

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 20th
APRIL 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE,
HAVERFORDWEST**

PRESENT: Cllr Mrs S Murray (Mayor)
Cllr C Blakemore
Cllr A Buckfield
Cllr J Collier
Cllr A Griffiths
Cllr A V Griffiths
Cllr B Griffiths
Cllr G Howell
Cllr P Iles
Cllr D Jones
Cllr S Llewellyn
Cllr Mrs B Morgan
Cllr Miss L Pepperell
Cllr Mrs E Repton
Cllr R Stephens
Cllr C Thomas
Cllr R Thomas JP

APOLOGIES: No apologies

The Town Clerk and Deputy Town Clerk were in attendance.
The Mayor's Chaplain Rev Fr Nicholas Cale led Council in Prayers.

**1111 MINUTES OF THE COUNCIL MEETING HELD ON
16th MARCH 2016**

Minutes of the meeting held on 16th March 2016 were proposed,
seconded and agreed as a true record save for the following:

- Cllr P Iles and Cllr S Llewellyn were in attendance.

**1112 MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF
16th MARCH 2016**

No further matters were raised.

**1113 MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 6th
APRIL 2016**

At the Special Meeting of Council on 6th April 2016, Miss Juliet
Raymond was confirmed as the new Town Clerk.

1114 **MINUTES OF THE EMERGENCY MEETING HELD ON 8th APRIL 2016**

At the Emergency Meeting held on 8th April 2016, Mr David Williams was confirmed as the new Deputy Town Clerk.

1115 **MAYOR'S UPDATE AND CORRESPONDENCE**

- There is a change to the date of the Civic Service, it is now being held on Sunday 3rd July 2016 at 11.15pm. Cllr Blakemore gave his apologies as he will be unable to attend the Service.
- Storage of archived records – the storage container owned by HTC is not drylined and therefore not suitable for the storage of paper records. Cllr S Llewellyn had looked in to purchasing a drylined storage container from Merlin's Bridge Football Club for £2,600.00. Discussed the alternative options, including scan and storage of items from an outside firm.

RECOMMENDATION: The Town Clerk to look in to the process and costs of outside firm scanning, documenting and storing archived documents

- A 'Song for Haverfordwest' has been commissioned by the Guild of Freemen of Haverfordwest and they have suggested that the Council may wish to adopt it to be performed at civic and other events. The Mayor had heard the Landsker Singers perform it and they have offered to perform it at civic events to give it strength. It was discussed and agreed it would need to be looked at further to decide the best way to adopt the song.
- The Mayor will be abseiling down County Hall to raise funds for the two Mayor's charities on Saturday 7th May 2016 at 3pm. Cllr J Collier and Cllr A Griffiths will also be doing the abseil.
- The Mayor and Sheriff are hosting the Queen's 90th Birthday Tea Party on Friday 22nd April 2016 at 2.30pm in the Picton Centre. All welcome to attend.
- The Queen's 90th Birthday Beacon will be lit at 8pm at St Thomas' Church.

63/16

1116 **LICENSING APPLICATIONS FOR 20TH JANUARY 2016**

There were no Licensing Applications for consideration.

1117 **PLANNING APPLICATIONS FOR 20TH APRIL 2016**

Ref No. 15/1221/PA Printasmile
2 St Thomas Green
Haverfordwest
Pembrokeshire SA61 1QX
Partial removal of internal stone and
cavity walls.

RECOMMENDATION Support

Ref No. 15/1245/PA Petrol Station
Withybush Retail Park
Fishguard Road
Haverfordwest
Pembrokeshire SA61 2PY
Change of use of car wash to hand
car wash and porta cabin.

RECOMMENDATION: Support. Noted already there.

Ref No. 15/1280/PA 2 Spring Gardens
& Ref No 15/1281/PA Haverfordwest
Pembrokeshire SA61 2EJ
Single storey extension.

RECOMMENDATION: Support. Two applications for same
property. No objections have been
raised.

Ref No. 15/1285/PA Plot 3
Merlins Hill
Haverfordwest
Pembrokeshire
Variation of Conditions 1 & 3 (time
limit and code for sustainable
homes) of Planning Consent
10/1271/PA

RECOMMENDATION: Support.

