

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 20 MARCH 2019
AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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

ABSENT: Cllr J Dunckley

The Town Clerk and Administration Officer were in attendance.
Mr Mike Cavanagh, PCC Link Officer, was in attendance.
County Cllr Tim Evans arrived at 7.09pm.

A short presentation was given prior to the meeting by Mr Charles Davies, Chair of Haverfordwest Town Museum Trust and Dr Simon Hancock, Curator of Haverfordwest Town Museum, on 'how the Museum came about and how it has evolved'.

1685 DECLARATIONS OF INTEREST

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

1686 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1687 MINUTES OF COUNCIL MEETING

The minutes of the meeting held on 20 February 2019 were agreed as a true and accurate record, subject to the correction in minute number 1679 to replace the word *contact* with *contract*.

RESOLVED: **The minutes of the Council meeting held on 20 February 2019 were confirmed and signed as a true record, subject to the change of minute number 1679 from the word *contact* to *contract***

1688 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 20 FEBRUARY 2019

13/19 1670 Regeneration of the town: No update has been received regarding the opening of Foley House car park. The Town Clerk will chase a response.

- 14/19 1671 Keep Wales Tidy Spring Clean: A litter pick has been arranged for the morning of Saturday 13th April 2019. The Keep Wales Tidy insurance for the litter pickers is awaited. The Clerk confirmed our insurance covers for up to five litter picks in the town.
- 17/19 1673 Bus shelter in Hawthorn Rise: Pembrokeshire County Council are applying for funding, there are no further updates.

1689 MAYOR'S UPDATES AND CORRESPONDENCE

- The Mayor read out a letter received from Mr Charles Davies regarding the increase in costs of the precept and requesting more information on Town Council projects.
- A letter of thanks has been received from the Cleddau Chamber Orchestra for their recent donation.
- The forthcoming Mayor and Sheriff's Charity Fundraising Race Night Horseracing event on 30th March has been cancelled; a new date is yet to be confirmed.
- The Mayor is away from Friday 22 March 2019 for 10 days; the Deputy Mayor is away until Tuesday 26 March 2019.
- The Mayor would appreciate feedback from Councillors regarding the future siting of Portfield Fair following the circulation of the draft consultation document.
- Pembrokeshire County Council is in the process of obtaining tenders for the work to replace the Castle lighting. Tree maintenance around the Castle has commenced.
- There will be an Extra Ordinary meeting on Wednesday 3 April 2019, commencing at 6pm, to interview the Portfield co-option candidates.

1690 PLANNING APPLICATIONS

Ref. No 18/1134/PA
PRIORY WARD

Extensions and alterations
19 New Road
Haverfordwest
SA611TU
SUPPORT

RESOLVED:

Ref. No 18/1105/PA
PRENDERGAST WARD

Erection of 3 garages
Land Adjacent to Heritage Gate
Haverfordwest
SUPPORT

RESOLVED:

Ref. No 18/1203/AD
CASTLE WARD

Replacement of existing totem sign with new Lidl Flagpole sign
Lidl Foodstore
Thomas Parry Way
Haverfordwest
SA61 2HD
SUPPORT

RESOLVED:

28/19

Ref. No 18/1148/PA
PRENDERGAST WARD

Demolition of the existing Withybush Petrol Filling Station and its replacement with a new 'Costa' coffee shop with drive-thru facility and 29 associated car parking spaces (including two disabled) and other associate works
MURCO PETROL STATION
Withybush Retail Park
Fishguard Road
Haverfordwest
SA61 2PY
OBJECT on the grounds of Highway Safety and Traffic Management

RESOLVED:

DISCHARGE OF CONDITION CONSULTATION

Cllrs Morgans and Collier each declared a personal interest as they live near the site.

Ref. No 18/1222/DC
CASTLE WARD
GARTH WARD

Discharge of Conditions 14 (phase 1 – prior approval of construction traffic management plan) and 16 (revision in respect of Phase 1 only to the approved Construction Environmental Management Plan) of planning permission ref 16/0858/PA (relating to the construction of 729 dwellings, superstore, petrol station with associate infrastructure)
Land at Slade
Haverfordwest
SA61 2UR
SUPPORT

RESOLVED:

1691 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 5 MARCH 2019 AT 7PM IN THE COUNCIL CHAMBER,
PICTON HOUSE, HAVERFORDWEST**

PRESENT: Cllr S Hooper (Chair)
Cllr J Collier
Cllr C Evans
Cllr A V Griffiths
Cllr D Jones
Cllr P Lewis JP

PRESENT as observer: Cllr A Buckfield

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

The Town Clerk and Administration Officer were in attendance.

