

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 21st FEBRUARY 2018 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

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

APOLOGIES: Cllr A Griffiths
Cllr P Jones
County Cllr A Tudor
Rev Fr N Cale, Mayor's Chaplain

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

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

Mr M Cavanagh, PCC Link Officer was in attendance.

Mr D Lynch, Western Telegraph was in attendance.

Mr P Howe, PCC Community Implementation Officer was in attendance.

The meeting opened with prayer.

1453 DECLARATIONS OF INTEREST FROM MEMBERS

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

1454 HAVERFORDWEST RIVERSIDE GREEN AND BLUE INFRASTRUCTURE IMPROVEMENT SCHEME

Peter Howe from the Regeneration Team at Pembrokeshire County Council gave a presentation on the proposed infrastructure project incorporating Bridge Meadow, the Old Mill Ground, Priory and Priory Saltings. All voted in favour of a letter of support being sent from the Town Council. Cllr Collier requested a letter of support be sent from the Bridge Meadow Trustees.

RESOLVED: That letters of support for PCC's Haverfordwest Riverside Green and Blue Infrastructure Improvement Scheme to be sent from Haverfordwest Town Council and the Bridge Meadow Trust

The Mayor welcomed Cllr Susan Cook to the Council. Each town and county councillor gave a short introduction.

1455 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1456 MINUTES OF THE LAST FULL COUNCIL MEETING

RESOLVED: The minutes of the Full Council meeting held on 17th January 2018 were confirmed and signed as a true record

1457 MATTERS ARISING FROM THE RESOLUTIONS IN THE MINUTES OF 17th JANUARY 2018

06/18 Naming of the new County Library – inclusion of National Gallery of Wales will need to be removed, as there is an existing legal partnership with National Library of Wales. The final decision is still to be made.

RESOLVED: That National Gallery of Wales will be removed from our recommended name

1458 MAYOR'S UPDATES AND CORRESPONDENCE

Councillor Update – Cllr Barbara Morgan resigned on February 6th 2018. A letter of thanks has been sent, with an invite to the Parlour for a formal gathering to be arranged.

Twin Town, Oberkirch – The Mayor gave an overview of his recent civic visit to Oberkirch. A return visit of schoolchildren from Oberkirch to Haverfordwest has been requested to take place in September 2018.

Twinning Association – The AGM will take place on Monday 26th February at the Services Club. Councillors were urged to attend to better their understanding of the involvement of the Twinning Committee and the proposed changes to the constitution which are to be considered.

Mayoral Engagements – The Mayor attended the Radio Pembrokeshire Local Hero Awards where he was proud and humbled to present the Child of Courage Award. He also attended the recent Garth Estate 'Clear Up' Day, and commented on the success of the event and the excellent attendance by all local services.

Outside Bodies – The Mayor invited reports from councillors who had attended meetings.

1. Cllr Mrs S Murray attended the first AGM of the Garth Steering Group. The key focus of the group is to improve community spirit within the area, and they intend to have a float at the town carnival. They are now fully constituted which will allow them to apply for grant funding.
2. Cllr J Morgans promoted a forthcoming Fundraising Bingo event raising funds for the Town Museum and requested support from councillors.

1459 PLANNING APPLICATIONS

Ref.No.17/1001/CL	Certificate of Lawful Development (subdivision of dwelling into 6 flats) 13 Belsize House Gloucester Terrace Haverfordwest
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RESOLVED: To contact Pembrokeshire County Council for confirmation that the development complies with current Building Regulations, as completed prior to 1974

Ref. No 17/1026/PA Erection of a dwelling
9 St Anthony's Way
Haverfordwest

RESOLVED: **Support**

Ref.No 17/1076/PA Alterations and replacement roof
Flat, Garlandstone
Dale Road
Haverfordwest

RESOLVED: **Support**

Ref. No 17/1060/AD Sign
North Wing
Picton Place
Haverfordwest

RESOLVED: **Support**

Ref. No 17/1124/LB 4 x timber sash windows to replace UPVC windows
9 Hill Street
Haverfordwest