64/16

Ref No. 15/1301/PA Tesco Stores Ltd
Haverfordwest
Pembrokeshire SA61 1BU
Variation of Conditions 1 & 2 for
Planning permission 14/1056/PA

Declaration of Interest made by Cllr Miss L Pepperell

RECOMMENDATION: Support.

Ref No. 15/1289/PA Pembrokeshire College
Caradogs Well Road
Merlins Bridge
Haverfordwest
Pembrokeshire SA61 1SZ
Extension to include additional
teaching facilities and provision of a
sports hall and fitness suite with
associated storage and changing
facilities.

Declaration of Interest made by Cllr A Buckfield

RECOMMENDATION: Already granted yesterday.

Ref No. 15/1328/PA The Coach House
& 15/1329/PA Cartlett
Haverfordwest
Pembrokeshire SA61 2LH

RECOMMENDATION: Refused.

1118

**TO CONSIDER THE REPORT OF THE MANAGEMENT,
ESTATES AND STRATEGY COMMITTEE MEETING OF
5th APRIL 2016**

**REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY
COMMITTEE HELD ON TUESDAY 5TH APRIL 2016 AT 7PM IN THE PICTON
COMMUNITY CENTRE, HAVERFORDWEST**

PRESENT:

Cllr A V Griffiths (Chair)
Cllr C Blakemore
Cllr J Collier
Cllr G Howell

65/16

Cllr D Jones
Cllr S Llewellyn
Cllr L Pepperell
Cllr R Stephens
Cllr Mrs S Murray (Mayor – ex-officio)

PRESENT as observers

Cllr A Buckfield
Cllr B Griffiths
Cllr C Thomas

The Town Clerk and Deputy Town Clerk were in attendance.

DECLARATIONS OF INTEREST

To be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

- R47/03 Notice Boards. The Chair reported that repairs have commenced but on removal the board was in a worse condition than anticipated. The Chair will continue to liaise with the Contractor.
- R47/03 Hawthorne Rise Bus Shelter. The Chair reported that the panels have been removed and are stored in the Pavilion garage.
- R47/03 Prendergast Cemetery. The Chair reported that the matter is being addressed via the Prendergast Cemetery group.

Cllr S Llewellyn arrived.

The Chair reported that the emergency works at St. Martins have been completed. Cllr C Thomas raised the issue of final cleaning required and will liaise with the Town Clerk.

PAVILION – UPDATE

Cllr Llewellyn reported that the gathering of information is ongoing and that she and Cllr Pepperell will present a report at the next meeting of MES.

Further points discussed:

- The need for clear signage.
- The importance of appropriate standards of cleanliness and housekeeping.
- The need to consolidate current arrangements.

Following further consideration on the request to site a container in the car park, matters relating to the colour, specific location and potential screening were discussed.

RECOMMENDATION

Provisionally recommend approval of the request to site a green container but subject to a site meeting between Cllrs A Griffiths, S Llewellyn and L Pepperell with Mr Thomas of Merlins Bridge Juniors.

PICTON CENTRE – UPDATE

- Recycling. The Mayor reported that historically there had been issues with recycling. Discussion ensued as to potential solutions.
- Stage. The Chair highlighted the recent completion of the new stage and reported that further work may be required to improve access to the underneath storage due to electricity cables hindering same.

The Chair advised it is not necessary to put a 'sealant' on the new stage flooring.

RECOMMENDATION:

- (a) The Town Clerk to liaise with Pembrokeshire County Council to establish relevant guidance and support available on recycling.
- (b) The Picton Centre Team to determine a way forward to improve access to the underneath storage area of the stage.

TO CONSIDER PROVISION OF TABLES AND BENCHES AT POYSTON PLAYING FIELD

The Mayor reported:

- Pembrokeshire County Council have been consulted.
- Local opinion is that the proposed provision is needed.

Discussion followed on matters related to working with Pembrokeshire County Council in such proposals and that the equipment is dedicated in celebration of The Queen's 90th Birthday.

RECOMMENDATION: The Mayor to explore with Pembrokeshire County Council the possibility of them installing equipment purchased by Haverfordwest Town Council. Additionally to fully establish ultimate ownership, responsibility and management details.

