

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 24 OCTOBER  
2018 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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**PRESENT:** Cllr Mrs S Murray (Mayor)  
Cllr A Buckfield  
Cllr J Collier  
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  
Mr D Thomas, PCC Link Officer

**ABSENT:** Cllr S Cook

The Town Clerk and Administration Officer were in attendance.

Mike Cavanagh, PCC Link Officer, County Cllrs Alison Tudor, Tim Evans and Tom Tudor were in attendance.

David Lynch, Western Telegraph reporter, was in attendance.

**1599 DECLARATIONS OF INTEREST**

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

**1600 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions had been received from members of the public.

**1601 MINUTES OF COUNCIL MEETING**

1595 Outside Bodies: the minute should read 'on behalf of the Portfield Recreational Trust, Cllr Buckfield conveyed that the park benches are to be refurbished' instead of 'have been refurbished'.

The minutes of the meeting held on 21<sup>st</sup> September 2018 were agreed as a true record subject to the above amendment.

**RESOLVED:** **The minutes of the Council meeting held on 21 September 2018 were confirmed and signed as a true record subject to the amendment to minute 1595**

**1602 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 21 SEPTEMBER 2018**

74/18 1584 Future CCTV Infrastructure: No response to date had been received from Sinead Henehan regarding her follow-up with the Head of Enforcement. Mr Cavanagh, PCC Link Officer, agreed to follow this up.

- 75/18 1589 Mayor's Updates and Correspondence: A public meeting regarding the plans for Christmas 2019 had taken place with several organisations interested in being involved. A further meeting will take place in January 2019.
- 80/18 1592 Remembrance Service Events: Cllr Collier advised that the steps in St Thomas à Becket's Church were unsafe; therefore, a mobile lift will be used at the Castle to raise the Beacon high enough for all to see around the town. Cllr Howell reported that the local newspaper adverts would be updated to show the correct location.

### **1603 MAYOR'S UPDATES AND CORRESPONDENCE**

1. A meeting had been held at Haverfordwest Police Station with the Mayor, Cllr Thomas, Cllr Buckfield and Cllr Griffiths in attendance. Antisocial behaviour around the town had been discussed with the police looking for a way forward. A further meeting is to be held to which the County Councillors will be invited.
2. A Parlour visit with the recipients of the 2018 Citizens Awards had taken place on 24<sup>th</sup> October 2018, with the award winners receiving certificates.
3. Election update: there are currently 3 vacancies in Portfield ward. Petitions had been received for the 2 casual vacancies. A Notice of Election has been posted by Electoral Services, expiring on 9 November 2018, with a provisional by-election date of 6 December 2018. The Notice of Co-option for the other Portfield vacancy will be reposted in the New Year.
4. A thank you card had been received from Thorne Mason Trust for the donation of £531.22 raised during Festival Week by the Events sub-committee.
5. Following her recent meeting with Mr Ian Westley, Chief Executive of PCC, the Mayor had sent a follow-up letter requesting an update following queries raised on the Shire Hall. An acknowledgment letter had been received. Mr Cavanagh would contact a senior officer in the Property department to follow up on our behalf.
6. A letter of thanks has been received from the Oberbürgermeister in Oberkirch regarding the recent Twinning visit.
7. Mr Charles Davies had written to the Mayor regarding the absence of councillors at the Battle of Britain service in September, and other events and services The Mayor had yet to respond, pending comments from councillors. It was agreed for the Mayor to respond that councillors are spending more time promoting and supporting the town which could have an impact upon attendance at invited events. It was realised that the majority of councillors are employed or have young families, and are striving for a suitable home/work/council life balance. However, the Mayor will continue to request attendance at events where appropriate.

The Mayor reminded councillors she would be away for the majority of November, and to refer any questions, queries or comments to the Town Clerk during her absence.

### **1604 PLANNING APPLICATIONS**

***Cllr Dunckley declared an interest as he works in the Planning Dept. at PCC.***

**Ref. No. 18/0648/DC**  
**GARTH WARD**

**Conversion of Existing Family Centre to pair of One  
Bedroom Flats**  
515 & 523 Hywel Road  
Haverfordwest  
SA61 2TJ

**RESOLVED:**

**SUPPORT**

The Mayor wishes to record her annoyance that the Garth Steering Group were not allowed to use this facility during the summer.

