

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 22 NOVEMBER
2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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

APOLOGIES: Cllr A Brooker
Cllr J Fulker
Cllr A Griffiths
Cllr P Iles
Cllr Mrs B Morgan
Cllr J Morgans
Rev Fr N Cale, Mayor's Chaplain

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

Mr M Cavanagh, PCC Link Officer, was in attendance.

County Cllr T Evans was in attendance.

Mr D Lynch, Western Telegraph was in attendance.

Mr Martin White and Ms Sinead Henehan from the Regeneration Team at PCC were in attendance to make a presentation on the regeneration plans for the town.

The meeting opened with prayer.

The Mayor requested as Mr White and Ms Henehan were present that agenda item 8 be moved to be heard at the start of the meeting.

1392 PRESENTATION OF THE HAVERFORDWEST MASTERPLAN

A presentation of the Haverfordwest Masterplan was made to councillors by Mr White, assisted by Ms Henehan. This covered the strategic objectives and vision for the town, as well as listing the broad outline of current and future projects and initiatives.

The presentation was followed by a short question and answer session regarding a number of properties in the town.

Mr White and Ms Henehan left at 7.58pm.

1393 DECLARATIONS OF INTEREST FROM MEMBERS

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

1394 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1395 MINUTES OF THE LAST FULL COUNCIL MEETING

RESOLVED: The minutes of the Full Council meeting held on 18th October 2017 were confirmed and signed as a true record

1396 MATTERS ARISING FROM THE RESOLUTIONS IN THE MINUTES OF 18th OCTOBER 2017

104/17 River Clear Up – Cllr Hooper had met with Natural Resource Wales (NRW) and Pembrokeshire County Council (PCC). Cllr Hooper confirmed she is happy to lead the ‘greening of the river’. The Mayor requested Cllr Hooper to compile a written report for the relevant committee.

1397 MINUTES OF LAST EXTRA ORDINARY COUNCIL MEETING

RESOLVED: The minutes of the Extra Ordinary Council meeting held on 15th November 2017 were confirmed and signed as a true record

1398 MATTERS ARISING FROM THE RESOLUTIONS IN THE MINUTES OF 15th NOVEMBER 2017

110/17 Independent Remuneration Panel for Wales Draft Report 2018/2019 – Individual comments are required by 29th November 2017. Cllr Collier is requested to forward his response to all councillors prior to this date.

111/17 Priory Saltings – It was confirmed that the surplus of the grant funding from South Hook LNG be allocated for items other than the boardwalk.

1399 MAYOR’S UPDATES AND CORRESPONDENCE

Remembrance Day Services – The Mayor gave thanks for the good attendance at the various Remembrance services held around the town.

Picton House – A meeting has been held with PCC to discuss the terms and conditions of a new lease. The information remains confidential, and further discussions will be held in camera. A Premises sub-committee will need to be held as a matter of priority.

Great Places Partnership Agreement - This will be considered at the next Personnel, Policy and Finance Committee meeting in December.

1400 PLANNING APPLICATIONS

Ref. No. 17/0750/PA Castle Ward
Replace all windows at property with UPVC double glazing
16 Gloucester Terrace, Holloway
Haverfordwest

RESOLVED: **Support with caveat** – the window design should be keeping with the property

Ref. No. 17/00721/PA Priory Ward
Extension and alterations
1 Cleddau Avenue
Haverfordwest

RESOLVED: **Support**

114/17

Ref. No. 17/00708/NM Non material amendment to permission 17/0214/PA
(change of use from offices to residential)
External appearance and extension of roof rafter joints
9-11 Stokes Avenue
Haverfordwest

RESOLVED: **Support**

Ref. No. 17/0786/PA Residential development of a detached house and garage
Land adjacent to Heritage Gate
Haverfordwest

RESOLVED: **Support** - this was previously recorded as Planning Refusal
17/0525/PA

1401 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 7th NOVEMBER 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr A V Griffiths (Chair)
Cllr A Buckfield (Mayor – ex-officio)
Cllr A Brooker
Cllr A Griffiths
Cllr S Hooper
Cllr D Jones
Cllr P Jones

PRESENT as observers: Cllr J Collier
Cllr G Howell (for pre-meeting only)
Cllr Mrs S Murray
Cllr C Thomas

APOLOGIES: Cllr C Evans

ABSENT: Cllr J Fulker

The Town Clerk was in attendance.