THE QUEENS 90TH BIRTHDAY BEACON – UPDATE

Cllr Blakemore reported and it was further discussed that:

- The Deputy Mayor Elect is exploring musical options for the event.
- A press release is being written.
- Contact is maintained with the event organisers.
- Risk Assessments are being written and associated tasks arranged.
- The Beacon and gas are being organised.
- Radio Pembrokeshire are to be informed of the event.
- Consideration to be given to relevant protocols for the event.

TO CONSIDER THE POSSIBLE DEVELOPMENT OF A 'TEAM' TO CONSIDER ALL ASPECTS RELATING TO CEMETERIES UNDER THE CARE OF HAVERFORDWEST TOWN COUNCIL

Prior to discussion on the cemeteries, The Chair sought confirmation of Councillors to join the various working teams within MES. The following was suggested:

Pavilion	Cllr S Llewellyn, Cllr Miss L Pepperell, Cllr A V Griffiths
Picton Community Centre	Cllr C Thomas, Cllr Mrs Murray, Cllr Mrs E Repton, Cllr G Howell, Cllr J Collier.
Wifi	Cllr R Stephens, Cllr C Thomas, Cllr Mrs S Murray (+ other Agencies)
Christmas Lights	Cllr A V Griffiths, Cllr Mrs S Murray, Cllr C Thomas, Cllr J Collier, Cllr Mrs E Repton.
Website	Cllr C Thomas, Cllr Mrs S Murray, Cllr S Llewellyn
Litter & Dog Foul Team	Cllr A Buckfield, Cllr C Thomas, Cllr D Jones, Cllr G Howell
Notice Boards	Cllr A V Griffiths, Cllr D Jones, Cllr C Blakemore
Queens 90 th Birthday Beacons	Cllr C Blakemore, Cllr D Jones, Cllr A V Griffiths

The Chair reiterated the need for continuity of members to each team as a means of forward planning and preventative work.

Cllr D Jones reported problems of litter in his ward. Suggestions including the potential of Pembrokeshire County Council's Envirocrime scheme were made.

The Chair highlighted:

- (a) Prendergast Upper Cemetery seems in reasonable condition. The Town Clerk reported a recent site visit to look at issues related to concerns – that soil and kerb stones have been left on parts of the boundary. A water bottle station was also suggested as a means of improving service.
- (b) The possibility of forming a group to consider matters related to St Martins Cemetery. Cllr Adrian Griffiths, Cllr R Stephens and Cllr G Howell to be on same.

MAYOR MAKING 2016

Following information presented by The Mayor Elect and The Town Clerk, and bearing in mind the need for invitations to be despatched as soon as possible, the following were agreed for recommendation and for forwarding to PPF:

RECOMMENDATION

The Mayoral Lunch takes place at The Picton Community Centre. Mr Eynon is approached regarding catering. No bar to be installed for the event.

ANY OTHER BUSINESS

- (1) A verbal complaint has been received regarding the entrance to the Council Chamber and that it appears untidy and that there is a potential trip hazard due to cleaning equipment. The Town Clerk informed Committee that there is nowhere else to store such equipment and that use of the basement is not possible due to health and safety concerns.
- (2) Tree Testing Policy. The topic plus the relationship between arrangements for the Council and Bridge Meadow Trust were discussed.

There being no further business the meeting closed at 8.28pm.

END OF REPORT

ACCEPTANCE of the above report was moved by Cllr C Blakemore and seconded by Cllr J Collier.

1119

**TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY
AND FINANCE COMMITTEE HELD ON 6th APRIL 2016**

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE
HELD ON WEDNESDAY 6TH APRIL 2016 AT 7PM IN THE COUNCIL
CHAMBER, PICTON HOUSE, HAVERFORDWEST**

PRESENT: Cllr Mrs B Morgan (Chair)
Cllr A Buckfield
Cllr B Griffiths
Cllr P Iles
Cllr Mrs S Murray (Mayor – ex-officio)
Cllr Mrs E Repton
Cllr C Thomas
Cllr R Thomas JP

OBSERVORS: Cllr J Collier
Cllr Miss L Pepperell

APOLOGIES: None received

The Town Clerk and Deputy Town Clerk were in attendance.

