

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 24 JUNE 2020  
AT 4PM VIA VIDEO CONFERENCE**

---

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

**APOLOGIES:** Cllr P Johnson  
Cllr D Jones

**ABSENT:** Cllr J Dunckley

The Town Clerk and Administration Officer were in attendance.

Two minutes silence was observed to remember those affected by the COVID-19 pandemic, and in particular those who had lost their lives.

**1885 DECLARATIONS OF INTEREST FROM MEMBERS**

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

**1886 COUNCIL MEETING MINUTES AND UPDATES**

**a) MINUTES OF THE FULL COUNCIL MEETING ON 18 MARCH 2020:**

All voted in favour of the minutes of the full council meeting held on 18 March 2020 being a true and accurate record.

**RESOLVED:** The minutes of the Full Council meeting held on 18 March 2020 were confirmed and signed as a true record

**b) UPDATES ON THE MINUTES OF THE FULL COUNCIL MEETING ON 18 MARCH 2020:**

There are no updates.

**c) MINUTES OF THE EXTRAORDINARY COUNCIL MEETING ON 23 MARCH 2020:**

All voted in favour of the minutes of the extraordinary meeting held on 23 March 2020 being a true and accurate record.

**RESOLVED:** The minutes of the Extraordinary Council meeting held on 23 March 2020 were confirmed and signed as a true record

**d) UPDATES ON THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING ON 23 MARCH 2020:**

There are no updates.

**1887 MAYOR'S UPDATES AND CORRESPONDENCE**

No correspondence has been received.

The Mayor reported she is volunteering and acting as a co-ordinator for Pembrokeshire Next Door, a very valued service for those people isolated from friends, relatives and normality. She gave her personal thanks to the other volunteers for their hard and conscientious work. It is anticipated this service will continue after the pandemic.

The Mayor has been supporting the Town Clerk during this difficult time and gave thanks to her for her continued work.

Lockdown has given the Mayor time to explore different areas of the town, in particular the Priory Saltings and the Cleddau Reaches, both of which are attracting local people on their walks.

It is anticipated that the Town Council office will be open for phone call and emails from mid-July, however it will remain closed to the general public.

All town events are gradually being cancelled, with updates being posted on social media.

The Sleigh has been moved and is being securely stored at a cost, which is being met by the Town Council.

Sadly, the Cleddau Reaches Bridge Meadow pathway has recently been closed by Pembrokeshire County Council due to vandalism, with no firm date as yet of its re-opening.

**1888 PLANNING APPLICATIONS**

**Ref. No. 20/0061/PA**

*PRIORY WARD*

**Alterations to boundary treatments and erection of decking (partially in retrospect)**

66 Augustine Way  
Haverfordwest SA61 1NY

**RESOLVED:**

**Majority Support**

**Ref. No. 19/1319/PA**

*PORTFIELD WARD*

**Erection of a dwelling and external alterations to No 42**

42 Ruther Park  
Haverfordwest SA61 1DJ

**RESOLVED:**

**Majority Support**

**Ref. No. 20/0032/PA**

*CASTLE WARD*

**Change of Use of 1<sup>st</sup> and 2<sup>nd</sup> floor office space (B1 use class) to 4 x residential units of accommodation (C3 use class) and associated external alterations**

31-33 High Street  
Haverfordwest SA61 2BW

**RESOLVED:**

**Majority Support with letter requesting further information regarding access**

**Ref. No. 20/0100/PA**  
*PRIORY WARD*

**Erection of porch at front of property**  
88 Scarrowscant Lane  
Haverfordwest SA61 1ES

**RESOLVED:**

**Majority Support**

**Ref. No. 20/0147/PA**  
*PRENDERGAST WARD*

**An external glass balustrade to form an external roof terrace area on an existing flat roof**

Withybush General Hospital  
Fishguard Road  
Haverfordwest SA61 2PZ

**RESOLVED:**

**Majority Support**

**Ref. No. 20/0125/PA**  
*PRIORY WARD*

**Remove HMO accommodation and create two flats including internal works to existing flat.**

Cartlett House  
31 Cartlett  
Haverfordwest SA61 2LH

**RESOLVED:**

**Majority Support**

**PRE-PLANNING PUBLICITY  
AND CONSULTATION**

**Proposed construction of a replacement secondary school building with associated sports building, floodlit 3G playing fields/pitches, MUGA, parking, coach drop-off facilities, landscaping and infrastructure works.**