Prior to the meeting, Nick Evans, Partnership and Scrutiny Support Manager for Pembrokeshire County Council (PCC) gave an overview of the Pembrokeshire Public Services Board (PSB) Draft Well-being Plan.

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

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

Defibrillator at the Picton Centre

All were in agreement to continue looking at the costings and siting of a defibrillator at the Picton Centre. Further information would be provided at a later meeting.

Cemetery Fees and Charges

The cemetery fees and charges have not been increased for a number of years. All were in agreement for the cemetery sub-committee to review these against Pembrokeshire County Council's cemetery fees and charges. The review would be brought back to the MES committee for consideration.

Cemeteries

Lower Prendergast – The contractor would shortly be commencing cutting back the trees which overshadow a number of nearby properties. Cllr C Evans is currently drawing up a plan for the proposed grass cutting and ongoing maintenance which will then be presented to the MES committee for consideration.

Upper Prendergast – The trees at the far end backing on to Sir Thomas Picton School are overgrown. All were in agreement that quotations are sought for the topping and thinning of the trees following approval from the school.

St Martin's – An advertisement has been placed in the press giving notice of Council's intention to turn part of the cemetery in to a memorial garden. Some telephone calls have been received in the office from members of the public asking for clarity on the proposed work. A number of concerns were raised regarding the change of use which will affect their family graves. All members have been asked to put their concerns and comments in writing for consideration by Council.

Picton Centre

A discussion took place regarding the current condition of the Picton Centre. All were in agreement the Picton Centre sub-committee carry out a site visit and report back to the MES committee with their findings.

Fire Regulations for Picton House

Cllr A V Griffiths (Chair) has been in discussion with the local fire service regarding the maximum persons occupancy in the council chamber. Following a discussion, it was proposed, seconded and all voted in agreement that the maximum occupancy is set at 30 persons in the council chamber and appropriate signage displayed. The future occupancy at Picton House is currently under review and it was agreed that other options of accommodation continue to be explored.

RESOLVED: **The Council Chamber maximum occupancy is set at 30 persons at any one time displayed on appropriate signage**

Civic Events

It was proposed, seconded and all voted in favour for this item to be held in camera.

Items for Next Agenda

- **Bus Shelters** – Located in Hawthorn Rise and Baring Gould Way following clarification from Pembrokeshire County Council regarding ownership.
- **Induction for Councillors** – For the Personnel, Policy and Finance committee to draw an Induction for Councillors policy.
- **You are Here Boards**
- **Portfield Fair Signs**

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

END OF REPORT

ACCEPTANCE of the above report, all voted in favour with the following amendment:

Portfield Fair Signs – should read as Portfield Horsefair Signs

RESOLVED: **The report of the Management, Estates and Strategy Committee meeting held on 7th November 2017 is accepted as a true record**

1402 REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE

The following reports were submitted:

REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON MONDAY 23 OCTOBER 2017 AT 6.30PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs B Morgan (Chair)
 Cllr A Buckfield (Mayor – ex-officio) (arrived at 6.45pm)
 Cllr J Collier
 Cllr G Howell (arrived at 6.46pm)
 Cllr J Morgans
 Cllr Mrs S Murray
 Cllr C Thomas

Present as observers: Cllr C Evans
 Cllr S Hooper

APOLOGIES: Cllr P Iles
 Cllr L Pepperell

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.

2018/2019 Budget

The following were provided for the discussion:

- Budget comparisons for - previous financial year (2016/2017) spend; current financial year (2017/2018) spend to 30 September 2017; set budget for current financial year (2017/2018);
- Reserves/earmarked funds

An overview of the monies held in reserve/earmarked funds was provided. A discussion took place regarding the earmarked funds held for the rent arrears. All were advised that discussions were currently taking place with Pembrokeshire County Council (PCC) regarding the future accommodation of Picton House and rent arrears.

Following recent meetings of both committees, the suggested budget figures put forward are:

117/17

- Cemeteries £37,000.00: breakdown – Lower Prendergast £25,000.00, St Martins £10,000.00, Upper Prendergast £2,000.00
- Christmas Lights £30,000.00
- Grants £46,000.00
- Picton Centre £15,000.00
- Sports Pavilion £1,500.00
- Town Events £21,000.00
- Town Improvements to include: £3,500.00 for projects, £9,000.00 for library, £12,000.00 for river clearing

It was proposed and seconded that the above suggested amounts are input in to the EDGE accounting system to be presented to Council at an extra ordinary meeting to discuss the 2018/2019 budget. All voted in favour.

