

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 18 JULY 2018
AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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

APOLOGIES: Cllr A Brooker
Cllr J Collier
Cllr A Edwards
Cllr P Jones
Mr D Thomas, PCC Link Officer

The Town Clerk and Administration Officer were in attendance.
M Cavanagh, PCC Link Officer, was in attendance.
David Lynch, Western Telegraph reporter, was in attendance.

1568 DECLARATIONS OF INTEREST

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

1569 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1570 MINUTES OF COUNCIL MEETING

The minutes of the meeting held on 20th June 2018 were agreed as a true record, save for the following:

55/18: 1555 St Martin's Cemetery: should read 'the ground will be scraped and a lawn area created'.

RESOLVED: **The minutes of the Council meeting held on 20 June 2018 were confirmed and signed as a true record subject to the amendment above**

1571 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 20 JUNE 2018

55/18 River of Lights: Haverhub are looking to take this project forward.
St Martin's Cemetery: a seat outside the gates was missing, this has now been replaced with a different seat. A method statement regarding the safety and relocation of any wildlife is to be included in the tender document.

62/18

Enhancing Pembrokeshire Grant Scheme: following clarification that a decision on proposals could not be made at Council until all ideas had been heard at the forthcoming public meeting, Cllr Howell gave an overview of an idea to be considered as a proposal under the grant system, to reintroduce a monthly Sunday artisan food and craft market, with a view to employing an individual for two to three days a week. The leader on the proposal has yet to be agreed.

1572 MAYOR'S UPDATES AND CORRESPONDENCE

1. There is a vacancy in Portfield Ward; the notice of casual vacancy expires on Monday 6th August 2018.
2. There is a public online consultation for Local Development Plan 2, with a meeting at County Hall on Tuesday 24th July 2018.
3. There is a public meeting for the Enhancing Pembrokeshire Grant Scheme on Friday 20th July, with PCC staff providing an overview and to answer any questions.
4. On Tuesday 25th September, Code of Conduct training will be held, with a reminder that all new councillors must complete this within six months of starting their term of office.
5. Festival Week:
 - Volunteers are needed for the Carnival on Sunday 29th July, especially marshalling along the route.
 - Other Festival Week events include a Medium show and a Tea Dance, with posters given to all councillors to distribute.
 - A quiz night is being held on Tuesday 24th July at the Cricket Club to raise funds towards the 30th birthday celebrations of the Oberkirch Twinning. A museum fundraising event is being held on the same night at the Picton Centre
6. A letter had been received from Mr Charles Davies regarding the Priory Saltings, to which a response had been sent via Cllr Collier advising that the site is a work in progress.
7. An email had been sent to Cllr David Simpson, leader of PCC, highlighting three areas, with two yet to be resolved:
 - a) Permission has been received to use Haverfordwest Castle for HTC events, with the authorisation to contact Marc Owen for licence application and key access.
 - b) No update had been received to date on the long term lease of the Castle.
 - c) No response received regarding a new Garth community centre. The steering group have a building in mind but have not been allowed use.

1573 PLANNING APPLICATIONS

Ref. No. 18/0265/PA
PRIORY WARD

Refurbishment of existing building & change of use from oil depot offices to hire car office & car/van storage yard

Offices & yard at rear of Scotchwell Cottage
Cartlett
Haverfordwest
SA61 2LH

RESOLVED:

Support

Cllr Buckfield proposed that plenary powers be given to councillors in each ward to action planning applications on the PCC website during the summer break, reporting their comments at the next meeting of council. This seconded and all voted in favour.

RESOLVED: Plenary powers are given to Ward Councillors to deal with planning applications during the summer recess and report back to Full Council in September

1574 REPORTS OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE

The following report was submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 3 JULY 2018 AT 7PM IN THE SPORTS PAVILION, THE LOWER RACECOURSE, HAVERFORDWEST

PRESENT: Cllr S Hooper (Chair)
Cllr J Collier
Cllr S Cook
Cllr A V Griffiths

PRESENT as observers: Cllr A Buckfield

APOLOGIES: Cllr Mrs S Murray (Mayor – ex-officio)
Cllr A Edwards
Cllr C Evans
Cllr D Jones

ABSENT: Cllr A Griffiths

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

‘You Are Here’ boards: Cllr Collier and Cllr A V Griffiths are currently reviewing options for the design of the notice board and map.

Horse Fair Sign: Options for refurbishment/replacement of the sign are currently being considered. It was hoped that as much as possible of the original sign will remain.

Picton Centre

Quotations were considered for the replacement of the front doors; all voted in favour of accepting the quotation from Contractor 2 for £3,276.00 incl VAT.

