

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 23 OCTOBER 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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**PRESENT:** Cllr Mrs S Murray (Mayor)  
Cllr A Buckfield  
Cllr R Blacklaw-Jones  
Cllr J Collier  
Cllr AV Griffiths  
Cllr C Evans  
Cllr S Hooper  
Cllr J Morgans  
Cllr P Johnson  
Cllr D Jones  
Cllr P Lewis JP  
Cllr C Thomas  
Cllr R Thomas JP

**APOLOGIES:** Cllr J Dunckley  
Town Clerk

The Administration Officer was in attendance.  
County Cllrs David Bryan, Tim Evans, Alison Tudor and Thomas Tudor were in attendance.

The Mayor's Chaplain, Revd Fr Neil Hook, was in attendance and led Council in prayer at the start of the meeting, offering a minute's silence in memory of the late Mrs Barbara Thomas, former Mayor and Sheriff.

**1788 DECLARATIONS OF INTEREST FROM MEMBERS**

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

**1789 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions had been received from members of the public.

**1790 MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING ON 27 SEPTEMBER 2019**

91/19 1778 Replace Personnel, Policy and Finance within the resolution with Management, Estates and Strategy.

95/19 1779 Replace Management, Estates and Strategy within the resolution with Personnel, Policy and Finance.

96/19 1783 Sir John Perrot Trust meeting: remove reference to Cllr Evans as he did not attend the meeting; the recommendation for the Mayor to send a letter to the Sir John Perrot Trust not to be resolved as the Mayor is awaiting further information from the Clerk of the Trust.

The majority voted in favour of the minutes of the meeting held on 27 September 2019 being a true and accurate record, subject to the amendments detailed above.

**RESOLVED:** **The minutes of the Council meeting held on 27 September 2019 were confirmed and signed as a true record, subject to the amendments as noted**

**1791 UPDATES ON THE MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING ON 27 SEPTEMBER 2019**

There are no updates.

**1792 MAYOR'S UPDATES AND CORRESPONDENCE**

- A letter has been received from Mr Charles Davies expressing disappointment that there were no councillors present at the recent funeral of Mrs Barbara Thomas, former Mayor and Sheriff. It was noted that the Town Council office had not been advised of her passing.
- A number of communications have been received between Mr Jonathan Twigg, the Mayor and the Town Clerk regarding the legality of the voting process at his recent interview for co-option to Council. The discussions are ongoing.
- A letter of thanks has been received from Glanleddau Dancers for their recent grant.
- The Mayor reminded councillors to respond to the invitation to the presentation on the Citizen's Award on 30 October 2019.
- Haverfordwest High VC School is shortly to hold 'Meet the Contractor' events. Initially the meetings are for parents and carers. Council will be informed if other interested parties are to be allowed to attend.

**1793 PLANNING APPLICATIONS**

**Ref. No. 19/0668/PA**  
*PRIORY WARD*

**Variation of condition 2 (approved plan) of planning permission 16/0786/PA (Construction of 8 new dwellings on Plot 3-10)**  
Plots 3-10  
Land West of Glenfields Road  
Haverfordwest  
SA61 1EB

**RESOLVED:**

**Support**

**Ref. No. 19/0661/AD**  
*GARTH WARD*

**Proposed erection of 1 x development sign board, 9 x flag poles and 10 x leader board signs**  
Land off Slade Lane  
Haverfordwest SA61 2SG

**RESOLVED:**

**Support**

**Ref. No. DM/0464/19**  
*PRENDERGAST WARD*

**All existing structure to be dismantled for full site development**  
Murco Petrol Station  
Withybush Retail Park  
Fishguard Road  
Haverfordwest SA61 2PY

**RESOLVED:**

**Support with a comment to protect two cherry trees on the site**

101/19

Ref. No. 19/0684/AD  
PRENDERGAST WARD

**Signage for Hand Car Wash Facility (in retrospect)**  
Cardigan Road  
Prendergast  
Haverfordwest SA61 2PP

**RESOLVED:**

**Support**

Ref. No. 19/0685/PA  
PRENDERGAST WARD

**Change of use of existing car sales compound to facilitate extension to hand car wash facility (partially in retrospect)**  
Hand Car Wash Facility  
Prendergast  
Haverfordwest SA61 2PP

**RESOLVED:**

**Support**

### **WELSH GOVERNMENT PLANNING CONSULTATIONS**

1. **REVISIONS TO THE HOUSING SECTION OF PLANNING POLICY WALES AND ASSOCIATED ADVICE AND GUIDANCE**

Closing date for consultation: 20<sup>th</sup> November 2019

2. **REVISIONS TO PLANNING POLICY WALES REGARDING THE USE OF COMPULSORY PURCHASE POWERS AND UPDATED GUIDANCE ON THE COMPULSORY PURCHASE PROCEDURE IN WALES**

Closing date for consultation: 17<sup>th</sup> January 2020

3. **REVISED PLANNING GUIDANCE IN RELATION TO FLOODING AND COASTAL EROSION**

Closing date for consultation: 17<sup>th</sup> January 2020

It was agreed that councillors are to comment as individuals using the appropriate forms within each document.

