

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 19 FEBRUARY 2020 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs S Murray (Mayor)
Cllr A Buckfield
Cllr R Blacklaw-Jones
Cllr J Collier
Cllr J Dunckley
Cllr C Evans
Cllr S Hooper
Cllr P Johnson
Cllr D Jones
Cllr E Perkins
Cllr G Roberts
Cllr C Thomas

APOLOGIES: Cllr J Morgans
Cllr P Lewis JP
County Cllr Alison Tudor

ABSENT: Cllr R Thomas JP

The Town Clerk and Administration Officer were in attendance.
County Councillors Tim Evans and Thomas Tudor were in attendance.
The Mayor's Chaplain, Revd Fr Neil Hook was in attendance and led Council in prayer to open the meeting.

The Mayor welcomed Cllr Perkins and Cllr Roberts to their first Council meeting.

1851 DECLARATIONS OF INTEREST FROM MEMBERS

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

1852 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1853 COUNCIL MEETING MINUTES AND UPDATES

MINUTES OF THE COUNCIL MEETING ON 22 JANUARY 2020:

Majority voted in favour of the minutes of the meeting held on 22 January 2020 being a true and accurate record.

RESOLVED: **The minutes of the Council meeting held on 22 January 2020 were confirmed and signed as a true record**

UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 22 JANUARY 2020:

08/20 1841 Planning application 19/0964/PA: Cllr Collier advised the duct in the culvert has been deemed of sufficient size by Pembrokeshire County Council engineers and that blockages should be less frequent due to a less open channel now being available to collect debris.

1854 MAYOR'S UPDATES AND CORRESPONDENCE

- A letter of thanks for the recent donation has been received from the Friends in Harmony Choir.
- A letter of thanks for a donation towards the costs involved with their recent Cinderella production has been received from Haverfordwest Operatic Society.
- Councillors were reminded that emails from the Town Clerk were deemed as confidential, and would be in breach of Data Protection should they be shared with, or seen by family, friends or work colleagues.
- A meeting to discuss the current Financial Regulations is to be held on Thursday 27th February.
- Thanks were offered to Cllr Dunckley for co-organising a very successful litter pick in the Garth ward, assisted by Pembrokeshire County Council and ateb. A further litter pick is to be planned over the Easter period.
- Nominations for the Young Laurel Award and Award of Merit are required no later than Friday 28th February.

1855 PLANNING APPLICATIONS

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

Ref. No. 19/1020/AD
PRIORY WARD

The installation of 4 no. new digital freestanding signs and 1 No. 15 inch digital booth screen
McDonalds Restaurant
Caradocs Well Road
Merlins Bridge
Haverfordwest SA61 1XJ

RESOLVED:

Support, with letter to be sent thanking them for their continued litter picking.

Ref. No. 19/1045/PA
PRIORY WARD

Extension and alterations
11 Shelley Road
Haverfordwest SA61 1RU

RESOLVED:

Support

Ref. No. 19/1094/TF
GARTH WARD

Tree Surgery
Can Yr Adar
5 Oakwood Grove
Haverfordwest SA61 2HF

Cllr Collier declared a personal interest as the tree is within sight of his main dwelling.

RESOLVED:

Support

Ref. No. 19/1140/PA

PORTFIELD WARD

Extension and alteration

172 Haven Road

Haverfordwest SA61 1DG

Cllr Perkins declared a personal interest as he knows the applicants.

RESOLVED:

Support

1856 **COMMITTEE REPORTS**

The following reports were submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 4 FEBRUARY 2020 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT:

Cllr S Hooper (Chair)
Cllr C Evans (Vice-Chair)
Cllr D Jones
Cllr P Johnson

PRESENT as observer:

Cllr A Buckfield
Cllr P Lewis JP
Cllr C Thomas

APOLOGIES:

Cllr R Blacklaw-Jones
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.