Quotations were considered for the removal of patio slabs on the pathway to the front doors and replaced with tarmac; all voted in favour of accepting the quotation from Contractor 2 for £880.00 excl VAT.

RESOLVED: That the following quotations are accepted –

- Replacement of main front doors at a cost of £3,276.00 incl VAT from Contractor 2

- **Removal of patio slabs and tarmac area at a cost of £880.00 excl VAT from Contractor 2**

Cemeteries

Lower Prendergast: The tender will be produced and issued shortly to carry out repair works to the retaining wall. The Prince's Trust have put the pathway back in, weeded, stained benches, painted railings. They will return in September to continue work and for a litter pick.

St Martin's: The tender for re-locating of headstones is to be issued shortly.

Accessibility to Town Council Property

Lower Prendergast Cemetery: This is challenging for wheelchair/disability access. The footpath to reach the cemetery is crumbling. This path is owned by Pembrokeshire County Council (PCC), Cllr Cook will comment on it through the PCC Rights of Way Consultation. Inside the cemetery, the possibility of installing handrails on one side of the path will be reviewed. Continuous handrails would prevent access to the only two rows of headstones which are sited as you enter the cemetery.

Picton Centre: Cllr Cook will source options/grants to provide a ramp for access to the stage.

Picton House: There is one step in the corridor and two steps down in to the council chamber, with only one ramp available. All agreed that an additional ramp should be purchased. In the interim, the current ramp would be better served on the corridor step as the handrails above the chamber steps provide some assistance.

Sports Pavilion: The gate closures are not visible/accessible; these will be reviewed. All agreed that a threshold ramp was required to improve access through the front doors.

Cllr Cook will provide a report of the access to all properties for future consideration.

RESOLVED: **An additional ramp is purchased for use in Picton House and a threshold ramp for the Sports Pavilion is put on hold**

Priory Saltings

The tenders for the removal of Japanese knotweed were considered. All voted in favour to award the three year contract to Contractor 2 at a cost of £246.00 incl VAT per annum.

The boardwalk is now complete. The area is growing at a massive rate and the ground will need preparing before the meadow flower seed is planted in September. The Blue and Green Infrastructure project was successful with their grant funding application; which includes an element of funding for additional works at the Saltings.

Costings are to be sourced for a managerial plan and benches for future consideration.

RESOLVED: **The three year contract for removal of Japanese knotweed at Priory Saltings is awarded to Contractor 2 at a cost of £246.00 incl VAT per annum**

Sub-committees

It was agreed that Councillors are appointed to sub-committees as follows:

Cemeteries: Cllr A V Griffiths, Cllr C Evans

Christmas Lights: Cllr S Hooper (Chair), Cllr M Mathias, Cllr S Cook, (Town Clerk)

Events/Festival Week: Cllr Mrs S Murray (Chair), Cllr J Collier, Cllr C Thomas, Cllr J Morgans, Cllr M Mathias, Cllr A Edwards, Cllr G Howell (to be confirmed), (Town Clerk)

Picton Centre, Sports Pavilion and Town WiFi: These will be dealt with by the MES committee

RESOLVED:

Councillors are appointed to the sub-committees:

Cemeteries: Cllr A V Griffiths, Cllr C Evans

Christmas Lights: Cllr S Hooper (Chair), Cllr M Mathias, Cllr S Cook, (Town Clerk)

Events/Festival Week: Cllr Mrs S Murray (Chair), Cllr J Collier, Cllr C Thomas, Cllr J Morgans, Cllr M Mathias, Cllr A Edwards, Cllr G Howell (to be confirmed), (Town Clerk)

Rifleman's Field

PCC are removing the roundabout due to health and safety issues; it is beyond repair and they do not have the funds to replace it. The permission and costings for the improvement to the pathway are still being sourced with PCC; the design will need to be considered before final approval.

Items for next agenda

- 'You Are Here' Boards
- Accessibility to Town Council Property
- Cemeteries – St Martin's

There being no other business to discuss, the meeting closed at 8.42pm.

END OF REPORT

St Martin's Cemetery:

Applicants for tender need to be mindful of the following conservation issues

- A method statement is required within the scope of works regarding the protection or relocation of wildlife underneath the headstones.
- Nesting birds must be left until the end of September and protection of the fauna within the designated site; there is the possibility of wetland fungi.

Sports Pavilion:

The proposed threshold ramp will be placed on hold awaiting information from Cllr Cook on a more cost effective option.

Sub Committees:

Cllr Howell confirmed she is not a member of the Festival Week committee.

ACCEPTANCE of the above report, all voted in favour.

