

**MINUTES OF AN EXTRA-ORDINARY MEETING OF FULL COUNCIL HELD ON FRIDAY 27  
SEPTEMBER 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE,  
HAVERFORDWEST**

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**PRESENT:** Cllr Mrs S Murray (Mayor)  
Cllr A Buckfield  
Cllr R Blacklaw-Jones (arrived at 7.14pm)  
Cllr J Collier  
Cllr J Dunckley  
Cllr AV Griffiths  
Cllr C Evans  
Cllr S Hooper  
Cllr J Morgans

**APOLOGIES:** Cllr C Thomas  
Cllr D Jones  
Cllr P Lewis JP  
Cllr R Thomas JP  
Mayor's Chaplain, Revd Fr Neil Hook

The Town Clerk and Administration Officer were in attendance.  
County Cllr Tim Evans was in attendance.

**1769 DECLARATIONS OF INTEREST FROM MEMBERS**

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

It was agreed for agenda item 16 (Future Location of Town Council offices) to be taken last and to be held in private session.

**1770 CO-OPTION OF NEW COUNCILLOR TO PORTFIELD AND PRENDERGAST  
WARDS**

There were no candidates for Portfield ward.

Mr Paul Johnson was interviewed by Council for co-option to Prendergast Ward.

All voted in favour that Mr Paul Johnson be co-opted as a Councillor for Prendergast Ward.

**RESOLVED:** To appoint Mr Paul Johnson as a Councillor for Prendergast Ward

Mr Johnson left the room at 7.10pm and re-entered at 7.14pm to be welcomed as a Councillor. Cllr Johnson signed the Declaration of Acceptance of Office and was welcomed by the Mayor.

Cllr Blacklaw-Jones arrived at 7.14pm

**1771 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions had been received from members of the public.

**1772 NOTES OF THE COUNCIL MEETING ON 18 JULY 2019**

It was requested to change the day from Thursday to Wednesday. All voted in favour to accept the notes.



**Ref. No. 19/0543/PA**  
*PORTFIELD WARD*

**Single Storey Rear Extension**  
41 Jury Lane  
Haverfordwest SA61 1BY  
**Support**

**RESOLVED:**

**Ref. Nos. 19/0534/PA & 19/0521/LB**  
*CASTLE WARD*

**Alterations to provide disabled access**  
Ebenezer Church  
Ebenezer Row  
Haverfordwest SA61 2HD  
**Support**

**RESOLVED:**

**Ref. No. 19/0508/PA**  
*PRENDERGAST WARD*

**Proposed Side Extension and Loft Conversion**  
36, Heritage Gate  
Haverfordwest SA61 2RF  
**Support**

**RESOLVED:**

**Ref. No. 19/0475/PA**  
*GARTH WARD*

**Improvements & extension to existing staff/visitor car parking area with associated landscaping**  
Redhill School  
The Garth  
St Davids Road  
Haverfordwest SA61 2UR  
**Support**

**RESOLVED:**

**Ref. No. 19/0379/PA**  
*PORTFIELD WARD*

**Approval of reserved matters (scale, access, layout, appearance and landscaping) to outline planning permission 17/0231/PA (Erection of a dwelling)**  
Plot to rear of 154 Haven Road  
Haven Road  
Haverfordwest SA61 1DG

**RESOLVED:**

**Support**

**Ref. No. 19/0566/PA**  
*CASTLE WARD*

**To construct a green wall structure to enhance urban public open space.**  
Between 22 (Clock Tower) & 23 (Barbers)  
Riverside Quay  
Haverfordwest SA61 2LJ

**RESOLVED:**

**Support**

**Publicity and Consultation for Pre-Planning Application:**

*Cllrs Collier and Evans each declared a personal interest as employees of Pembrokeshire College.*

PRIORY WARD

**Proposed Engineering teaching facilities building**

Pembrokeshire College

Merlins Bridge

Haverfordwest SA61 1SZ

**RESOLVED:**

**Support in principle**

**1778 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 3 SEPTEMBER 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

**PRESENT:**

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

**PRESENT as observer:**

Cllr A Buckfield  
Cllr J Collier  
Cllr P Lewis JP  
Cllr C Thomas

**APOLOGIES:**

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.