### **1794 REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE**

The following report was submitted:

**REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 8 OCTOBER 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

**PRESENT:**

Cllr S Hooper (Chair)  
Cllr R Blacklaw-Jones  
Cllr C Evans (Vice-Chair)  
Cllr A V Griffiths  
Cllr D Jones

**PRESENT as observer:**

Cllr P Johnson  
Cllr P Lewis JP  
Cllr C Thomas

**APOLOGIES:** Cllr Mrs S Murray (Mayor/ex-officio)

The Town Clerk and Administration Officer were in attendance.

**Declarations of Interest**

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

**Report of the last meeting**

No updates on the report of the last meeting.

**2019/2020 Action Plans**

**Cemeteries:**

Lower Prendergast: The contracted work to repair one third of the boundary wall has not yet commenced.

St Martin's: Contract works ongoing. Contractor to provide proposed completion date so next phase of work can be considered.

**Priory Saltings:** Cut has been completed. Boardwalk arrived, to be installed by students from Pembrokeshire College in due course.

**Events:** The sub-committee will be asked to provide copies of the minutes and an update next month. The Christmas Lights switch-on event group are arranging events for the switch on.

**Picton Centre:** Quotations considered for the painting of the Picton Centre. The work involved to cover the wood on the ceilings is costly and would increase maintenance. The brick walls and wooden on ceilings were installed to reduce future maintenance costs. It was agreed that quotations now be obtained for the painting of the existing painted walls and ceilings in the centre. Quotations are to be sought for the replacement of the curtains.

**Town Centre Improvements:** The budget has been spent on funding to the Cleddau Reaches Project and town centre flower arrangements.

**The River:** Total budget spent as funding provided to Cleddau Reaches project.

**Destination Market:** Following a recent meeting of stakeholders, it was agreed to pilot an extension to the Farmers Market currently held every Friday on Riverside Shopping. The suggested pilot would be held in the afternoon to early evening on Castle Square commencing in Spring 2020, then held monthly if successful. Further discussions will be held with stakeholders.

**2020/2021 Action Plans**

The draft plans are to be completed by the following as listed, then forwarded to the Town Clerk for inclusion with the November committee agendas:

- Prendergast Cemeteries – Cllr C Evans
- St Martin's Cemetery – Cllr A V Griffiths
- Events – Events sub-committee
- Priory Saltings – Cllr J Collier
- Picton Centre – Cllr S Hooper

- Town Centre Improvements – consideration to calling this just town improvements in future. All councillors to forward suggested inclusions of actions for each ward to Cllr S Hooper
- The River – The representatives on the Cleddau Reaches Project are unaware of the plans for the next phase at present
- Destination Market – This project will be self-sustaining following the pilot
- Communications – Cllr S Hooper

Cllr Blacklaw-Jones is meeting with Haverfordwest Youth Services to consider possible projects, this may result in an action plan being drafted.

Pembrokeshire County Council (PCC) Community Delivery Project in Environmental Services was discussed. It was agreed that PCC are asked to provide an update following their proposed public consultation, along with any costings available.

### **You Are Here Boards**

Each board in the public realm requires a licence from PCC at a cost of £154.00 each, it was agreed that four licences be applied for. The quotations to produce five boards were considered; it was agreed to accept the quotation from Contractor 3 at a cost of £5,130.00 net. The installation cost provided by PCC is £585.00 net which was accepted; if any problems are found on installation, there may be a slight variation to cost.

The sighting of the boards is under consideration by PCC. It was noted that the orientation of the boards should be in line with the river.

### **RESOLVED:**

### **That the:**

- **Quotation from Contractor 3 for provision of five boards at a cost of £5,130.00 is accepted**
- **Licence costs totalling £616.00 inc VAT is accepted**
- **Installation cost from Pembrokeshire County Council of £585.00 net is accepted**

### **Trade Waste Agreement**

We would need to give PCC 28 days' notice to terminate our current trade waste agreement. The awaited quotations for disposal of trade waste will be provided at next month's meeting.

