

MINUTES OF A MEETING OF FULL COUNCIL HELD 18 NOVEMBER 2020 AT 6PM VIA VIDEO CONFERENCE

Present: Cllr A Buckfield (Mayor/Chair)
 Cllr R Blacklaw-Jones
 Cllr J Dunckley
 Cllr C Evans
 Cllr S Hooper
 Cllr P Johnson
 Cllr J Morgans
 Cllr Mrs S Murray
 Cllr E Perkins
 Cllr G Roberts
 Cllr C Thomas

The Town Clerk was in attendance.
 The Administration Officers were both in attendance.
 County Cllrs A Tudor and T Tudor were in attendance.
 Mr G Thompson, reporter for The Western Telegraph, was in attendance.
 The Mayor's Chaplain was in attendance and led Council in prayer to open the meeting.

1931 Declarations of interest from Members

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

1932 Minutes of previous meeting

- a) Minutes of the Full Council meeting held on 7 October 2020:**
 All voted in favour to accept the minutes of Full Council meeting held on 7 October 2020 as a true record.
- b) Updates on the minutes of the Full Council meeting held on 7 October 2020:**
 Cllr Evans reported that the work on the boundary wall and fencing at Lower Prendergast Cemetery has been completed
- c) Minutes of the Annual meeting held on 15 October 2020:**
 All voted in favour to accept the minutes of Annual meeting held on 15 October 2020 as a true record.
- d) Updates on the minutes of the Annual meeting held on 15 October 2020:**
 There were no updates on the minutes.

Resolved **To accept the minutes of the Full Council meeting held on 7 October 2020 as a true record**

To accept the minutes of the Annual meeting held on 15 October 2020 as a true record

1933 Mayor's updates and correspondence

The Mayor has received an email requesting clarification on the funding of the Town Library, plus an email regarding the upcoming Priory co-option

A letter had been received from Rev. Fr. Neil Hook accepting the invitation to be Mayor's Chaplain for the ensuing term.

The Mayor's chosen charities for his term of office will be the Maisie Moo Foundation and Prostrate Cancer.

1934 Planning Applications

Cllr Dunckley declared a personal interest as an employee in the Planning Department of Pembrokeshire County Council.

Ref No: 20/0569/PA	Proposal: Extensions and alterations
Priory Ward	Sheldon View, 3, Deans Close, Haverfordwest, SA61 1PD
RESOLVED:	Support
Ref No: 20/0573/PA	Proposal: To create doorway at the side of the building
Castle Ward	10, Quay Street, Haverfordwest, SA61 1BG
RESOLVED:	Support
Ref No: 20/0555/PA	Proposal: Erection of 7 buildings (in retrospect) for the ancillary use of Castle School
Priory Ward	Castle School, Glenover House, Scarrowscant Lane, Haverfordwest, SA61 1ES
RESOLVED:	Support
Ref No: 20/0474/PA	Proposal: Conversion of retail & storage space (A1 use class) to an apartment (A3 use class)
Castle Ward	Howells, 2, Quay Street, Haverfordwest, SA61 1BG
RESOLVED:	Support
Ref No: 20/0532/PA	Proposal: Installation of 2 dormer windows to front elevation
Garth Ward	35, Castle High, Haverfordwest, SA61 2S
RESOLVED:	Support
Ref No: 20/0480/PA	Proposal: Store extension and vehicle parking canopy within existing service yard
Prendergast Ward	MORRISONS SUPERMARKET, Bridge Meadow Retail Park, Haverfordwest, SA61 2EX
RESOLVED:	Support
Ref No: 20/0621/PA	Proposal: Demolition of existing attached garage. Extension and alterations.
Prendergast Ward	37, Cardigan Road, Haverfordwest, SA61 2QH
RESOLVED:	Support with an inclusion of a condition for the planting of additional trees to mitigate the loss of biodiversity
Ref No: 20/0649/PA	Proposal: 2 Storey extension to dwelling
Priory Ward	28, Delapoer Drive, Haverfordwest, SA61 1HJ
RESOLVED:	Support
Ref No: 20/0395/NM	Proposal: Non material amendment to (allow for design amendments) planning permission 19/0401/PA (Refurbishment and Extension of school building)
Portfield Ward	Ysgol Glan Cleddau Cp, Portfield, Haverfordwest, SA61 1BS
Notification Of Planning Decision:	Conditionally Approved on 08 October 2020

65/20

Ref No: 20/0264/PA	Proposal: Change of use and alterations to existing garage to form a residential dwelling.
Prendergast Ward	43, Queensway, Haverfordwest, Pembrokeshire, SA61 2NU
Notification Of Planning Decision:	Refused on 14 October 2020

