

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

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

ABSENT: Cllr A Brooker
Cllr J Dunckley

The Town Clerk and Administration Officer were in attendance.

County Cllrs Alison Tudor, Tim Evans and David Bryan were in attendance.
David Lynch, Western Telegraph reporter, was in attendance.

1617 DECLARATIONS OF INTEREST

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

1618 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1619 MINUTES OF COUNCIL MEETING

The minutes of the meeting held on 24 October 2018 were agreed as a true record.

RESOLVED: **The minutes of the Council meeting held on 24 October 2018 were confirmed and signed as a true record**

1620 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 24 OCTOBER 2018

87/18 1602 Future CCTV Infrastructure: A response from Sinead Henehan from Pembrokeshire County Council has been circulated to all councillors.

88/18 1603 Mayor's Updates and Correspondence: In respect of the Shire Hall, Mr Ian Westley, PCC Chief Executive, has requested information from Property Department to assist in his response to the Mayor

90/18 1605 You Are Here Boards: You Are Here boards have been listed on the agenda for the next meeting of the Management, Estate and Strategy Committee.

94/18

1606 Council Handbook: Chapters 3 and 4 are in draft and will be taken to the next meeting of the Management, Estate and Strategy Committee.

1621 MAYOR'S UPDATES AND CORRESPONDENCE

1. A letter of thanks has been received from the Friends in Harmony Choir for their recent donation. The letter included a general invitation to all councillors to attend their forthcoming Christmas concert. The letter has been forwarded to councillors for their information.
2. There are a number of upcoming events at which all councillors are welcome, in particular on 1st December the Christmas Lights Switch-On, and the official opening of the Glan-yr-Afon Library, Gallery and Visitor Information Centre on the 7th December. All councillors had received invitations to the Civic Carol Service on Monday 17th December, and were prompted to respond if not already done so.
3. The Deputy Mayor gave a heartfelt thank you to all those involved in the recent Remembrance Services and events. Attendance of councillors and the general public had been excellent at all events, especially the Service of Remembrance at Tabernacle Church. Thanks were also given to the Haverfordwest Yarn Bombers for their wonderful poppy displays around the town, and to those who had organised the 'I Lived Here' posters.

1622 PLANNING APPLICATIONS

Ref. No 18/0717/PA
CASTLE WARD

**Change of use of ground floor to residential.
alterations to building and erection of garden
room**

52 & 54 Dew Street
Haverfordwest
SA61 1NR

RESOLVED:

SUPPORT

Ref. No 18/0718/LB
CASTLE WARD

**Change of use of ground floor to residential.
alterations to building and erection of garden
room**

52 & 54 Dew Street
Haverfordwest
SA61 1NR

RESOLVED:

SUPPORT

Ref. No 18/0754/PA
PRENDERGAST WARD

Extensions and alterations

34 Coronation Avenue
Haverfordwest
SA61 2RQ

RESOLVED:

SUPPORT

Ref. No. 18/0778/LB
CASTLE WARD

**Conversion of ground floor (office) and basement
(redundant club) into 3 flats per floor (6 total)**

25-27 Hill Street
Haverfordwest
SA61 1QH

RESOLVED:

SUPPORT

A consultation and pre-planning notice had been received for the erection of a number of properties on the Land at Scarrowscant Lane. It was agreed to await the planning application and for all councillors to review the document fully before it is brought to Council, noting in particular the size of the development and plots, the density of the site, the school catchments and the bio-diversity of the existing site.

1623 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 NOVEMBER 2018 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT:	Cllr S Hooper (Chair) Cllr C Evans Cllr A V Griffiths Cllr D Jones
PRESENT as observers:	Cllr A Buckfield Cllr G Howell (arrived at 7.20pm) Cllr C Thomas
APOLOGIES:	Cllr Mrs S Murray (Mayor/ex-officio) Cllr J Collier

The Town Clerk was in attendance.

The Chair expressed her thanks to Cllr Evans for chairing the October meeting and congratulated him on his appointment as Vice-Chair.

Declarations of Interest

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

Report of the last meeting

Horse Fair Sign: The new sign is in place. An update will be posted on Facebook and website.

Haverfordwest Transport Interchange Study: **(Gateway to Haverfordwest Study)**
An overview of the recently commenced study was provided.

Cemeteries

St Martin's: The main gates are current planned works which are weather dependant. Tenders were considered for the cutting back of trees and brambles for the full right-hand side of the cemetery. All voted in favour to accept the tender of £1,200.00 plus VAT. It was requested that the contractor be asked to include the removal of a number of tree stumps within this quotation.

Lower Prendergast: Tender was considered for the removal of tree stumps near the boundary wall which will assist with future works. All voted in favour to accept the tender of £400.00 plus VAT.

