

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON 17 MARCH 2021
AT 6PM VIA VIDEO CONFERENCE**

Present: Cllr A Buckfield Mayor/Chair
 Cllr C Evans Deputy Mayor/Vice Chair
 Cllr R Blacklaw-Jones
 Cllr D Blyth (joined at 6.03pm)
 Cllr B Ferguson
 Cllr S Hooper
 Cllr P Johnson
 Cllr E Perkins (joined at 6.11pm)
 Cllr G Roberts
 Cllr T Moses
 Cllr C Thomas
 Cllr J Twigg

Apologies: Cllr J Dunckley

The Town Clerk, Administration Officer (MR), County Councillor P Miller, members of the public and the Press were in attendance.

1991 Declarations of Interest from Members

Item	Councillor Name	Interest - Personal or Prejudicial	Nature
1993 Dew Street Development	Cllr G Roberts	Personal	Personal use of site
1992 Update on town centre regeneration	Cllr J Twigg	Personal and prejudicial	Parent Governor on Haverfordwest High VC School Governing Body
1997 Planning Applications 20/1071/DC		Personal and prejudicial	Parent Governor on Haverfordwest High VC School Governing Body
1998 Committee Reports		Personal and prejudicial	Outside appointed representative on Haverfordwest Racecourse (Public Park) Trust
2002 Outside Bodies		Personal and prejudicial	Outside appointed representative on Haverfordwest Racecourse (Public Park) Trust
1997 Planning Applications 20/1071/DC	Cllr T Moses	Prejudicial	Governor on Haverfordwest VC High School Governing Body
2004 Old Wool Market	Cllr S Hooper	Personal and Prejudicial	Councillor's partner intends to tender for the redesign of the Old Wool Market as new premises for HTC
2004 Old Wool Market	Cllr C Evans	Personal and Prejudicial	Intention to submit a fee proposal for proposed alteration works in the Old Wool Market to accommodate HTC

Cllr D Blyth joined at 6.03pm

1992 County Councillor Paul Miller – Update of the Regeneration of the Town Centre

Cllr Miller gave an informative presentation showing artists impressions of the vision for Pembrokeshire, specifically the Western Quayside Development. He spoke at length about the exciting plans to turn Haverfordwest into a hub-based town centre. He answered Councillors' questions and reassured them that the habitat and greenery in the town would be an important consideration. He was open to the name Western Quayside being changed and possibly put out to public consultation to find something with more connection to the history of the town. Other areas discussed were the – acquisition of Riverside Shopping; Public Transport Interchange; Flagship Heritage Attraction; Withybush Food Park; Broadband development; Glan-Yr-Afon Library, Gallery and Visitor Information Centre – for which Cllr Miller wished to have his gratitude recorded for our ongoing financial contribution for the facility. The young people need to be enfranchised, no ideas at present but listening.

Cllr E Perkins joined at 6.11pm, left at 6.13pm, re-joined at 6.14pm

Cllr Miller thanked everyone for their interest and will continue to look for and drive investment in to Haverfordwest.

1993 Consider the Dew Street Development Site Opportunity – Cllr C Evans

Cllr Evans addressed the council with his concerns and ideas about the Dew Street Development site. He believes there is a real opportunity to have some input into this site, and connect this almost as an extension to the Western Quayside Development, linking the town and connecting the interior valley and woodlands to have a positive impact on the town. With the opportunity to work with local partnerships, and to introduce a social mix of housing association, private accommodation and solar eco homes.

Cllr Miller answered questions about Dew Street Site, cautioning there were considerable sunk costs in the site. He concluded that should we wish to put forward a bid this would be considered, but wished to add that he was not encouraging the action as he was in no position to promise acceptance of any bid.

The Mayor thanked Cllr Miller for his presentation and expertise and for the time he had spent answering questions about Dew Street as well as the town centre.