RESOLVED: The report of the Management, Estates and Strategy Committee meeting held on 3rd July is accepted as a true record

1575 REPORTS OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE

The following report was submitted:

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE
HELD ON WEDNESDAY 4 JULY 2018 AT 7PM IN THE COUNCIL CHAMBER,
PICTON HOUSE, HAVERFORDWEST**

PRESENT: Cllr G Howell (Chair)
Cllr Mrs S Murray (Mayor- ex-officio)
Cllr A Buckfield
Cllr J Dunckley
Cllr M Mathias
Cllr J Morgans

PRESENT as observer: Cllr J Collier

APOLOGIES: Cllr A Brooker
Cllr P Jones
Cllr C Thomas

The Town Clerk was in attendance.

Declarations of Interest from Members

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

Update on report of the last meeting

No updates received.

Accounts to 31 May 2018

All voted in favour of accepting the accounts to 31 May 2018.

RESOLVED: Accounts are accepted to 31 May 2018

Mayor's Expenses for 2017/2018 Mayoral Year

Cllr A Buckfield declared a personal and prejudicial interest as the expenses relate to his term of office as Mayor. Cllr Buckfield left the room for this item.

It was agreed to pay Mayoral expenses of £1,000.00 for the 2017/2018 term of office.

RESOLVED: Mayoral Expenses of £1,000.00 to be paid for the 2017/2018 term of office

Applications for Financial Assistance

1. Haverfordwest Twinning Association

Cllr Mrs S Murray declared a personal interest as an HTC representative on the Twinning Committee.

Cllr A Buckfield declared a personal and prejudicial interest as an HTC representative on the Twinning Committee and as a host for the upcoming visit. Cllr Buckfield left the room for this item.

The application requests a donation of £2,200.00 to host the twin town of Oberkirch during their visit in September 2018.

Tier 2 grant assessment form scored 32 out of 35. All voted in favour of the proposal to donate £2,200.00 under the LGA 1972, Section 144.

RESOLVED: **That a donation of £2,200.00 is given to Haverfordwest Twinning Association**

Sub-committees

It was agreed that Councillors are appointed to sub-committees as follows:

Staffing: Mayor, Sheriff, Deputy Mayor, Chair of PPF, Chair of MES

Picton House: Cllr Mrs S Murray (Mayor), Cllr J Collier, Cllr J Morgans, Cllr C Evans, Cllr S Hooper (Chair of MES), Cllr C Thomas

Publicity and Promotion: Cllr G Howell, Cllr Mrs S Murray

Training: Cllr G Howell

Ways of Working Handbook: Cllr G Howell, Cllr Mrs S Murray

RESOLVED: **Councillors are appointed to the sub-committees:**

- **Staffing: Mayor, Sheriff, Deputy Mayor, Chair of PPF, Chair of MES**
- **Picton House: Cllr Mrs S Murray (Mayor), Cllr J Collier, Cllr J Morgans, Cllr C Evans, Cllr S Hooper (Chair of MES), Cllr C Thomas**
- **Publicity and promotion: Cllr G Howell, Cllr Mrs S Murray**
- **Training: Cllr G Howell**
- **Ways of Working Handbook: Cllr G Howell, Cllr Mrs S Murray**

Update from Picton House sub-committee

Cllr J Dunckley declared a personal interest as an employee of PCC.

Options are being considered for the future location of the town council offices. All voted in favour for an expression of interest letter being issued to the property owners of the buildings which are currently shortlisted, with a request for a point of contact for further information.

RESOLVED: **The owners of the properties that are being considered for the future location of town council offices, are issued with an expression of interest letter**

Items for next agenda

- 2019/2020 Action Plans

There being no other business to discuss, the meeting was closed at 8.14pm.

END OF REPORT

Sub-Committees:

Publicity and Promotions: consideration is being given to a task group to agree action plans of how to work together. A reminder was given that for a budget to be given, a Publicity and Promotions sub-committee is required.

Picton House: Cllr Collier will send out the minutes of the last meeting.

ACCEPTANCE of the above report, the majority voted in favour.

RESOLVED: **The report of the Personnel, Policy and Finance Committee meeting held on 4 July 2018 is accepted as a true record**

1576 DRAFT RIGHTS OF WAY IMPROVEMENT PLAN FOR PEMBROKESHIRE (RoWIP2)

A short discussion took place on the language relating to accessibility. Standard practice is to articulate the wording 'least restrictive access' and 'access for all'. All unanimously voted in favour to support this plan with a caveat that it includes the correct terminology relating to accessibility.

RESOLVED: **That the Draft Rights of Way Improvement Plan for Pembrokeshire is supported, with a caveat that it includes accurate terminology for accessibility**

1577 TOWN MAPS FOR VISITORS

Consideration is to be given to aligning the graphics of the 'You Are Here' boards with the proposed visitor town maps, with the graphics being discussed at the next meeting of the Management, Estates and Strategy Committee.