- RESOLVED:** The following contracted works are carried out in the cemeteries:
- **St Martin's: tree cutting at a cost of £1,200.00 plus VAT**
 - **Lower Prendergast: removal of tree stumps at a cost of £400.00 plus VAT**

2018/2019 Town Centre Improvements Action Plan

The 2018/2019 action plan has a budget of £3,500 for lighting and planting. It is hoped that this budget can be used to provide a lighting scheme within the schedule of works currently underway at Castle Lake Link. A site visit will shortly be carried out with a lighting designer and PCC Officers.

Rifleman's Field

Awaiting quotations following site visit with number of contractors.

2019/2020 Budget and Action Plans

The draft 2019/2020 action plans were discussed. Two draft action plans have been introduced for consideration – Destination Market, Publicity and Promotion.

Each plan must include if it is aspirational or a scheme of works. The spending under an aspirational plan must come to Council for approval. The spending under a scheme of works plan can be approved by the relevant committee.

It is hoped that all plans will be finalised at the December meetings.

Items for next agenda

- Rifleman's Field
- Picton Centre - update and review
- Blue Plaques

There being no other business to discuss, the meeting closed at 8.30pm.

END OF REPORT

St Martin's Cemetery: It was questioned whether the quotation of £1,200 plus VAT also included the removal of tree stumps. Confirmation was given that no more could be included within the quotation, and a further quotation for the removal of all tree stumps is awaited.

Horsefair Sign: Positive feedback on the new sign had been received from a member of the public.

ACCEPTANCE of the above report, all voted in favour.

- RESOLVED:** The report of the Management, Estates and Strategy Committee meeting held on 9 November 2018 is accepted as a true record

1624 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 NOVEMBER 2018 AT 8PM IN THE
COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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

The Town Clerk 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 30 September 2018

All voted in favour of accepting the accounts to 30 September 2018.

RESOLVED: Accounts are accepted to 30 September 2018

Safeguarding Policy

A number of Councillors had received safeguarding training on 17 October 2018.

All voted in favour of adopting the Safeguarding Policy with the following points confirmed:

- All Town Council Letting Agreements to be revised to include page 2 of the Safeguarding Policy – Hiring of Town Council Facilities.
- On page 3 - Expectations of Elected Members:
 - point 1: all members must be provided with copy of policy and acknowledge in writing, to abide by it.
 - Point 2: all elected members must either attend Safeguarding Training or complete the PCC online e-learning Safeguarding module (provide copy of certificate or confirm in writing to Town Clerk that training completed).

RESOLVED: That:

- **Safeguarding Policy adopted with above updates**
- **All Town Council Letting Agreements updated as above**

Applications for Financial Assistance

1. The VC Gallery

The application requests a donation of £250.00 to be used towards The Shoebox Appeal (Christmas).

All voted in favour to donate £250.00 under the LGA 1972, Section 137.

2. Pembrokeshire Disabled Bowlers Club

The application requests a donation of £500.00 to support a new generation of young bowlers with learning disabilities enrolled in the Special Olympics and to provide sessions to a number of organisations.

All voted in favour to not provide funding at this time. Any future application will need more information outlining the benefit to residents of Haverfordwest.

3. PATCH

The application requests a donation of £500.00 to support the Christmas Toy Appeal.

All voted in favour to donate £500.00 under the LGA 1972, Section 137.

RESOLVED:

That:

- **A donation of £250.00 is given to The VC Gallery**
- **No donation is provided to Pembrokeshire Disabled Bowlers Club**
- **A donation of £500.00 is given to PATCH**

2019/2020 Budget and Action Plans

The draft 2019/2020 action plans were discussed. It is hoped that all plans will be finalised at the December meetings. An overview was provided of the draft publicity and promotion action plan.

Items for next agenda

- Councillor Induction Programme

There being no other business to discuss, the meeting was closed at 9pm.

END OF REPORT

ACCEPTANCE of the above report, all voted in favour.

RESOLVED:

The report of the Personnel, Policy and Finance Committee meeting held on 7 November 2018 is accepted as a true record

1625 TOWN CENTRE FLOWER ARRANGEMENTS FOR THE 2019/2020 FINANCIAL YEAR

A quotation from Pembrokeshire County Council has been received for a number of flower arrangements around the town for the sum of £2,939.00 plus VAT. This was an increase on the 2018/2019 figures by £430.23. The quotation includes the watering and maintenance of the flower arrangements between May and September. It was noted that the PCC maintenance team are very accommodating in keeping the town clean and maintaining areas in addition to this contract.

The maximum number of sites are being utilised within the town centre, with scope for potential additional locations on the outskirts of the town centre, for example Prendergast and Horsefair. Councillors were reminded that the PCC quotation was a 'package' for planting and maintenance, and going direct to a nursery for the same

work could possibly incur a greater cost. It was all voted in favour to accept the quotation provided by PCC.

