

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 18
DECEMBER 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE,
HAVERFORDWEST**

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

APOLOGIES: Cllr J Collier
Cllr J Dunckley
Cllr AV Griffiths
Cllr J Morgans
Cllr R Thomas JP
Mayor's Chaplain, Rev Fr Neil Hook

The Town Clerk and Administration Officer were in attendance.
County Councillors Tim Evans, Alison Tudor and Thomas Tudor were in attendance.

1819 DECLARATIONS OF INTEREST FROM MEMBERS

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

**1820 OVERVIEW ON THE DEVELOPMENT OF A BRAND FOR HAVERFORDWEST
BY RACHEL MOXEY, HEAD OF ECONOMIC DEVELOPMENT AND
REGENERATION, PEMBROKESHIRE COUNTY COUNCIL**

A commissioning work is in place with Urban Foundry, leaders in urban regeneration. Consideration is being given to the identity and aspirations of the town to enable these to be built upon, focusing in particular on the town centre and the heritage of the western quayside. It is hoped to have a recognisable brand and identity in the New Year based on a 'Norman castle in a Georgian town on a river'. The stakeholders involved in this process currently include Pembrokeshire County Council, Haverfordwest Town Council, PLANED, the Town Team, National Resources Wales and Haverhub. Consideration will be given to include the Town Museum due to the focus on the heritage of the town.

Ms Moxey was thanked for her presentation and left the meeting at 7.15pm.

1821 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1822 COUNCIL MEETING ON 20 NOVEMBER 2019

110/19 1810 Mayor's Updates: the date for Haverfordwest Carnival 2020 to be amended to Saturday 1st August.

All voted in favour of the minutes of the meeting held on 20 November 2019 being a true and accurate record, subject to the amendment to minute 1810.

RESOLVED: **The minutes of the Council meeting held on 20 November 2019 were confirmed and signed as a true record, subject to the amendment to minute 1810**

UPDATES:

109/19 1806 PLANED Communication and Promotion: PLANED have worked with Cllrs Collier and Evans to produce YouTube videos. These have now been shared on our website and social media.

110/19 1810 Haverfordwest Carnival 2020: a public meeting is to be held on 20th January. Cllrs are asked for suggestions and to promote to interested parties.

1823 MAYOR'S UPDATES AND CORRESPONDENCE

- A letter of thanks has been received from the Milford Haven Sea Cadets and Royal Marine Cadets for their donation.
- Cllr Alison Tudor has written to confirm amended plans for the access road to the new build Haverfordwest High VC School on the Prendergast site have been agreed. The letter is to be circulated to councillors.
- Cllr Buckfield congratulated the Mayor, Town Clerk, Riverside Shopping and those organisations involved in the Christmas Lights Switch-On event.
- Cllr Buckfield also offered thanks and congratulations to the Mayor, Town Clerk, and all involved in the Civic Carol Service.

1824 PLANNING APPLICATIONS

Ref. No. 19/0820/AD
PRENDERGAST WARD

Advertisement
Murco Petrol Station
Withybush Retail Park
Fishguard Road
Haverfordwest SA61 2PY

RESOLVED: **SUPPORT**

Ref. No. 19/0841/PA
CASTLE WARD

Change of use of A1 retail unit (vacant) to A3 use for Ice Cream Parlour
3 Riverside Quay
Haverfordwest SA61 2LJ

RESOLVED: **SUPPORT**

Ref. No. 19/0808/PA
CASTLE WARD

Variation of condition 2 (amended plans) of planning permission 17/1209/PA (Change of use to a community hub and alterations to building)
Haverfordwest Post Office
12 Quay Street
Haverfordwest SA61 1AA

RESOLVED: **SUPPORT**

120/19

Ref. No. 19/0809/LB
CASTLE WARD

Alterations to form community hub
Haverfordwest Post Office
12 Quay Street
Haverfordwest SA61 1AA

RESOLVED:

SUPPORT

Ref. No. 19/0845/PA
PRENDERGAST WARD
GARTH WARD

Footbridge and associated works
Cleddau and public footpath PP28/15/1
Ease of Crow Hill
Haverfordwest

RESOLVED:

