

## MINUTES OF A MEETING OF FULL COUNCIL HELD 21 JANUARY 2021 AT 6PM VIA VIDEO CONFERENCE

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**Present:** Cllr A Buckfield Mayor/Chair  
Cllr C Evans (from 6.07pm) Deputy Mayor/Vice Chair  
Cllr R Blacklaw-Jones  
Cllr D Blyth  
Cllr B Ferguson  
Cllr S Hooper (from 6.07pm)  
Cllr P Johnson  
Cllr E Perkins  
Cllr G Roberts  
Cllr T Moses  
Cllr C Thomas  
Cllr J Twigg

**Apologies:** Revd Fr N Hook, Mayor's Chaplain

**Absent:** Cllr J Dunckley

The Town Clerk was in attendance  
The Administration Officers were both in attendance

### 1963 Declarations of Interest from Members

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

### 1964 Questions from Members of the Public

No questions were received.

### 1965 Minutes of previous meeting

- a) **Minutes of the Full Council meeting held on 16 December 2020:**  
All voted in favour to accept the minutes of Full Council meeting held on 16 December 2020 as a true record.
- b) **Updates on the minutes of the Full Council meeting held on 16 December 2020:**  
1497 Haverhype: The steering group held a meeting where it was agreed that the rules may have been open to misinterpretation. They will be reviewed in preparation for next year's application process.
- c) **Minutes of the Emergency meeting held on 11 January 2021:**  
All voted in favour to accept the minutes of the Emergency meeting held on 11 January 2021 as a true record.
- d) **Updates on the minutes of the Extraordinary meeting held on 11 January 2021:**  
There were no updates.

**Resolved**

**To accept the minutes of the Full Council meeting held on 16 December 2020 as a true record**

**To accept the minutes of the Emergency meeting held on 11 January 2021 as a true record**

**1966 Mayor's updates and correspondence**

A letter of thanks has been received from Mr P Lucas for the sympathy card received upon the demise of his mother Mrs J Higgon, a well-known business woman in the town.

Induction tours of the Town Council properties have been conducted with four of the five new councillors.

The Mayor attended a recent Town Team meeting where it was confirmed that the Pembrokeshire County Council's bid for a Welsh Government grant for "repair and renovation" has been accepted.

A number of councillors and the Town Clerk had recently attended a post-covid seminar. It was felt the community had responded well to the pandemic. Minutes will be forwarded to all councillors once received.

The Town Council office staff are currently working remotely as there are issues with internet access at Picton House.

**1967 Planning Applications**

<b>Ref No: 20/0741/PA</b>	Proposal: Remodelling of the existing property to include conversion of the garage into a study and small rear extension
Priory Ward	5, Shelley Road, Haverfordwest, SA61 1RU
<b>Resolved:</b>	<b>Support</b>

<b>Ref No: 20/0714/PA</b>	Proposal: Partial demolition and reinterpretation of existing building and creation of civic space with public realm and accessibility enhancements (Western Quay Phase 2)
Castle Ward	7, Bridge Street, Haverfordwest, Pembrokeshire, SA61 2AP
<b>Resolved:</b>	<b>Support</b> <b>A request be made to Pembrokeshire County Council for a presentation on the updates of the Western Quay development and the relative spaces around, to include the footbridge</b>

<b>Ref No: 20/0827/PA</b>	Proposal: Proposed ramp to front of property and metal railings to match existing
Castle Ward	The Oak Veterinary Surgery, Well Lane, Haverfordwest SA61 2PL
<b>Resolved:</b>	<b>Support</b>

<b>Ref No: 20/0564/PA</b>	Proposal: Change of use to office, showroom and trade counter/sales area for plumbing products and storage container with screening
Prendergast Ward	UNIT 1, Harvester House, Fishguard Road, Haverfordwest, SA61 2SX
<b>Comments:</b>	<b>At an appeal meeting, Pembrokeshire County Council have upheld the original decision, with the application approved</b>

<b>Ref no: 20/0555/PA</b>	Proposal: Erection of 7 buildings (in retrospect) for the ancillary use of Castle School
Priory Ward	Castle School, Glenover House, Scarrowscant Lane, Haverfordwest, SA61 1ES
<b>Notification of Planning Decision:</b>	<b>Conditionally Approved on 21 December 2020</b>

