

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 23 JANUARY 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs S Murray (Mayor)
Cllr A Buckfield
Cllr C Evans
Cllr AV Griffiths
Cllr G Howell
Cllr S Hooper
Cllr D Jones
Cllr P Lewis JP
Cllr M Mathias
Cllr J Morgans
Cllr C Thomas
Cllr R Thomas JP

APOLOGIES: Cllr A Brooker
Cllr J Collier
Cllr J Dunckley
Mr Mike Cavanagh, PCC Link Officer
Mr Darren Thomas, PCC Link Officer
County Cllr Alison Tudor

The Town Clerk and Administration Officer were in attendance.

County Cllrs David Bryan and Tim Evans were in attendance. County Cllr Thomas Tudor arrived at 7.16pm. Mr David Lynch, Western Telegraph, was in attendance.

1650 DECLARATIONS OF INTEREST

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

1651 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1652 MINUTES OF COUNCIL MEETING

The minutes of the meeting held on 19 December 2018 were agreed as a true and accurate record.

RESOLVED: **The minutes of the Council meeting held on 19 December 2018 were confirmed and signed as a true record**

1653 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 19 DECEMBER 2018

106/18 1632 Welcome New Councillors: The Mayor welcomed Cllr Peter Lewis JP to his first meeting.

107/18 1636 Community Asset Transfer: Confirmation has been received from Pembrokeshire County Council that there are no assets available to transfer.

113/18 1641 Report of MES Committee: A reminder to Councillors to submit the action plans to the Clerk.

- 116/18 1642 Applications for Financial Assistance: Clarification was sought for not providing funding to Pembrokeshire Special Needs Gymnastic Club. Council were informed that there were insufficient members from Haverfordwest noted on the application. The Club were to be guided to reapply with more detailed numbers; however the Chair of the Club had advised that the Club was likely to fold due to lack of funds.
- 117/18 1643 Local Development Plan 2 Consultation: Councillors were reminded to forward their comments to the Clerk prior to 4 February 2019.
- 1646 THI Complementary Initiative: Regarding the query on whether the money raised from fines on the new Environmental Initiative can be used to purchase a new chewing gum removal machine, with a view to enabling improved cleansing maintenance in future years; feedback received from Richard Brown, PCC Head of Environmental Services and Public Protection, via Darren Thomas, PCC Link Officer advised that it is intended for any surplus revenue from the enforcement initiative to be utilised in enforcement of non “caught-in-the-act” offences i.e. fly tipping, bags out on the wrong day etc. which require significant time and resource to investigate and resolve. It will contribute to overall cleanliness of the town, especially in particular areas of Haverfordwest where this is an ongoing problem. It is possible however that long term there may be an opportunity to invest in capital initiatives around street cleanliness.

1654 MAYOR’S UPDATES AND CORRESPONDENCE

- The Mayor advised that County Cllr Paul Miller will address Council at the February meeting with information regarding the regeneration of the town.
- A parlour visit was held today (23 January) when the Mayor welcomed the Remembrancetide organisers to thank them for their time and commitment.
- The Chair of the Personnel, Policy and Finance Committee, Cllr G Howell, had advised of her intention to resign at the end of March 2019. A new chair will need to be elected at the next PPF committee meeting.
- The Mayor and Sheriff are organising a Race Night fundraiser on Saturday 30 March 2019 at the Picton Centre, raising funds for their nominated charities. It would be much appreciated if Councillors could provide raffle prizes.
- The Mayor had provided a list of her engagements, in what is a demanding role. She will continue to ask for more support from Councillors at attending future events, and reminded Councillors to respond to the Clerk when requested.

1655 PLANNING APPLICATIONS

Ref. No 18/0871/PA
CASTLE WARD

The installation of CCTV cameras and wireless transmitters at site 1 and the installation of a wireless transmitter at site 2

The Castle Hotel and St Mary’s Church
High Street
Haverfordwest SA61 2DA

RESOLVED:

SUPPORT

The Mayor has recently met with Inspector Roger Smith from Dyfed-Powys Police who had confirmed that there would be no future plans to place a Christmas tree on Castle Square as it will interfere with CCTV camera views.