Report of the last meeting

Town Centre Noticeboards: Cllr Evans, Cllr Hooper and Town Clerk will be attending the branding workshop being held at Pembrokeshire County Council next week.

Provision of a water fountain

It is believed that the water services run under the car park of the Picton Centre, so this will be investigated further. Consideration will be given to site a water fountain on the Picton Centre or on the grass area near the skate park. There is funding available, with an application submission date in the near future. If funding was obtained, future maintenance and servicing costs would need to be obtained.

Biodiversity and Resilience of Ecosystems Duty, Environmental Wales (2016) Act – Draft Report 2019/2020

The draft report from Cllr Evans was considered, along with the additional comments made by Cllr Collier. It was agreed to accept the draft report and that the Portfield Recreation Committee be asked to provide any further comments in relation to the Racecourse.

RESOLVED: Draft Report on Biodiversity and Resilience of Ecosystems Duty, Environmental Wales (2016) Act is accepted, with the addition of comments in relation to Haverfordwest Racecourse

Consider enhancements of roundabouts – Cllr S Hooper

There is an opportunity to make a request to the South Wales Trunk Road Agent to carry out planting of bulbs or meadow flowers on their roundabouts, dependant on visibility for road users. It was agreed for Cllr Hooper and Cllr Evans to meet with officers from the SW Trunk Road Agent to discuss options for roundabouts within the boundary of Haverfordwest.

2019/2020 Action Plans

Cemeteries:

St Martins: Quotations for repair of the path way and installation of hand rails were considered. All voted in favour to accept the tender from Contractor 2 at a cost of £3,630.00 plus VAT, using the remaining fund of £3088.50 in the agreed 2019/2020 budget and the balance of £541.50 to be met from General Reserves.

Bench provided in memory of is to be removed by our groundsmen. The family who provided the bench are to be advised of the removal and that we have retained the memorial plaque. The family are to be offered the opportunity to replace the bench, to have the plaque returned or to leave plaque with us until we have a budget to replace the bench.

Headstone testing has been completed by Cllr P Johnson, with a number of failures recorded. It was agreed for our groundsmen to cordon off the complete area containing failures and to erect signage outlining reasons for closure.

Lower Prendergast: Clarification will be sought from One Voice Wales on the requirement for re-issue of tender for second phase of contracted work on boundary wall.

Events: No more events planned for the current financial year.

Priory Saltings: Update report from Cllr Collier was considered.

Picton Centre: Contracted interior painting is almost complete.

Town Improvement: Budget spent.

The River: Budget spent.

Destination Market: It was planned for the pilot market to be held in late March/early April. Haverfoodfest feel that the proposed date is too close to their event being held in early May. All voted in favour to move the remaining budget of £2,500.00 for the 2019/2020 financial year to earmarked reserves to enable the pilot market to be held in June or July 2020.

21/20

RESOLVED:

To:

- **Accept the tender from Contractor 2 for repair of path way and installation of hand rails in St Martins Cemetery at a cost of £3,630.00 net; using remainder of 2019/2020 agreed budget of £3,088.50 and balance of £541.30 to be met from General Reserves**
- **Destination Market unused budget of £2,500.00 for the 2019/2020 financial year is moved to earmarked reserves to enable pilot market to be held in June/July 2020**

2020/2021 Action Plans

Revised copies of the Events and Youth Work Involvement action plans will need to be provided for consideration before the spend can be approved. All revised action plans will be considered at the next meeting.

Lease of Sports Pavilion Car Park

The offer to lease the car park at the Sports Pavilion was considered. It was felt that clarification on who is responsible for the car park is needed. Portfield Recreation Committee is to be contacted for their opinion on the offer. Clarification may also be required from the Charity Commission as to whether the car park can be leased.

Items for next agenda

- Update on Plantlife, Magnificent Meadows in Wales – Cllr C Evans
- Request to lease the Sports Pavilion car park
- Provision of water fountain (or April agenda, if information not fully received)

There being no other business to discuss, the meeting closed at 8.54pm.

