

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 20
NOVEMBER 2019 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 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

The Town Clerk and Administration Officer were 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.

1805 DECLARATIONS OF INTEREST FROM MEMBERS

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

1806 UPDATE ON THE DELIVERY SERVICES ON COMMUNICATION AND PROMOTION BY IWAN THOMAS, CEO PLANED

The Haverfordwest Town Council Twitter account was set up in July, and currently has 131 followers, which include local residents, a number of local businesses and enterprises, other town councils and Dyfed-Powys Police. 29 tweets made by the Council in October reached over 9000 people, while tweets in November promoting events and updates on town improvements have been seen over 5000 times. YouTube is also being used to promote town events and consultations.

Mr Thomas felt this was a healthy output with more opportunities to engage with the public to raise the profile and would like to challenge the councillors to provide content on activity within their wards to be recorded and promoted on social media.

Mr Thomas was thanked for his presentation and left the meeting at 7.22pm.

1807 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1808 MINUTES OF THE COUNCIL MEETING ON 23 OCTOBER 2019

107/19 1800 Outside Bodies: omission of the vote to appoint Cllr Lewis to Haverhub and Cllr Jones to Haverfordwest Twinning Association. All voted in favour to include the vote and the subsequent resolution.

108/19 1802 Future location of Town Council Offices: omission of the resolution for a letter to 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. All voted to include the resolution.

All voted in favour of the minutes of the meeting held on 23 October 2019 being a true and accurate record, subject to the amendments detailed above.

RESOLVED: **The minutes of the Council meeting held on 23 October 2019 were confirmed and signed as a true record, subject to the amendments as above**

1809 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 23 OCTOBER 2019

105/19 1795 Process for Young Laurel Award and Award of Merit: Adopted policy to be resent to councillors.

99/19 1790 Sir John Perrot Trust meeting: Confirmation has been received that the altercation between Cllr Collier and a fellow trustee happened after the meeting had ended.

104/19 1795 Applications for Financial Assistance: Mayoral presentations are planned for Friday 13 December.

107/19 1801 Accounts for Payment: No date has been agreed yet for councillor training.

108/19 1802 Future Location of Town Council Offices: A proposed meeting has been arranged for Monday 9 December.

108/19 1803 Items for Next Agenda: Cllr R Thomas wished to withdraw the item 'Withybush Hospital – the next 10 years.

1810 MAYOR'S UPDATES AND CORRESPONDENCE

- A letter from the Chairman of the Twinning Association gave an outline of the plans in place for the 30th anniversary of twinning between Haverfordwest and Oberkirch, and requesting a meeting to discuss the plans. The Mayor requested that councillors volunteer their support during the celebrations. HTC appointed representatives are to assist with the planned visits.
- A letter from the Chairman of Haverfordwest Town Museum Trust requested a meeting with Council to discuss the level of future support.
- The date for Haverfordwest Carnival 2020 has been set for Saturday 1st August. There is to be a public meeting to discuss the Carnival on Monday 20th January 2020 at 6pm in the Council Chamber. PLANED will be asked to promote this meeting on social media.
- A reminder was given of the forthcoming Christmas Lights Switch-on event and other events in the town. Thanks were given to Cllr Hooper for putting together a programme of events with other organisations in the town.
- All councillors were requested to pick up items placed in their pigeon-holes.

1811 PLANNING APPLICATIONS

Ref. No. 19/0738/PA
PRIORY WARD

Single storey rear extension and rear extension alterations

111/19

7 Cleddau Avenue
Haverfordwest SA61 1TX
Support

RESOLVED:

Ref. No. 19/0733/TF
GARTH WARD

Tree Felling
Redhill School
The Garth
St Davids Road
Haverfordwest SA61 2UR
Support

RESOLVED:

Ref. No. 19/0806/TF
PORTFEILD WARD

Tree Surgery and Felling
Cheriton
Park Corner Road
Haverfordwest SA61 2XA
Support

RESOLVED:

Ref. No. 19/0782/PA
PRENDERGAST WARD

Retrospective application for erection of single storey flat roofed building in rear garden to provide holiday let and ancillary accomodation to dwelling
Nyery
124 Fishguard Road
Haverfordwest SA61 2QB
Support

RESOLVED:

Ref. No. 19/0799/PA
CASTLE WARD

Change of use from part of 2nd and 3d floor offices to a flat and associated external alterations
31 – 33 High Street
Haverfordwest SA61 2BW
Support

RESOLVED:

Ref. No. 19/0769/PA
PRENDERGAST WARD

Replace existing unsafe steps with new improved access for disabled occupant
91 Prendergast
Haverfordwest SA61 2PF
Support

RESOLVED:

1812 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 5 NOVEMBER 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr S Hooper (Chair)
Cllr R Blacklaw-Jones
Cllr A V Griffiths
Cllr P Johnson
Cllr D Jones

PRESENT as observer: Cllr A Buckfield
Cllr P Lewis JP
Cllr C Thomas

APOLOGIES: Cllr Mrs S Murray (Mayor/ex-officio)
Cllr C Evans (Vice-Chair)

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

You Are Here Boards: Awaiting confirmation from Pembrokeshire County Council on the location of the boards before the contract can go ahead.

