

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON THURSDAY 19 JUNE 2019
AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

PRESENT: Cllr Mrs S Murray (Mayor)
Cllr R Blacklaw-Jones
Cllr A Buckfield
Cllr J Collier
Cllr C Evans
Cllr AV Griffiths
Cllr S Hooper
Cllr D Jones
Cllr P Lewis JP
Cllr C Thomas
Cllr R Thomas JP

APOLOGIES: Cllr J Dunckley
Cllr M Mathias
Cllr J Morgans
Revd Fr Neil Hook, Mayor's Chaplain

The Town Clerk and Administration Officer were in attendance.
County Cllrs David Bryan, Alison Tudor and Tim Evans were in attendance.
Mr David Lynch, Western Telegraph, was in attendance.

1736 DECLARATIONS OF INTEREST FROM MEMBERS

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

1737 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1738 MINUTES OF COUNCIL MEETING ON 17 APRIL 2019

It was suggested to limit the time spent on discussing corrections to fifteen minutes.
The Chair confirmed her decision in line with Standing Orders, is final.

The following amendments were noted:

39/19 1707 Replace 'Once Town' with 'One Town'.

40/19 1708 Accounts for Payment: to read 'the majority of councillors agree to certain amendments'.

43/19 1713 It was pointed out that the reservation of the right to speak was unnecessary as the councillor was not present for the full meeting.

46/19 1714 Cllr Lewis disputed the accuracy of the minutes. The Chair confirmed that the record of the minutes on page 43/19 was correct.

48/19 1715 Glan-Yr-Afon Funding: Cllr Lewis stated there should have been a recorded vote as per his request. It was agreed that there was a proposal for a recorded vote which did not have a seconder.

Majority voted in favour of the minutes of the meeting held on 17 April 2019 being a true and accurate record, subject to the above amendments. Cllr R Thomas did not vote as he was not present. Cllr Lewis abstained.

RESOLVED: The minutes of the Council meeting held on 17 April 2019 were confirmed and signed as a true record subject to the amendments as detailed above

1739 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 17 APRIL 2019

- 40/19 1709 Foley House: An email has been received from Cllr Paul Miller from PCC stating the car park would be reopened but did not give a specific timeframe. A request would be made to PCC for a further update for the July meeting.
- 40/19 1711 Panic Circus: Cllr Buckfield reported that it was an excellent event. PCC would need to provide greater support should they return again.
- 46/19 1714 IRPW Report: No further update had been received. One Voice Wales (OVW) and Society of Local Council Clerks (SLCC) will be meeting with HMRC.

1740 MINUTES OF THE ANNUAL MEETING ON 16 MAY 2019

- 55/19 Dates of Council and Committee Meetings 2019/2020: page number corrected to 56/19.

RESOLVED: **The minutes of the Annual Meeting held on 16 May 2019 were confirmed and signed as a true record, subject to the above amendment**

1741 UPDATES ON THE MINUTES OF THE ANNUAL MEETING ON 16 MAY 2019

There were no updates. The Deputy Mayor thanked the outgoing Mayor, Clerk and Staff, stating Council can build the new process of the two year term into its future agenda. The Mayor also offered thanks to the Clerk and Staff.

1742 MAYOR'S UPDATES AND CORRESPONDENCE

- A letter of thanks had been received from Mr P Murray regarding the annual meeting, and stating his deep regret that the Award of Merit and Young Laurel Award were not passed, and at the behaviour of a councillor.
- A letter of thanks for their donation was received from the Pembrokeshire Special Needs Gymnastics Club, which also gave an update on the use of the funds and their future events.
- A letter from Reverend Father Neil Hook has been received confirming his acceptance of the Mayor's Chaplaincy.
- A letter of thanks received from Haverfordwest Dementia Friendly for the support of the Council. The Mayor used this opportunity to announce her Charity of the Year for 2019/20 would be Dementia UK. Her first challenge would be walking the full Pembrokeshire Coastal Path whilst promoting dog safety on coastal paths.
- A letter thanking council for their donation was read out from All Pembrokeshire Cruse Bereavement Care, and a card of thanks had been received from Haverfoodfest.
- The Showmen's Guild has requested a meeting with the Mayor to re-establish the relationship. The Mayor will arrange a meeting with the new committee of Showmen's Guild to try and find a solution to the siting of Portfield Fair.
- The Mayor read a succession of correspondence to and from the Twinning Association regarding risk assessments and safeguarding policies in place for the proposed trip to Oberkirch (now cancelled). The Mayor has since

resigned from the committee following the correspondence. At the time of Full Council, the Mayor was still undecided as whether to resign as President.