**Ref. No 18/0400/NM**  
*CASTLE & GARTH WARD*

**Non-material Amendment to permission 16/0376/PA**

Lidl Foodstore  
Thomas Parry Way  
Haverfordwest  
SA61 2HD

**RESOLVED:**

**SUPPORT**

**Ref. No 18/0600/PA**  
*PORTFIELD WARD*

**New care home complex (use class C2) comprising a purpose built 6-bedroom building, a pair of one-bedroom self-contained flats and change of use of existing building along with alterations and extensions**

31 Haven Road  
Haverfordwest  
SA61 1DU

**RESOLVED:**

**SUPPORT**

**1605 REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE**

The following report was submitted:

**REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY HELD ON TUESDAY 9 OCTOBER 2018 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

**PRESENT:**

Cllr Mrs S Murray (Mayor – ex-officio)  
Cllr J Collier  
Cllr C Evans  
Cllr A V Griffiths  
Cllr D Jones

**PRESENT as observers:**

Cllr G Howell  
Cllr M Mathias  
Cllr C Thomas

**APOLOGIES:**

Cllr S Hooper (Chair)  
Cllr S Cook

The Town Clerk was in attendance.

**Declarations of Interest**

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

**Re-Election of Vice Chair 2018-2019**

Cllr C Evans was elected as Vice-Chair for 2018/2019.

**RESOLVED:**

**Cllr C Evans is Vice-Chair of the Management, Estates and Strategy Committee for 2018/2019**

### **Report of the last meeting**

- Horse Fair Sign:** The sign is currently being created and will be fitted once complete.
- Remembrance Beacon:** St Thomas à Becket's Church tower will be viewed but it is unlikely that this site can be used, due to poor access and the imminent sale.  
The Castle will be the more likely site, with the possibility that a cherry picker may need to be used.

### **Picton Centre**

A working party made up of Cllrs Hooper and Brooker will review the paintings and curtains in the centre. It was suggested that the toilet cubicle dividers be painted rather than varnished this will be discussed with the caretakers.

### **Cemeteries**

**St Martin's:** The contracted work for re-locating of headstones has commenced this week.

**Lower Prendergast:** A number of trees within the boundary/roadside wall will need to be removed, with a meeting scheduled with a tree work consultant in the near future to discuss options.

**Upper Prendergast:** Hedges are due to be cut back during the winter months.

### **Priory Saltings**

The seeding is due to happen shortly and the knotweed has been sprayed. Pembrokeshire College students are on standby to fit the additional boardwalk which will be delivered to the college. The management plan is to be drafted imminently.

With regard to the grant funding for the additional boardwalk; we will be meeting with PCC to clarify the need for planning permission as this will delay the project.

### **You Are Here Boards**

The graphic designer attended a briefing session to clarify the requirements for the boards, along with collating ideas and information. Designs will be presented in three weeks for consideration.

### **Licence for Haverfordwest Castle**

A draft licence agreement had been provided by Pembrokeshire County Council (PCC) for consideration.

All voted in favour of applying for a licence, with the following variations:

- Rates – Council would be unable to go ahead with applying for a licence if rates were to be charged for the period, as there would be relatively few events held.
- Statutory Inspections – it would be useful for PCC to provide a list of the required statutory inspections.
- Vacant Property – PCC to guarantee sole occupancy of the Records Office.
- Castle Walls – the map includes the castle walls within the area of responsibility for the licence. The understanding was that the walls would remain the responsibility of PCC so the map would need to be revised. Also, could the growth on the castle walls be removed by PCC.

**RECOMMENDATION:** Council applies to Pembrokeshire County Council for a licence for Haverfordwest Castle on the proviso that the above conditions are confirmed

### **Budget and Action Plans 2019/2020**

A brief overview was provided of the action plan, with each team asked to provide a draft 2019/2020 plan at the November committee meeting for consideration. The events action plan was presented. It was felt that funding for Dementia Friendly should be applied for by a grant funding application. All draft action plans will be circulated by the Town Clerk, once received by each team.

### **Gateway to Haverfordwest Study**

A stakeholder consultation event on Haverfordwest Transport Interchange is being held on 22 October 2018, Cllr C Evans and Town Clerk will be in attendance.

### **Townscape Heritage Initiative (THI) Complementary Initiative**

The four proposals approved by Council to be put forward as applications to the THI Steering Group for consideration, have failed or been unable to progress. It was requested that any proposals been brought to Council for consideration as soon as possible, with the reminder that the THI funding deadline is 31 March 2019. Cllr Evans will approach PCC for advice on a proposal for a fact finding visit to a high-performing town.

Cllr Mrs S Murray left at 8.15pm.

### **Council Handbook, Chapters 1 and 2**

The first two chapters were reviewed: chapter 1 Councillors working with Town Council Staff and chapter 2 Councillors working together.

All voted in favour of adopting the first two chapters of the handbook with the addition of 'to be used in conjunction with: Code of Conduct, Standing Orders, Financial Regulations, The Good Councillor's Guide.'

**RESOLVED:** The Council Handbook Chapters 1 and 2 are adopted with the addition to be used in conjunction with documents listed

### **Items for next agenda**

- Rifleman's Field

There being no other business to discuss, the meeting closed at 8.24pm.