Ref No: 20/0315/TF	Proposal: Tree Felling
Castle Ward	3, Sycamore Grove, Haverfordwest, SA61 2HH
Notification Of Planning Decision:	Conditionally Approved on 21 October 2020

Ref No: 20/0310/PA	Proposal: Construction of a replacement secondary school building with associated sports building, floodlit 3G playing fields/pitches, MUGA, parking and coach drop-off facilities, with associated landscape and infrastructure works (demolition of existing school and leisure centre buildings)
Prendergast Ward	Land at Royal Mail, Merlins Bridge, Haverfordwest, SA61 1XT
Notification Of Planning Decision:	Conditionally Approved on 21 October 2020

Ref No: 20/0421/PA	Proposal: 2 x Proposed new dwellings
Priory & Portfield Ward	West Rise, 17, Dale Road, Haverfordwest, SA61 1HZ
Notification Of Planning Decision:	Conditionally Approved on 15 October 2020

Ref No: 20/0133/PA	Proposal: Variation of condition 2 (approved plans) of Planning permission 16/0434/PA (Change of use from hotel to 23 self-contained flats, with 10 parking spaces to the rear plus communal external bins/drying line/cycle storage areas)
Castle & Portfield Ward	Pembroke House, 6-7, Spring Gardens, Haverfordwest, SA61 2EL
Notification Of Planning Decision:	Conditionally Approved on 08 October 2020

Council have retracted their support for application number 20/0564/PA - Proposed storage container and Change to opening times to Unit 1, Harvester House, Fishguard Road, Haverfordwest, SA61 2SX as decided at the last full council meeting, and have entered an objection on the grounds of noise and disturbance resulting from use and visual amenity.

The Mayor's Chaplain left the meeting at 6.30pm.

1935 **COMMITTEE REPORTS**

The following reports were submitted:

Report of the meeting of the Management, Estates and Strategy Committee held on Tuesday 3 November 2020 at 6pm via video conference

Present: Cllr A Buckfield (Mayor/Ex-officio)
Cllr R Blacklaw-Jones
Cllr C Evans
Cllr P Johnson
Cllr G Roberts (Chair)

Observer: Cllr S Hooper
Cllr Mrs S Murray
Cllr E Perkins
Cllr C Thomas

Apologies: Cllr J Dunckley

The Town Clerk was in attendance.

Election of Committee Chair

Cllr G Roberts was elected as Chair of the Management, Estates and Strategy Committee.

Resolved

Cllr G Roberts is elected as Chair of the Management, Estates and Strategy Committee

Election of Committee Vice Chair

Cllr R Blacklaw-Jones was elected as Vice Chair of the Management, Estates and Strategy Committee.

Resolved

Cllr R Blacklaw-Jones is elected as Vice Chair of the Management, Estates and Strategy Committee

Declarations of interest from Members

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

Report of last meeting

Applications for Provision of Trees: Resources received for bee hotel and installed at Lower Prendergast Cemetery. Schools will be involved in the future; deferred due to pandemic. Bulb planting to be completed at Priory Saltings in November, with inclusion of schools.

Enhancement of Roundabouts: Previous discussions with Trunk Road Agency had been deferred due to pandemic, Cllr Evans will resume contact.

Blue Plaques: Cllr Thomas will review details for new plaques and consider any replacements, and take forward for consideration.

2020/2021 Action Plans

Cemeteries:

St Martin's: The headstone safety programme has been completed. Tendering will be undertaken for the pathway works.

Lower Prendergast: Contract for the repairs to the boundary wall are almost complete. All voted in favour to approve the work to reconstruct the pillar at the end of the pier at a cost of £200 net, which had been removed at no cost by the contractor due to safety concerns. It was agreed that the cost would be met from the Events sub-committee budget. Pembrokeshire County Council have obtained funding for further enhancements to be made in the cemetery.

Destination Market: Final report was considered. Awaiting a response from Pembrokeshire County Council following our reply to the request for support for Haverfordwest Farmers Market.

Events: No events have taken place this year. Budget spent on face coverings, storage and refurbishment of sleigh and on Santa suit to date. The sleigh is to be used in the proposed Santa Run being organised by County Cllr A Tudor.

Priory Saltings: Cuts taken place in late summer, with complete site cut undertaken in October. Seeding event will take place next week to include local schools and the Soroptimists.

Picton Centre: Budget not spent. Centre occupied by NHS to support their response to Covid-19 until at least March 2021. Defibrillator to be installed shortly by ETTS Ltd, who will provide services at no cost.

Cllr P Johnson left the meeting at 7.26pm and returned at 7.31pm.