DECLARATIONS OF INTEREST

Will be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

R48/01 The Chair and The Mayor advised that The Sixth Form Bursary is an on-going matter. The Town Clerk reported that at the last meeting of Full Council, The Mayor circulated paperwork on same.

R48/03 The Chair confirmed the Insurance premium for 16/17 has been paid. The Town Clerk reported recent communications with Insurers regarding cover for the forthcoming Queen's 90th Birthday Beacons event, Festival Week as well as annual Civic Events.

TO RECEIVE AN UPDATE ON ACCOUNTS TO 29TH FEBRUARY 2016

- The Chair reported on work currently being undertaken towards the end of year accounts and answered most questions raised.
- The Chair provided an overview of the documentation presented.

70/16

R50/02

- Cllr R Thomas JP sought clarification as to outstanding grants to the Portfield Recreation Committee.
- Questions were raised over.
 - (a) Salaries budget
 - (b) Twinning Anniversary budget
 - (c) The Sheriff's Account
 - (d) Overspend on Christmas Lights budget.
 - (e) The Bridge Meadow Trust budget.

The Chair and Town Clerk were able to resolve the queries.

FESTIVAL WEEK – REQUEST FOR FINANCIAL SUPPORT

The Mayor reported that funding is now required for Licences, Temporary Event Notices, marketing and publicity to the sum of £5,000.00. It was agreed to recommend that the Council underwrite the sum of £5000.00 from the Town Events budget set aside for 2016/17. The Mayor highlighted the intention to raise funds through a grand raffle and that hopefully within five years the Festival Week will be self-funding. Radio Pembrokeshire are offering free of charge support. Any funds raised will be credited to the Town Events Budget.

8pm – Cllr P Iles left the Chamber.

With regards to 'The Soap Box Derby' Cllr J Collier reported:

- The event cannot be covered by the Council's current Insurance Policy. Alternative cover has been sourced at a cost of £360.00
- Potentially there will be upfront costs of £600.00 but it is hoped these will be covered via entry fees.

An exchange of views took place regarding the importance of forward planning and relevant financial budgets.

RECOMMENDATION:

Any expense incurred by the Festival Working Party is to be met out of the Town Events budget and any income to be repaid into the Town Events budget.

8.11pm – Cllr J Collier left the Chamber.

ICE RINK EVENT 2015 – UPDATE

Cllr A Buckfield declared a prejudicial interest and left the Chamber.

The Chair provided clarification on the matter which has now been resolved and now closed.

Cllr A Buckfield returned to the Chamber.

S 137 POLICY AND PROCESSES

The Agenda item was not discussed.

AUTO ENROLMENT PENSION SCHEME

The Chair reported that the 'auto enrolment' package had been purchased from IRIS and that staff training has been arranged in preparation of the Scheme's staging date.

RECOMMENDATION: The Council arrange for 'NEST' to become the Scheme's Pension Provider.

SUPPORT FOR TOWN COUNCILS. TO FURTHER CONSIDER RECENT CORRESPONDENCE FROM PEMBROKESHIRE COUNTY COUNCIL

The Mayor reported that Pembrokeshire County Council have advised that Haverfordwest Town Council is the only Council not entering into the proposed Scheme. There followed an exchange of views.

A vote to determine acceptance of offer was held:

In favour of accepting	the offer	2 votes
Not in favour of accepting	the offer	3 votes

Cllr A Buckfield and Cllr C Thomas reserved the right to speak at Full Council.

RECOMMENDATION: That Haverfordwest Town Council do not accept the offer from Pembrokeshire County Council.

MAYOR MAKING 2016

The Mayor Elect sought views regarding the forthcoming event and relayed the thoughts of the previous evening's Management Estates and Strategy Committee.

72/16

RECOMMENDATION: That the Mayoral Luncheon be held at The Picton Community Centre. The Town Clerk's office to make necessary arrangements.

ANY OTHER BUSINESS

- (1) The Town Clerk reported that further copies of the Town Guides are urgently required. There followed an exchange of information including the costs involved. The Committee were all in favour of up-dating the existing Town Guide.