### **Provision of a water fountain**

Pembrokeshire County Council are yet to approve installation of water fountains. It was agreed that costings for a hire contract for a fountain be obtained.

### **Items for next agenda**

- Update on the Pembrokeshire County Council Community Delivery Project in Environmental Services.

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

**END OF REPORT**

Cemeteries: The proposed completed date of contracted works at St Marin's is still awaited. Cllr Evans will circulate photographs of the boundary wall at Lower Prendergast to all councillors.

Town Centre Improvements: Councillors to forward details of projects being held within their wards to Cllr Hooper.

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

**RESOLVED:** The report of the Management, Estates and Strategy Committee meeting held on 8 October 2019 is accepted as a true record

**1795 REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE**

The following report was submitted:

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE  
HELD ON WEDNESDAY 9 OCTOBER 2019 AT 7PM IN THE COUNCIL  
CHAMBER, PICTON HOUSE, HAVERFORDWEST**

**PRESENT:** Cllr J Morgans (Chair)  
Cllr A Buckfield  
Cllr J Collier (Vice-Chair)  
Cllr P Lewis JP  
Cllr C Thomas

**PRESENT as observer:** Cllr P Johnson

**APOLOGIES:** Cllr Mrs S Murray (Mayor/ex-officio)  
Cllr R Thomas JP

**ABSENT:** Cllr J Dunckley

The Town Clerk and Administration Officer were in attendance.

**Declarations of Interest**

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

**Report of last meetings**

No updates from the report of the last meetings.

**Accounts to 31 August 2019**

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

It was queried if the funds held in the Mayor's Charity Account related to the 2018/2019 mayoral year and should have been paid to the nominated charity. Clarification will be sought from the Mayor.

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

**Provision of staff mobile phones**

It was agreed that a 24-month contract mobile phone would be purchased for the Town Clerk for out of office emergency calls.

**RESOLVED:** To purchase a 24-month contract mobile phone for the Town Clerk for out of office emergency contact

**Haverfordwest Sheriff's Association**

Correspondence received from the Sheriff's Association advised of the disbanding of the Haverfordwest branch, along with a donation of £300. The current and past Sheriff's will be meeting shortly to discuss the forming of a new branch. Haverfordwest is due to host the Sheriff's weekend in 2023. It was agreed that the £300 donation be added to the earmarked reserve Sheriff's Association.

**RESOLVED:** Donation of £300.00 is added to the earmarked reserve Sheriff's Association

**Town Vision Celebratory Event**

It was agreed that the events sub-committee be asked to consider a celebratory event.

**Review criteria for grant applications**

Item deferred until the meeting next month to allow councillors more time to review current policy and supporting documents.

**Appointing a Junior Councillor**

Discussions are ongoing with relevant parties.

**Process for Young Laurel Award and Citizens Award/Award of Merit**

The draft process was considered. All were in agreement that the invite for nominations be advertised in January every year. The closing date for nominations will be in March, to enable inclusion in that month's full council agenda for consideration. If there are no nominations for consideration at the March full council meeting, then councillors will be invited to provide their nominations with ten clear days' notice for inclusion in the April full council agenda.

All voted in favour of adopting the process with above revisions.

**RESOLVED:** Process for Young Laurel Award and Citizens Award/Award of Merit is adopted

**Future of Secondary Education – Cllr P Lewis**

It was proposed that all town and community councillors (within school catchment) are asked to form a scrutiny committee to ensure timescales are adhered to with the construction of the new secondary school. It was felt that there may be a lack of information here. It was felt that an approach to county councillors be made to find out what is happening and if any concerns, then report back to council to consider next step. It was suggested to look at the freedom of information requests currently being made to Pembrokeshire County Council and if necessary, put in some requests.

Cllr P Lewis reserved the right to speak.

**Applications for Financial Assistance**

**1. Milford Haven Sea Cadets and Royal Marines**

The application requests a donation of £500.00 towards items to support training provision.

All voted in favour to donate the sum of £500.00 under the Local Government Act 2000, S2.

**2. The Pembrokeshire Leg Ulcer Team**

The application requests a donation of £432.00 towards the cost of venue hire to enable support and advice to be provided to those living with leg ulcers.

All voted in favour to donate the sum of £432.00 under the Local Government Act 2000, S2.