SUPPORT

Ref. No. 19/0828/PA
PRENDERGAST WARD

Erection of two dwellings
Land formally part of 23 Bridge Siuare
Park Road
Haverfordwest

RESOLVED:

SUPPORT

Ref. No. 19/0873/PA & 19/0872/LB
CASTLE WARD

Change of Use (in retrospect) B1 Office to C3 Dwellinghouse
Fowles House
10 – 12 Tower Hill
Haverfordwest SA61 1SR

RESOLVED:

SUPPORT

Ref. No. 19/0850/PA
GARTH WARD

Alterations and extension to dwelling and proposed detached double garage to rear garden
9 Oakwood Grove
Haverfordwest SA61 2HF

RESOLVED:

SUPPORT

Ref. No. 19/0883/PA
PRENDERGAST WARD

Two Storey Extension (In Retrospect)
39 Queensway
Haverfordwest SA61 2PB

RESOLVED:

SUPPORT

1825 **COMMITTEE REPORTS**

The following reports were submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 3 DECEMBER 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT:

Cllr S Hooper (Chair)
Cllr C Evans (Vice-Chair)

121/19

Cllr R Blacklaw-Jones (arrived at 7.11pm)
Cllr A V Griffiths
Cllr P Johnson

PRESENT as observer: Cllr C Thomas

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

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

Picton Centre Lettings Agreement: Information received from insurer regarding subletting. Lettings agreement to be updated in due course.

Events sub-committee: It was agreed that the Lantern Parade was successful and well supported. Following a number of last-minute changes by the organiser due to poor weather conditions, it was felt that a number of health and safety concerns arose. Councillors will provide details of the concerns by email to the Town Clerk so they can feedback to the event organiser, Span Arts.

Town Centre Noticeboards

A number of boards have been removed. It was agreed that following the upcoming meeting with Pembrokeshire County Council (PCC) regarding a brand for the town, further consideration would be given to the locations and structure of the boards. The current locations of the boards are to be provided at the next meeting.

Cllr Blacklaw-Jones arrived at 7.11pm.

Trade Waste Agreement

Awaiting details from contractors for the removal of trade waste. We will need to consider the staff costs, van costs and number of bags collected per site.

Provision of a water fountain

As previously confirmed, PCC do not currently have any definite plans to install water fountains. Ideally the fountain will be not be sited on the Picton Centre but nearer to the skate park. Cllr Collier will be asked to liaise with the Skate Park Association and PCC on the provision of services in the area. The offered site survey will then be accepted from a water fountain provider, to enable exact location and costs to be obtained.

2019/2020 Action Plans

Cemeteries:

St Martin's: Work on the memorial garden will start afresh in the next financial year. A tender will be issued for the path and replacement of bench as soon as possible; Cllr Griffiths to provide the scope of works.

Lower and Upper Prendergast: Site visits recently completed. Update on the contracted works in Lower Prendergast provided; works on boundary wall near completion.

Events: no updates.

Priory Saltings: Extension to boardwalk has been completed by the students at Pembrokeshire College.

Picton Centre: Quotations for the interior painting were considered. All voted in agreement to accept the quotation from Contractor 3 totalling £2,410 excluding VAT.

Town Improvement: Budget spent.

The River: Budget spent.

Destination Market: Meeting between Urban Foundry, PCC Officers and traders from Haverfordwest Farmers Market has been postponed and re-arranged in the near future.

RESOLVED: **Accept quotation from Contractor 3 to paint the interior of the Picton Centre at a cost of £2,410.00 excluding VAT**

Pembrokeshire County Council Community Delivery Project in Environmental Services

The update from PCC and the results of the survey on play parks were considered. It was felt that no decision could be made at present until PCC provide further feedback on other considerations they have for the future responsibility and decisions regarding play parks.

2020/2021 Draft Action Plans

The draft action plans were considered as follows:

Cemeteries:

Lower and Upper Prendergast: Proposed budget of £33,200. To cover maintenance costs in both cemeteries and for phase 2 (of 3) of the boundary wall in Lower Prendergast.

St Martin's: Proposed budget of £22,000 for phase 2 of the memorial garden and other maintenance costs.

Christmas Lights: Proposed budget of £43,000 for the installation contract and hire of lights, along with part replacement of the infrastructure.

Christmas Switch on Event: Proposed budget of £1,100 towards event.