Haverfordwest High VC School  
Prendergast Site  
Haverfordwest SA61 2NX

Documents can be viewed at:

[www.asbriplanning.co.uk/statutory-pre-application-consultation](http://www.asbriplanning.co.uk/statutory-pre-application-consultation)

**RESOLVED:**

**Comments are to be received by the Town Clerk prior to 10 July 2020 in order for submission to the developer**

**1889 TOWN CLERK'S REPORT FROM 23 MARCH 2020 TO 16 JUNE 2020 UNDER DELEGATED POWERS DUE TO COVID-19**

All Council meetings had been cancelled once the lockdown restrictions had come into force. The Town Clerk advised that new regulations came into effect on 22 April 2020 to allow meetings of Council to be held remotely until 1 May 2021, and she gave an overview of the requirements therein.

The Annual Meeting due to be held on 21 May 2020 had been cancelled. The regulations allow for this meeting to be held on a date before the end of 2020 as decided by the Town Clerk. Council may decide not to hold an election of Chair at

the Annual Meeting in 2020. If there is no election of Chair, the person holding office as Chair immediately before the Annual Meeting in 2020 may continue to hold office. If no Chair is elected at the Annual Meeting in 2020, Council must hold an election of the Chair at any time before 1 May 2021.

Wales Audit had issued revised guidance for submission of the 2019/2020 annual return and accounts to the external auditor, with provision made for delays due to the pandemic.

Maintenance and repairs in the cemeteries have been completed by the Town Council groundsmen and contractor. Picton Centre remains closed to the general public. The gates to the Sports Pavilion car park have been opened following a request from the Portfield Recreation Committee. Due to a significant increase in waste disposal in this car park, the groundsmen are completing daily emptying of waste bins.

In the current climate it is not possible for the Pilot Destination Market to go ahead as planned in September 2020. Majority voted in favour to reallocate the budget of £2,500 to the support and management of an online network hub to connect suppliers with customers, with an additional £1,000 to be allocated to support the creation of the online network.

**RESOLVED:**

**To:**

- **Allocate £1,000 to support the creation of an online food and drink network hub**
- **Reallocate the 2020/2021 budget of £2,500 for the Destination Market to support the management of the online network hub**

**1890 TENDERS**

**a) SECONDARY PHASE REPAIRS TO BOUNDARY WALL AT LOWER PRENDERGAST CEMETERY:**

Tenders were considered for Phase 2 of the repairs to the boundary wall. All voted in favour in favour of accepting the tender from Contractor 2 to complete the work as detailed within the tender document at a total cost of £23,970.00 excluding VAT.

**b) REPLACEMENT OF CHRISTMAS LIGHTS INFRASTRUCTURE IN BRIDGE STREET**

Tenders for the replacement of the Christmas lights infrastructure in Bridge Street were considered. All voted in favour of accepting the tender from Contractor 2 at a total cost of £11,400.00 including VAT.