**Provision of a water fountain – Cllr J Collier**

The provision of a drinking water fountain at the Picton Centre was discussed. If positioned to the left-hand side of the main doors, the utilities would be accessible for installation and it would be more visible to the public. Pembrokeshire County Council (PCC) is considering the installation of drinking water fountains, it was agreed to obtain further clarification if going ahead so a uniform model could be used. Costs for purchase and installation of water fountain to be obtained for future consideration.

**Report of the last meeting**

**R12/01: 2019/2020 Action Plans, Priory Saltings:** Last cut completed at end of June, next cut due mid-September.

**2019/2020 Action Plans**

**Cemeteries:**

St Martin's: Contract works ongoing. Phase 1 needs to be completed before consideration can be given to next phase.

Lower Prendergast: The contracted work to repair one third of the boundary wall will commence in the last week of September. It is anticipated the work will take several weeks.

**Priory Saltings:** A wider footpath was cut in June. Pembrokeshire College will again be installing the additional boardwalk, with funding provided by Council to the Cleddau Reaches Project. Discussions are currently taking place to provide a volunteer programme for Haverfordwest High VC School students for the environmental element of the Duke of Edinburgh Award scheme. Treatment of knotweed has been completed for this year. Addition of signs and benches in the area will need to be a future consideration, possibly under the Cleddau Reaches Project.

Cllr J Collier and Cllr A Buckfield left at 7:35pm.

**Events:** More events planned for which meetings are to held.

**Picton Centre:** Awaiting quotations.

**Town Centre Improvements:** The budget has been spent on funding to the Cleddau Reaches Project and town centre flower arrangements.

Cllr A V Griffiths left at 7:37pm. Cllr A Buckfield returned at 7:37pm.

**The River:** Total budget spent as funding provided to Cleddau Reaches project.

Cllr A V Griffiths returned at 7:40pm.

**Destination Market:** The pilot was originally scheduled to take place in early September; date now being re-considered. Urban Foundry will provide a report of their findings following the pilot.

### **2020/2021 Action Plans**

The draft plans are to be completed by the following as listed, then forwarded to the Town Clerk for inclusion with the October committee agendas:

- Prendergast Cemeteries – Cllr C Evans
- St Martin's Cemetery – Cllr A V Griffiths
- Events – Events sub-committee
- Priory Salting's – Cllr J Collier
- Picton Centre – Cllr S Hooper
- Town Centre Improvements – consideration to calling this just town improvements in future. All councillors to forward suggested inclusions to Cllr S Hooper
- The River – The representatives on the Cleddau Reaches Project are unaware of the plans for the next phase at present
- Destination Market – This project will be self-sustaining following the pilot.

### **Christmas Lights**

On provision of plenary powers, the sub-committee accepted the installation contractor's quotation for replacement of part of the infrastructure for £13,993 plus VAT. The 2019/2020 budget of £30k has been spent on: contract for installation of lights display Christmas 2019 £13,750 plus VAT and replacement of infrastructure

for £13,993 plus VAT, balance available £2,257. The High Street and Victoria Place require replacement lights as currently poor or no displays for these areas. It was recommended to accept the display from Contractor 1 at a cost to hire over 3 years - Year 1 £7,495.68, Year 2 £7,215.68, Year 3 £7,495.68 all plus VAT, with the shortfall on the budget for Year 1 of £5,238.68 to be met from the general reserve. A counter proposal to use the current festoon lights only and not go over budget was outvoted.

**RESOLVED:**

**That:**

- **Christmas Lights are hired for a three-year period from Contractor 1 at a total cost of £22,207.04 plus VAT, with the shortfall for year 1 of £5,238.68 met from the general reserve**

**You Are Here Boards**

Tender document is to be drafted and issued. The maps/boards need to be located in line with the river.

**Town Centre Noticeboards**

It was suggested that PLANED is asked to carry out a public consultation on whether noticeboards are required. It was undecided if the noticeboards should be located in the most used areas of the town or in the wards or in car parks. It was agreed to obtain a quotation for the replacement of the noticeboard in the lane alongside Wilkos Store with a composite one.

**Trade Waste Agreement**

We currently have a trade waste agreement with PCC, of which the contract period needs to be checked. It was agreed that quotations are obtained for other options for disposal of trade waste.

**Hosting of #2minute Street Clean boards**

It was agreed to host two boards. One to be placed at the Picton Centre, with caretakers to have the responsibility to manage it. Second board to be placed in Beechlands Park, on pathway from Scarrowscant Lane to Pembrokeshire College, and managed by Cllr A Buckfield. Cllr A V Griffiths will provide Haverfordwest County AFC with details on hosting a board for their consideration.

