friday 15<sup>th</sup> September 2017 to consider this proposal; Pembrokeshire County Council and ETTS Ltd (Christmas Lights Contractor) will be in attendance.

### Picton Centre

The sub-committee gave an update on the current condition of the centre. The caretakers will be carrying out minor repairs to the windows. The issue of the car park being misused was discussed. It was agreed that costings for placement of bollards in the car park be obtained for future consideration.

It was agreed that the budget plan for 2018/2019 would be updated with proposed works and a budget of £12,500.

The Deputy Clerk left at 8.21pm.

### Sports Pavilion

To be reviewed at a future meeting.

### 2018/2019 Budget Planning

It was felt that the 2018/2019 would need to be on next month's agenda as the first item so more time could be allocated to it. The social media budget heading will be renamed communications and an additional heading required for grants.

### Cemeteries

**Lower Prendergast** – Concerns have been raised by members of St David's Church as to the general condition of the cemetery. They have requested that the grass cutting is addressed on a more regular, permanent basis.

The cutting back of the trees has been delayed until October 2017 to make the most of the cut. Cllr C Evans will create a planned schedule of works for the grass cutting to enable the Clerk to obtain quotations.

Future works would also include engaging with a structural engineer to review the boundary wall with a view to commencing repairs. It was felt that the 2018/2019 budget plan would be set at £15,000 for this cemetery.

**Upper Prendergast** – Tenders are required for the cutting of the hedges.

**St Martins** – Cllr A V Griffiths advised that he has now mapped the cemetery. Cllr A V Griffiths proposed that the unconsecrated section of St Martins cemetery becomes a memorial garden with the headstones to be removed and laid flat around the boundary wall. This would not include the larger monuments. The proposal was seconded by Cllr S Hooper, all voted in favour.

**RESOLVED:**                      **That the unconsecrated section of St Martins Cemetery becomes a memorial garden**

### You Are Here Boards

A discussion took place about the requirements for the boards. All were in agreement that a sub-committee was required to work further on the boards to include – Cllr A V Griffiths and Cllr P Jones, led by the Deputy Town Clerk.

**Items for Next Agenda**

**Our Vision** – Cllr S Hooper asked that Councillors consider what they would like to see as our vision.

**Further budget meeting** – All were in agreement that no further meeting is required at present but that budget planning 2018/2019 be listed first on the next agenda.

**River** – To consider the future clearing and tidy up of the river.

There being no other business to discuss, the meeting closed at 9.10pm.

**END OF REPORT**

**ACCEPTANCE** of the above report, all voted in favour with the following additional resolution:

**Occupancy of Picton House** – it was proposed and seconded that the Fire Service is approached for a consultation regarding the property. All voted in agreement.

**RESOLVED:**                    **The Mid and West Wales Fire and Rescue Service will be approached to request a consultation on Picton House**

**RESOLVED:**                    **The report of the Management, Estates and Strategy Committee meeting held on 12<sup>th</sup> September 2017 is accepted as a true record**

**1366 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 13<sup>th</sup> SEPTEMBER 2017 AT 7PM IN THE COUNCIL  
CHAMBER, PICTON HOUSE, HAVERFORDWEST**

**PRESENT:**                    Cllr Mrs B Morgan (Chair)  
                                     Cllr G Howell  
                                     Cllr J Morgans  
                                     Cllr Mrs S Murray  
                                     Cllr C Thomas

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

**APOLOGIES:**                Cllr A Buckfield (Mayor – ex-officio)  
                                     Cllr J Collier  
                                     Cllr P Iles  
                                     Cllr L Pepperell

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**

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

### **Accounts to 31<sup>st</sup> August 2017**

All voted in favour of accepting the accounts to 31<sup>st</sup> August 2017.

**RESOLVED: Accounts are accepted to 31<sup>st</sup> August 2017**

### **Future role of the Mayor, Deputy Mayor and Sheriff**

Cllr Mrs S Murray wished for consideration to be given to make all three roles a two year term rather than one. It would provide continuity for very active roles. It would reduce costs with the Mayoral lunch held every two years. She also believes that a handover should be given from the present officer to new officer. Standing Orders would require revision to include that the roles are still voted on each year but can be held for two consecutive years, as in the same way the committee chair is elected.