### **END OF REPORT**

Licence for Haverfordwest Castle: The licence was discussed. Pembrokeshire County Council confirmed they would continue to be responsible for the Castle walls. Mr Cavanagh, PCC Link Officer, suggested investigating whether events may be organised either through the Museum or in partnership with the Museum as it is a registered charity. Mr Cavanagh will seek further clarity with PCC with regard to the rate charges. It was unanimously agreed to defer making a decision on the licence for the Castle to allow for further exploration and clarification.

**ACCEPTANCE** of the above report not including the Licence of Haverfordwest Castle, all voted in favour.

**RESOLVED:** The report of the Management, Estates and Strategy Committee meeting held on 9 October 2018 is accepted as a true record, with the exception of the Licence for Haverfordwest Castle pending clarification on rates

Cllr Griffiths left the meeting at 7.33pm and returned at 7.36pm.

**1606 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 10 OCTOBER 2018 AT 7PM IN THE COUNCIL CHAMBER,  
PICTON HOUSE, HAVERFORDWEST**

**PRESENT:** Cllr G Howell (Chair)  
Cllr A Brooker (arrived at 19.28pm)  
Cllr A Buckfield  
Cllr J Dunckley  
Cllr M Mathias  
Cllr J Morgans  
Cllr C Thomas

**PRESENT as observer:** Cllr J Collier

**APOLOGIES:** Cllr Mrs S Murray (Mayor/ex-officio)

The Town Clerk was in attendance.

Mr Peter Lewis JP (Haverfordwest Racecourse Public Parks Trust) was in attendance.

**Declarations of Interest**

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

**Report of last meeting**

No updates.

**Accounts to 31 August 2018**

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

**RESOLVED:** Accounts are accepted to 31 August 2018

**2019/2020 Budget and Action Plans**

The action plans will become a strategic plan for Council. Councillors were asked to forward draft 2019/2020 action plans to the Town Clerk, these will be considered at next month's committee meetings.

### **Safeguarding Policy**

Training on safeguarding has been arranged for 17 October 2018, all Councillors were reminded of the importance to attend. The Safeguarding Policy will be presented at the next PPF committee meeting for consideration.

### **Townscape Heritage Initiative (THI) Complementary Initiative**

***Cllr Buckfield and Cllr Thomas declared a personal interest as Council representatives on the THI Steering Group.***

Further advice would be sought from Pembrokeshire County Council on whether a fact finding visit to a high-performing town could be considered for funding. The visit would be to Frome and Swansea Uplands to see their management of a destination market.

Cllr Buckfield reserved the right to speak at Full Council.

### **Applications for Financial Assistance**

#### **1. Merlin's Bridge AFC**

***Cllr M Mathias declared a personal interest as his son plays football for the club.***

The application requests a donation of £399.94 to be used towards the cost of crowd barriers and nets.

All voted in favour of the proposal to donate £399.94 under the LGA 1976, Section 19.

#### **2. Friends in Harmony Mixed Choir**

The application requests a donation of £200.00 to support performances at care homes, nursing homes, day care hospitals, for charity fundraising.

All voted in favour of the proposal to donate £200.00 under the LGA 1972, Section 145.

#### **3. Talking Books Wales**

The application requests a donation of – no amount specified.

All voted in favour to not provide funding at this time.

#### **4. Haverfordwest Ladies Choir**

The application requests a donation of £200.00 to support the purchase of music and hire of rehearsal hall.

All voted in favour of the proposal to donate £200.00 under the LGA 1972, Section 145.

#### **5. The VC Gallery**

***Cllr A Brooker declared a personal and prejudicial interest as he is provided with free office space at the gallery.***

The application requests a donation of £5,000.00 to support a pilot working with and offering support to veterans and their families.

All voted in favour to not provide funding for this project.

## 6. Haverfordwest Racecourse Public Park Trust

***Cllr Buckfield and Cllr Collier declared a personal interest as HTC representatives on the HRPPT.***

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

The application requests a donation of £5,000.00 to support the maintenance of the Upper Racecourse.

Majority voted in favour (one abstained) of the proposal to donate £5,000.00 under the Public Health Act 1875, s.164 (LGA 1972, Sched.14 para 27); Public Health Acts Amendment Act 1890, s.44; Open Spaces Act 1906, ss.9 and 10.

Cllr Collier reserved the right to speak at Full Council.

### **RESOLVED:**

#### **That:**

- **A donation of £399.94 is given to Merlin's Bridge AFC**
- **A donation of £200.00 is given to Friends in Harmony Mixed Choir**
- **A donation of £200.00 is given to Haverfordwest Ladies Choir**
- **A donation of £5,000.00 is given to Haverfordwest Racecourse Public Park Trust**

Cllr Collier left at 8.36pm.