**RESOLVED:**

**That:**

- **Milford Haven Sea Cadets is given a donation of £500.00**
- **The Pembrokeshire Leg Ulcer Team is given a donation of £432.00**

**Staffing Update**

Update provided on the current Administration Assistant vacancy.

**Items for next agenda**

- Update on review of Standing Orders
- Update on review of Financial Regulations
- Review criteria for grant applications
- Appointment of Junior Councillors

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

**END OF REPORT**

Citizens Award/Award of Merit: All voted in favour to call this award the Award of Merit.

ACCEPTANCE of the above report, all voted in favour.

**RESOLVED:**

**That the Citizens Award/Award of Merit be known as the Award of Merit**

**RESOLVED:**

**The report of the Personnel, Policy and Finance Committee meeting held on 9 October 2019 is accepted as a true record**

**1796 VE 75<sup>TH</sup> ANNIVERSARY CELEBRATIONS**

All voted in favour for the Events sub-committee to discuss and make recommendations for participation in the celebrations. County Councillors have offered their support with the organisation of events.



**RESOLVED:** The Events sub-committee to make recommendations on participation in the VE 75<sup>th</sup> anniversary celebrations

**1797 INDEPENDENT RENUMERATION PANEL FOR WALES DRAFT ANNUAL REPORT 2020/2021**

It was noted that there has been no further update on the tax status of expenses.

**1798 LOCAL ELECTRICITY BILL**

It was felt that caution needed to be exercised when considering support. All voted to request further information on what the bill entails.

**RESOLVED:** To request further information from Power for People on what the Local Electricity Bill entails

**1799 APPOINTMENT OF CLLR JOHNSON TO COMMITTEE**

Cllr Johnson requested to join the Management, Estates and Strategy Committee and the Christmas Lights sub-committee. All voted in favour.

**RESOLVED:** Cllr Johnson be appointed to the Management, Estates and Strategy Committee and the Christmas Lights sub-committee

**1800 OUTSIDE BODIES**

Cllr Lewis expressed an interest to become a representative on Haverhub. Cllr Jones expressed an interest to become a representative on the Haverfordwest Twinning Association. All voted in favour that the councillors should be appointed.

Transition Haverfordwest: Tree maintenance work has been undertaken at the Paddocks in Garth ward.

Twinning Association: It is anticipated that there will be a visit from Oberkirch in May 2020, and another visit in September 2020 involving a party of students. As these visits will involve considerable expense, the association will be approaching the Town Council for funding. A visit to Oberkirch is planned for late October 2020.

Garth Ward: There are a number of events planned in December, with consideration being given to daytime events.

One Voice Wales: Cllr Buckfield gave an overview of three consultations and the review of the charter between Town and Community councillors. Pembrokeshire County Council has suggested a Clerks Forum for all Town and Community Clerks. Of the 77 Town and Community councils, 68 belong to One Voice Wales.

Haverfordwest Racecourse: The seedling cutting has been completed. The winter plan is to install new seats and trim hedges.

River of Lights: Cllr Morgans gave out a plea for volunteers for the Over The Moon lantern parade.

**RESOLVED:** Cllr Lewis be appointed as representative of Haverfordwest Town Council on Haverhub

Cllr Jones be appointed as representative of Haverfordwest Town Council on the Haverfordwest Twinning Association

**1801 ACCOUNTS FOR PAYMENT**

Councillors requested training to further understand the accounts and financial arrangements. A mutually convenient date is to be arranged by the Town Clerk.

Majority voted in favour of approving the accounts for payment and acceptance of receipts for July in retrospect and for September. Cllr Buckfield did not vote due to a personal interest.

**RESOLVED:**                    **The September accounts totalling £46,812.30 including VAT were approved for payment and receipts totalling £3,355.82 excluding VAT were accepted**

**The July accounts totalling £31,042.87 including VAT and receipts totalling £7,324.76 excluding VAT were accepted in retrospect**

**1802 FUTURE LOCATION OF TOWN COUNCIL OFFICES**

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**

**RESOLVED:**                    **A letter be sent to Mr Ian Westley, Chief Executive Pembrokeshire County Council confirming the expression of interest in Foley House and offering the Town Council support in a joint bid to the Heritage Lottery Fund**

**1803 ITEMS FOR NEXT AGENDA**

- Withybush Hospital – the next 10 years (Cllr R Thomas JP).

**1804 DATE OF NEXT MEETING**

The next full council meeting will be held on Wednesday 20 November 2019.

There being no further business, the meeting ended at 8.19pm

Signed ..... Mayor

Signed ..... Town Clerk

Date .....