All voted in favour to allocate a maximum budget of £500.00 to this project, with a pilot scheme to be run and handed out in the new library.

This is to be included in the 2019/2010 Action Plans when setting future budgets.

RESOLVED: **To allocate a maximum budget of £500.00 for the town map production, and to print a small number of maps to determine interest from the general public**

Cllr Cook left the meeting at 7.54pm and returned at 7.59pm.

1578 WESTERN TELEGRAPH HEALTH AND CARE AWARDS

A request had been received from the Western Telegraph for Haverfordwest Town Council to sponsor an award category at the cost of £1500 including vat. This was deliberated at length with the majority voting in favour of sponsoring the Nurse of the Year award.

RESOLVED: **To sponsor the Nurse of the Year category at the forthcoming Western Telegraph Health and Care Awards at a cost of £1,500 incl VAT**

1579 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

It was proposed that Councillor membership on outside bodies be as follows:

Bridge Meadow Trust: All Councillors

Confluence Capital Commission Working Group (ended)

Garth Community: Cllr Sue Murray, Cllr Chris Thomas, Cllr Jim Dunckley

Great Places Project Committee (ended)

Haverfordwest Business Circle: Cllr Gillian Howell

Haverfordwest Racecourse Public Park Trust – Upper Racecourse: To Be Decided by Portfield Recreation Committee – awaiting update

Haverfordwest Skatepark Association: Cllr S Cook

Haverfordwest Youth Forum: Cllr Susan Cook

Haverhub: Cllr Susan Cook, one vacancy

One Voice Wales Pembrokeshire Area Committee: Cllr Gillian Howell, Cllr Stella Hooper

PCC Town Centre Car Park Committee: Cllr Jon Collier, Cllr Chris Thomas

Portfield Recreation Committee – Lower Racecourse: Cllr Mrs Sue Murray (Mayor of the Day), Cllr J Collier, Cllr Adrian Griffiths, Cllr Chris Thomas, Cllr Alan Buckfield

School Governors:

Fenton Community Primary School – Cllr Pete Jones

Haverfordwest VC School Barn Street – Cllr Chris Thomas

Mount Airey Community Primary School – Cllr Jon Collier

Prendergast Community School – Cllr Mrs Sue Murray resigned, await request for nominees

Sheriff's Association: Current Sheriff and all past Sheriff's

Sir John Perrott's Trust: Cllr Mrs Sue Murray (Mayor of the day), Cllr J Collier, Cllr Jenny Morgans, Cllr Susan Cook, Cllr Chris Evans

Town Heritage Initiative (PCC THI): Cllr Alan Buckfield, Cllr Mrs Sue Murray, Cllr Chris Thomas

Town Heritage Initiative Complimentary Initiative: Cllr S Cook, Cllr A Buckfield

Town Museum: Cllr Alan Buckfield, Cllr Jenny Morgans, Cllr Mrs Sue Murray

Town Team/4C's: Cllr Mrs Sue Murray (Mayor of the day), Cllr Alan Buckfield, Cllr Gillian Howell, Cllr Stella Hooper

Transition Haverfordwest: Cllr Arthur Brooker

Twinning Association: Cllr Mrs Sue Murray (Mayor of the day), Cllr Alan Buckfield, Cllr Chris Thomas, Cllr Andrew Edwards, Cllr Susan Cook

William Vawer Trust (as meetings follow Perrot's Trust, the same Cllrs appointed): Cllr Mrs Sue Murray (Mayor of the day), Cllr J Collier, Cllr Jenny Morgans, Cllr Susan Cook, Cllr Chris Evans

All voted in favour of the above appointments as representatives to Outside Bodies.

RESOLVED: Councillors elected onto Outside Bodies are as listed above

1580 TOWN HERITAGE INITIATIVE – COMPLEMENTARY INITIATIVES APPLICATIONS

There were no new applications for consideration by Council. An update was given on the existing applications forwarded to the THI Steering group for consideration. The proposal for the 'deep clean' of the town was now being actioned directly through the THI Steering Group. It was requested the Council are kept up to date with its progress.

1581 ACCOUNTS FOR PAYMENT

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

RESOLVED: **The accounts totalling £14,197.46 including VAT were approved for payment and receipts totalling £2,004.03 excluding VAT were accepted**

1582 ITEMS FOR NEXT AGENDA

- Safeguarding Policy
- Publicity and Promotions Role
- Enhancing Pembrokeshire Grant Scheme
- Finance of school awards for Haverfordwest High VC School

1583 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 19 September 2018.

There being no other business to discuss, the meeting was closed at 8.48pm.

Signed Mayor

Signed Town Clerk

Date