The statutory budget amounts for the 2017/2018 financial year would be adjusted accordingly alongside the suggested amounts for consideration at the extra ordinary meeting agreed for Wednesday 15th November 2017 at 7pm.

RESOLVED: **An Extra Ordinary Meeting of Full Council be held on Wednesday 15 November 2017 at 7pm to consider the 2018/2019 Budget Comparisons based on the two committees suggested budget heading amounts**

Items for Next Agenda

There were no items to be listed for the next agenda.

There being no other business to discuss, the meeting was closed at 7:57pm.

END OF REPORT 1

ACCEPTANCE of the above report, all voted in favour.

REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON MONDAY 6th NOVEMBER 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs B Morgan (Chair)
 Cllr A Buckfield (Mayor – ex-officio)
 Cllr J Collier
 Cllr G Howell
 Cllr Mrs S Murray
 Cllr C Thomas

PRESENT: Cllr C Evans
(as observers) Cllr S Hooper

APOLOGIES: Cllr P Iles
 Cllr J Morgans

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 30th September 2017

All voted in favour of accepting the accounts to 30th September 2017.

RESOLVED: Accounts are accepted to 30th September 2017

Match Funding Request for a Minibus for the new Secondary School

Mr Mark Edwards (member of the public) gave an overview of his request for Council to match fund up to the maximum amount of £5,000.00. A group of fundraisers are hoping to raise enough funds to purchase a new minibus for the new Secondary School. It was queried if a new minibus is required as students are currently being shipped from one school site to the other by the current minibuses. It was stated that if it was found that a minibus was not required, the funds would be spent on another large purchase. The raised funds would be presented by the Mayor of the day to the new school Board of Governors and Head for a decision to be made on how they will be spent whether a minibus or other item.

All were in agreement that clarification from One Voice Wales is required regarding the legality of match funding this request.

RESOLVED: The match funding request of £5,000.00 towards the new Secondary School minibus/large item would be considered at the next Full Council meeting with supporting guidance from One Voice Wales

Bus Shelter in Prendergast Ward

County Cllr Alison Tudor has made a request for funding for a bus shelter on Cardigan Road, Haverfordwest. Further information has been requested so all were in agreement that it is deferred until the next meeting.

Town Centre Flower Arrangements

Pembrokeshire County Council has asked if Council wish to continue funding the flower arrangements for the town centre in 2018 at a cost of £2,508.77 net.

It was proposed, seconded and all voted in favour of the continued funding of town centre flower arrangements to be provided by Pembrokeshire County Council at a cost of £2,508.77 net for 2018 (2018/2019 financial year).

RESOLVED: The town centre flower arrangements would be provided by Pembrokeshire County Council at a cost of £2508.77 net to Council for the 2018/2019 financial year

VC Gallery Shoebox Appeal

Cllr Mrs S Murray asked that consideration be given to support the VC Gallery Shoebox Appeal for Christmas 2017. Cllr Murray gave an overview of the benefits to the appeal and the difference it makes to those who receive the shoeboxes. Council supported the appeal to the sum of £200.00 in 2016.

It was proposed, seconded and all voted in favour of supporting the VC Gallery Shoebox Appeal to the sum of £200.00 for Christmas 2017.

RESOLVED: That the sum of £200.00 be given to support the VC Gallery Shoebox Appeal for Christmas 2017

It was proposed, seconded and all voted in favour that the committee go in to camera for the next two agenda items:

Civic Events (in camera)

Staffing Matters (in camera)

Items for Next Agenda

- **Town Band closed bank account funds** – Decision on future re-allocation of closed account funds.

There being no other business to discuss, the meeting was closed at 8.12pm.

END OF REPORT 2

ACCEPTANCE of the above report, all voted in favour subject to Staffing Matters being taken in camera.

RESOLVED: The report of the Personnel, Policy and Finance Committee meeting of 23rd October 2017 is accepted as a true record

RESOLVED: The report of the Personnel, Policy and Finance Committee meeting of 6th November 2017 is accepted as a true record

1403 **PROPOSED ROAD AMENDMENTS BY PEMBROKESHIRE COUNTY COUNCIL**

Council considered the proposed road amendments for the following areas as put forward by Pembrokeshire County Council (PCC):

- No waiting at any time restriction to assist traffic movement.
 - Around the large grassed island bounded by Back Lane and Shoals Hook Lane
 - On the east side of Winch Lane at the two junctions by the Health Centre
- Limited waiting 2 hours 8am-6pm on the south side of Merlin's Hill west of Ellis Avenue for the four existing spaces currently unrestricted

It was proposed, seconded and all voted in favour of the approving the road traffic amendments put forward by PCC as listed above.