END OF REPORT

R03/02 2019/2020 Action Plan: to include Contractor 2 in the resolution.

R03/02 Lease of Sports Pavilion Car Park: the Clerk to the Portfield Recreation Committee has confirmed that management of the site of the free car park was granted to Haverfordwest Town Council for members of the public to park when using the Racecourse for recreation. The Portfield Recreation Committee have rejected the proposal to exclusively lease the car park and have written to the Charity Commission requesting their view on accepting a licence on a section of the grassed area to be exclusively leased for private use.

ACCEPTANCE of the above report with the above inclusion in the recommendation, with majority voting in favour.

RESOLVED:

The report of the Management, Estates and Strategy Committee meeting held on 4 February 2020 is accepted as a true record

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE
HELD ON WEDNESDAY 5 FEBRUARY 2020 AT 7PM IN THE COUNCIL
CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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

PRESENT as observer: Cllr P Johnson

APOLOGIES: Cllr J Collier (Vice-Chair)
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 meeting

No updates on the report of the last meeting.

Accounts to 31 December 2019

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

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

Review criteria of Grant Applications

It was agreed to defer the item until the meeting next month so the revised document could be considered.

Pembrokeshire County Council Community Delivery Project in Environmental Services

No provision to take on the future responsibility of play parks has been included in the 2020/2021 budget. Pembrokeshire County Council propose to approach other community organisations to take on the responsibility of the parks. It was agreed that Council does not take on future responsibility of the play parks and that it is suggested that PCC are supported by their County Councillors in their approach to other organisations.

RESOLVED: **Not to take on future responsibility of play parks as offered in the Pembrokeshire County Council Community Delivery Project in Environmental Services**

Applications for Financial Assistance

1. Haverfordwest Combined Choirs – VE Commemoration Concert

The application requests a donation of £1,500.00 towards the VE Day Commemoration Concert. All voted in favour to provide funding of £1,500.00 from the remaining balance in the Town Improvements 2019/2020 budget.

2. Haverfoodfest – request to reconsider application

The application requests a donation of £2,000.00 towards the 2020 food and drink festival. All voted in favour for Cllr Lewis to approach the Haverfoodfest Committee with the request to provide the supporting information for consideration at the next available meeting.

3. Merlins Bridge AFC

The application requests a donation of £3,399.00 for the purchase of a lawn tractor to maintain the football pitches. All voted in favour to donate the sum of £1,500.00 under the Local Government (Miscellaneous Provisions) Act 1976, s19. The club will be asked to acknowledge the support in their publicity and promotional material.

RESOLVED:

That:

- **Haverfordwest Combined Choirs – VE Commemoration Concert is given funds of £1,500.00 to be taken from the Town Improvements budget**
- **The Haverfoodfest Committee will be approached by Cllr P Lewis with the request to provide supporting information to enable their application to be considered at the next available meeting**
- **Merlins Bridge AFC is given a donation of £1,500.00**

Items for next agenda

- Review of criteria for grant applications

There being no other business to discuss, the meeting was closed at 8.20pm.

END OF REPORT

R04/01 PCC Community Delivery project in Environmental Services: Confirmation was given that Council are still open to further approaches from Pembrokeshire County Council on taking on future responsibility of play parks.

R04/02 Application for Financial Assistance: Clarification was given that the donation for the Haverfordwest Combined Choirs would be taken from the Town Improvements budget as the application did not meet the grant criteria, however as the event was being organised to recognise the 75th anniversary of VE Day, it was felt Council should support.

ACCEPTANCE of the above report, all voted in favour.

RESOLVED: The report of the Personnel, Policy and Finance Committee meeting held on 5 February 2020 is accepted as a true record

1857 NOMINATIONS FOR THE OFFICE OF TOWN MAYOR, DEPUTY MAYOR AND TOWN SHERIFF

Copies of nomination forms are available from the Town Clerk and must be received by Tuesday 3 March 2020.