Cllr Mrs S Murray proposed that the position of Mayor, Deputy Mayor and Sheriff can be held for a term of two years to be voted on annually. Seconded by Cllr G Howell, all voted in favour.

**RESOLVED: That the term of office for the Mayor, Deputy Mayor and Sheriff is two years with a vote of confirmation by Council every year**

### **Meet Your Councillor Event**

Cllr G Howell advised that the Prendergast Ward Town Councillors and County Councillor A Tudor are meeting monthly. Later in September 2017, they will be meeting with residents of Prendergast to discuss any issues. It was felt that a meeting of each ward would be easier to manage and that Councillors would appear more approachable. Cllr G Howell proposed that public meetings should be held by each ward, seconded by Cllr Mrs S Murray. All voted in favour.

**RESOLVED: That the Meet Your Councillor meetings are held in each ward**

### **Charter Day**

This day would be to mark the charter being granted to the town on 29<sup>th</sup> April each year. It was felt that the first Charter Day should be held in 2019. It was felt that this would mark the regeneration of the town following the opening of the new library and cinema. It would also allow enough time for the Events sub-committee to plan the event. Cllr G Howell proposed that Charter Day commences from April 2019. Cllr Mrs Morgan proposed an amendment that the Twinning Association are asked to be involved as their 30 year anniversary will be in May 2019.



The proposal with amendment was seconded by Cllr C Thomas, all voted in favour. The Freeman and Sheriffs Association would also be asked to get involved.

**RESOLVED: The first Charter Day will be held in April 2019 to include the Twinning Association 30 year anniversary**

### **Picton House Occupancy**

All were in agreement that a sub-committee need to consider option for the future occupancy of Picton House. Cllr G Howell proposed that a sub-committee is formed with members from the Management, Estates and Strategy (MES) and Personnel, Policy and Finance (PPF) committees to consider option for the future occupancy of Picton House, seconded by Cllr C Thomas. All voted in favour. The PPF committee members of the sub-committee will be – Cllr Mrs B Morgan, Cllr J Morgans, Cllr C Thomas, Cllr A Buckfield.

**RESOLVED: That a sub-committee is formed to consider the future occupancy of Picton House**

### **Members of the Public at Full Council Meetings**

It was proposed by Cllr Mrs S Murray that members of the public be given the opportunity to address Council at full council meeting, seconded by Cllr C Thomas. All voted in favour.

This would be listed as an agenda item. This agenda item would be given a maximum time of ten minutes, with each person allowed three minutes to address Council. The question would be submitted to the Town Clerk with the deadline set at the start of the week before the meeting.

**RESOLVED: That Members of the Public are given the opportunity to address Council at Full Council meetings**

### **Young Laurel Award**

An overview was given of the Young Laurel Award and Award of Merit. The Young Laurel award is up to the age of 18 years. The Award of Merit is proposed by a member of the public and seconded by a current town councillor.

Cllr G Howell proposed that both awards recommence, be awarded annually and promoted through the press, in schools and social media in January 2018. Seconded by Cllr C Thomas, all voted in favour.

**RESOLVED: The Young Laurel Award and Award of Merit are promoted from January 2018 to be awarded at Mayor Making**

### **Bullying and Harassment Policy**

Cllr Mrs B Morgan proposed that the draft bullying and harassment policy is adopted by Council, seconded by Cllr G Howell. All voted in favour. The policy will be displayed on the Council website.

Cllr C Thomas proposed that the signage of the Picton Centre car park is replaced to include that bullying and harassment of the Council staff will not be tolerated. Seconded by Cllr S Murray, all voted in favour.

- RESOLVED:**                      **That the:**
- **Bullying and Harassment Policy is adopted by Council**
  - **Picton Centre car park signage is replaced to include that Council staff must be treated with respect**

### **Grant Application Policy and Grants to Outside Organisations**

An overview was given of the proposed revisions to the grant application system, to include applying and granting. All agreed the revisions in principle but further adaption of the policy and application is now required.