RESOLVED: The proposed roads amendments from Pembrokeshire County Council as outlined above were approved

1404 **PRENDERGAST WARD VACANCY**

A letter of resignation has been received from Cllr Pepperell. The Mayor completed an overview of the process of election and co-option, and advised councillors could approach individuals to stand for the vacancy if they wished. The Mayor and Town Clerk would be happy to speak to potential applicants.

The Mayor advised there is now a vacancy for 2 councillors on the Twinning Committee and urged councillors to register their interest with him.

Councillors are asked to update the Town Clerk on any meetings held with individuals in their capacity of town councillors, to enable the Clerk to pre-empt any potential future questions.

1405 PEMBROKESHIRE PUBLIC SERVICES BOARD WELL-BEING PLAN

A discussion was held on whether individual responses or one Council response is most appropriate. It was agreed to have one response from the Town Clerk. Cllrs Howell and Hooper would email their comments to the Clerk.

1406 WELSH GOVERNMENT REVIEW OF THE COMMUNITY AND TOWN COUNCIL SECTOR

Cllr Howell offered to collate councillors' views and forward on behalf of HTC. This was proposed, seconded and all voted in favour.

RESOLVED: Cllr Howell to collate Councillors' views and forward on behalf of Haverfordwest Town Council

1407 PEMBROKESHIRE COUNTY COUNCIL LOCAL DEVELOPMENT PLAN 2

Council were advised that this item is listed for information only. Responses are required by 5th January 2018. This will be carried forward to December's meeting to allow time for responses to be gathered.

1408 FUNDING OF THE NEW COUNTY LIBRARY/GALLERY

A request has been received from Pembrokeshire County Council (PCC) to fund the new County Library/Gallery to enable the facility to remain open on a Saturday afternoon. The Mayor proposed that Council fund the minimum sum of £9,000.00 per annum for the next 5 years as this tied in with the lease of National Library of Wales and the National Museum of Wales. This would allow the Library to open on Saturday afternoon, which it currently doesn't do thereby enhancing the provision. Any increase in the amount of £9,000.00 per year would have to be reconsidered by Council upon request by PCC. The funding will commence upon opening of the new library/gallery in 2018. The proposal was seconded and the majority voted in favour.

RESOLVED: Haverfordwest Town Council to provide funding of £9,000.00 per year for a 5 year period for the new County Library/Gallery

1409 MATCH FUNDING REQUEST FOR NEW SECONDARY SCHOOL DONATION

The Mayor stipulated the legal reasons why Haverfordwest Town Council are unable to support the application for match funding, and confirmed that if there was an alternative proposal which did not contravene the legalities, then it would be considered.

RESOLVED: No match funding could be made for the Secondary School Donation

1410 APPLICATIONS FOR FINANCIAL ASSISTANCE

1. **Haverfordwest Ladies Choir:** £250.00 requested towards their overall running costs.

RESOLVED: That the Council donate the sum of £200.00 to Haverfordwest Ladies Choir under the Local Government Act 1972 Section 145

2. **Garth Community Street Celebration:** £500.00 requested to fund their "Follow the Star" street nativity procession.

RESOLVED: That the Council donated the sum of £350.00 to the Garth Community Street Celebration under the Local Government Act 1972 Section 145

3. **Cleddau Chamber Orchestra:** £600.00 requested towards the additional hire costs of the new meeting venue in Johnston. A discussion was held on how many town residents are involved and would benefit as this was unclear in their application.

RESOLVED: That further information is requested on the number of town residents involved in the project and those benefitting from the project

1411 ACCOUNTS FOR PAYMENT

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

RESOLVED: The accounts totalling £49,733.39 including VAT were approved for payment and receipts totalling £6,431.03 excluding VAT were accepted

1412 ITEMS FOR NEXT AGENDA

Councillors on Outside Bodies - to agree a process for reporting back to Full Council (to be listed for PPF Committee agenda)

1413 IN CAMERA

It was proposed, seconded and all voted in agreement that Council go into private session to discuss staffing matters, and future occupancy of Picton House.

All observers and members left the meeting at 9.01pm.

1414 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 20th December 2017.

There being no other business to discuss, the meeting closed at 9.13pm.

Signed Mayor

Signed Town Clerk

Date