RESOLVED: **Support**

Ref. No 17/1115/LB Change of used from commercial to residential
North Wing
11 Quay Street
Haverfordwest

RESOLVED: **Support**

1460 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 6 FEBRUARY 2018 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 C Evans
 Cllr A Griffiths
 Cllr S Hooper
 Cllr D Jones

PRESENT as observers: Cllr J Collier (arrived at 7.29pm)
Cllr Mrs S Murray
Cllr C Thomas

APOLOGIES: 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.

Updates on the report of the last meeting

Breaking Out of the Gallery Paintings – Cllr A Brooker will forward the measurements and a photograph of each painting to enable requests to be sent to Pembrokeshire County Council and the Castle Hotel to display the paintings.

Our Vision – PLANED will attend a future full council meeting to give a presentation on visioning.

Picton Centre

Cllr Brooker, as part of the sub-committee, gave an overview of the potential updates which could be made to the centre. It was agreed that quotations would be sourced for the following items for future consideration:

- Front door – replaced with UPVC, one large door rather than double doors
- Stage curtains, window curtains and vertical blinds
- Slabs – Council crest or lines outlined in to front door slabs
- Door to disabled toilet – replacement with fire door with pull handle or update current door with pull handle
- Electrics – upgrading to 16 amp

The current displayed artwork was discussed with a suggestion to use the space for local artists work in future. This will be given consideration at next month's committee meeting which will be held in the Picton Centre. The condition of the carpet near the front door would also be reviewed at next month's meeting. It was agreed that non slip mats would be discussed with the caretakers.

Cllr Brooker also put forward a revised copy of the lettings agreement with revisions to the opening hours. Cllr Brooker felt that this will allow local bands to hold events as he feels that there are limited venues in the town centre. The potential changes to the licensing of the centre and staffing hours were discussed. It was felt that further consideration was required so this would also be discussed again at the next committee meeting.

Cemeteries

St Martin's – Cllr A V Griffiths (Chair) advised that another member of the public had made a request for their family grave headstone to not be removed, this has been agreed. If the grave is less than 100 years old, the headstone will remain in place.

Advice is currently being sought regarding the mapping of the graveyard with aerial photography.

Planned works to Lower Prendergast Cemetery

The clearing works have been completed. Consideration was given to the ongoing maintenance, creating borders, repair to seats, planting. It was agreed that quotations would be sought to be considered at the next full council meeting. It is hoped that a structural engineer will be on site in March to view the boundary wall.

You Are Here Boards

Cllr A Griffiths will work with Cllr P Jones on the boards. The Sir John's Perrot Trust have queried the progress. The Perrot Trust had previously agreed funding towards the project. However, this funding will only now be given on the approval following sight of the outline plans of the boards.

Priory Saltings

Cllr Collier gave an update. The boardwalk is in place with some minor additions to be carried out. The grant funding provided by South Hook LNG has been spent. There is an issue with fly tipping. Works are required to the car parking area and fencing, as the initial quotation is over £2,000.00 then three quotes will need to be sought. As the work is of priority, these will be brought to full council for consideration.

Items for Next Agenda

There are no items for next agenda.

There being no other business to discuss, the meeting closed at 8.38pm.

END OF REPORT

ACCEPTANCE of the above report, all voted in favour with an amendment that the Priory Saltings boardwalk has been delivered and will be in place shortly

RESOLVED: **The report of the Management, Estates and Strategy Committee meeting held on 6th February 2018 is accepted as a true record subject to an amendment to Priory Saltings**

Cllr Collier gave a further update on Priory Saltings. Exploration work using heavy machinery by Pembrokeshire County Council (PCC) had caused substantial damage to the path. Options for repair work had been discussed with PCC but no resolution had been reached as yet. Cllr Collier will continue to work towards a positive outcome. Cllr Mrs Murray confirmed that the ground at Fortunes Frolic had been returned to its previous good condition.