Ref. No 18/0987/PA
PRENDERGAST WARD

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

Office & yard to rear of Scotchwell Cottage
Cartlett
Haverfordwest
SA61 2LH
SUPPORT

RESOLVED:

Ref. No 18/1040/PA
GARTH WARD

Details of appearance, landscaping, layout and scale in relation to Phase 1 residential development comprising the erection of 115 dwellings and associated works (Reserved Matters of Planning Consent ref. 16/0858/PA for the construction of 729 dwellings, a superstore & petrol filling station together with associated infrastructure including preparatory earthworks)

Land at Slade Lane
Haverfordwest
SA61 2UR

RESOLVED:

SUPPORT with a formal letter of concern regarding strain on hospital services, potential increased unemployment, impact upon local affordable housing waiting lists, effect on road and rail infrastructure and environmental impact

Ref. No 18/1008/PA
PRIORY WARD

Residential development of 179 dwellings and associated infrastructure

Land at Scarrowscant Lane
Haverfordwest

RESOLVED:

OBJECT on the grounds of overdevelopment of the site, highway safety for residents and road users, and the environmental concerns with increased housing

Ref. No 18/0982/PA
Ref. No 18/0984/LB
Ref. No 18/0985/CA
CASTLE WARD

Conversion of three listed buildings and the demolition and replacement of a fourth building to form 16 residential apartments, consisting of 8 x 1-bedroom apartments and 8 x 2-bedroom apartments, 75m² of commercial floorspace along with 11 parking spaces

Snooker Club, Quay Street
Haverfordwest
SA61 1BE

Cllr Howell declared a personal interest as she resides near to the site.

RESOLVED:

SUPPORT

04/19

Ref. No 18/1060/PA
PORTFIELD WARD

Proposed single storey rear extension
197 Haven Road
Haverfordwest
SA61 1DQ
SUPPORT

RESOLVED:

DISCHARGE OF CONDITION CONSULTATION FOR 23rd JANUARY 2019 (v2)

Ref. No 18/1035/DC
GARTH WARD

Approval of details required of conditions 12 (surface water drainage), 24 (archaeology) and 30 (gas protection) of planning consent ref.16/0858/PA (construction of 729 dwellings, a superstore & petrol filling station together with associated infrastructure including preparatory earthworks) in relation to Phase 1 residential development
Land at Slade
Haverfordwest
SA61 2UR
SUPPORT

RESOLVED:

1656 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 8 JANUARY 2019 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 C Thomas

APOLOGIES: Cllr J Collier
Cllr P Lewis JP
Cllr Mrs S Murray (Mayor/ex-officio)

The Town Clerk was in attendance.

Declarations of Interest

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

Report of the last meeting

No updates on the report of the last meeting.

Cemeteries

St Martin's: The contracted works are currently at a standstill as the ground is too damp. A further request has been received for a headstone not to be relocated. It has been agreed with

the family member that the fallen headstone will be laid at ground level to remain on the grave, along with the kerbings.

Lower Prendergast: The area has been cleared in preparation for future contracted works to the boundary wall. The draft tender will be finalised and issued before the end of this financial year. The current maintenance contractor will be asked to provide options to improve the steps within the cemetery.

Picton Centre

Recent heavy rain has brought about some leaks within the lounge area of the centre which require immediate attention. The windows in the lounge have been re-sealed but this has not fully rectified the problem. It has been agreed that further investigation will take place with a camera to view inside the cavity wall.

The battens on the north facing pine end and mono pitch roofs require replacement. All voted in favour of accepting the quotation from Contractor A totalling £3228.50 plus VAT for these immediate remedial works.