Events and Donations: Proposed budget of £43,950 that includes funding of library, student bursary and grant applications.

Picton Centre: Proposed budget of £3,000 to make suggested updates to the centre.

Public Engagement on social media: Proposed budget of £4,500.

Priory Saltings: Proposed budget of £2,000 for ongoing maintenance.

Town Improvements: Proposed budget of £18,500 for the provision of town centre flower arrangements and future opportunities for partnership working.

Youth Work Involvement: Proposed budget of £5,000 to support future engagement.

All agreed to put forward the proposed 2020/2021 action plans for consideration in the draft 2020/2021 budget at the next full council meeting.

RESOLVED: **The proposed 2020/2021 action plans be included within the 2020/2021 draft budget for consideration by Council**

Items for next agenda

No items.

There being no other business to discuss, the meeting closed at 9.03pm.

END OF REPORT

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

RESOLVED: **The report of the Management, Estates and Strategy Committee meeting held on 3 December 2019 is accepted as a true record**

REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 4 DECEMBER 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

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

PRESENT as observer: Cllr P Johnson

APOLOGIES: Cllr A Buckfield
Cllr J Dunckley
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 last meeting

Town Vision Celebratory Event: PLANED to be asked to provide more details and information to enable the Events Sub-committee to consider an event.

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

Staffing Update: An appointment has been made to the Administration Assistant post, commencing next week.

Accounts to 31 October 2019

Majority voted in favour of accepting the accounts to 31 October 2019.

RESOLVED: Accounts are accepted to 31 October 2019

Financial Regulations: Updates

No updates put forward yet by the working group made up of: Cllrs Murray, Morgans, Hooper, Dunckley, Blacklaw-Jones.

Standing Orders: Updates

No updates put forward yet by the working group made up of: Cllrs Murray, Morgans, Hooper, Dunckley, Blacklaw-Jones.

Review criteria for grant applications

Awaiting circulation of drafts showing the suggested amendments to the policy and application forms by Cllr Buckfield to all councillors.

2020/2021 Budget and Draft Action Plans

The draft action plans put forward by the Management, Estates and Strategy Committee were considered:

Cemeteries:

Lower and Upper Prendergast: Proposed budget of £35,200.00. It was agreed that a review of the suggested frequency of grass cuts in Lower Prendergast cemetery is necessary.

St Martin's: Proposed budget of £22,000.00. All agreed that the later works be deferred at this stage and the proposed budget be reduced to £17,000.00.

Christmas Lights: Proposed budget of £43,000.00. Replacement of infrastructure planned over next few years; prioritising areas as necessary.

Christmas Lights Switch-On Event: Proposed budget of £1,100.00. It was felt that the amount should be included within the Events sub-committee action plan.

Events Sub-Committee: Proposed budget of £18,000.00. This action plan needs to be looked at further by the sub-committee as more precise figures are required. The proposed budget is reduced to £16,200 with the removal of unknown items.

Picton House: No action plan, however consideration needs to be given to the future occupancy of Picton House. Cllr Lewis will research historical minutes to ascertain ownership of the building.

Grants and Donations: Proposed budget of £43,950. Plan includes: funding of library, student bursary and grant fund of £30,000.00.

Public Engagement on Social Media: Proposed budget of £4,500.00. It was agreed to reduce the proposed budget to nil. It was felt that councillors could possibly be given training on how to use social media.

Priory Saltings: Proposed budget of £2,000.00. No change to amount.

125/19

Town Improvements: Proposed budget of £18,500.00. It was felt that no funding could be committed to partnership projects at this time. It was agreed to reduce the proposed budget to £5,000.00 to cover the provision of town centre flower arrangements and capacity for any other small extras.

Youth Work Involvement: Proposed budget of £5,000.00. It was felt in principle that this was worthy of support. Some of the resources included could be loaned or funded from other areas. It was agreed to reduce the proposed budget to £2,000.00

Applications for Financial Assistance

1. Haverfordwest Operatic Society

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

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

RESOLVED:

That:

- **Haverfordwest Operatic Society is given a donation of £200.00**

Items for next agenda

No items.

There being no other business to discuss, the meeting was closed at 9.21pm.