1461 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 7 FEBRUARY 2018 AT 7PM IN THE
COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

PRESENT: Cllr C Thomas (Vice Chair)
 Cllr A Buckfield (Mayor – ex-officio)
 Cllr J Collier
 Cllr G Howell

14/18

Cllr J Morgans
Cllr Mrs S Murray

Present as observers: Cllr C Evans
Cllr S Hooper

The Town Clerk was in attendance.

Election of Chair

Cllr C Thomas was proposed and seconded as Chair, all voted in favour.

Election of Vice Chair

Cllr J Morgans was proposed and seconded as Vice Chair, all voted in favour.

Declarations of Interest from Members

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

Update on report of the last meeting

Charter Day – it was re-confirmed that the first Charter Day will be held in April 2019.

New Councillor Induction Policy – the sub-committee will be meeting to review this shortly.

Accounts to 31 December 2017

All voted in favour of accepting the accounts to 31st December 2017.

RESOLVED: Accounts are accepted to 31st December 2017

Defibrillator

A grant funding application had been approved towards the purchase price of a defibrillator at £600.00 plus VAT. This was a saving of around £300.00. It was proposed, seconded and all voted in favour that the grant towards the defibrillator is accepted and the defibrillator is purchased for £600.00 plus VAT along with an exterior cabinet to be fitted to the Picton Centre. Training for use of the defibrillator will be given to outside staff and also offered to all members of the public.

RESOLVED: A defibrillator is purchased for £600.00 plus VAT and the part grant funding is accepted

Cemetery Fees

The following changes to fees in Upper Prendergast Cemetery were proposed, seconded and all voted in favour:

- Full grave with 100 year burial rights is £650.00 to residents within boundary of Haverfordwest. Outside boundary of Haverfordwest, fee is doubled. No presale/reserving of plots
- Cremation plot £350.00. No presale/reserving of plots
- Burial of cremated remains in cremation plot or grave £150.00
- Right to erect a headstone/memorial on new grave/cremation plot £150.00. For second inscription £50.00
- No administration charge for the exclusive transfer of deeds
- All charges to take effect from 1 April 2018

- RESOLVED:** That the fees in Upper Prendergast Cemetery are updated from 1 April 2018 as follows:
- Full grave with 100 year burial rights is £650.00 to residents within boundary of Haverfordwest. Outside boundary of Haverfordwest, fee is doubled. No presale/reserving of plots.
 - Cremation plot £350.00. No presale/reserving of plots
 - Burial of cremated remains in cremation plot or grave £150.00
 - Right to erect a headstone/memorial on new grave/cremation plot £150.00. For second inscription £50.00
 - No administration charge for the exclusive transfer of deeds

Town Museum – funding and loan

The Mayor provided a history of the setting up of the museum as a trust by Council and the financial funding provided. A discussion took place on the financial requirements for the museum to continue with the current opening times. It was proposed that the museum is given an annual grant of £7,000.00 per annum from 1 April 2018 but with the following conditions:

1. Grant paid in two parts – first instalment of £3,500.00 paid on 1 April 2018
2. Second instalment of £3,500.00 paid on 1 October 2018 on the proviso that sufficient evidence that the following have been completed:
 - Provide a letter to request funding annually
 - Copy of annual accounts
 - Demonstrated that grant application have been made
 - Funding strategy
 - Formulate a business plan
 - Events programme
 - Copy of curator's job description and hours

The above proposal was seconded and all voted in favour. It was agreed that a letter outlining the funding would be sent to Museum Trustees, upon acceptance of the terms the first part of the funding would be released.

The museum is currently repaying the loan of £4,000.00 which ends in April 2020. The museum has made a written request to reduce the monthly repayment amounts. It was proposed that the repayment loan amount would be reduced to £50.00 per month from 1 March 2018 for a period of six months, however the reduction would be extended by a further six months if sufficient evidence of the above grant term are met. This will now extend the term of the loan. The proposal was seconded and all voted in favour.

