

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 18 MARCH
2020 AT 7PM IN THE PICTON CENTRE, FREEMENS WAY, HAVERFORDWEST**

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

APOLOGIES: Cllr J Morgans
Cllr D Jones
Mayor's Chaplain, Revd Fr Neil Hook

ABSENT: Cllr J Dunckley

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

1867 DECLARATIONS OF INTEREST FROM MEMBERS

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

1868 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1869 COUNCIL MEETING MINUTES AND UPDATES

**MINUTES OF THE EXTRAORDINARY COUNCIL MEETING ON 19 FEBRUARY
2020:**

All voted in favour of the minutes of the extraordinary meeting held on 19 February 2020 being a true and accurate record.

RESOLVED: The minutes of the Extraordinary Council meeting held on 19 February 2020 were confirmed and signed as a true record

**UPDATES ON THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING
ON 19 FEBRUARY 2020:**

There are no updates.

MINUTES OF THE FULL COUNCIL MEETING ON 19 FEBRUARY 2020:

All voted in favour of the minutes of the full council meeting held on 19 February 2020 being a true and accurate record.

RESOLVED: The minutes of the Full Council meeting held on 19 February 2020 were confirmed and signed as a true record

UPDATES ON THE MINUTES OF THE FULL COUNCIL MEETING ON 19 FEBRUARY 2020:

There are no updates.

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING ON 2 MARCH 2020:

26/20 CONSIDERATION TO LEASE AND PURCHASE THE OLD WOOL MARKET: amend minute number 1851 to 1866.

All voted in favour of the minutes of the meeting held 2 March 2020 being a true and accurate record, subject to the correction to the minute number as detailed above.

RESOLVED: The minutes of the Extraordinary Council meeting held on 2 March 2020 were confirmed and signed as a true record, following the amendment of minute number 1851 to 1866

UPDATES ON THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING ON 2 MARCH 2020:

There are no updates.

1870 MAYOR'S UPDATES AND CORRESPONDENCE

- Letters of thanks were received from Sandy Bear Children's Bereavement Charity and Diabetes UK for their respective donations.
- An emergency meeting was held on 14 March 2020 with the Town Council Officers in attendance to discuss giving emergency contingency plans during the Coronavirus pandemic. An extraordinary meeting to be held on Monday 23 March 2020 at the Picton Centre.
- Three resignations from Council have been received.
- Councillors are asked to be vigilant with support needed within their ward during the Coronavirus pandemic. Leaflet drops are being conducted in Garth Ward with contact details. There would also be internal and external support available for staff during this time.

1871 PLANNING APPLICATIONS

Ref. No. 19/1184/PA & 19/1185/LB

CASTLE WARD

Change of use of Church (Class D1) to a dwelling (Class C3), including associated works to facilitate the conversion

St Thomas A Becket's Church

Church Lane

Haverfordwest SA61 1QB

RESOLVED:

SUPPORT

Ref. No. 19/1190/PA

PRIORY WARD

Construction of Substation Brick Building

Land off Scarrowscant Lane

Haverfordwest

RESOLVED:

SUPPORT

30/20

Ref. No. 19/1222/PA
PRENDERGAST WARD

Change of Use of residential dwelling (use class C3) to office (use class B1)
61 Cardigan Road
Haverfordwest SA61 2QW

RESOLVED:

SUPPORT

Ref. No. 19/1165/PA
PRIORY WARD

Alterations to boundary treatments and erection of decking (partially in retrospect)
66 Augustine Way
Haverfordwest SA61 1NY

RESOLVED:

SUPPORT

Ref. No. 19/1212/PA
PRIORY WARD

Proposed raising of roof over the vehicle maintenance workshops
Fire Station
Haverfordwest SA61 1PG

RESOLVED:

SUPPORT

Ref. No. 19/1251/DC
CASTLE WARD

Discharge of Conditions 2 (details of the gates), 3 (Construction environmental management plan (CEMP)) and 4 (external lighting) of Planning Permission 19/0808/PA (Variation of condition 2 (amended plans) of planning permission 17/1209/PA (Change of use to a community hub and alterations to building)).
12 Quay Street
Haverfordwest SA61 1AA