Requests for funding have been received from the Racecourse Public Park Trust and Twinning Association. Under the regulations of our audit, each organisation must apply for funding on an annual basis for consideration by Council. In future, this will be under the revised application system. Cllr G Howell proposed awarding £5,000.00 to the Racecourse Public Park Trust for the 2017/2018 financial year, seconded by Cllr Mrs S Murray. All voted in favour. Cllr G Howell proposed that the Twinning Association is awarded a grant of £3,000.00 to include the 2017/2018 financial year and arrears. Seconded by Cllr C Thomas, all voted in favour.

- RESOLVED:**                      **That the following outside bodies are awarded grants:**
- **Racecourse Public Park Trust £5,000.00 for the 2017/2018 Financial Year**
  - **Trinning Association - £3,000.00 to include the 2015/2016, 2016/2017 and 2017/2018 Financial Years**

### **Budget Planning for 2018/2019**

It was agreed that this item would be deferred to the next committee meeting in October so allow more time to work on the three year plans. This would be the first item on the October agenda.

### **Staffing Matters**

It was proposed, seconded and all voted in favour to go in to private session for this agenda item.

### **Items for Next Agenda**

- Confluence – Big Lottery Stage 2 Application – ‘Great Place’ Fund.

There being no other business to discuss, the meeting was closed.

**END OF REPORT**

**ACCEPTANCE** of the above report, all voted in favour with the addition of:

Future role of the Mayor, Deputy Mayor and Sheriff – It was proposed, seconded and all voted in favour that Standing Orders be updated to include this amendment.

**RESOLVED:**                    **Standing Orders is updated to include the position of Mayor, Deputy Mayor and Sheriff is a two year term of office with a continuing annual election**

**RESOLVED:**                    **The report of the Personnel, Policy and Finance Committee meeting of 13<sup>th</sup> September 2017 is accepted as a true record**

**1367 REPORT OF THE EXTERNAL AUDITOR FOR THE FINANCIAL YEAR ENDED 31 MARCH 2017**

The report of the external auditor for the financial year ended 31 March 2017 was reviewed.

It was proposed, seconded and all voted in favour of accepting the external auditors report for year ending 31 March 2017.

**RESOLVED:**                    **The External Auditors Report for the year ending 31 March 2017 is accepted**

**1368 CODE OF CONDUCT POLICY**

Following the recent Code of Conduct training kindly provided by the Pembrokeshire County Council Monitoring Officer, Council were asked to review and re-adopt their Code of Conduct Policy. It was proposed, seconded and all voted in favour of re-adopting the Code of Conduct Policy with no amendments.

**RESOLVED:**                    **Council re-adopted their Code of Conduct Policy**

**1369 APPLICATIONS FOR FINANCIAL ASSISTANCE**

**1. St. Martin's Church and Community Hall:**    £3,500.00 requested towards replacement of the boiler system.

**RESOLVED:**                    **That the Council donate the sum of £1,000.00 to St. Martin's Church and Community Hall under the Local Government Act 1972 Section 133**

**2. Young Farmers Club:**    £300.00 requested to support an ambassador on their international travel programme.

**RESOLVED:**                    **That the Council donated the sum of £100.00 to the Young Farmers Club under the Local Government Act 1972 Section 126**

**1370 ACCOUNTS FOR PAYMENT**

All voted in favour of approving the accounts for payment and acceptance of receipts.

**RESOLVED:**                    **The accounts totalling £60,840.66 including VAT were approved for payment and receipts totalling £90,200.23 excluding VAT were accepted**

**1371 ITEMS FOR NEXT AGENDA**

**The River** – requested by Cllr Mrs S Murray.

**For information** –County Cllr T Tudor advised that he had put forward a motion for charges to be abandoned for private resident ticket holders only on Rifleman’s Field and St. Thomas’ Green car parks. The motion was rejected but he will have another chance to speak on this once it goes before Cabinet and the scrutiny report has been considered.

**1372 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 18<sup>th</sup> October 2017. There being no other business to discuss, the meeting closed at 8.26pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....