Town Centre Improvements: A request for funding to be allocated towards the renovation of Hanover Quay was made by Cllr Hooper. It was agreed that more detail was required to enable consideration for inclusion in the 2021/2022 action plans. The proposal from Pembrokeshire County Council to provide funding for the removal and replacement of trees at Fortunes Frolic at a cost of £3,150 net was considered. All voted in favour to provide the full amount of funding, with the following conditions – Copy of planting plan to be provided; input in to how the replacements will be managed in future; double number of trees to be replaced; Uzmaston, Boulston and Slebech Community Council to be approached with the request for financial support. If successful, our contribution is to be reduced accordingly or the funds to be used for the additional trees; Some of the removed trees to be used as log piles for biodiversity or as benches.

The River: It is hoped that a meeting of the Cleddau Reaches steering group will be held shortly.

Youth Work Involvement: Expected that no spend will be made this year.

Resolved

Reconstruction of pillar at cost of £200 net is accepted, with amount met by funds reallocated from the Events 2020/2021 budget

Tree works at Fortunes Frolic at a cost of £3,150 net are accepted with conditions

2021/2022 Action Plans and Budget

Upon completion of all action plans, this item will be considered at the next meetings of Council and Committee.

Items for next agenda

Sports Pavilion: Consider future use of the property

Cllr C Evans gave thanks to Cllr R Blacklaw-Jones for his support with the Priory Saltings.

With no further business to consider, the meeting ended at 8.08pm

END OF REPORT

R07/02 Priory Saltings: The seeding event, in conjunction with Plantlife, had taken place with children from St Mark's VA School and members of the Soroptimists International Club of Haverfordwest spreading and stamping in the seeds, followed by a blessing from the Mayor's Chaplain.

R07/02 Events: The refurbishment of the Sleigh by students at Pembrokeshire College is ongoing. The proposed hire agreement application form requires sign-off and it was agreed to defer this decision until a future meeting to allow councillors time to digest the details within the form. The majority voted in favour for delegated powers to be given to the Management, Estates and Strategy committee to finalise the Sleigh Hire agreement form including the terms and conditions.

Cllr Thomas declared a personal interest as he is financially supporting the hire of the sleigh for an event in Clarbeston Road.

R07/01 Cemeteries: the reconstruction of the boundary gate pillar is complete.

ACCEPTANCE of the above report with the inclusion to delegate powers to the Management, Estates and Strategy committee to finalise the Sleigh Hire agreement form.

Resolved

The agreement form for the hire of the Sleigh to be finalised at a future Management, Estates and Strategy Committee meeting

Resolved

The report of the Management, Estates and Strategy Committee meeting held on 3 November 2020 is accepted as a true record

Report of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 4 November 2020 at 6pm via video conference

Present: Cllr A Buckfield (Mayor/Ex-officio)
Cllr S Hooper
Cllr J Morgans
Cllr E Perkins
Cllr C Thomas

Observer: Cllr C Evans
Cllr P Johnson
Cllr G Roberts

Apologies: Cllr Mrs S Murray

The Town Clerk was in attendance until 6.49pm

Election of Committee Chair

Cllr S Hooper was elected as Chair of the Personnel, Policy and Finance Committee.

Resolved Cllr S Hooper is elected as Chair of the Personnel, Policy and Finance Committee

Election of Committee Vice Chair

Cllr C Thomas was elected as Vice Chair of the Personnel, Policy and Finance Committee.

Resolved Cllr C Thomas is elected as Vice Chair of the Personnel, Policy and Finance Committee

Declarations of interest from Members

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

Report of last meeting

Applications for Financial Assistance: At the end of the 2019/2020 financial year, a number of donations were approved for projects which did not go ahead due to the coronavirus pandemic. The donations to Pembrokeshire Homeless and Haverfoodfest were not paid due to cancellation of the projects. Haverfordwest Twinning Association have returned their donation of £5000, following cancellation of their visit this year.

Accounts to 31 August 2020

Resolved Accounts accepted to 31 August 2020

Updating of Standing Orders

The Town Clerk suggested that the National Association of Local Councils draft version of standing orders be adopted with additions made as required by Council.

Town Clerk left the meeting and stopped taking the minutes at 6.49pm, due to a fire outside Picton House.

Cllr A Buckfield (Mayor/Ex-officio) was elected minutes' secretary.

After reviewing and discussing the amendments suggested by the working group and the Clerk, it was recommended that the Council adopts the attached document.

Resolved

Adopt the updated version of Standing Orders

Updating of Financial Regulations

It was decided to defer this item until the Clerk had reviewed and commented upon the amendments suggested by the working group.

2021/2022 Budget

Deferred until all action plans and relevant information was available.

Applications for Financial Assistance

1. Haverfordwest Racecourse Public Park Trust

Cllr A Buckfield and Cllr C Thomas both declared a personal interest as Council appointees on the HRPPT.