RESOLVED:

SUPPORT

Ref. No. 19/1162/PA
PORTFIELD WARD

Garage roof extension
128 Haven Road
Haverfordwest SA61 1DP

RESOLVED:

SUPPORT

1872 COMMITTEE REPORTS

The following reports were submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 3 MARCH 2020 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

31/20

PRESENT: Cllr S Hooper (Chair)
Cllr R Blacklaw-Jones (arrived at 7.12pm)
Cllr C Evans (Vice-Chair)
Cllr D Jones
Cllr P Johnson
Cllr Mrs S Murray (Mayor/ex-officio)
Cllr E Perkins
Cllr G Roberts

PRESENT as observer: Cllr A Buckfield
Cllr C Thomas

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: Representatives attended the branding workshop held by Pembrokeshire County Council (PCC). Report to follow from Urban Foundry via PCC, which should include comments on the noticeboards.

Lease of Sports Pavilion car park: The car park is managed by the Portfield Recreation Committee so the request has been forwarded to them for their consideration. PRC clarified that they allowed council to install this car park, on the agreement that they complete all necessary maintenance.

Promotion of Litter Picking – Cllr S Hooper

PAVS recently shared details of a hub; the Mayor will obtain the information and share it with all councillors.

Cllr R Blacklaw-Jones arrived at 7.12pm.

Haverfordwest Business Circle is holding a clean-up of the town centre on 5 April. PCC are also having a clean-up of the river banks on 28 March. It was not possible to combine the two cleans. Cllr C Thomas will circulate the details of the next clean-up at Garth ward. It was agreed to re-consider this item in the June agenda, once all the above events have taken place.

Application for provision of trees

It was agreed to not apply for funding as PCC has recently applied for funding which includes for a provision of trees. It was agreed to make an application to Keep Wales Tidy for funding for a butterfly garden to be located at the Priory Saltings.

RESOLVED: **Funding application to be made to Keep Wales Tidy for the provision of a butterfly garden at Priory Saltings**

Consider enhancements of roundabouts – Cllr S Hooper

Cllr Hooper is awaiting a response from the Trunk Road Agency.

Blue Plaques – Cllr C Thomas

It was agreed that the Town Clerk will obtain quotations for the production of two plaques with English wording only and a bilingual version.

2019/2020 Action Plans

Cemeteries:

St Martins: The contracted work for repair of the pathway and installation of hand rails is almost complete. Family is to be contacted regarding removal of the damaged bench.

Lower Prendergast and Upper Prendergast: No updates.

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

Priory Saltings: The new fencing is due for delivery and installation in late March/April.

Picton Centre: No updates.

Town Improvement: Budget spent.

The River: Budget spent.

Destination Market: Urban Foundry is to meet with PCC along with representatives of the Farmers Market.

2020/2021 Action Plans

The revised action plans for the Events sub-committee and Youth Involvement Work were considered.

Events sub-committee: Agreed 2020/2021 budget of £12,000. All voted in favour to accept the revised action plan showing the budgets as: Haverbloom £1,000; Festival Week and Carnival £10,000; Christmas Events £900; VE Day nil; 2021/2022 Event deposits £1,000.

Youth Involvement Work: Agreed 2020/2021 budget of £1,000. All voted in favour to accept the reconfigured action plan.

RESOLVED:

Revised 2020/2021 Action Plan for Youth Involvement Work and Events sub-committee is accepted

Items for next agenda

- Events sub-committee – Request to be allocated additional budget in 2020/2021 from raised funding
- Update on Plantlife, Magnificent Meadows in Wales – Cllr C Evans
- Provision of water fountain
- PLANED review

There being no other business to discuss, the meeting closed at 8.15pm.

END OF REPORT

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

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

REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 4 MARCH 2020 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr J Collier (Vice-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
Cllr E Perkins

APOLOGIES: Cllr J Morgans (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 January 2020

All voted in favour of accepting the accounts to 31 January 2020.