- RECOMMENDED:** The Town Museum is:
- Given an annual grant of £7,000.00 per annum per under the above terms and conditions
 - The loan repayment amount is reduced to £50.00 for six months from 1 March 2018 with the option of a further six months extension of terms of grant funding are met

Grant Funding Policy and Applications

This item is deferred until the March meeting to allow further consideration.

Volunteers Policy

An overview was given of the requirements to put a volunteer policy in place and to manage it. It was felt that the resources were not available at this time. The Prince's Trust and other organisations would continue to be approached for volunteer support as required.

RESOLVED: That no Volunteer Policy is adopted at this time

Councillors taking an oath at Mayor Making

All were in agreement that Cllr Mrs S Murray provides the wording of an oath to be made by all Councillors at the Mayor Making Ceremony which will be considered at a future meeting for approval.

Subscription to Once Voice Wales

The membership to Once Voice Wales (OVW) expires at the end of February 2018 and the renewal cost for 2018/2019 is £1,773.00 excl. VAT. It was felt that OVW provide a vital support and advice service to Council and the Clerk so the membership should be renewed. It was proposed seconded and all voted in favour to renew the membership to OVW for 2019/2019 at a cost of £1,773.00

RESOLVED: Membership to One Voice Wales is renewed for 2018/2019 at a cost of £1,773.00 excl VAT

Planning Law In Wales Consultation Paper

A discussion took place regarding the proposed changes as set out in the Planning Law in Wales consultation paper. The removal of outline planning is of concern especially in our current role as a statutory consultee, as we are able to comment twice. It was felt that there is a danger in full applications to put in a lot of detail and then reserve matters for later – when do we as statutory consultees get a say to see the reserve matters? The community would not be able to have an input in to the reserve matters.

There is a benefit in the consultation paper, the Community Infrastructure Levy. This would give access to funds to do more for the community if Pembrokeshire County Council adopts it. It was agreed, seconded and all voted in favour that Cllr J Collier would formulate a comment on the consultation on behalf of the Council.

RESOLVED: Cllr Collier, on behalf of the Council, will formulate a comment on the Planning Law in Wales Consultation Paper

Welsh Assembly Government Funding

As the future location of the Council offices, chamber and Mayor's Parlour are currently under review, there may be a need to consider loans for purchase of property. It was agreed that the Clerk looks into the application for Welsh Assembly Government public loans.

Staffing Matters

It was proposed, seconded and all voted to discuss this item in camera.

Items for Next Agenda

- **Picton House Sub-Committee**

There being no other business to discuss, the meeting was closed at 9.32pm.

END OF REPORT

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

Town Museum – funding and loan : This resolution was not passed on advice received from One Voice Wales regarding our ability to provide funding to the Museum. This discussion will be deferred until further legal advice has been sought.

Volunteer Policy: Clarification was sought on why the policy was not adopted, and a request to include in the minutes that the Town Council will still support volunteering opportunities. This amendment was proposed, seconded and all voted in favour.

Picton House Sub-Committee: an email had been received from Pembrokeshire County Council and a meeting will be arranged shortly.

RESOLVED: **The report of the Personnel, Policy and Finance Committee meeting held on 7th February 2018 is accepted as a true record subject to the amendments and the deferment of the Town Museum Funding**

1462 NOMINATIONS FOR THE OFFICE OF MAYOR, DEPUTY MAYOR AND SHERIFF

Nominations to be received by 1pm on Thursday 8th March 2018. Copies of nomination forms are available from the Town Clerk.

1463 COUNCILLOR VACANCIES

There is a vacancy by way of Co-option on Castle Ward and Casual Vacancies in Garth and Portfield Wards. All notices expire on Monday 12th March 2018.

The notices have been advertised on the Town Council website, Facebook page and on local notice boards within the town.