The application requests a donation of £3,000 towards the maintenance costs of the Upper Racecourse.

Further information was requested – a breakdown of the total project cost and a copy of their latest accounts – before a decision could be made.

With no further business to consider, the meeting ended at 7.45pm

END OF REPORT

R08/02 Standing Orders: One Voice Wales have confirmed the Council's recommendations for voting are acceptable.

Resolved

The report of the Personnel, Policy and Finance Committee meeting held on 4 November 2020 is accepted as a true record

1936 2020/2021 Budget – 'Painting the Town' Project

Cllr Blacklaw-Jones intends to spearhead a project to brighten up the town through floral displays, art trails and flags. The project should start in March 2021 and run through to August/September 2021. Cllr Blacklaw-Jones intends to apply for an Enhancing Pembrokeshire grant for £1,500 and requests an amount of £500 from the Town Improvements budget. The Town Clerk confirmed the amount remaining in the Town Improvements budget for 2020/2021, which is to be spent by 31 March 2021. A new action plan would be required for monetary support in the new financial year. All voted in favour to support the Enhancing Pembrokeshire Grant application, and to re-allocate the remaining Town Improvement budget of £466 to the project. All voted in favour to agree financial support for this project in the next financial year.

Resolved

To

- **Support an Enhancing Pembrokeshire Grant application**
- **Re-allocate £466 remaining Town Improvements budget to the 'Painting the Town' project to be spent by 31 March 2021**
- **To support a financial request for this project in the 2021/2022 financial year**

1937 Haverhype: Dyfed-Powys Police Initiative

The Town Clerk gave an overview of the project set up to support empowerment in the community, primarily in the youth but available to all community groups. Cllr Dunckley and Cllr Buckfield are members of the steering group. The initiative covers the area within the boundary of Haverfordwest and Merlins Bridge. Dyfed-Powys Police have committed £10,000 to the project and have asked Haverfordwest Town Council for additional funding to enable the support of additional projects. All voted in favour to support the project in this financial year and re-allocate unused funds from the Town Events budget.

A proposal to support with a £3,000 donation was counter-proposed with a donation of £5,000. The majority voted against the amendment to donate £5000, with the majority voting in favour to donate £3,000 from the Town Events budget.

Resolved **To donate £3,000 from the Town Events budget to support the Dyfed-Powys Police Haverhype project in the 2020/2021 financial year**

1938 Promotion and Publicity**Council crest and logo:**

Graphics of a new Council logo in red and white, for use in correspondence and publicity material, were provided for Council to consider. It was confirmed that the heraldic colours within the Council crest would remain as they are now and will still be in use for formal occasions.

After a lengthy discussion, the vote was in favour to accept the new red and white graphics for the Haverfordwest Town Council logo.

Resolved **To accept the new Haverfordwest Town Council logo in red and white colours**

1939 Terms of Reference for Committees and Sub-Committees**a) Make appointment to sub-committees**

All voted in favour to increase the number of additional councillors on the Christmas Lights sub-committee from one to three, namely Cllr Perkins, Cllr Johnson and Cllr Hooper. All voted in favour to defer the remaining appointments to sub-committees until the new co-opted councillors are in situ.

b) Re-adoption of Term of Reference

Councillors Evans and Hooper each declared a personal interest.

It was agreed to re-adopt the Terms of Reference for committees and sub-committees with the following modifications:

- i) Staffing Sub-Committee: all voted in favour for the Chair of the Personnel, Policy and Finance Committee to act as Chair of the Staff Sub-Committee.
- ii) Christmas Lights Sub-Committee: all voted in favour of increasing the additional councillors from one to three.

Resolved **To defer the appointment of councillors to sub-committees until the newly co-opted councillors are in place**

To re-adopt the Term of Reference for Committees and Sub-Committees, subject to the above revisions

1940 Outside Bodies

It was agreed to defer the appointment until the next full council meeting

1941 2021/2022 Budget

Councillors are to be provided with a draft 2021/2022 budget to include committed funds.

1942 Accounts

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

Resolved **The September accounts totalling £14,676.54 including VAT were approved for payment and receipts totalling £1,182.33 excluding VAT were accepted**

1943 The Old Wool Market

Cllr C Evans and Cllr S Hooper both declared a prejudicial and personal interest and left the meeting at 8.03pm.

All voted in favour of exercising the Public Bodies (Admission to Meetings) Act 1960 for the item to be considered in camera due to content of commercial information.

Mr G Thompson, County Cllr A Tudor, County Cllr T Tudor and the members of the public left the meeting at 8.06pm

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

1944 Items for Next Agenda

There were no items.

With no further business to consider, the meeting ended at 8.13pm

Chair of Council/Mayor **Signed**

Proper Officer/Town Clerk **Signed**

Date