RESOLVED: Accounts are accepted to 31 January 2020

Applications for Financial Assistance

1. Pembrokeshire Homeless

Cllr C Thomas declared a personal interest

The application requests a donation of £500.00 towards the 'The break-even kitchen' project which is designed to provide freshly cooked meals for the poor. All voted in favour to donate the sum of £500.00 under the Local Government Act 2000, s2.

2. Haverfordwest Town Museum – Re-consider application

Cllr R Thomas declared a prejudicial interest and left the meeting during discussions on this item

Cllr A Buckfield and Cllr P Lewis declared a personal interest

The application requests a donation of £3,222.00 to cover the lease cost of Governor's House for the 2019/2020 financial year. All voted in favour to donate the sum of £3,222.00 under the Local Government Act 1972, s137. The request

for the outstanding utilities from 2018 to be written off will need to be considered by council.

3. Haverfordwest Twinning Association

Cllr R Thomas declared a prejudicial interest and left the meeting during discussions on this item

Cllr S Murray and Cllr C Thomas declared a personal interest

The application requests a donation of £5,000.00 to cover the hospitality costs of visiting students from Oberkirch. All voted in favour to donate the sum of £5,000.00 under the Local Government Act 1972, s144(2).

4. 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 to donate the sum of £2,000.00 under the Local Government Act 1972, s145.

RESOLVED:

That:

- **Pembrokeshire Homeless is given a donation of £500.00**
- **Haverfordwest Town Museum is given a donation of £3,222.00**
- **Haverfordwest Twinning Association is given a donation of £5,000.00**
- **Haverfoodfest is given a donation of £2,000.00**

Independent Remuneration Panel for Wales Annual Report February 2020

On considering the report, decisions were made on each determination as follows:

Determination 42: Accept to make available a payment to each member of £150.00.

Determination 43: Accept to make available an annual payment of £500.00 in senior roles to: Mayor; Deputy Mayor; Sheriff; Chair of the Management, Estates and Strategy Committee; Chair of the Personnel, Policy and Finance Committee.

Determination 44: Not applicable.

Determination 45: Accept to make payments available in respect of travel costs for attending approved duties for: mileage up to 10,000 miles; mileage over 10,000 miles; mileage per passenger, as per the HM Revenue and Customs approved mileage allowances.

Determination 46: Accept to make available reimbursement of subsistence expenses at the recommended rates.

Determination 47: Accept to make available financial loss compensation as per recommended rates.

Determination 48: Accept to provide reimbursement of necessary costs for the care of dependent children and adults at the recommended rate.

Determination 49: Accept to provide a payment to the Mayor/Chair of £1,500.00.

Determination 50: Accept to provide a payment to the Deputy Mayor/Deputy Chair of £500.00.

Determination 51: Accept to provide Members in receipt of a Band 1 or 2 senior salary from a principal council with reimbursement of travel, subsistence expenses and costs of care only.

Allowances and Expenses Policy will be updated to reflect the above recommendations on approval by Council. All voted in favour to maintain the Mayor's reimbursable expenses amount at £2,500.00 per annum and expenses for trips to the twin town at £1,500.00 per annum in the policy.

The Members Allowance claim form was considered. The majority voted in favour to remove the word 'receive' from the options for members allowance. The form will be withdrawn and it will be the responsibility of each councillor to advise the Town Clerk accordingly.

RESOLVED:

Determination numbers 42, 43 and 45 through to 51 of the Independent Remuneration Panel for Wales Annual Report February 2020 be accepted (as outlined above)

Items for next agenda

All voted in favour to defer the following agenda items to the April meeting, as meeting currently over two hours long:

- Consider process for co-option of a new Councillor
- Review criteria for grant applications
- Updates to Financial Regulations
- Updates to Standing Orders

There being no other business to discuss, the meeting was closed at 9.05pm.

END OF REPORT

R06/01 Applications for Financial Assistance:

Haverfordwest Twinning Association: Omission that Cllr Buckfield declared a personal interest to be included within the minutes.