Councillor P Miller and a member of the public left the meeting at 19.31

1994 Questions from Members of the Public

A question had been received from a member of the public querying an item on the accounts marked as confidential. The Town Clerk clarified that this item related to staff costs, to include - salaries, HM Revenue and Custom payments, Nest Pension contributions and historical Dyfed Pension Contributions. These items should be listed as confidential, with the change being made by the Town Clerk in June 2020.

1995 Minutes of previous meeting

a) Minutes of the Full Council meeting held on 17 February 2021:

All voted in favour to accept the minutes of Full Council meeting held on 17 February 2021 as a true record.

b) Updates on the minutes of the Full Council meeting held on 17 February 2021:

14/21 Communication and Engagement Strategy: Cllr Hooper advised that things were progressing and that they were having a meeting on Thursday 18th March.

14/21 Management Plan for all properties and land: Cllr Twigg asked that this item would be relisted for consideration on April agenda and presented in May also.

17/21 Outside Bodies: Cllr Blyth asked for an update on Ward vacancies. The Town Clerk advised that there was no interest in the last vacancy advertised and that there is presently a notice of a Casual Vacancy on the Garth Ward which closes on 31 March 2021.

Once this vacancy has expired, the Town Clerk will create notices for the outstanding vacancies.

Resolved

To accept the minutes of the Full Council meeting held on 17 February 2021 as a true record

1996 Mayor's updates and correspondence

The Mayor advised that he had been busy giving Councillors a tour of the new offices at the Old Wool Market, he had been to several meetings and had been dealing with ongoing Ward queries and matters.

1997 Planning Applications

Ref No: 20/0985/PA	Proposal: Removal of glass pane from a window on the first-floor south elevation and installation of an aluminium louvre.
Castle Ward	Telephone Exchange, Perrot Avenue, Haverfordwest
Resolved:	Support

Ref No: 20/1023/PA	Proposal: Retrospective listed building and planning permission for rear conservatory extension built in 2000, plus listed building approval to use attic space for office/storage
Castle Ward	24, Church Street, Haverfordwest, SA61 2EA
Resolved:	Support

Ref No: 20/1071/DC	Proposal: Discharge of condition 6 (parts b and c – cycle parking and traffic control works) of planning permission 20/0310/PA
Priory & Prendergast Wards	Haverfordwest VC High School, Queensway, Haverfordwest, SA61 2NX
Resolved:	Support

Ref No: 20/0709/PA	Proposal: Installation of a temporary Portakabin building to be used as additional office (in retrospective??)
Prendergast Ward	The Oak Veterinary Surgery, Well Lane, Haverfordwest, SA61 2PL
Notification of Planning Decision:	Conditionally Approved on 26 February 2021

Ref no: 20/0794/PA	Proposal: The former Sunday School building is being prepared for conversion of former Sunday School into 8 flats. The chapel house into 2 flats and the former Wesleyan Chapel into 5 flats consecutively
Portfield & Garth Ward	Calvary Church, Trafalgar Road, Haverfordwest SA61 2TP
Resolved:	Councillors requested more information from Case Officer, or a site visit and to meet with the developer

Ref No: 20/0840/PA	Proposal: Proposed Extensions to the existing dwelling
Priory Ward	15, Hammond Avenue, Haverfordwest, SA61 1SF
Resolved:	Support

Ref No: 20/0990/PA	Proposal: Change of use and alterations to existing garage to form a residential dwelling
Prendergast Ward	43, Queensway, Haverfordwest, SA61 2NU
Resolved:	Conditionally approve if applicant has met previous objections of the local authority

Ref No: 20/0988/PA	Proposal: Change of use of vacant retail unit (use class A1), to a test centre for the delivery of screen-based tests to members of the public by appointment only on behalf of, but not exclusively for the DVSA (use class A2)
Castle Ward	Tom Hughes, 33, Bridge Street, Haverfordwest, SA61 2AL
Resolved:	Support

All voted in favour to adjourn the meeting for a comfort break at 8.09pm

Resolved

To adjourn the meeting until 8.23pm

1998 Committee Reports

The following reports were submitted:

Report of the meeting of the Management, Estates and Strategy Committee held on Tuesday 2 March 2021 at 6pm via video conference

Present	Cllr G Roberts Cllr R Blacklaw-Jones Cllr Buckfield Cllr C Evans (joined at 6.02pm) Cllr P Johnson Cllr T Moses (joined at 6.12pm) Cllr J Twigg	MES Committee Chair Mayor/Ex-officio
Apologies	Cllr J Dunckley	
Observer	Cllr E Perkins	

The Town Clerk and Administration Officer (AMH) were in attendance

Declarations of interest from Members

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

Report of last meeting

The Task and Finish Groups have been formally set up.

2020/2021 Action Plans

Cemeteries:

St Martins: Tenders to clear the pathways, reinstate vegetation and repair the footpath were considered. The vote was in favour to accept the tender from Contractor Three at a cost of £1,300 net. Majority voted in favour to reallocate the agreed budget funds from headstone work to meet the cost of the pathway work. Safety fencing is to be replaced around the old section. A plan is required of all the headstones that need attention.

Upper Prendergast: The groundsmen staff are to undertake the grass cutting for this season. The contractor has been advised that their services are not required at this time.

Lower Prendergast: The groundsmen staff are to conduct a site visit to review the grass cutting and garden maintenance requirements.

Events: No updates.

Priory Saltings: We were unable to obtain free trees. Soroptimists have approximately 100 trees available for immediate planting, which they would like to plant as an extension to their existing clearing. They have confirmed they have sufficient insurance to complete this work. Cllr Evans will produce a plan of the planted trees and meadows. The Town Clerk will investigate if there are photos and a map available from Skycam Wales. Cllr Moses will liaise with NRW who have offered

advice on ecological matters and tree planting. Plantlife have requested to undertake additional filming at the Saltings and to conduct more interviews.

There is concern that the linked pathway between the Priory and the boardwalk gets very muddy following a high tide. Pembrokeshire County Council have stated it is not adopted and therefore not their responsibility. Confirmation of ownership of the public right of way is awaited.

Picton Centre: No updates.

Town Centre Improvements: Budget has been spent.

Sports Pavilion: To be discussed under Task and Finish Group updates.

Resolved

The contract for pathway works in St Martins Cemetery is awarded to Contractor 3 at a cost of £1,300 net

St Martin's Cemetery budget is reallocated to cover the cost of the pathway works

Sheriff's Project

Council had previously agreed to fund the Sheriff's project with £466 from the Town Improvements budget, however it has not been possible to commence this project due to the pandemic. The Sheriff requested Council to financially support his project in the next financial year to the sum of £500. There is no Town Improvements budget for 2021/2022, and options were considered to reallocate funds from other budgets.

All voted in favour to support the Sheriff's project in the next financial year but to defer the decision on the reallocation of funds to meet the cost.

Resolved

To support the Sheriff's 'Painting the Town' project in the 2021/2022 financial year

To defer the decision on the reallocation of funds to meet the cost of the Sheriff's project

Cllr Buckfield left the meeting at 7.50pm

Cllr Blacklaw-Jones left the meeting at 7.52pm

Sub-committee and Task and Finish Group updates

Events sub-committee: no updates.

Sport Pavilion Task and Finish Group: Specifications and measurements of the flooring are required prior to tenders being issued. The caretakers are to inspect the condition of the roof space for damp and insulation. The electrical contractors are to check the ventilation in due course. The Task and Finish group are to review what grants might be available. A number of questionnaires have been received from the regular users.

Cllr Buckfield returned to the meeting at 6.58pm and left at 7.01pm.

Vision and Strategy Task and Finish Group: The eight vision statements have been forwarded to councillors, awaiting their feedback. A reminder to be sent to councillors for their feedback on missing statements and/or re-wording in time for discussion at the next Task and Finish meeting.