RESOLVED: To accept the quotation from Pembrokeshire County Council of £2,939.00 plus VAT for the planting and maintenance of the town centre flower arrangements for 2019/2020

1626 PROVISION OF LOCAL GOVERNMENT SERVICES TO RURAL COMMUNITIES: COMMUNITY ASSET TRANSFER

Wales Audit Office have produced two documents: Local Government Services to Rural Communities and Community Asset Transfer (CAT), which conclude that Councils need to think and act differently to sustain services in rural Wales. Public Services Board was created to strengthen joint working across all public services but is not currently engaging with Town Councils in Pembrokeshire. CAT can play an important role in helping to sustain rural communities. It was felt that being able to have details of Pembrokeshire County Council's Community Asset Transfer List would be beneficial to Council; the Link Officers may be able to assist with providing a copy. This would enable Council to consider the viability for future CAT. Council need to be aware of the findings within this document. The Clerk will ensure hard copies are available for any councillors who wish to see it in paper format.

RESOLVED: Pembrokeshire County Council to be asked to provide a copy of their Community Asset Transfer List to Council

1627 OUTSIDE BODIES

It was agreed to defer any new appointments to outside bodies until the current councillor vacancies had been filled.

Garth Community: A Light Party had taken place, as an alternative to Halloween. Sadly, this had to end early due to inclement weather

Haverfordwest Business Circle (HBC): Meetings are being held every two months. HBC are interested in creating a similar map to that being used for the You Are Here boards, with their businesses listed.

Haverfordwest Riverside Project: This is to be re-named Cleddau Reaches. A site visit is imminent.

Haverfordwest Transport Interchange Study: it was agreed that Cllr Evans and the Town Clerk be appointed as representatives.

One Voice Wales Pembrokeshire Area Committee: There was concern that information provided in the One Voice Wales forum is not being escalated to local councils.

PCC Town Centre Car Park Committee: This committee is no longer active due to the Haverfordwest Transport Interchange Study.

Sir John Perrot's Trust & William Vawers Trust:

- a) William Vawers Trust hold a list of people who are supported with charitable funding. While there is still an obvious need for assistance, the list has decreased over the years. Any recommendations for suitable recipients can be given to Mr Paul Lucas.
- b) A number of kitchens are being replaced in Perrots Row, with one home being article in 'Your Home' magazine.
- c) You Are Here Boards – two boards are to be integrated, with eye-catching graphics and supporting text on the map.

Town Museum: this is now closed for the winter season.

Town Team: Cllr Hooper provided an update on the agreed objectives following a briefing meeting detailing the allocation of the Town Centre Regeneration spend. Cllr Hooper requested a presentation from Pembrokeshire County Council on their plans; this to be followed up by the Town Clerk in early 2019. The Town Team are to be asked to include the Riverside footbridge at their next meeting, due to its poor condition.

Twinning Association: all focus is on plans for the 30th anniversary in 2019.

Community Well-being and Resilience - Haverfordwest Project Plan: Cllrs Howell and Hooper gave an overview of the plan, and provided dates of forthcoming training in January and February 2019, at which all councillors are encouraged to attend.

Dementia Memory Café: Cllr Howell reported that over 60 people attended the 6-month anniversary party, and invited councillors to attend the Christmas Party on 18th December between 2pm and 4pm.

Prendergast Ward: County Cllr A Tudor provided details on a Santa's Grotto on 15th December in Prendergast Church Hall. There would be three sessions throughout the day, with the earlier one being a 'quiet session' for young children with special needs.

Haverfordwest Pool Trust: All voted in favour to Cllr Collier to stand on the Haverfordwest Pool Trust

RESOLVED:**That**

- **Cllr C Evans and the Town Clerk be appointed to represent Haverfordwest Town Council on the Haverfordwest Transport Interchange Study**
- **Cllr J Collier be appointed to represent Haverfordwest Town Council on the Haverfordwest Pool Trust**

1628 Townscape Heritage Initiative (THI) Complementary Initiative

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

Cllr Evans provided an overview of a proposed application for research visits to a high-performing towns and consultancy fees with a view to running a pilot Destination Market in 2019. The visits would be to Uplands in Swansea and Abergavenny at a total cost of £1,500. Cllr Evans has a connection with the consultant who set up the Uplands market, and he would be prepared to provide his services for 3 days at a total cost of £1,500. It was advised that there would be no likely conflict with the Farmers Markets as the Destination Market would be offering more artisan products. The total funding applied for is £3,000. All voted in favour to support the presentation of the application to the THI Steering Committee, along with confirmation that the development of a market is an intended future activity of Haverfordwest Town Council.

RESOLVED:

To present an application for research visits and consultation fees for a proposed Destination Market to the THI Steering Committee for consideration

1629 ACCOUNTS FOR PAYMENT

All voted in favour of approving the accounts for payment and acceptance of receipts, subject to an amendment of transaction 8632 on page 2 of the Expenditure Transactions, from Cllr D James to Cllr D Jones.

RESOLVED:

The accounts totalling £32,044.28 including VAT were approved for payment and receipts totalling £2,811.26 excluding VAT were accepted, subject to the amendment to transaction 8632 as detailed above

1630 ITEMS FOR NEXT AGENDA

No items for next agenda.

1631 DATE OF NEXT MEETING

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

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

Signed Mayor

Signed Town Clerk

Date