**RESOLVED:**

**To host two #2minute Street Clean boards to be sited at the Picton Centre and Beechlands Park area**

**Siting of storage container at Sports Pavilion**

Merlin's Bridge Seniors Football Club wish to site a storage container in the car park of the Sports Pavilion. A storage container has previously been sited here for the junior club. The club are also in discussions with Haverfordwest Cricket Club to site the container in their car park. It was felt that due to issues with dumping of waste and anti-social behaviour in the pavilion car park, the cricket club would be a better option.

**Items for next agenda**

- 2020/2021 Action Plans

There being no other business to discuss, the meeting closed at 8.56pm.

**END OF REPORT**

**Christmas Lights:**

The Clerk gave an overview of the proposal from the Christmas Light sub-committee. This is to urgently replace part of the infrastructure and to hire new lights. A counter proposal was made to accept the recommendation to upgrade the infrastructure but not to approve the extra purchase and hire of lights. Two voted in favour of the counter proposal, 7 against and 1 abstained.

The majority voted in favour to accept the recommendation.

**Hosting of #2minute Street Clean boards:**

Cllr Buckfield advised that a board would not be required at Beechlands Park. All voted in favour to continue with one board only.

ACCEPTANCE of the above report, subject to the amendment to the #2minute Street Clean boards, with all voting in favour.

**RESOLVED:** To host one #2minute Street Clean board to be sited at the Picton Centre

**RESOLVED:** The report of the Management, Estates and Strategy Committee meeting held on 3 September 2019 is accepted as a true record, subject to the amendment above

**1779 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 4 SEPTEMBER 2019 AT 7PM IN THE COUNCIL  
CHAMBER, PICTON HOUSE, HAVERFORDWEST**

**PRESENT:** Cllr J Morgans (Chair)  
Cllr A Buckfield  
Cllr J Collier (Vice-Chair)  
Cllr P Lewis JP  
Cllr Mrs S Murray (Mayor/ex-officio)  
Cllr C Thomas  
Cllr R Thomas JP

**APOLOGIES:** Cllr J Dunckley

The Town Clerk was in attendance.

**Declarations of Interest**

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

**Report of last meetings**

No updates from the report of the last meetings.

**Accounts to 31 July 2019**

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

**RESOLVED: Accounts are accepted to 31 July 2019**

**Provision of staff mobile phones – Cllr Mrs S Murray**

The Town Clerk currently uses her personal mobile phone for business use. It was agreed that costings would be obtained for a contract phone and for outright purchase of phone plus sim card, for future consideration.

**Standing Orders**

The Mayor and appointed representatives from this committee have arranged a meeting to review standing orders. All councillors have been asked to forward any recommended updates to the working group. It was agreed that representatives from the Management, Estates and Strategy committee be appointed to the working group at the September full council meeting.

**RESOLVED: Representatives from the Management, Estates and Strategy Committee are appointed to the working group at the September Full Council meeting**

**Financial Regulations**

All councillors have been asked to forward any recommended updates to the working group. It was agreed that representatives from the Management, Estates and Strategy committee be appointed to the working group at the September full council meeting.

**RESOLVED: Representatives from the Management, Estates and Strategy Committee are appointed to the working group at the September Full Council meeting**

**Review criteria for grant applications – Cllr A Buckfield**

Cllr R Thomas suggested putting aside all applications for financial assistance until the review had taken place. It was felt that a review needs to take place of the policy and process for awarding grants.

It was agreed that the policy, grant applications and scoring forms are reviewed by a working group made up of Cllr Buckfield, Cllr Lewis, Cllr R Thomas. All councillors are asked to forward any recommended revisions to the working group. The revised drafts will be considered at the November committee meeting.

**RESOLVED: Review of grant application process is completed by a working group made up of Cllr Buckfield, Cllr Lewis, Cllr R Thomas**

**Appointing a Junior Councillor – Cllr A Buckfield**

It was agreed that Cllr Buckfield will make initial contact with Haverfordwest High VC School, Scout and Guide groups, and possibly the Skate Park Association, to ascertain interest for the appointment of two junior councillors. If there is potential to develop the appointing of junior councillors further, then more councillors will be included in meeting with the youth.