Declarations of Interest

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

Report of the last meeting

Flood-lighting on Haverfordwest Castle:

Terms of Reference for committees and sub-committees

The draft terms of reference were considered and a few revisions made. All voted in favour to adopt the revised terms of reference.

RESOLVED: **To adopt the terms of reference for committees and sub-committees with recommended revisions**

Cemeteries

St Martin's: No further progress due to wet weather conditions.

Lower Prendergast: Quotations for the installation of a pathway with viewing balcony were considered. It was proposed and seconded to accept the quotation from Contractor 2 for a tegula pathway with viewing platform at a cost of £4770.00 plus VAT. Three voted in favour, two abstained and Cllr P Lewis JP against. It was felt that support could not be given to the works as spending should be focused on the main area of concern, the boundary wall. It was requested that the steps are now fenced off and marked as unusable by outside staff.

All funds not spent as allocated within the budget will go back in to the general reserve at the end of the financial year.

County Councillor Alison Tudor is currently organising with residents of Prendergast ward to carry out a litter pick in Church Lane and around the steps in that area. When the date is confirmed, it will be circulated to all councillors.

RECOMMENDATION: **Not accept any quotation for the installation of a pathway with viewing platform in Lower Prendergast Cemetery**

Picton Centre

The results of the customer survey will be provided at the next meeting. More positive feedback regarding the new main door have been received.

Rifleman's Field

Pembrokeshire County Council has advised that they are happy to go ahead with the installation of additional pathways at Rifleman's playing field. However, they are unable to agree to adoption of the additional pathways at present due to the current review of their green spaces and play parks as per the Community Delivery Cabinet report July 2018. Timescale is currently unclear but PCC hope to be in a position to provide an update shortly.

As the decision to install the pathways includes the proviso of adoption by PCC, these works cannot yet go ahead. The appointed contractor has been advised of the delay. It was agreed to request a progress update from PCC every three months.

Bus Shelter in Hawthorn Rise

PCC have advised that the current bus shelter is beyond repair following a site visit and recommend a replacement be installed. PCC are currently looking into grant funding to cover the cost of replacement.

Destination Market

The research/fact finding report and visits have been completed with funding provided from the Townscape Heritage Initiative complementary initiative. A summary of the visits will be

provided shortly. The 2019/2020 budget has allocated a budget of £5k for the development of a model pilot market. It was felt that engaging consultants to develop a model market was not required. It was agreed that holding a pilot market in the next financial year would be a try and learn exercise. Cllr Lewis JP believes that PCC should purchase and develop the Poundland property as an indoor market with stalls spilling out on to Swan Square. It was agreed for quotations to be sought for the management of a pilot market in Haverfordwest town centre.

Priory Saltings

The quotations were considered for the 2019/2020 maintenance contract. All voted in favour of accepting the quotation from Contractor 2 to provide flail and collector services for £500.00 plus VAT for one day only and strimmer with operative services at £200.00 per day as required but within overall budget of £2,000.

RESOLVED: **To accept the quotation from Contractor 2 for flail and collector services for one day at a cost of £500.00 plus VAT and strimmer with operative services at a daily rate cost of £200.00 plus VAT as required, within the total budget of £2,000.00 for 2019/2020**

You Are Here Boards

The graphic designer is currently finalising drafts of the maps, which show features of the town, to be considered at a future meeting. Sir John Perrot's Trust will be shown the draft to enable them to re-consider their previous decision to provide funding for the boards.

The estimated costs of map, frame and installation for five boards is £6,910 plus VAT. It was felt that to obtain exact quotations, the final location and number of boards must be agreed. All voted in favour for one board to be sited in each of the following locations: Castle Square; St Thomas' Green near Leisure Centre; Castle Lake near new pathway link; Riverside Shopping – wall mounted in tunnel leading from multi-storey car park/bus station; final board to be located in one of the following locations – train station/car park behind old library/Swan Square/near St Mary's Church. A site visit will be arranged with PCC Street Care to agree exact location and enable application for relevant licences/permissions.

RESOLVED: **That You Are Here boards are sited in the following five locations: Castle Square; St Thomas' Green; Castle Lake; Riverside Shopping Or bus station; either train station or old library car park or Swan Square or near St Mary's Church**

Cllr A V Griffiths and Cllr D Jones left the meeting at 20.35pm.