All voted in favour of including within the donations letter that where events which have received donations do not proceed, the donation to be fully refunded to Council.

All voted in favour to write off the outstanding utility balance of £1,003.16 owing from Haverfordwest Town Museum from the financial year 2018/2019, as they are likely to suffer financially from not being able to open during the Covid-19 pandemic. The Clerk to advise the Museum.

R06/02 Independent Remuneration Panel for Wales Annual Report February 2020:

Omission of recommendation: To remove the word 'receive' from the options for members allowance, with the withdrawal of the members Allowance Claim form and the responsibility to advise the Town Clerk of their decision to lie with each councillor.

The majority voted in favour not to accept this addition to the recommendation, whilst accepting the remainder of the recommendation relating to the determination numbers. The Members Allowance claim form will continue to be used.

ACCEPTANCE of the above report with the exclusion of the additional recommendation within R06/02 as detailed above, all voted in favour.

- RESOLVED:** To include within the donation letter that a full refund will be required where events which have been allocated a donation do not proceed
- RESOLVED:** To write off the outstanding utilities from the financial year 2018/2019 of £1,003.16 owed by Haverfordwest Town Museum
- RESOLVED:** To delete the word 'receive' from the options for members allowance and revert to the previous arrangements for the completion of the Members Allowance claim from
- RESOLVED:** The report of the Personnel, Policy and Finance Committee meeting held on 4 March 2020 is accepted as a true record, subject to the additions to Applications for Financial Assistance and Independent Remuneration Panel for Wales Annual Report February 2020

1873 NOMINATIONS FOR THE OFFICE OF TOWN MAYOR, DEPUTY MAYOR AND TOWN SHERIFF

The following nominations were received by the Town Clerk for the 2020/2021 Mayoral Year:

Mayor

Cllr A Buckfield

Proposed by Cllr J Morgans, seconded by Cllr C Thomas. Majority voted in favour.

Deputy Mayor

Cllr C Evans

Proposed by Cllr J Dunckley, seconded by Cllr P Johnson. Majority voted in favour.

Sheriff

Cllr R Blacklaw-Jones

Proposed by Cllr S Hooper seconded by Cllr C Evans. Majority voted in favour

RESOLVED:

The following was agreed for the 2020/2021 Mayoral Year:

- **Mayor Elect is Cllr A Buckfield**
- **Deputy Mayor Elect is Cllr C Evans**
- **Sheriff Elect is Cllr R Blacklaw Jones**

The Mayor congratulated the incoming officers.

1874 COUNCIL MEETINGS AND CIVIC EVENTS FOR THE 2020/2021 MAYORAL YEAR

The Mayor-Making service would not be proceeding this year. Future consideration to be given to holding this event at a later date.

All voted in favour to continue with the Annual Meeting at an appropriate date at the Picton Centre commencing at 6pm. All voted in favour to transfer the funds paid for the Mayor Making buffet deposit to the Beating of the Bounds Ceremony buffet.

All voted in favour that the Beating of the Bounds festival be moved to Friday 18 September 2020.

The date of the Civic Service to be confirmed following further guidance relating to the Coronavirus pandemic.

All voted in favour that dates for other council and committee meetings and civic events would be dependant upon Welsh Government legislation and guidance.

RESOLVED:

To:

- **postpone the Mayor Making ceremony on Thursday 21 May and transfer the buffet deposit to the Beating of the Bounds festival**
- **proceed with the Annual Meeting at the Picton Centre on an appropriate date to be decided, commencing at 6pm**
- **move the Beating of the Bounds Festival to Friday 18 September 2020**

RESOLVED:

All dates of council and committee meetings and civic events for the 2020/2021 Mayoral year to be dependent upon Welsh Government legislation

1875 NOMINATIONS FOR THE AWARD OF MERIT AND YOUNG LAUREL AWARD

A nomination has been received for Haverfordwest Yarn Bombers to receive the Award of Merit. All voted in favour to present the Award of Merit for 2020 to Haverfordwest Yarn Bombers.