**RESOLVED:** **Cllr A Buckfield to make initial contact with school and organisations to ascertain interest in the appointment of two junior councillors**

**Cataloguing of Artefacts**

The report cataloguing all artefacts and items held in Picton House provided by historian Mark Muller was considered. It was agreed to accept the report and fee of £200 net. All agreed that following on from the report, Mr Muller is now asked to outline his recommendations on items to be moved to storage at Pembrokeshire Archives and those which could be loaned to the Town Museum, with a £100 fee made available to cover his costs.

**RESOLVED:** **That:**

- **Report cataloguing artefacts and items held in Picton House is accepted, along with fee of £200 net**
- **Mark Muller is asked to provide recommendations on items to be moved to storage at Pembrokeshire Archives or for loan to the Town Museum, with a £100 net fee to cover costs**

**Process for Young Laurel Award and Citizens Award/Award of Merit – Cllr Mrs S Murray**

It was agreed that a process will be drafted by the Town Clerk for consideration at the next committee meeting.

**RESOLVED:** **Process for awarding Young Laurel Award and Citizens Award/Award of Merit is drafted for future consideration**

**Applications for Financial Assistance****1. Elly's Ward 10 Flag**

The application requests a donation of £500.00 towards the full refurbishment of Ward 10 at Wityhush General Hospital.

All voted in favour to not donate the sum of £500.00 as it felt that it is a statutory obligation of the health service to provide the funds.

**2. Haverhub**

The application requests a donation of £4,875.00 towards the refurbishment of the Old Post Office, Quay Street.

All voted in favour to not donate the sum of £4,875.00 as the funds have already been secured from the Architectural Heritage Fund.

### **3. Haverfordwest Town Museum**

The application requests a donation of £8,370.00 towards the running costs for the 2019 season.

***Cllr R Thomas declared a prejudicial interest and left the room for the discussion and vote.***

***Cllr A Buckfield and Cllr P Lewis declared a personal interest.***

The Town Clerk advised that the reimbursement of the utilities for the 2018 season of £1,003.16 has not been made to council.

All voted in favour to donate the sum of £5,000.00 under Local Government Act 1972 Section 137.

### **4. Haverfordwest Skatepark Association**

The application requests a donation of £1,800.00 towards the lighting costs of the skate park.

All voted in favour to request further information to enable full consideration of the application.

### **5. Glanleddau Dancers**

The application requests a donation of £400.00 towards the provision of outfits.

All voted in favour to donate the sum of £400.00 under the Local Government Act 1972 Section 145.

### **6. Haverfoodfest**

The application requests a donation of £2,000.00 towards the next event taking place on 2 May 2020.

All voted in favour to make no donation and to request that an application be submitted in December with up to date accounts.

### **7. Paul Sartori Foundation Ltd**

The application requests a donation of £4,332.30 towards the enhancing the end of life equipment loan service.

All voted in favour to not donate the sum of £4,332.30 as this is a limited company, not a local organisation or community group.

**RESOLVED:**

**That:**

- **Elly's Ward 10 Flag is not given a donation;**
- **Haverhub is not given a donation;**
- **Haverfordwest Town Museum is given a donation of £5,000.00;**
- **Haverfordwest Skatepark Association is asked to provide further information;**

95/19

- Glanleddau Dancers is given a donation of £400.00;
- Haverfoodfest is not given a donation and asked to submit an application in December with up to date accounts;
- Paul Sartori Foundation Ltd is not given a donation

### **Staffing Update**

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

### **Items for next agenda**

- Staffing

There being no other business to discuss, the meeting was closed at 9:27pm.

### **END OF REPORT**

Standing Orders: All voted in favour for Cllr Hooper and Cllr Blacklaw-Jones to be appointed onto the working group.

Financial Regulations: All voted in favour for Cllr Hooper and Cllr Blacklaw-Jones to be appointed onto the working group.

ACCEPTANCE of the above report, all voted in favour.

**RESOLVED:** Cllr Hooper and Cllr Blacklaw-Jones be appointment to the Standing Orders and Financial Regulations working groups

**RESOLVED:** The report of the Personnel, Policy and Finance Committee meeting held on 4 September 2019 is accepted as a true record

### **1780 AWARDING OF THE STUDENT BURSURY 2019**

No applications were received for the Student Bursary Award 2019. All voted in favour of re-allocating the £1,000 budget into general reserves.

**RESOLVED:** To allocate £1,000 budget for the 2019 Student Bursary to the general reserves

### **1781 SPONSORSHIP OF THE WESTERN TELEGRAPH HEALTH AND CARE AWARDS 2019 – NURSE OF THE YEAR AWARD**

A request has been received to sponsor the Nurse of the Year award in the Western Telegraph Health and Care Awards at a cost of £1,500.