Occupancy of Picton House

The independent building survey and condition survey reports on Picton House were considered. The reports highlight concerns relating to the roof at the front section of the building. All voted in favour to instruct a structural engineer to survey the whole roof, upon agreement of the property owner, PCC.

Cllr Lewis JP feels that we should negotiate with PCC to lower the purchase price of Picton House, then purchase it and repair it to a high standard. It was agreed that at this time, no final decision could be provided to PCC with regard to their offer to purchase, lease or vacate Picton House. It was felt that further investigation into the history of the ownership of the property was required. Council currently pay a percentage of the rates, this was agreed during discussions on a draft lease agreement in 2004/2005.

RESOLVED: **To instruct a structural engineer to survey the whole roof of Picton House**

2018/2019 Action Plans

Town Centre Improvements: Still in discussions with PCC with regard to the installation of a lighting scheme in the Castle Lake area.

Items for next agenda

No items for next agenda.

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

END OF REPORT

Terms of Reference for committees and sub-committees

The Town Clerk had revised the documentation as per instruction by councillors and circulated to the Personnel, Policy and Finance Committee in preparation for their next meeting. Clarification was given on when a recommendation or a decision is most appropriate.

Cemeteries

Lower Prendergast: a discussion was held regarding the recording of the vote, with Cllr Griffiths and Cllr Jones stating that they did not abstain but voted against the recommendation. Both the Town Clerk's and Administration Officer's minutes had recorded that there were two abstentions, namely Cllr Griffiths and Cllr Jones. Councillors all voted in favour not to change the recommendation and to take back to committee for re-consideration.

RESOLVED: **To further consider the installation of a pathway at Lower Prendergast as the next meeting of the Management, Estates and Strategy Committee**

You are Here (YAH) boards: Council were advised that the Old library Car park which was under consideration for a potential YAH board siting, is now under development by PCC.

ACCEPTANCE of the above report, all voted in favour.

RESOLVED: **The report of the Management, Estates and Strategy Committee meeting held on 5 March 2019 is accepted as a true record**

1692 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 6 MARCH 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 Mrs S Murray (Mayor/ex-officio)
Cllr C Thomas
Cllr R Thomas JP

PRESENT as observer: Cllr P Lewis JP

ABSENT:

Cllr J Dunckley

The Town Clerk and Administration Officer were in attendance.

Declarations of Interest

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

Report of last meeting

Portfield Fair – A consultation regarding the future site of Portfield Fair will be carried out shortly.

Accounts to 31 January 2019

All voted in favour of accepting the accounts to 31 January 2019.

RESOLVED: Accounts are accepted to 31 January 2019

2018/2019 Action Plans

All voted in favour for the Chair of the Management, Estates and Strategy (MES) Committee to provide an end of year report to include a short brief of each 2018/2019 action plan at the next Personnel, Policy and Finance (PPF) committee meeting.

Each year, the action plans will require reviewing in March or April. The plans for the following financial year can be set from May to December, with the final action plans to be approved by Council on setting of the budget. Each action plan requires an indicator showing if it is an agreed budget ie planned out budget of works, or aspirational ie hopes for an area with no plan.

It was agreed that a six-month review of the action plans was vital and that the MES committee should provide this in October every year, outlining project stages of work. Majority voted in favour.

RESOLVED:

That:

- **The Chair of the Management, Estates and Strategy Committee is to provide a short end of year report for each 2018/2019 action plan with spending at the next Personnel, Policy and Finance Committee meeting**
- **In October every year, the current year action plans are to be reviewed. A brief written report with an update and spends to date for each action plan is provided to the Personnel, Policy and Finance Committee**

Terms of Reference for Committees and Sub-committees

The draft with revisions already made by the MES committee was considered. A number of further revisions were made. All voted in favour to adopt the Terms of Reference for Committees and Sub-committees, which includes revisions made by both committees

RESOLVED:

To adopt the Terms of Reference for Committees and Sub-Committees with recommended revisions

Standing Orders

The statutory updates will take place automatically, with a vote by full council to adopt these changes. All voted in favour for a working group to be set up to review standing orders, to comprise of two members from each committee and the Mayor or Chair of the PPF committee.

RESOLVED: Standing Orders to be reviewed by a working group comprising of two members from each committee and the Mayor or Chair of the Personnel, Policy and Finance Committee (total of five members)

Financial Regulations

All voted in favour for a working group to be set up to review financial regulations, to comprise of two members from each committee and the Mayor or Chair of the PPF committee.