RESOLVED: **The quotation from Contractor A totalling £3228.50 plus VAT for replacement of battens to the north facing pine end and mono pitch roofs is accepted**

Rifleman's Field

Pembrokeshire County Council (PCC) carried out a site visit following a request for the installation of additional pathways in the play park which would allow easier access to/between equipment. PCC advised that although they did not have funds available to cover these works, they would be willing for additional pathways to be installed if costs are met by council. Quotations from PCC recommended contractors were considered, these outlined the four additional pathway options available.

All voted in favour to accept the quotation from Contractor A option B for £6425.00 plus VAT, on the proviso that PCC adopt and maintain.

RESOLVED: **Quotation from Contractor A option B for £6425.00 plus VAT for the installation of additional pathways in Rifleman's Field play park is accepted, on the proviso that PCC adopt and maintain**

Bus Shelter in Hawthorn Rise

PCC to be approached for advice on the refurbishment of bus shelter. At present, the suggested option is to add stronger coloured base panels, replace clear upper panels and repair/tidy up structure.

You Are Here Boards

Following initial details provided of the graphics, the designer has been provided with feedback. A future meeting will be held once draft proofs are available.

Occupancy of Picton House

PCC have provided a draft lease agreement. It was felt that this could not be given full consideration as the total utility costs for Picton House have not yet been provided by PCC.

Licence of Castle Grounds and Former Records Office

Licence and running costs of the castle grounds and former Records Office have not been accounted for in the 2019/2020 budget. All agreed that PCC is asked to provide clarification on the number of events that can be held before business rates become payable, and the use type of the premises.

RESOLVED: Clarification is requested from Pembrokeshire County Council on the number of events which could be held before business rates become payable and the use type of the premises

2018/2019 Action Plans

Cemeteries: Awaiting quotation for the removal of tree stumps in St Martin's cemetery.

Town Events: There are no more events planned until Easter.

Town Centre Improvements: Currently liaising with PCC regarding the lighting and planting in the Castle Lake link.

Priory Saltings: The boardwalk will be extended with funding obtained from National Resources Wales under the Riverside Project, working in partnership with PCC.

Cllr A V Griffiths left at 8.15pm.

Items for next agenda

- Picton Centre updates (if required)
- You Are Here boards
- Bus shelter in Hawthorn Rise
- Cemeteries
- Destination market
- Blue plaques

There being no other business to discuss, the meeting closed at 8.16pm.

END OF REPORT

Picton Centre: An inspection of the inside of the cavity wall has revealed there are no cavity trays, resulting in water pouring into the centre. A quotation has been received for £1761.60 including VAT from the contractors currently working on the Picton Centre. All voted in favour to accept, and for this urgent work to commence immediately.

RESOLVED: The quotation totalling £1761.60 including VAT for the insertion of cavity trays at the Picton Centre is accepted

Rifleman's Field: A discussion was held on whether precedence would be set by financing the improvements to this field. Requests for financing other field improvements would need to be considered in isolation. The funds would be taken from general reserves if this recommendation was approved. County Cllr T Tudor would contact Mr D Thomas, PCC Link Officer, for confirmation of their adoption and maintenance. This recommendation was accepted with majority support.

ACCEPTANCE of the above report with the addition of the supplementary essential works required at the Picton Centre, all voted in favour.

RESOLVED: The report of the Management, Estates and Strategy Committee meeting held on 8 January 2019 is accepted as a true record with the additional resolution for acceptance of the quotation for the insertion of cavity trays

1657 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 9 JANUARY 2019 AT 7PM IN THE COUNCIL CHAMBER,
PICTON HOUSE, HAVERFORDWEST**

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

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. However, the Chair requested that the 2019/2020 action plans go on to the revised version (includes town crest) and are forwarded to the Town Clerk.

Accounts to 30 November 2018

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

RESOLVED: Accounts are accepted to 30 November 2018

Councillor Induction Programme

It was agreed that further revisions would be made to the draft induction pack by Cllr Buckfield and Town Clerk; to be re-considered at the next meeting.

Council Handbook: Chapter 3 Civic Events and Chapter 4 Finance

Chapter 3 Civic Events: All voted in favour for the draft to be adopted with the revision to provisional event number 7, Charter Day. This is not to become a Town Council civic event, Haverfordwest Sheriffs Association are to be asked if they wish to take it on and organise it.