### **Council Handbook – Chapters 1 and 2**

All voted in favour of adopting the Council Handbook chapters 1 and 2. It was felt that a chapter providing an overview of each civic event would be useful.

### **RESOLVED:**

**The Council Handbook Chapters 1 and 2 are adopted**

### **Licence for Haverfordwest Castle**

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

A draft licence agreement had been provided by Pembrokeshire County Council (PCC) for consideration.

Majority voted in favour to apply for a licence for the castle for the period from 1 November 2018 to 31 December 2019, upon clarification of the rates payable and amendment of map to not include the castle walls as they are to remain the responsibility of PCC.

### **RECOMMENDATION:**

**Council applies to Pembrokeshire County Council for a licence for Haverfordwest Castle on the proviso that the above conditions are confirmed**

Cllrs Brooker and Mathias reserved the right to speak at Full Council.

### **Items for next agenda**

No items for next agenda.

There being no other business to discuss, the meeting was closed at 8.50pm.

**END OF REPORT**

Applications for financial assistance: It was highlighted that members of the public may make representations, answer questions and give evidence at a meeting within a 3-minute timeframe, but may not participate in the debate.

**ACCEPTANCE** of the above report not including the Licence of Haverfordwest Castle, all voted in favour.

**RESOLVED:** **The report of the Personnel, Policy and Finance Committee meeting held on 10 October 2018 is accepted as a true record, with the exception of the Licence for Haverfordwest Castle pending clarification on rates**

**1607 REPORT OF THE EXTERNAL AUDITOR FOR THE FINANCIAL YEAR ENDING 31 MARCH 2018**

The Auditors' comments were read out. Clarification will be sought on when to display the notices in the next financial year.

**RESOLVED:** **To accept the Report of the External Auditor for the financial year ending 31<sup>st</sup> March 2018**

**1608 CODE OF CONDUCT POLICY**

The majority of Councillors had received training from the PCC Monitoring Officer. All voted in favour of re-adopting the Code of Conduct Policy with no amendments.

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

**1609 INDEPENDENT REVIEW PANEL FOR WALES DRAFT REPORT 2019/2020**

No comments were received from councillors following the circulation of the draft report. The final report will be issued in February 2019.

**1610 THE VC GALLERY SHOEBOX APPEAL**

The VC Gallery is seeking the sum of £250.00 towards their annual Shoebox Appeal. It was suggested that their next grant application to include the required sum.

**1611 PEMBROKESHIRE COUNTY COUNCIL SURVEYS**

Councillors are asked to respond individually to the Toilet Strategy Needs Assessment and Parc Gwyn Crematorium surveys, as individual responses are recorded.

**1612 OUTSIDE BODIES**

Fenton Community School:

***Cllr Alan Buckfield declared a personal interest as Chair of Governors.***

All voted in favour to nominate Cllr Jim Dunckley for Fenton Community School Additional Community Governor.

County Cllr T Tudor left the meeting at 7.51pm and returned at 7.58pm

Haverhub:

***Cllr Chris Evans declared a personal and prejudicial interest.***

One vacancy still exists on the Haverhub committee.

Representation from Haverfordwest Town Council has been requested at the River of Lights meetings, and it was agreed for a rotation of councillors from the events sub-committee to attend.

County Cllr A Thomas left the meeting at 8.08pm and returned at 8.10pm.

The Mayor gave an update from the events sub-committee. It had been agreed that to enable each ward to hold an event for the elderly or children, a grant application could be submitted to the events sub-committee by a ward councillor. It was hoped that the ward councillors and county councillors would support the event.

Cllr Thomas had attended the Sheriff's Conference in Southampton. The Conference was planned to be in Haverfordwest in 2023.

Cllr Howell had attended a Haverfordwest Briefing meeting. Once received, the minutes would be circulated to all councillors.

**RESOLVED:** **To nominate Cllr Jim Dunckley for the position of Fenton Community School Additional Community Governor**  
**For a rotation of Councillors to attend the River of Lights meetings**

**1613 Townscape Heritage Initiative (THI) Complementary Initiative**

*Cllrs Thomas, Murray and Buckfield each declared a personal interest as HTC appointed representatives of the THI Steering Committee.*

A deep clean and 'buddleia clean' is to take place on High Street.

It was felt that an application for a Destination Market is likely to be considered favourably by the Steering Committee which would fund a research trip to existing working markets and funding for market consultants to visit Haverfordwest.

**1614 ACCOUNTS FOR PAYMENT**

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

**RESOLVED:** **The accounts totalling £27,164.07 including VAT were approved for payment and receipts totalling £2,851.69 excluding VAT were accepted**

**1615 ITEMS FOR NEXT AGENDA**

No items for next agenda.

**1616 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 21 November 2018.

There being no other business to discuss, the meeting was closed at 8.24pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....