Items for next agenda

- Consideration of venues for future meetings.

With no further business to consider, the meeting ended at 7.18pm

END OF REPORT

R05/01 Priory Saltings: Cllr Moses asked for report to be amended to show ex NRW ecologist.

R05/02 Vision and Strategy Task and Finish Group: Cllr Hooper advised that feedback had only been received from one Councillor, and invited comments in to herself or Cllr Moses by Friday 26 March 2021.

Cllr Twigg wished it noted that he had asked for a management plan for all properties and land to be relisted for consideration in April and comes back in May but no meetings in May so will be in June.

All voted in favour for the ACCEPTANCE of the above report with the two amendments and supported both recommendations therein

Resolved

The report of the Management, Estates and Strategy Committee meeting held on 2 March 2021 is accepted as a true record with two amendments and supported both recommendations therein

Report of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 3 March 2021 at 6pm via video conference

Present: Cllr S Hooper PPF Committee Chair
 Cllr D Blyth
 Cllr Buckfield Mayor/Ex-officio
 Cllr B Ferguson
 Cllr E Perkins
 Cllr C Thomas

Observer: Cllr C Evans
 Cllr G Roberts
 Cllr J Twigg

The Town Clerk was in attendance

Declarations of interest from Members

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

Item	Councillor	Personal / Prejudicial	Nature
Report of last meeting	Cllr J Twigg	Prejudicial	Outside appointed member on the Haverfordwest Racecourse Public Park Trust (HRPPT)

Report of last meeting

Applications for Financial Assistance: Urdd National Eisteddfod 2021 – Confirmation had been received that the event will be held virtually.

Accounts to 31 January 2021

Resolved

Accounts accepted to 31 January 2021

Drafting of a Volunteer Policy

Item deferred to next meeting to enable Cllr Moses to be in attendance.

Independent Remuneration Panel for Wales Report 2021 and updates to the Allowances and Expenses Policy

The recommendations of the Independent Remuneration Panel for Wales Report 2021 were accepted. It was agreed to update the Allowances and Expenses Policy with the removal of the point 3b Reimbursement of the cost of care as per the recommendations of the IRPW report.

Resolved **Recommendations of the Independent Remuneration Panel for Wales Report 2021 were accepted and the Allowances and Expenses Policy updated accordingly**

Draft Communications and Engagement Policy

The task and finish group collating information with staff assistance prior to their first meeting.

Review of the current Grant Regulations and consider a process for regular funding

It was agreed for a Grant Funding Task and Finish group to be set up to review and edit the current policy and processes for awarding grant funding and to draft an additional process for regular funding. The task and finish group would comprise of – Cllr B Ferguson (to lead), Cllr D Blyth and Cllr C Thomas. The revised policy would take effect from 1 April 2021. The draft documents will be considered at the April meeting.

Resolved **Task and Finish Group to complete a review of the current policy and processes for awarding grant funding, and to draft a process for regular funding**

Funding to Glan-Yr-Afon Library, Gallery and Visitor Information Centre

Pembrokeshire County Council (PCC) will be reimbursing our funding for the 2020/2021 financial year as they have received compensation from Welsh Government for closure of the facility during the pandemic. The National Library of Wales has agreed to extend the term of their agreement by one year for the same reason. PCC have requested a one-year extension to the term of our funding agreement to remain in line with the National Library of Wales. It was agreed to defer a decision until all new councillors had the full details of the agreement.

Applications for Financial Assistance

1. St David's Church Prendergast

The application requests a donation of £200 towards the provision of the display lights over the festive period.

The decision was to provide financial funding of £200 under the Local Government Act 1972 Section 145.

Resolved **St David's Church Prendergast is granted a donation of £200**

Cllr Roberts left the meeting at 7.35pm

Items for next agenda

- Review of Financial Regulations

With no further business to consider, the meeting ended at 7.43pm

END OF REPORT

R06/01: The report omitted that a member of the public was in attendance.