Chapter 4 Finance: Further work required on draft copy.

RESOLVED: To adopt Council Handbook Chapter 3 Civic Events with the revision that Charter Day is not adopted as a civic event but offered to Haverfordwest Sheriffs Association

Standing Orders

Role of observer needs to be clarified; as it should be just that – an observer. Currently, an observer may submit a written request to ask questions at a full council meeting or speak when

asked to provide information to Council. Further review to take place and to be re-considered at a future meeting.

Policy and Guidance for Awarding Grant Aid

The 2019/2020 budget for grants/donation was set at £40,000.00 by Council, which is a reduction on the amount of £41,250.00 requested on the action plan. All voted in favour of the following revisions to the 2019/2020 action plan to accommodate the reduction; plan to be revised by the Chair:

- Donations/grants £30,000.00
- Library funding £9,000.00
- Student bursary £1,000.00
- Ward grants £0.00
- Legacy scheme £0.00

All voted in favour of the following updates to the policy and guidance for awarding grant aid and grant application forms:

- Organisations may apply for more than one Haverfordwest Town Council grant in a financial year. All applications are assessed on merit.
- Members of the public may attend the meeting at which their application is being considered. However, applicants may only answer questions addressed to them by the Chair. They may not be permitted to take part in the discussion. It is strongly recommended that applicants put all relevant information into their application form.
- Grant Applications must clearly demonstrate how their project will specifically benefit Haverfordwest and its residents within the four wards. If an application does not score 4 or 5 (on the 1-5 scale) for these criteria, it will automatically be rejected and not be assessed against the remaining criteria.

RESOLVED:

That

- **Donations/Grant action plan for 2019/2020 is revised as above**
- **The Policy and Guidance for Awarding Grant Aid and grant application forms are updated to incorporate the above changes**

Funds held in reserve

Item deferred to next meeting.

Occupancy of Picton House

All voted in favour of exercising the PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

RESOLVED:

That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the Press and Public be excluded from the Meeting

RESOLVED:

That a structural survey is carried out on Picton House, with professional advice to be provided on options available

Licence of Castle Grounds and Former Records Office

It was proposed that a licence is not taken out with PCC for the castle grounds and former Records Office, and that Council continue to apply for a licence for each event as required. A second proposal was made; PCC are asked to provide clarification on the number of events

which can be held before business rates become payable and the use type of the premises. All voted in favour of the second proposal.

RESOLVED: Clarification is requested from Pembrokeshire County Council on the number of events which could be held before business rates become payable and the use type of the premises

Applications for Financial Assistance

1. Cleddau Chamber Orchestra

The application requests a donation of any amount (but indicates a shortfall of £264.00) to be used towards performances.

All voted in favour to donate the sum of £264.00 under the LGA 1972, Section 145.

RESOLVED: A donation of £264.00 is given to Cleddau Chamber Orchestra

Items for next agenda

- Funds held in reserve

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

END OF REPORT

Standing Orders: It was clarified that the discussion referred to the role of a councillor as an observer. The support of a minimum of 6 councillors would be required for a motion to change Standing Orders, as per Standing Order 26b.

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

RESOLVED: The report of the Personnel, Policy and Finance Committee meeting held on 9 January 2019 is accepted as a true record

1658 WEBCASTING OF STANDARDS COMMITTEE HEARING

Council felt that that webcasting would place additional pressure on those involved, and could potentially add further stress in a challenging environment. All voted in favour not to support webcasting.

RESOLVED: To respond that Haverfordwest Town Council do not support the webcasting of Standards Committee Hearings and Code of Conduct Hearings

1659 WELSH GOVERNMENT TOWN AND COMMUNITY COUNCIL UPDATE

The Welsh Government Areas for Action were reviewed, with Council feeling they are already undertaking a number of these actions by sharing good practice, raising awareness of funding sources, and building relationships within the community and with local and principal authorities.