<b>Ref no: 20/0684/PA</b>	Proposal: Two storey extension off the rear of the property
Castle Ward	11, St Martins Park, Haverfordwest, SA61 2HP
<b>Notification of Planning Decision:</b>	<b>Conditionally Approved on 23 December 2020</b>

<b>Ref no: 20/0487/AD</b>	Proposal: Revised size on 3 x double sided totems
Prendergast Ward	Fishguard Road, Haverfordwest, SA61 2PY
<b>Notification of Planning Decision:</b>	<b>Conditionally Approved on 20 January 2021</b>

## 1968 Committee Reports

The following reports were submitted:

### Report of the meeting of the Management, Estates and Strategy Committee held on Tuesday 5 January 2021 at 6pm via video conference

<b>Present:</b>	Cllr G Roberts	MESCommittee Chair
	Cllr R Blacklaw-Jones	
	Cllr A Buckfield	Mayor/Ex-officio
	Cllr J Dunckley	
	Cllr C Evans (from 6.02pm)	
	Cllr P Johnson	
	Cllr T Moses	
	Cllr J Twigg	
<b>Observer:</b>	Cllr S Hooper	

The Town Clerk was in attendance

### Declarations of interest from Members

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

### Report of last meeting

There were no updates on the report of the last meeting.

### 2020/2021 Action Plans

#### Cemeteries:

Lower Prendergast: The contract for the groundworks was accepted at the last meeting. Pembrokeshire County Council had obtained funding for these works and confirmation was to be obtained prior to commencement.

St Martin's: A review of the site is to be undertaken to enable a planned schedule of works over a ten-year period to be considered. The agreed works could then be included in a long-term action plan, requiring reviews and updating as necessary.

Cllr Twigg gave his thanks to the Mayor for offering and providing socially distanced tour of all properties to the newly appointed Councillors.

**Events:** Town Clerk is to arrange the initial meeting of the Events sub-committee.

**Priory Saltings:** Following the meeting of Cleddau Reaches Steering Group held in December 2020, the following updates were provided – Two benches have been installed at two viewpoints on the Saltings and the improvements to the linkway from the Priory Ruins had not been undertaken due to reallocation of funding. It was felt that the area under the bridge over Freeman’s Way needs attention due to graffiti. It was agreed that as the appointed representative, Cllr Evans would approach the steering group with the request to consider the graffiti and potential for working with other organisations on improving the area with fresh work, and also to obtain the details and amount of funds required to provide a linkway from the Ruins.

**Picton Centre:** An overview of the ongoing use required by the NHS was provided. It was agreed that the Mayor/Chair, Chair of the Management, Estates and Strategy Committee and Town Clerk are given plenary power to agree the lease cost of the centre to the NHS.

**Town Centre Improvements:** Budget has been spent.

**Resolved**

**Mayor/Chair, Chair of the Management, Estates and Strategy Committee and Town Clerk are given plenary powers to agree the lease cost of the Picton Centre to the NHS**

### **Future use of the Sports Pavilion**

The working group, will undertake a review of the facility and car park with regard to the anti-social behaviour, made up of: Cllr’s Blacklaw-Jones, Buckfield, Roberts, Twigg. The Town Clerk is to arrange an initial meeting.

### **Items for next agenda**

Communications Strategy, to include consideration for a stall at the Farmers Market for public engagement

Strategic Plan

Vision –Cllrs Moses, Hooper, Blacklaw-Jones and Evans will collate information for inclusion on a future agenda

**With no further business to consider, the meeting ended at 7.35pm**

### **END OF REPORT**

#### R01/01 2020/2021 Action Plans:

Events: A meeting of the sub-committee is planned for Thursday 28 January 2021 at 2pm.

Picton Centre: *Cllr Blyth declared a prejudicial interest as an employee of the Hywel Dda University Health Board.*

A proposed lease cost of the Picton Centre to the NHS of £850 per week to include operating costs has been given. The NHS team in the Picton Centre were happy to recommend support of this figure to their Clinical Team.

R01/02 Vision: Cllr Moses extended an invitation to the other town councillors for their involvement in the early stages.