RESOLVED: Financial Regulations to be reviewed by a working group comprising of two members from each committee and the Mayor or Chair of the Personnel, Policy and Finance Committee (total of five members)

Dementia Friendly Haverfordwest

Cllr G Howell declared a prejudicial interest and left the room during the discussion and voting.

Consideration was given to become a dementia friendly organisation and to working with Pembrokeshire County Council, PAVS and Pembrokeshire College to become a dementia friendly town and county. All voted in favour to become a dementia friendly organisation and work with the three partners to become a dementia friendly town and county.

The monthly Memory Café is a success. A recommendation was made to provide twelve free bookings at the Picton Centre to hold the monthly Memory Café. All agreed that as this was in effect a form of donation, the group should follow the process of applying for a donation to cover their costs. All voted in favour that the use of the Picton Centre could not be provided free of charge and that it be suggested to the group that they apply for a donation to cover the hiring costs of future facilities.

RESOLVED: That:

- Haverfordwest Town Council becomes a Dementia Friendly organisation and works with Pembrokeshire County Council, PAVS and Pembrokeshire College to become a Dementia Friendly town and county
- The Memory Café are advised to apply for a donation

Cataloguing of paintings, pictures and artefacts

It was felt that the cataloguing must be carried out by a person with knowledge of the town and council and its history. All voted in favour for Mark Muller, local historian, to be approached with a request to complete the cataloguing and to provide a quotation for this scope of work

RESOLVED: Mark Muller, Local Historian, to be approached to with a request to catalogue all paintings, pictures and artefacts and to provide a quotation for this scope of work

Occupancy of Picton House

The recommendation of the Management, Estates and Strategy committee was discussed, it was reiterated that this would require the permission of the property owner, PCC.

Applications for Financial Assistance

1. Nina McCanch-Jones in association with Dementia Friendly Haverfordwest

The application requests a donation of £380.00 towards the cost of a tea dance for persons and carers living with dementia and Alzheimer's.

All voted in favour to request further information to support the application.

Haverfoodfest

The application requests a donation of £1,000.00 towards publicity costs for the 2019 food festival.

All voted in favour to donate the sum of £1,000.00 under the LGA 1972, Section 45.

Cllr Mrs S Murray left the meeting at 8.25pm and returned at 8.28pm

2. Haverfordwest Operatic Society

The application requests a donation of £400.00 towards the production of 'The Addams Family – a new musical comedy'.

All voted in favour to request further information of the total number of members and the number of members who live in Haverfordwest.

3. Haverhub CIC

The application requests a donation of £7,500.00 or minimum of £5,000.00 towards staff costs for the next development stage and match funding.

All voted in favour to not donate the sum of £7,500.00 or £5,000.00 as no power to cover staff costs.

4. Menter Iaith Sir Benfro

Cllr R Thomas JP declared a personal interest as the HTC appointed representative.

The application requests a donation of £400.00 towards the St David's Day Parade.

All voted in favour to donate the sum of £400.00 under the LGA 174, Section 145.

RESOLVED:

That:

- That a request for further information is sent to Nina McCanch-Jones;
- Donation of £1,000.00 is given to Haverfoodfest;
- That a request for further information is sent to Haverfordwest Operatic Society;
- No donation is given to Haverhub CIC;
- Donation of £400.00 is given to Menter Iaith Sir Benfro

Items for next agenda

No items for next agenda.

Cllr Howell, Chair, gave her thanks to all and wished everyone luck in their future deliberations.

There being no other business to discuss, the meeting was closed at 8.43pm.

END OF REPORT

2018/2019 Action Plans: Clarification that plans for the following year can be set from September to December, not May to December as stated in the minutes.

ACCEPTANCE of the above report subject to the amendment as above, all voted in favour.

RESOLVED: The report of the Personnel, Policy and Finance Committee meeting held on 6 February 2019 is accepted as a true record, subject to the amendment to the date from which actions plans can be set

1693 CONSIDER NOMINATIONS FOR OFFICE OF MAYOR, DEPUTY MAYOR AND SHERIFF FOR THE 2019/2020 MAYORAL YEAR

Cllr R Thomas JP requested for a secret ballot to be held to nominate the offices of Mayor, Deputy Mayor and Sheriff. Cllr Buckfield felt there had not been a secret ballot held previously. Cllr R Thomas JP raised a point of order that Cllr Buckfield was incorrect. All voted favour of a secret ballot.