**RESOLVED:**

**To**

- **Tender for the secondary phase repairs to the boundary wall at Lower Prendergast Cemetery is awarded to Contractor 2 at a cost of £23,790.00 excluding VAT**

- **Tender for the replacement of the Christmas Lights infrastructure in Bridge Street is awarded to Contractor 2 at a cost of £11,400 including VAT**

## 1891 APPROVED 2020/2021 BUDGET AND ACTION PLANS

**Upper and Lower Prendergast Cemeteries:** There are surplus funds within the budget for phase 2 repairs of the retaining wall in Lower Prendergast cemetery. Emergency upgrade to the timber safety fence is required in Lower Prendergast cemetery, as well as thinning of trees. All voted in favour to utilise the surplus budget to make emergency repairs to the timber fence and add additional galvanised fencing at a cost of £1290 excluding VAT, thin the trees at a cost of £200 excluding VAT and reinstate stonework at start of slip way at a cost of £450 excluding VAT.

**Christmas Lights:** No change to the budget. Replacement of the infrastructure in Castle Square and the Old Bridge will be discussed with the contractor at a later date.

**Christmas Lights Switch-on Event:** No change to the budget. The format of the Christmas Light Switch-on event will be determined by Covid-19 restrictions at that time.

**Contract for Public Engagement:** No change to the budget. Majority voted in favour not to renew the contract with Planed for social media promotions in 2020/2021. It was agreed to obtain proposals to link and possibly manage social media platforms.

**Grants and Donations:** No change to the budget. The Administration Officer is to write to organisations who have received donations for subsequently cancelled events to request the return of the donation.

**Events Sub-Committee:** All summer town events have been cancelled due to the coronavirus pandemic. Early discussions are in place for a virtual concert to belatedly commemorate VE Day, and a possible town event in collaboration with other organisations when restrictions are lifted. All voted in favour to utilise the funds allocated to the now-cancelled summer festival week and VE Day celebrations of £11,000 (within the £12,000 budget) on improvements and storage of the sleigh, town events once the pandemic has passed and for any contingencies.

**Picton Centre:** No change to the budget or action plan.

**Priory Saltings:** No change to the budget or action plan.

**St Martin's Cemetery:** No change to the budget or action plan.

**Town Improvements:** No change to the budget. There is some uncertainty due to the pandemic, on how much of the action plan will be completed. Cllr Perkins and Cllr Evans are to devise a plan of improvements to the passage way link from High Street to Castle Lake car park.

**Youth Work Involvement:** No changes to the budget. Due to the pandemic restrictions in place, it has not been possible to complete any of the action plan to date. This will be reviewed as further guidance is given by Local Authority.

### **RESOLVED:**

**To accept quotations in Lower Prendergast Cemetery for repair of fence at cost of £1290 excluding VAT; thinning trees at cost of £200 excluding VAT; reinstate stonework at cost of £450 excluding VAT**

**RESOLVED:** Not to accept the quotation from Planed for social media promotions in 2020/2021

**RESOLVED:** To reallocate £11,000 of the budget within the Events sub-committee action plan to improvements and storage of the sleigh, future town events and contingencies

**1892 ACCOUNTS FOR PAYMENT**

All voted in favour of approving the accounts for payment and acceptance of receipts for March and April 2020.

**RESOLVED:** The March 2020 accounts totalling £52,967.77 including VAT were approved for payment, and receipts totalling £329.56 excluding VAT were accepted

The April 2020 accounts totalling £41,655.70 including VAT were approved for payment, and receipts totalling £104,006.10 excluding VAT were accepted

**1893 UPDATES IN RELATION TO THE OLD WOOL MARKET**

Solicitors have been appointed and will provide comments for considerations on the draft agreements in due course.

The Surveyor is to complete an initial internal investigation on Thursday 25 June, with the intrusive internal investigatory work to be completed the following week. Builders have been appointed to support the investigatory work.

Pembrokeshire County Council have forwarded a draft lease agreement with a time extension for Council to remain in Picton House until the end of December 2020.

*The Administration Officer left the meeting at 5.53pm.*

**1894 STAFFING MATTERS**

**RESOLVED:** All staff must return to work on Monday 6 July 2020 on their full contracted hours and normal work pattern

There being no further business, the meeting ended at 6.27pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....