R01/02 Sport Pavilion: A meeting to discuss the Sport Pavilion will be held on Tuesday 26<sup>th</sup> January 2021 at 11am.

All voted in favour for the ACCEPTANCE of the above report.

**Resolved**

**The report of the Management, Estates and Strategy Committee meeting held on 5 January 2021 is accepted as a true record**

06/21

**Report of the meeting of the Personnel, Policy and Finance Committee held on  
Wednesday 6 January 2010 at 6pm via video conference**

<b>Present:</b>	Cllr S Hooper Cllr D Blyth Cllr A Buckfield Cllr B Ferguson Cllr C Thomas	PPF Committee Chair  Mayor/Ex-officio
<b>Observer:</b>	Cllr J Dunckley Cllr C Evans Cllr J Twigg	
<b>Absent:</b>	Cllr E Perkins	

The Town Clerk was in attendance

**Declarations of interest from Members**

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

**Report of last meeting**

There were no updates on the report of the last meeting.

*Cllr Ferguson left the meeting at 6.04pm*

**Accounts to 30 November 2020**

**Resolved**

**Accounts accepted to 30 November 2020**

**Financial Regulations**

It was agreed that the Town Clerk would provide suggested amounts within the model policy for consideration at the next committee meeting.

**Fair-Trade, Sustainable and Ethical Procurement Policy**

It was felt that the proposed elements need to be separated in to different policies. All voted in favour to adopt a Fair-Trade Policy that includes the provision of fair-trade refreshments to all Staff and Councillors with costs met by Council.

*Cllr Hooper and Cllr Evans declared a prejudicial interest regarding the tendering process for The Old Wool Market*

Sustainable and ethical procurement would be a separate policy and/or within the precis in our tender documents. With the future reconfiguration of the Old Wool Market requiring the appointment of an Architect/Project Manager, it was confirmed that Council would be reviewing all tender documents prior to issue and this would allow for consideration to be given for the inclusion of sustainable and ethical elements.

**Resolved**

**Fair-Trade Policy is adopted**

**Domestic Violence Against Women Policy**

It was agreed to adopt the Future Generations Commissioner for Wales Supporting People in the Workplace Experiencing Domestic Abuse Policy (last review November 2020).

**Resolved**

**Future Generations Commissioner for  
Wales Supporting People in the  
Workplace experiencing Domestic Abuse  
Policy is adopted**

07/21

*Cllr Ferguson re-joined the meeting at 6.52pm*

### **Public Engagement**

An overview of the website support and social media engagement contract was provided. The Town Clerk will send an overview by email, to include details for Councillors to provide updates to staff for sharing.

Consideration for the drafting of governance and policies for Communication and Engagement will be considered at the March committee meeting. Also consider our Ways of Working, how we share information within the organisation and others.

### **Pembrokeshire County Council Climate Emergency Action Plan**

It was recommended that the above plan which was adopted by Pembrokeshire County Council is looked at. Consideration for a Strategic Plan will be an item on the agenda for the next committee meeting. Cllr Ferguson will draft a paper about our carbon footprint for consideration at a future meeting.

### **Applications for Financial Assistance**

Haverfordwest Racecourse Public Park Trust

*Cllr Buckfield and Cllr Thomas both declared a personal interest as Council appointees on the HRPPT*

*Cllr Twigg declared a prejudicial interest as an outside appointed member on the HRPPT*

*Cllr Dunckley declared a personal interest as a Council appointee on the Portfield Recreation Committee and a prejudicial interest as an employee of Pembrokeshire County Council*

The application requests a donation of £3,000 towards the maintenance costs of the Upper Racecourse.

The decision was not to provide any financial funding. The Trust would be offered support to consider alternative funding streams

### **Resolved**

**Haverfordwest Racecourse Public Park Trust is not granted a donation**

### **Items for next agenda**

- Review of Financial Regulations
- Strategic Plan

**With no further business to consider, the meeting ended at 8.11pm**

### **END OF REPORT**

R02/01: Cllr Roberts' attendance as an observer has been omitted.

R02/01 Public Engagement: Cllr Moses has offered to give a presentation on public engagement at a future meeting.