Funding to Glan-Yr-Afon Library, Gallery and Visitor Information Centre: The majority voted in favour to support the request for a one-year extension to the funding agreement, Cllr J Twigg wished it recorded that he was against the proposal.

All voted in favour for the ACCEPTANCE of the above report, and to support the recommendations therein. Council supported the recommendation to agree to PCC's request regarding Glan-Yr-Afon Library.

Resolved

The agreement with Pembrokeshire County Council to fund Glan-Yr-Afon Library, Gallery and Visitor Information is extended by one-year to remain in line with their agreement with the National Library of Wales

The report of the Personnel, Policy and Finance Committee meeting held on 3 March 2021 is accepted as a true record

1999 Pembrokeshire County Council's review of the statement of Licensing Policy: Licensing Act 2003

Concerns were expressed about Castle Square and the number of licensed pubs in that area culminating in late night drinking and anti-social behaviour. It was agreed to comment with concerns and that we would be supportive of any action to address the issues.

Resolved

Our concerns on the issue of the town centre being a cumulative impact area are reported, with our support for any action to address the matter

2000 Nominations for Election to Office 2021/2022

All voted in favour of the nominations: Cllr A Buckfield as Chair of Council / Mayor-Elect; Cllr C Evans as Deputy Chair of Council / Deputy Mayor-Elect; Cllr R Blacklaw-Jones as Sheriff-Elect.

Resolved

For the 2021/2022 Civic Year, the following appointments were agreed:

- **Chair of Council / Mayor-Elect – Cllr A Buckfield**
- **Deputy Chair of Council / Deputy Mayor-Elect – Cllr C Evans**
- **Sheriff-Elect – Cllr R Blacklaw-Jones**

2001 Terms of Reference for Committees and Sub-Committees

Resolved

To accept the updated Terms of Reference for Committees, Sub-Committees and Task and Finish Groups

2002 Outside Bodies

Bridge Meadow Trust: The Town Clerk is planning a meeting in the next couple of weeks. Cllr Buckfield advised there is no chair or deputy of the Trust at the moment so these will be appointed at the next meeting.

Dementia Friendly: Meetings are on hold at present.

Garth Community: Only one brief meeting held post covid.

Haverfordwest Business Circle: Cllr Perkins will step down as chair of the Business Circle at its AGM due to his commitment to his business and to allow him to dedicate his time to council.

Portfield Recreation Committee: The Clerk had advised trustees that insurance has been taken out for the Lower Racecourse.

Town Team: Regeneration of the town had been provided at last meeting, along with litter pick suggestions. Mayor will follow up with Keep Wales Tidy about litter hub and events.

Transition Haverfordwest: Group is in discussion with Haverhub about future use of venue.

Youth Forum: No updates. Thanks were given to Cllr Blyth for his representation on forum, other councillors for their support and to the Youth Forum.

2003 Accounts for Payment

All voted in favour of approving the accounts for payment and acceptance of receipts for February. It was confirmed that no reimbursement was due on business rates paid on the Sports Pavilion.

Resolved **February accounts totalling £23,872.60 including VAT were approved for payment and receipts totalling £12,127.31 excluding VAT**

The Mayor thanked Cllr Evans for his report regarding the Dew Street Development Site. Cllrs C Evans and S Hooper left the meeting at 9.06pm

2004 Old Wool Market

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**

The Press left the meeting at 9.09pm

Resolved **Extraordinary of Council will be held on 31 March 2021 to consider the vision for the Old Wool Market which will form the basis of the tender brief for the appointment of an Architect / Project Manager**

Cllr G Roberts left and re-joined the meeting at 9.18pm

2005 Items for Next Agenda

- Personnel, Policy and Finance Committee meeting: Consider the commemoration of the relocation of Haverfordwest High VC School

With no further business to consider, the meeting ended at 9.26pm

Chair of Council/Mayor **Signed**
Proper Officer/Town Clerk **Signed**
Date