The following nominations were received by the Town Clerk for the 2019/2020 Mayoral Year:

Mayor

Cllr Mrs S Murray Proposed by Cllr J Collier, seconded by Cllr C Evans
All voted in favour

Deputy Mayor

Cllr A Buckfield Proposed by Cllr J Morgans, seconded by Cllr J Dunckley
Majority voted in favour

Sheriff

Cllr C Thomas Proposed by Cllr J Dunckley seconded by Cllr S Hooper
All voted in favour

RESOLVED: The following was agreed for the 2019/2020 Mayoral Year:

- **Mayor Elect is Cllr Mrs S Murray**
- **Deputy Mayor Elect is Cllr A Buckfield**
- **Sheriff Elect is Cllr C Thomas**

Cllr Buckfield congratulated Cllr Mrs Murray on her continued appointment as Mayor Elect.

Council were informed that following the Annual Meeting, there would be an invite in to the Mayor's Parlour for light refreshments.

Cllr Hooper referred to Standing Order point 7 regarding disorderly conduct at meetings in reference to Cllr R Thomas JP's earlier request for a secret ballot.

Councillors were reminded to abide by the code of conduct.

1694 DATES OF COUNCIL MEETINGS AND CIVIC EVENTS FOR THE 2019/2020 MAYORAL YEAR

There would be no Mayor-Making ceremony in this year, only the Annual Meeting on 16 May 2019. All voted in favour to consider the location and start time as a later date.

The meeting of Full Council on 17 July 2019 will clash with the visit to Oberkirch. All voted in favour to change this date to Thursday 18 July 2019.

The date for Beating of the Bounds is awaiting confirmation.

All voted in favour to accept the dates of Council meetings and Civic events, as set out in the agenda, subject to the amendment to July's Full Council meeting.

RESOLVED: To accept the dates of Council and Committee meetings for 2019/2020, and to accept the known dates of Civic Events for 2019/2020, subject to the amendments as above

1695 INDEPENDENT RENUMERATION PANEL FOR WALES (IRPW) ANNUAL REPORT – FEBRUARY 2019

The final IRPW Annual Report February 2019 was considered. All voted in favour that the report be taken back to the Personnel, Policy and Finance Committee for further consideration, and to update the Allowances and Expenses Policy as recommended.

1696 NOMINATION OF TOWN OR COMMUNITY COUNCIL MEMBER TO THE STANDARDS COMMITTEE

It was proposed that Cllr Lewis JP be nominated for the position. Cllr Lewis JP accepted the nomination and all voted in favour.

RESOLVED: Cllr P Lewis JP be nominated to stand as a Town Council member on the Standards Committee

1697 OUTSIDE BODIES

It was agreed to leave all vacancies in situ until the Town Councillor vacancies have been filled.

Cllr Howell reported that the Dementia Friendly Steering Group have a vacancy for representation from Haverfordwest Town Council. The Mayor expressed an interest to be considered to represent Council. All voted in favour for Cllr Mrs Murray representing Haverfordwest Town Council on the Dementia Friendly Steering Group. Dates are awaited for when the Dementia Experience Bus will be in Haverfordwest.

Cllr Howell attended a meeting of the Haverfordwest Business Circle (HBC). There is soon to be a 'puffins in shops' display. HBC are challenging Pembrokeshire County Council following the decision not to place short-term parking in Castle Square as per their original agreement. They have also expressed concern about the lack of adequate signage in the town.

Cllr Hooper attended a Town Team meeting where County Cllr Paul Miller gave a presentation on the regeneration of the town. It is hoped at the next Town Team meeting in May, County Cllr Paul Miller and a representative of Atkins will be able to present plans for the future town centre development.

Cllr Collier is due to attend a meeting of the Sir John Perrot's Trust where he will show the draft print of the You Are Here board map.

Cllr Lewis JP informed Council that Haverfordwest High VC School plan to send 6-8 sixth formers to Oberkirch in July. A meeting is to be held with Pembrokeshire College to discuss the possibility of their students joining the trip.

Cllr C Thomas informed Council of an Easter Piñata event in Garth Ward on Saturday 20 April.

The Mayor continues her swim for Diabetes Cymru.

Cllr Morgans updated Council on the Panic Circus event, taking place on the Wednesday and Thursday after Easter at the Picton Playing Field.

RESOLVED: Cllr Mrs Murray be nominated to represent Haverfordwest Town Council on the Dementia Friendly Steering Group