1858 RENEWAL OF MEMBERSHIP WITH ONE VOICE WALES

All voted in favour to review the membership with One Voice Wales for 2020/2021 at a cost of £1,959.00.

RESOLVED: To renew the membership with One Voice Wales for 2020/2021

1859 APPOINTMENT OF NEW COUNCILLORS TO COMMITTEE

Cllr Perkins and Cllr Roberts both requested to join the Management, Estates and Strategy Committee. All voted in favour.

RESOLVED: That:

- Cllr Perkins be appointed to the Management, Estates and Strategy Committee
- Cllr Roberts be appointed to the Management, Estates and Strategy Committee

1860 OUTSIDE BODIES

Cllr Blacklaw-Jones advised that Haverhub are in the midst of their interior renovation. He will pass on feedback received regarding flyposting. Haverhub are requested to put on an event for Festival Week.

Cllr Hooper reported that progress is slow regarding improvements to the lighting in the Castle passage. Communication with Pembrokeshire County Council is an ongoing issue. A town clean is planned to remove flyposting on 5 April.

Cllr Evans confirmed the noticeboards in the WH Smith-Argos walkway are available to display information about town events.

Cllr Dunckley confirmed a further litter pick is planned in Garth Ward in April.

County Cllr Tudor left the meeting at 7.50pm and returned at 7.54pm.

Cllr Collier provided a detailed update on the offer from Persimmon to the Portfield Recreation Committee for the lease of the car park, confirming Portfield Recreation own the land and car park, with an agreement that Haverfordwest Town Council will maintain them. The Clerk to Portfield Recreation Committee is also currently investigating the proposed allocation of Section 106 funds from the Persimmon build with Pembrokeshire County Council.

Cllr Collier advised that grants are available from the Haverfordwest Swimming Pool Trust for sports-based individuals or groups within Pembrokeshire. More information on the application process is available from County Cllr T Tudor.

Cllr Buckfield has received an email from One Voice Wales regarding the grant forms available for greening projects, which are simple to complete. He gave a reminder that the forthcoming Twinning Association AGM is open to any councillor to attend. The museum will be requesting further financial support from Council. No updates were given by Cllr Johnson, Cllr Jones, Cllr C Thomas and Cllr Mrs Murray.

County Cllr Evans left the meeting at 8.03pm.

1861 ACCOUNTS FOR PAYMENT

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

RESOLVED: The January accounts totalling £37,178.92 including VAT were approved for payment and receipts totalling £4,824.70 excluding VAT were accepted

1862 SUB COMMITTEE REPORTS

REALLOCATION OF EVENTS SUB-COMMITTEE BUDGET: All voted in favour to reallocate the unused 2019/2020 Town Events budget for any contingencies that may occur including deposit payments for the 2020 Haverfordwest Carnival.

RESOLVED: To reallocate unused 2019/2020 Town Events budget for contingencies, including the 2020 Haverfordwest Carnival

UPDATES AND RECOMMENDATIONS FROM COUNCIL ACCOMODATION SUB-COMMITTEE: An overview of the last meeting and the recommendations were given by Cllr Mrs Murray and Cllr Collier. Following a lengthy discussion, all voted in favour for the Mayor and the Town Clerk to focus on negotiations with R K Lucas with a view to leasing The Wool Market.

RESOLVED: For the Mayor and the Town Clerk to enter into negotiations to lease with intent to purchase The Old Wool Market

County Cllr Tudor left the meeting at 8.38pm.

1863 ITEMS FOR NEXT AGENDA

There are no items.

1864 DATE OF NEXT MEETING

The next full council meeting will be held on Wednesday 18 March 2020.

There being no further business, the meeting ended at 8.39pm.

Signed Mayor

Signed Town Clerk

Date