- The Mayor had received a copy of a letter from Cllr Lewis to One Voice Wales (OVW) regarding the act that does not allow funding to Churches. OVW re-confirmed the guidance as previously provided to Council.

1743 PLANNING APPLICATIONS

Ref. No 19/0195/AD	Advertisement
<i>PRIORY WARD</i>	Drive and Shine Cartlett Haverfordwest SA61 2LH
RESOLVED:	SUPPORT
Ref. No 19/0105/PA	Change of use of first, second and third floors from
Ref. No 19/0166/LB	commercial to residential to allow the creation of 2 new
<i>CASTLE WARD</i>	flats
	13 Victoria Place Haverfordwest SA61 2JX
RESOLVED:	SUPPORT
Ref. No 19/0219/PA	Variation of condition 1 of planning permission
<i>PRENDERGAST WARD</i>	13/1055/PA to allow no more than 1,800sq mtrs of floor space for the sale of food and other edible goods to allow for no more than 2,130 sq mtrs of floor space in the Witybush retail park to be used for the sale of food and edible goods
	Witybush Retail Park Fishguard Road Haverfordwest SA61 2PY
RESOLVED:	SUPPORT
Ref. No 19/0140/PA	Conversion of integrated garage to living
<i>PRIORY WARD</i>	accommodation and proposed extension
	24 Shakespeare Close Haverfordwest SA61 1TL
RESOLVED:	SUPPORT
Ref. No 19/0169/AD	Erection of signs
<i>PRIORY WARD</i>	Riverside Hand Car Wash Cambrian Place Haverfordwest SA61 1TN
RESOLVED:	SUPPORT

Ref. No 18/1008/PA
PRIORY WARD

Residential development of 182 dwellings and associated infrastructure (amended proposal)

**Land at Scarrowscant Lane
Haverfordwest**

RESOLVED:

SUPPORT with additional comments as provided by Council

Ref. No 19/0239/PA
PRIORY WARD

Erection of dwelling (outline, with all matters reserved)

**38 Cawdor Close
Haverfordwest
SA61 1HH**

Cllr Buckfield declared a prejudicial interest as he is Chairman of the Haverfordwest Bryn Company which manages amenity land within the area.

RESOLVED:

SUPPORT

Ref. No 19/0183/LB

Replacement of 2 existing windows with PVCu windows with white finish

PRENDERGAST WARD

19 Bridgend Square
Haverfordwest

RESOLVED:

SUPPORT

Ref. No 19/0226/PA

Erection of a building for additional teaching facilities.

PRIORY WARD

Pembrokeshire College
Caradogs Well Road
Merlins Bridge
Haverfordwest

Cllr R Thomas declared as personal interest as family members work at the College.

Cllrs Collier and Evans declared personal interests as employees of Pembrokeshire College.

RESOLVED:

SUPPORT

Ref. 19/0232/PA
PORTFIELD WARD

Variation of condition 3(holiday occupancy) of planning permission 17/0066/PA (variation of condition 2 approved plans) condition 4 (first floor window details) Condition 5 (boundary treatments) of planning permission 15/0533/PA.

209 Haven Road
Haverfordwest

RESOLVED:

NO DECISION - MORE INFORMATION REQUIRED ON THE VARIATIONS, RELIST FOR JULY MEETING

Ref. No 19/0277/PA
GARTH WARD

Single storey extension to existing dwelling

Ty Nant
1 Sycamore Grove
Haverfordwest

Cllr Collier declared a personal interest as the property is visible from his house.

RESOLVED:

SUPPORT

Ref. No 19/0283/LB **Partial removal of existing pews**
CASTLE WARD St Thomas A Becketts Church
 Haverfordwest
RESOLVED: **SUPPORT**

Ref. No 19/0252/PA **Provision of solar car ports to 12 existing car park spaces**
PRENDERGAST WARD Pembrokehire Archives
 Prendergast
 Haverfordwest
RESOLVED: **SUPPORT**

1744 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 4 JUNE 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr S Hooper (Chair)
 Cllr R Blacklaw-Jones
 Cllr C Evans
 Cllr A V Griffiths
 Cllr D Jones

PRESENT as observer: Cllr A Buckfield
 Cllr C Thomas

APOLOGIES: Cllr M Mathias
 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.

Election of Vice-Chair

Cllr C Evans was elected as the Vice-Chair for 2019/2020.

RESOLVED: **Cllr C Evans is appointed Vice-Chair of the Management, Estates and Strategy committee for 2019/2020**

Report of the last meeting

Occupancy of Picton House: Picton House sub-committee to be given an update regarding the survey of the roof.