Picton Centre Lettings Agreement

It was agreed that the current no subletting clause has the addition that a hirer may sublet tables for a fayre or event only; with the hirer accepting responsibility for ensuring adequate health and safety checks, insurance cover obtained and accepts overall responsible liability. The addition can only be made upon clarification from One Voice Wales and our insurer that it satisfies legal requirements.

RESOLVED: **Upon confirmation from One Voice Wales and our insurer that legal requirements are satisfied, the following addition is made to the no subletting clause of the Picton Centre lettings agreement: A hirer may sublet tables at a fayre or event, on the agreement that the hirer accepts full responsibility for completing health and safety checks, providing insurance cover and accepting full liability**

Events sub-committee

An update on the events held to date in the 2019/2020 financial year was provided. Councillors will provide details of the health and safety concerns noted at the recent Lantern Parade to enable the Town Clerk to bring these to the attention of the event organiser, Span Arts. An overview of the events to be included in the action plan for the next financial year was provided. 2020/2021 action plan is required from the events sub-committee.

2019/2020 Action Plans

Cemeteries:

St Martin's: The contractor has moved a number of the headstones included in the current financial year action plan. Once a number of minor adjustments have been made to satisfactorily sign off phase one, the payment of the first part of phase two

can be made. The shrubs and trees are to be considered within the action plan for phase three or later. The estimated costs to repair/replace the pathway may be included in the 2020/2021 action plan which will be considered next month.

Lower Prendergast: The final cut has been completed, along with addition of more flower beds at a cost of £580.00 plus VAT. The 2019/2020 action plan shows a budget of £1,000.00 for volunteering which is unlikely to be spent in this financial year. It was agreed that the invoice of £580.00 is met from the volunteering budget within the action plan.

Quotations for the renewal of the pathway within the cemetery were considered. The agreed budget that has been allocated for these works in the 2019/2020 action plan is £1,500.00. The quotation of £1,250.00 plus VAT was accepted.

The contracted work on the cemetery boundary wall has commenced. If councillors wish to have a site visit, please contact Cllr Evans who will liaise with the contractor.

Cllr P Lewis left at 7:49pm.

Events: Update already provided.

Priory Saltings: Cut has been completed which has widened paths. Boardwalk to be installed by students from Pembrokeshire College in due course. 2020/2021 action plan required.

Picton Centre: It was agreed that more quotations are needed for painting inside of the centre.

Town Centre Improvements: The budget has been spent for this financial year.

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

Destination Market: Awaiting an update from Urban Foundry.

RESOVLED:

That:

- **Prendergast Cemeteries 2019/2020 action plan budget for volunteering of £1,000.00 is part reallocated to pay invoice for final cut and additional flower beds in Lower Prendergast Cemetery**
- **Quotation from Contractor 2 of £1,250.00 for renewal of pathway in Lower Prendergast Cemetery is accepted**

2020/2021 Action Plans

A number of draft plans were considered:

- Prendergast Cemeteries – Update to cost of cuts is required.
- Christmas Lights switch on event – An overview was provided, which included cost for a road closure.
- Picton Centre – Overview of draft plan given. Updating of current photographs included. Consider using photography shared on social media was suggested.
- PLANED – Continuation of the social media and public engagement support to continue.
- Town Improvements – overview provided.
- Youth Programme – overview provided.

Action plans for Events, Priory Saltings and St Martins Cemetery are to follow.

PRESENT as observer: Cllr P Johnson

APOLOGIES: 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 meetings

Town Vision Celebratory Event: Suggestion from PLANED to hold an event; email outlining suggestion to be circulated again to all councillors. Events sub-committee has been asked to consider an event. PLANED is to be invited to provide a progress update on engagement and promotion of council at next full council meeting.

Future of Secondary Education: Cllr Lewis is awaiting feedback from County Councillors.

Staffing Update: Interviews for Administration Assistant post are being held this week.

Accounts to 30 September 2019

All voted in favour of accepting the accounts to 30 September 2019.