END OF REPORT

R20/02 Picton House: Cllr Lewis is to clarify the rental history of the building.

ACCEPTANCE of the above report, the majority voted in favour.

RESOLVED:

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

1826 BUDGET AND PRECEPT FOR THE 2020/2021 FINANCIAL YEAR

The Mayor reminded councillors to speak only once on a particular point.

Cllr T Tudor left the meeting at 7.43pm, returning at 7.48pm.

After a lengthy discussion where no agreement could be reached, the Mayor proposed to call an extraordinary council meeting on Monday 6 January 2020 to re-consider the 2020/2021 budget and precept requirements.

This was seconded, with the majority voting in favour.

RESOLVED:

To hold an extraordinary full council meeting on Monday 6 January 2020 at 7pm

Cllrs A Tudor, T Tudor and T Evans left the meeting at 8.42pm

1827 CONSIDER THE REQUIREMENTS OF THE ENVIRONMENTAL WALES (2016) ACT

Council are required to prepare a plan setting out the proposals to maintain and enhance biodiversity and promote resilience of ecosystems.

Cllr Hooper is able to provide positive responses based around the Cleddau Reaches project, Priory Saltings and the Cemeteries.

The Bridge Meadow Trust and the Racecourse Trusts are to be asked for their involvement and feedback.

The majority voted in favour for Cllr Evans to explore this in greater detail with Pembrokeshire County Council and for Cllr Lewis to compile the necessary information with the Racecourse Trusts.

RESOLVED: Cllrs Evans and Lewis to explore the requirements of the plan with Pembrokeshire County Council and the Racecourse Trusts respectively

1828 OUTSIDE BODIES

PCC Town Centre Car Park Committee is no longer in existence and can be removed from the list.

River of Lights 2019 has taken place and can be removed from the list.

Mount Airey Community Primary School can be removed as it has merged with Haverfordwest VC School to become Waldo Williams Primary School. Cllr Collier is not an additional community governor of the new school.

Cllr J Morgans is no longer a representative on Haverfordwest Town Museum. Cllr Deri Jones is to be added as per a previous resolution.

Cllr Blacklaw-Jones reported that it is hoped to commence interior work on Haverhub with tenders for work to be issued.

Cllr Evans is to attend a meeting on 16 January for Cleddau Reaches, and will also be attending a Plant Life meeting in the same month.

Cllr Jones has received good reports from residents in his ward regarding Christmas Lights.

Cllr Lewis reported that the Museum were facing financial difficulty and would be applying to the Town Council for assistance.

Cllr C Thomas updated councillors on the forthcoming events in the Garth, namely a donkey procession around the ward, plus a bingo and disco event at Fenton School.

Cllr Buckfield had no updates and reported that the improvements to the village green on Slade Lane had been well received.

Cllr Murray conveyed that events for the town are being planned with the intention to expand the carnival with support from the sub-committee.

No updates from Cllr Hooper and Cllr Johnson.

1829 ACCOUNTS FOR PAYMENT

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

RESOLVED: The November accounts totalling £69,099.25 including VAT were approved for payment and receipts totalling £30,351.22 excluding VAT were accepted

1830 UPDATE FROM SUB-COMMITTEES

Council Accommodation Sub-Committee

The Clerk gave an update regarding the expression of interest in Foley House made to Pembrokeshire County Council. It was felt that hard facts are needed regarding the three shortlisted properties to enable an informed decision to be made, and that the committee now need to consider involving consultants to move forward.

Staffing Sub-Committee

The Administration Assistant has been appointed and seems to be settling in well. An extra five hours per week has been allocated to the Administration Officer to support with the additional workload and training.

The Mayor took the opportunity at this time to thank the staff for organising a well-attended civic carol service.

1831 ITEMS FOR NEXT AGENDA

1. Budget and Precept for the 2020/2021 financial year – Extraordinary Full Council meeting 6 January 2020.
2. Council Accommodation Sub-committee: draft of scope of works – Full Council meeting 22 January 2020.

1832 DATE OF NEXT MEETING

The next extraordinary full council meeting will be held on Monday 6 January 2020.

There being no further business, the meeting ended at 9.14pm with the Mayor wishing everyone a merry Christmas and a happy new year.

Signed Mayor

Signed Town Clerk

Date