1464 HAVERFORDWEST YOUTH FORUM

It was agreed to defer appointment of a Council representative until all Councillor vacancies have been filled. This was proposed, seconded as all voted in favour. Cllr Cook offered to represent the Town Council in the interim should there be any meetings.

RESOLVED: **To defer appointment of a Council representative until all Councillor vacancies have been filled**

1465 HAVERFORDWEST SKATEPARK ASSOCIATION

It was agreed to defer appointment of a Council representative until all Councillor vacancies had been filled. This was proposed, seconded as all voted in favour. Cllr Cook offered to represent the Town Council in the interim should there be any meetings.

RESOLVED: **To defer appointment of a Council representative until all Councillor vacancies have been filled**

- Contractor 1 - £1,500.00 excl. VAT
- Contractor 2 – £3,360.00 excl. VAT
- Contractor 3 – £3,500.00 excl. VAT

It was proposed, seconded and all voted in favour of the contract being awarded to Contractor 1.

RESOLVED: **The contract for work at Priory Saltings is awarded to Contractor 1 at cost of £1,500.00 excluding VAT**

1470 LOWER PRENDERGAST CEMETERY

Maintenance work, including flower planting (excluding the supply of plants), fencing repairs, hedge planting, and mowing during the summer months had gone out to tender. Only one quotation for £2,900.00 excl. VAT had been received, despite a number of companies being chased.

It was proposed, seconded and all voted in favour of the quotation being accepted, and costs be obtained for the supply of plants.

RESOLVED: **The quotation for work at Lower Prendergast Cemetery is accepted at cost of £2,900.00 excluding VAT is awarded to Contractor 1, and costs for the supply of plants to be requested from the same contractor**

1471 APPLICATIONS FOR FINANCIAL ASSISTANCE

1. **Gwersyll yr Urdd Glan-Ilyn:** financial support request towards funding the Urdd National Eisteddfod 2018.

RESOLVED: **That this application be declined as it is a national organisation and not specific to the town**

2. **3CH:** £500 - £1,500 requested towards the 'Set In Stone' project. Cllr A Brooker declared an interest.

It was initially proposed that the application be deferred until definitive figures could be provided. Cllr Brooker advised council that the deadline for the grant was Friday 24th February 2018.

The Mayor returned to the meeting at 9.13pm.
Cllr A Brooker left the meeting at 9.17pm.

RESOLVED: **That the Council donate the sum of £230 to 3CH under the Local Government Act 1972 Section 145, on the proviso that funds are spent on promotions, printing and graphics, together with the following caveats:**

1. **If the grant application from the Leader programme is unsuccessful, that the full donation is returned**
2. **If sufficient funds are raised through Cllr Brooker's own means, that the full donation is returned**

Cllr A Brooker returned and declared a personal and prejudicial interest.

3. **Transition Haverfordwest:** £500 requested towards the 'pocket park' project on land by the riverside adjacent to the County Hall offices. Cllrs A Brooker, C Evans and S Hooper declared an interest as volunteers.

RESOLVED: That Council defer the decision to allow time to confirm the legal situation in respect of land ownership

Cllr T Tudor left at 9.35pm.

1472 ACCOUNTS FOR PAYMENT

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

RESOLVED: The accounts totalling £20,737.20 including VAT were approved for payment and receipts totalling £23,352.63 excluding VAT were accepted

1473 STAFFING MATTERS

It was proposed, seconded and all voted in favour that the meeting be moved into private session to discuss staffing.

The Deputy Town Clerk, Administration Assistant, and all members of the public left at 9.45pm

1474 ITEMS FOR NEXT AGENDA

There are no items for the next agenda.

1475 DATE OF NEXT MEETING

An extra-ordinary meeting of Council will be held on Tuesday 13th March 2017, and the next meeting of Full Council will be held on Wednesday 21st March 2018.

There being no other business to discuss, the meeting was closed at 10.00pm.

Signed Mayor

Signed Town Clerk

Date