Christmas Lights: The date of the Christmas lights switch-on has been agreed for Saturday 23 November 2019.

2019/2020 Action Plans

Cemeteries:

St Martin's: Contracted work is still ongoing.

Lower Prendergast: Tenders to be issued shortly for the boundary wall and pathway.

Events: Update provided on upcoming events.

Priory Saltings: All agreed that the area is looking good. Management plan was discussed. Additional trees to be planted in the autumn.

Picton Centre: Survey results were considered. It was agreed that quotations be obtained for the painting of the foyer and hall ceilings, to include the wood (on ceiling). Also, advice and quotations to be sought to improve the lighting in the centre. It was advised that the sound system may need adjustment as some issues incurred recently.

Town Centre Improvements: No plans yet but the Town Team may come up with some suggestions in the future.

The River: An update was provided on the Cleddau Reaches project. The addition of further items will be considered in the near future.

Destination Market: The tender for the management of a one-off destination market had closed. The only one received tender was considered. All voted in favour to accept the one received tender for £5,000.00 plus VAT. It was agreed that an initial meeting being held with appointed representatives – Cllr Evans, Cllr Hooper, Cllr Blacklaw-Jones; the appointed contractor; representatives from Pembrokeshire County Council (PCC).

RESOLVED: **Tender is accepted from Contractor A for the management of a one-off destination market at a cost of £5,000.00 plus VAT**

You Are Here Boards

All agreed that the boards are to remain in the current design position as portrait; revisions would incur further cost. Following a recent site visit with Marc Owen, PCC Street Care, the locations of the boards were considered.

The following locations were agreed:

- Castle Lake Link – in front of railings leading from car park;
- St Thomas' Green – sited near car park entrance closest to centre;
- Riverside Shopping/Multi-storey car park – sited on wall at end of pedestrian crossing from multi-storey car park/bus station;
- Castle Square – look at site again;
- Swan Square – look at site again.

Majority voted in favour to issue a tender for the boards at the above five locations, to include a request for Castle Square board to have costings for two options – stand-alone unit or fitted to current street sign. It was felt that the train station needs to be considered as a possible site, this may be actioned in an additional phase.

RESOLVED: **Tender to be issued for the provision and installation of five 'You Are Here' boards in agreed sites (two locations to be re-visited and agreed when considering tenders)**

Proposal to deliver coordinated promotion and engagement from PLANED

Cllr A V Griffiths and Cllr S Hooper reserved the right to speak at full council.

Following the recent training at which a draft vision was created, PLANED provided a proposal to deliver coordinated promotion and engagement. It was felt that there is a lack of understanding of the work of the council and difficulty in attracting new councillors. The majority voted in favour to accept the proposal from PLANED to deliver coordinated promotion and engagement at a cost of £3,931.20 net per annum. PLANED will be required to attend an inception meeting to develop the proposal, to not include a logo, and outline how the engagement will be evaluated throughout the year.

RESOLVED: **To accept the proposal from PLANED to deliver coordinated promotion and engagement at a cost of £3,931.20 net per annum**

Blue Plaques

It was proposed that a blue plaque be placed on the former property of Francis Cromie in City Road and on the only property to be bombed in City Road. The majority voted in favour of siting blue plaques on the two properties in City Road and for the costings to be met from the general reserve fund.

RESOLVED: **That blue plaques be sited on the two properties in City Road, with funds used from general reserves**

Items for next agenda

- Town centre noticeboards

There being no other business to discuss, the meeting closed at 8.47pm.

END OF REPORT

Occupancy of Picton House: The Clerk provided Council with an update from the contractor following a survey of the roof. There were slates missing, a lack of felt, and timbers and rafters in need of replacement. This will be referred to the Picton House sub-committee for further discussion.

'You Are Here' Boards: an overview was given on where the boards could be sited. It was proposed, seconded and all voted in favour for Site 1 in Castle Square. It was proposed, seconded with the majority voting in favour of Swan Square option 1.

PLANED: The proposal to deliver coordination promotion and engagement was debated at length. It was proposed not to adopt the recommendations for PLANED but this motion was denied with five voting in favour and six voting against.

ACCEPTANCE of the above report, subject to the amendment to the siting of the 'You Are Here' boards as stated above, with the majority voting in favour.