A proposal was received to utilise the unspent Student Bursary plus an additional £500 from reserves. A counter proposal was heard that as the awards ceremony give no direct benefit to the town, the sponsorship should not be given.

The majority voted in favour not to sponsor the Nurse of the Year award.

**RESOLVED:** **No sponsorship is provided for the Western Telegraph Health and Care Awards 2019 Nurse of the Year**

**1782 REPORT OF THE EXTERNAL AUDITOR FOR THE FINANCIAL YEAR ENDING 31 MARCH 2019**

All voted to accept the report of the external auditor. The Clerk will advise the auditor of the error in the report relating to the Re-approval Section.

**RESOLVED:** **To accept the report of the External Auditor for the Financial Year ending 31 March 2019**

*County Cllr Tim Evans left the meeting at 8.12pm.*

**1783 OUTSIDE BODIES**

Cllr Dunkley expressed an interest to be nominated onto Haverfordwest Twinning Association. All voted in favour to accept his nomination.

Cllr Hooper reported that the Town Team were to identify area in need of 'tlc' and review funding options to improve these areas.

Cllr Griffiths reported that the last meeting of the Bridge Meadow Trust was not quorate, and appealed for attendance at the next meeting on 16 October 2019.

Cllr Collier had recently attended the Sir John Perrot Trust meeting with Cllr Morgans. Cllr Collier gave an overview of the approach of a fellow trustee, regarding the non-attendance of representatives of Haverfordwest Town Council at meetings. Cllr Collier took exception to being spoken to in such a manner by a former town councillor. All voted in favour of the Mayor writing to the trustee concerned declaring her support of Cllr Collier.

An application for financial assistance of £3,000 over the next three years has been received by the Sir John Perrot Trust from Haverfordwest Museum. This has been deferred for more information.

Cllr Buckfield had attended a Once Voice Wales meeting where the Council were praised for their Dementia Friendly campaign, their involvement in the Cleddau Reaches project and in the Library.

The Events committee would support the River of Lights festival on 31 October 2019 with a grant of £3,500. Volunteers would be required at the event to steward on High Street, and at the Castle.

**RESOLVED:** **To appoint Cllr Dunckley onto the Haverfordwest Twinning Association**

**RECOMMENDATION:** **A letter to be sent to the Sir John Perrot Trust from the Mayor in support of Cllr Collier**

Addendum: The Mayor is to contact the Clerks to the Sir John Perrot Trust to ascertain when the discussion took place.

**1784 ACCOUNTS FOR PAYMENT**

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

**RESOLVED:**                    **The accounts totalling £27,716.61 including VAT were approved for payment and receipts totalling £107,990.56 excluding VAT were accepted**

**1785 FUTURE LOCATION OF TOWN COUNCIL OFFICES**

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

**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**

All voted in favour to shortlist three properties, namely The Old Wool Market, Foley House and the Picton Centre (extension). A scoping study would be required in the first instance, and it was agreed for Cllrs Collier and Evans to compile a brief for the scoping study to go out for tender.

It was proposed for the Picton House sub-committee to be renamed the Council Accommodation sub-committee, and would consist of Cllrs Murray, Buckfield, Collier, Morgans, Hooper, Evans and C Thomas.

Further information on feasibility studies and revenue sources in respect of Foley House is required. A timescale limit of six months was proposed in respect of the above.

All voted in favour of the above actions.

**RESOLVED:**                    **That :**

- **To shortlist The Old Wool Market, Foley House and the Picton Centre (extension) as potential properties**
- **The Picton House sub-committee is renamed as the Council Accommodation sub committee**
- **Council Accommodation committee members consist of Cllr Murray, Cllr Buckfield, Cllr Collier, Cllr Morgans, Cllr Hooper, Cllr Evans and Cllr C Thomas**
- **Viability studies and feasibility studies are commissioned on the shortlisted properties**
- **Liaise with PLANED on the public consultation**
- **Consider a grant application to The Architectural Heritage Fund**

**1786 ITEMS FOR NEXT AGENDA**

There are no items.

**1787 DATE OF NEXT MEETING**

The next full council meeting will be held on Wednesday 23 October 2019.

There being no further business, the meeting ended at 9.00pm

Signed ..... Mayor

Signed ..... Town Clerk

Date .....