R02/02 Applications for Financial Assistance: *Cllr Twigg declared a prejudicial interest as an outside appointed member on the Haverfordwest Racecourse Public Park Trust.*

All voted in favour for the ACCEPTANCE of the above report, with Cllr Roberts being added as an observer.

### **Resolved**

**The report of the Personnel, Policy and Finance Committee meeting held on Wednesday 6 January 2021 is accepted as a true record with the inclusion of Cllr Roberts as an observer**

**1969 Report of the External Auditor for the financial year ending 31 March 2020**

The Town Clerk confirmed receipt of the Auditor General for Wales' Audit Certificate and report. All voted in favour to accept the report.

The Mayor gave his thanks to the Finance Officer, the Internal Auditor and those involved in completing the audit.

**Resolved** **The report of the External Auditor for the financial year ending 31 March 2020 is accepted**

**1970 Terms of Reference for Committees and Sub-Committees**

Christmas Lights sub-committee:

All voted in favour to replace the words in point 6 with "Have delegated power for the purchase and hire/lease of new displays within the approved budget".

**Resolved** **To amend the words of Point 6 as stated above**

**1971 Outside Bodies**

All voted in favour to make the following appointments to the above bodies:

**Dementia Friendly Steering Group:** Cllr T Moses.

**Flagship Heritage Initiative (PCC):** Cllr G Roberts.

**Haverfordwest Business Circle:** Cllr E Perkins.

**Haverfordwest Pool Trust:** Cllr J Twigg.

**Haverfordwest Racecourse (Public Park) Trust – Upper Racecourse:** Cllr A Buckfield has resigned. Cllr B Ferguson wished to be considered as a representative.

**Haverfordwest Skatepark Association:** Cllr T Moses.

**One Voice Wales Pembrokeshire Area Committee:** Cllr A Buckfield to move to be the voting member, following the resignation of Cllr Hooper. Cllr T Moses to be the supporting member.

**Portfield Recreation Committee – Lower Racecourse:** Cllr B Ferguson and Cllr J Twigg.

**Sir John Perrot Trust & Williams Vawer Trust:** Mrs J Morgans to remain as Chair.

**Town Museum:** Cllr G Roberts and Cllr D Blyth. Cllr Hooper offered her support with grant funding opportunities.

**Town Team:** Cllr T Moses following the resignation of Cllr Hooper. Cllr Perkins attends as a representative of the Haverfordwest Business Circle.

**Twinning Association:** Cllr J Twigg and Cllr T Moses.

**Haverfordwest Youth Forum:** Cllr D Blyth.

All voted in favour to defer other appointments until current Ward vacancies are filled and the new councillors are on board.

A new Dyfed-Powys Police Anti-Social Group has been set up following a notice of motion from County Councillors for alcohol-free and drug-free zones in the town. All voted in favour for three representatives including the Mayor of the Day to sit on the group. It was agreed to defer appointments until a future meeting.

An update list of Outside Bodies will be forwarded to all councillors.

**Resolved** **To make appointment to the Outside Bodies as listed above**

**Three representatives to include the Mayor of the Day to sit on the new Dyfed-Powys Police Anti-Social Group**

**To defer further appointments until the existing Ward vacancies are filled**

**1972 Accounts**

All voted in favour of approving the accounts for payment and acceptance of receipts for October 2020 and December 2020.

**Resolved**

**October 2020 accounts totalling £44,520.00 including VAT were approved for payment and receipts totalling £671.39 excluding VAT were accepted**

**December 2020 accounts totalling £31,009.63 including VAT were approved for payment and receipts totalling £104,205.72 excluding VAT were accepted**

*Cllr Johnston left the meeting at 7.57pm and re-joined at 7.59pm.*

**1973 The Old Wool Market**

*Cllr Hooper declared a personal and prejudicial interest in terms of a proposed design works for the building.*

BT Open Reach are due to complete the next update in the coming week, with a possible further 10 days before the internet and telephones are live. Pembrokeshire County Council have updated the rates. The furniture move is in progress, and it is hoped a full move will take place in the very near future.

**1974 Items for Next Agenda**

There are no items for the next agenda.

**With no further business to consider, the meeting ended at 8.05pm**

**Chair of Council/Mayor** ..... **Signed**

**Proper Officer/Town Clerk** ..... **Signed**

**Date** .....