RESOLVED: **The report of the Management, Estates and Strategy Committee meeting held on 4 June 2019 is accepted as a true record, subject to the update to the siting of the 'You Are Here' boards at Castle Square and Swan Square**

1745 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 5 JUNE 2019 AT 7PM IN THE COUNCIL CHAMBER,
PICTON HOUSE, HAVERFORDWEST**

PRESENT: Cllr Mrs S Murray (Mayor/ex-officio)
Cllr A Buckfield
Cllr C Thomas

APOLOGIES: Cllr J Morgans (Vice Chair)
Cllr J Collier
Cllr J Dunckley
Cllr P Lewis JP
Cllr R Thomas JP

The Town Clerk was in attendance.

As the meeting was not quorate, no items were discussed.

The meeting was closed at 7.02pm.

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 5 June 2019 is accepted as a true record

1746 REPORT OF THE INTERNAL AUDITOR FOR THE 2018/2019 FINANCIAL YEAR

The Clerk ably answered a number of questions presented at short notice by Cllr Lewis. It was felt that it was a positive report, with thanks given to the Clerk for supporting the Internal Auditor in compiling a good report. It was proposed, seconded and all voted in favour to accept the report.

RESOLVED: To accept the report of the Internal Auditor for the 2018/2019 financial year

1747 ACCOUNTS AND ANNUAL RETURN FOR THE 2018/2019 FINANCIAL YEAR FOR SUBMISSION TO THE EXTERNAL AUDITOR

It was proposed, seconded and all voted in favour to approve the annual return. It was proposed, seconded and all voted in favour to approve the 2018/2019 accounts.

RESOLVED: To accept the annual report and accounts for the 2018/2019 financial year for submission to the external auditor

1748 ADOPTION OF THE 'MANY VOICES, ONE TOWN, HEART OF THE COUNTY' VISION

Council were reminded that a vision statement was needed to sit above the town council strategic plan, and would be used on our website and on publicity material.

It was proposed, seconded and the majority voted in favour to adopt the vision statement and for it to sit above the strategic plan.

RESOLVED: To accept the vision statement of 'Many Voices, One Town, Heart of the County'

1749 PCC LINK OFFICER SCHEME

Council agreed that it is a great shame the pilot scheme is not continuing, as it has helped heal the previous rift between Pembrokeshire County Council and the Town Council, plus it was a direct link to the heart of the decision process at PCC.

A letter of thanks is to be sent to both link officers, and also to the Chief Executive expressing how valued the two officers were to the Town Council.

It was reported from the last OVW area meeting that the County Councillors would provide a similar link role moving forward.

The meeting of Full Council was suspended at 9.04pm, with County Cllrs Bryan, Evans and Thomas leaving the meeting.

The meeting resumed at 9.11pm.

1750 CONSIDERATION OF THE PROCESS AND PREVIOUS NOMINATIONS FOR THE AWARD OF MERIT AND YOUNG LAUREL AWARD

Cllr Blacklaw-Jones commented that as there was no established precedence the Mayor should have been admired and supported in her nominations for the awards. It was noted that minutes of a meeting on 19 April 2006 confirmed that previous councillors have nominated and proposed nominations.

A guidance document written in 2011 was not adopted by Council at the time and included no specifics that councillors cannot nominate.

Cllr Collier felt that the Mayor had the right to nominate in honesty and good faith, and Council should have stood firmer in the final decision. Cllr Collier raised a point of order that Cllr Lewis should not be heard further on this matter under Standing Orders.

New evidence had come to light that there is no policy or procedure in place for the nominations, which could pave the way for consideration of a new nomination at this meeting.

A nomination for Mr Roland Keevil to be awarded the Citizen Award had been received from Mr P Murray. It was proposed, seconded and majority voted in favour to award Mr Keevil. Cllr Lewis and Cllr R Thomas requested to have their votes against the proposal recorded.

There would be no proposal for the Young Laurel Award at the request of the family of the previous nomination.

It was proposed, seconded and all voted in favour for the Policy, Personnel and Finance Committee to review and create a policy for the nomination and presentation process of the Awards of Merit.

RESOLVED: Mr Roland Keevil to receive the Citizen Award for 2019

A review of the nomination and presentation process of the Awards of Merit to be undertaken by the Policy, Personnel and Finance Committee

1752 ACCOUNTS FOR PAYMENT

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

RESOLVED: **The accounts totalling £5,108.05 including VAT were approved for payment and receipts totalling £6,483.93 excluding VAT were accepted**

1753 ITEMS FOR NEXT AGENDA

There are no items.

1754 DATE OF NEXT MEETING

The next full council meeting will be held on Thursday 18 July 2019.

There being no further business, the meeting ended at 10.03pm

Signed Mayor

Signed Town Clerk

Date