No nominations had been received for the Young Laurels Award. Councillors were reminded that they can make a nomination up to 10 clear days before 22 April 2020 (7 April 2020).

RESOLVED:

To present Haverfordwest Yarn Bombers with the Award of Merit for 2020

County Cllr Tim Evans left the meeting at 8.05pm.

1876 RENEWAL OF THE INSURANCE POLICY

Quotation for renewal of the insurance policy considered with various options offered.

All voted in favour to continue with Zurich on a 3-year agreement at a cost of £3,590.61 per annum.

RESOLVED:

To accept a 3-year agreement with Zurich at a cost of £3,590.61 per annum with the ability to add on an additional property when purchased

1877 APPOINTMENT OF THE INTERNAL AUDITOR

All voted in favour to appoint Mr Bernard Scourfield as the Internal Auditor at a cost of £18.00 per hour.

RESOLVED: To appoint Mr Bernard Scourfield as the Internal Auditor at a cost of £18.00 per hour

1878 OUTSIDE BODIES

Cllr Blacklaw-Jones expressed a wish to be nominated for the Standard Committee. All voted in favour to put forward Cllr Blacklaw-Jones for nomination.

All voted in favour to defer the appointment of Councillors to Outside Bodies until the next full council meeting once the Coronavirus restrictions have been lifted.

Cllr Hooper gave a report following attendance at a Town Team meeting. Haverfordwest Business Circle intends to hold a medieval market in the Castle on 13 September. A further tranche of the Enhancing Pembrokeshire Grant has been approved totalling £234,000 available to the whole of Pembrokeshire until the end of March 2023. There was a recommended approach for the Town Council to contribute to an energy account relating to enhanced lighting around the town. Work would commence at the old Ocky White building, now known as the Western Quay site, in late autumn. The final name for the property would be put to public consultation. Pembrokeshire County Council is to purchase a property on Bridge Street near to the old Ocky White building to create steps to the Castle.

Cllr Thomas advised that the litter pick and Easter egg hunt in Garth ward had been cancelled. He reported that support for the Garth residents during this unprecedented time was essential to maintain the sense of community.

No updates were given by Cllr Johnson, Cllr Evans, Cllr Perkins, Cllr Roberts, Cllr Blacklaw-Jones, Cllr Buckfield and Cllr Mrs Murray.

RESOLVED: To put forward Cllr Blacklaw-Jones for nomination to represent Haverfordwest Town Council on the Standards Committee

RESOLVED: To defer appointments to Outside Bodies until the next full council meeting

1879 ACCOUNTS FOR PAYMENT

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

RESOLVED: The February accounts totalling £16,589.77 including VAT were approved for payment and receipts totalling £2,407.00 excluding VAT were accepted

1880 UPDATES IN RELATION TO THE OLD WOOL MARKET

The Agent has confirmed acceptance of the offer, subject to the necessary surveys being completed.

Cllrs Hooper and Evans advised that they will need to stand down from the Council Accommodation sub-committee as Cllr Evans' architectural business could potentially have an interest in any future tenders. Cllrs Hooper and Evans have

also asked for dispensation from the Monitoring Officer, and will declare personal and prejudicial interests as appropriate.

Cllr Murray wishes to remain on the Council Accommodation sub-committee when her term of office as Mayor ends.

Cllr Blacklaw-Jones and Cllr Perkins requested to join the Council Accommodation sub-committee. All voted in favour.

The Clerk will engage with the surveyor to obtain quotations.

Mrs Helen McLeod-Baikie had advised an extension of the lease of Picton House until 30 September 2020 on the agreement that we continue to pay rates for the ground floor. There could be a potential extension to this term available.

RESOLVED: **To appoint Cllr Blacklaw-Jones and Cllr Perkins to the Council Accommodation sub-committee**

1881 ITEMS FOR NEXT AGENDA

There are no items.

1882 DATE OF NEXT MEETING

The next meeting would be an Extraordinary meeting held on Monday 23 March 2020.

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

Signed Mayor

Signed Town Clerk

Date