RESOLVED: **Accounts are accepted to 30 September 2019**

One Voice Wales Local Resolution Protocol for Community and Town Councils

It was proposed and seconded that the One Voice Wales Local Resolution Protocol for Community and Town Councils be adopted in its entirety. A counter proposal was made to adopt the revised version of the document which was seconded. The majority voted in favour to adopt the original One Voice Wales Local Resolution Protocol for Community and Town Councils with no variations made.

RESOLVED: **To adopt the One Voice Wales Local Resolution Protocol for Community and Town Councils**

Review criteria for grant applications

A number of revisions were discussed. It was felt that the inclusion of an aide memoir listing the information needed to support the application would be helpful. It was agreed that drafts showing the suggested amendments to policy and application forms be circulated to all councillors for consideration.

Appointing a Junior Councillor

Discussions are ongoing with relevant parties. It was suggested that a request for any expressions of interest are posted on social media and the website. But it was felt that this could only be done if supported with clear details of the expectations of the role. It was agreed that the schools and other parties would be contacted again in January 2020 for an update.

Applications for Financial Assistance

1. Haverfordwest Ladies Choir

The application requests a donation of £200.00 towards items to support practice and concerts.

All voted in favour to donate the sum of £200.00 under the Local Government Act 1972, s145.

RESOLVED:

That:

- **Haverfordwest Ladies Choir is given a donation of £200.00**

Items for next agenda

- Review criteria for grant applications

There being no other business to discuss, the meeting was closed at 9.10pm.

END OF REPORT

ACCEPTANCE of the above report, all voted in favour.

RESOLVED:

The report of the Personnel, Policy and Finance Committee meeting held on 6 November 2019 is accepted as a true record

1814 CORRESPONDENCE FROM BOARD OF COMMUNITY HEALTH COUNCILS IN WALES

It was agreed that each councillor completes and return their response to the Planning Questionnaire 2020-2021 individually.

In January 2020, an agenda item will be listed to further discuss the future support Withybush Hospital.

RESOLVED:

Each councillor to individually complete and return the Community Health Council Planning Questionnaire 2020-2021

County Cllr Bryan left the meeting at 8pm.

1815 OUTSIDE BODIES

Cllr Hooper and Cllr Evans both expressed an interest to become representatives on Transition Haverfordwest. All voted in favour that both councillors should be appointed.

Cllr R Thomas has received numerous phone calls from within his ward regarding the new refuse collection arrangements, especially from the elderly. Councillors are reminded of the assisted collection through Pembrokeshire County Council (PCC). County Cllr T Tudor will clarify with PCC on the application process and report back to Council.

Cllr Hooper gave no updates.

Cllr Griffiths reported that the Bridge Meadow playpark gates are now open.

Cllr Collier advised the Priory Saltings Boardwalk extension to the river is being completed with assistance from Pembrokeshire College. The link from Priory Saltings to Quay Street is under consideration with PCC.

Cllr Evans gave an update on a Transition tree care day had taken place at the Paddocks on Saturday 7th December, and on the plants in the green wall under the Cleddau Reaches Project.

Cllr Lewis reported that the museum is now closed for the winter. The main room would undergo redecoration in preparation for a new display. All work at the Racecourse is on hold due to the weather.

Cllr Blacklaw-Jones reported a number of events would be taking place at Haverhub over the lead-up to Christmas.

Cllr Morgans reported that the Slade Lane green would be benefitting from new bus shelter, signage and bench.

Cllr Thomas informed council that a meeting had been held in the Garth with a junior and senior children’s disco planned for Saturday 21st December.

Cllr Buckfield would be attending the Sir John Perrot Trust meeting.

Cllr Murray reported that she was unhappy with certain elements of the Over The Moon festival. The lighting at the Castle was poor, there were health and safety issues with leads and promoted entertainment at the Castle did not take place. Cllr Murray would feedback to Span Arts and requested a report to be sent to PCC regarding the safety of the event.

The Mayor reminded Councillors of the Civic Carol Service on Monday 16th December.

RESOLVED: Cllr Hooper be appointed as representative of Haverfordwest Town Council on Transition Haverfordwest

Cllr Evans be appointed as representative of Haverfordwest Town Council on Transition Haverfordwest

1816 ACCOUNTS FOR PAYMENT

All voted in favour of approving the accounts for payment and acceptance of receipts for October. It was noted the payments approval list and receipts approval list were printed without the inclusion of VAT.

RESOLVED: The October accounts totalling £56,853.85 were approved for payment and receipts totalling £9,071.63 excluding VAT were accepted

1817 ITEMS FOR NEXT AGENDA

- 2020/2021 Budget

1818 DATE OF NEXT MEETING

The next full council meeting will be held on Wednesday 18 December 2019.

There being no further business, the meeting ended at 8.22pm

Signed Mayor

Signed Town Clerk

Date