RECOMMENDATION: Cllr A Buckfield and Cllr R Thomas JP to up-date current edition in readiness for re-publication as opposed to re-print of existing edition.

END OF THE REPORT

ACCEPTANCE of the above Report was moved by Cllr A Buckfield and seconded by Cllr Mrs B Morgan save for the following:

R50/03 A discussion took place regarding the 'Support for Town Councils' initiative from PCC. Cllr S Llewellyn proposed that we take part in pilot and that we will have full input to the final evaluation in 2017. All voted for, those voted no : Cllr B Griffiths, Cllr Mrs E Repton, Cllr R Thomas JP.

Cllr J Collier queried if Standing Orders would be reviewed. It was agreed that this would be an agenda item in the summer months.

1120 ACCESSIBILITY OF PLANNING INFORMATION

Cllr B Morgan queried why we are getting planning applications after They have been approved. A discussion took place regarding Planning Application number 15/1289/PA for Pembrokeshire College. Members of the public and County Councillors had queried why the Council had not responded. This was the earliest that the application could be brought before Council once received from PCC. Also why did the application show that the decision was to be made by 27th May 2016 and the application had been agreed by Planning on 19th April 2016 (yesterday). Cllr D Bryan, County Councillor, offered to give a brief

overview and said that he would have a word with Head of Planning on the Council's behalf.

1121 **CHRISTMAS LIGHTS**

Cllr J Collier gave an overview on the possibility of a contractor providing the whole package which would include supplying the lights, putting up, maintenance and taking down of the lights. Discussion took place as to the pros and cons of this option and regarding budgeting of the Christmas lights. Cllr A Buckfield proposed that we put the Christmas lights contract out for tender for all of the town including extra areas. Cllr Mrs B Morgan wished to abstain if a vote was to be taken. It was hoped that a decision would be reached shortly on how to tender the Christmas lights contract following further enquiries made by the Christmas Lights committee.

1122 **TO CONSIDER THE NOMINATIONS FOR COUNCIL'S AWARD OF MERIT AND YOUNG LAURELS AWARD**

A letter of nomination for the Young Laurels Award had been received from Mr David Williams which he read out to Council. The nomination was for Mr Ben Richards, a pupil at Tasker Milward School who often supports the Council at Civic Events. It was agreed that the Bursary would be deferred to another meeting.

Declarations of interest made by Cllr Mrs S Murray (The Mayor) and Cllr R Stephens.

Proposed by Cllr Mrs B Morgan that Mr Ben Richards be awarded the Young Laurel Award. All voted in favour.

RESOLVED: Mr Ben Richards would be asked to attend the Mayor Making Ceremony on 19th May 2016 to be presented with the Young Laurel Award

1123 **FUNDING APPLICATIONS**

(a) Pembrokeshire Federation of Young Farmers Clubs-
Mr Sam Kurtz, reporter with the Western Telegraph, gave an overview of the Young Farmers Club.
Declaration of interest made by Cllr J Collier
Cllr R Thomas proposed that the Council give them a grant, seconded by Cllr P Iles and voted in favour by all Councillors.

74/16

RESOLVED: That the Council give Pembrokeshire Federation of Young Farmers Clubs a grant of £250.00.

(b) Haverfordwest Operatic Society-
It was proposed by Cllr Mrs B Morgan to donate the sum of £250.00, seconded by Cllr A Griffiths and voted in favour by all Councillors.

RESOLVED: That the Council donate the sum of £250.00 to Haverfordwest Operatic Society.

(c) All Pembrokeshire Branch – Cruse Bereavement Care -
It was proposed by Cllr B Griffiths to donate the sum of £100.00, seconded by Cllr R Thomas JP and voted in favour by all Councillors.

RESOLVED: That the Council donate the sum of £100.00 to All Pembrokeshire Branch – Cruse Bereavement Care.

1124 ACCOUNTS FOR PAYMENT

Accounts totalling 21,156.96 were approved for payment and receipts totalling £5,205.10 were accepted.

1125 ANY OTHER INFORMATION

There being no further business the meeting was closed.

1126 DATE OF NEXT MEETING

The next meeting will be the AGM to be held on Thursday 19th May 2016.

Signed..... Mayor
Signed..... Town Clerk
Date