It was noted that links with Pembrokeshire County Council are improving, with the support received from the PCC Link Officers being invaluable to this council.

Awareness needs to be raised on the town and community councils' activities, what responsibilities they hold and how they engage with the community.

Consideration need to be given to increased promotion to encourage more interest in Town Council elections.

Both Committees need to deliberate the action plan further in preparation for the release of the Welsh Government policy.

1660 SOUTH WALES TRUNK ROAD AGENT – FREEMAN'S WAY PROPOSED REDUCTION IN SPEED LIMIT

Council considered the reduction of the existing speed limit along A4076 Freeman's Way. It was proposed, seconded and all voted in favour to support.

RESOLVED: **To support the proposed reduction of the speed limit along Freeman's Way from 60mph to 50mph**

1661 OUTSIDE BODIES

The Clerk provided an overview of the current vacancies on the outside bodies.

Cllr Lewis expressed an interest to act as representative on the Twinning Association. All voted in favour.

Cllr C Thomas was nominated to have his name put forward for additional Community Governor at Waldo Williams Primary School. All voted in favour

Cllr Murray expressed an interest to act as representative on the Youth Forum. All voted in favour. It was pleasing to see representatives from the Youth Forum at our recent visioning training.

Cllr Dunckley has been successfully appointed as an additional Community Governor at Fenton Community School.

The Mayor will be sending an invitation to the schools in Haverfordwest offering them to each hold one School Council meeting in the Council Chamber.

Cllr Howell provided an update from the Haverfordwest Business Circle (HBC). Two parking spaces reserved for taxis on Castle Square are to be changed to 30 minute parking. Haverfoodfest is booked for 4 May 2019 with Quay Street and Bridge Street to be closed. HBC are keen to utilise the map from the proposed You Are Here Boards to show footpaths and shops and to be available as 'tear-off' flyers. They have expressed a preferred date of 23 November 2019 for the Christmas Lights Switch-On.

Cllr Lewis attended a meeting regarding the plans to mark the 30th anniversary of twinning with Oberkirch. A party will travel to Oberkirch from 12 to 17 July 2019, when the Mayor will sign the anniversary document. Haverfordwest High VC School hopes to send 12 musical students, with a fundraiser concert to be organised to cover school expenses. Visitors from Oberkirch intend to journey here in July 2020, bringing the orchestra, students and townspeople.

The Garth Steering Group will hold their Annual General meeting on 12 February 2019.

The Christmas Events Meeting has been scheduled for 12 February 2019, with councillors encouraged to attend. Attendees will include partner organisations, and will primarily discuss the Christmas lights switch-on event.

RESOLVED: **That**

- **Cllr Lewis JP be appointed to represent Haverfordwest Town Council on the Twinning Association**

- **Cllr C Thomas be nominated for additional Community Governor at Waldo Williams Primary School**
- **Cllr Mrs Murray be appointed to represent Haverfordwest Town Council on the Youth Forum**

1662 Townscape Heritage Initiative (THI) Complementary Initiative

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

Cllr Evans thanked those who attended the recent successful presentation on the Upland market in Swansea. The research visit to Uplands is planned for Saturday 26th January 2019. The second research trip, to Abergavenny, is scheduled to take place on Friday 22 February 2019.

Mr D Lynch left the meeting at 8.34pm

1663 ACCOUNTS FOR PAYMENT

A small number of queries on the accounts were clarified by the Clerk. A donation has been received from South Hook LNG in recognition of Cllr Collier’s involvement in the Haverfordwest Soapbox Derby. The decision on how to allocate the funds will be listed for the next Personnel, Policy and Finance Committee meeting.

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

RESOLVED: The accounts totalling £40,235.50 including VAT were approved for payment and receipts totalling £88,493.30 excluding VAT were accepted

1664 ITEMS FOR NEXT AGENDA

There were no items for the next agenda.

1665 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 20 February 2019.

There being no other business to discuss, the meeting closed at 8.39pm.

Signed Mayor

Signed Town Clerk

Date