

MINUTES OF A MEETING OF FULL COUNCIL HELD 17 FEBRUARY 2021 AT 6PM VIA VIDEO CONFERENCE

Present:	Cllr A Buckfield Cllr C Evans Cllr R Blacklaw-Jones Cllr D Blyth Cllr B Ferguson (from 6.01pm) Cllr S Hooper Cllr P Johnson Cllr G Roberts Cllr T Moses (from 6.02pm) Cllr C Thomas Cllr J Twigg	Mayor/Chair Deputy Mayor/Vice Chair
Apologies:	Cllr J Dunckley Cllr E Perkins	

The Town Clerk, the Administration Officers and one member of the public were in attendance.

1975 Declarations of Interest from Members

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

Item	Councillor	Personal/ Prejudicial	Nature
1979 Planning Applications 20/0976/DC	Cllr J Twigg	Prejudicial	Parent Governor on Haverfordwest VC High School Governing Body
1979 Planning Applications 20/0976/DC	Cllr T Moses	Prejudicial	Governor on Haverfordwest VC High School Governing Body
1979 Planning Applications 20/0864/PA	All Councillors	Personal	Application made on behalf of Haverfordwest Town Council
1980 Committee Meetings	Cllr J Twigg	Prejudicial	Outside appointed member on the Haverfordwest Racecourse Public Park Trust (HRPPT)
1980 Committee Meeting	Cllr G Roberts	Personal & Prejudicial	Applicant is to lease a property owned by the Councillor
1986 Haverfordwest Racecourse	Cllr J Twigg	Prejudicial	Outside Appointee of HRPPT
1986 Haverfordwest Racecourse	Cllr A Buckfield	Personal	Council Appointed representative on HRPPT
1986 Haverfordwest Racecourse	Cllr C Thomas	Personal	Council Appointed representative on HRPPT

1976 Questions from Members of the Public

No questions were received.

1977 Minutes of previous meeting

a) Minutes of the Full Council meeting held on 21 January 2021:

All voted in favour to accept the minutes of Full Council meeting held on 21 January 2021 as a true record.

b) Updates on the minutes of the Full Council meeting held on 21 January 2021:

There were no updates.

Resolved

To accept the minutes of the Full Council meeting held on 21 January 2021 as a true record

1978 Mayor's updates and correspondence

The Sheriff has emailed to update the Mayor on the 'Painting the Town' project.

Mike Cavanagh from Pembrokeshire County Council (PCC) has requested an informal meeting with the Mayor and Town Clerk to discuss the 'identity and branding of Haverfordwest'. The Town Clerk will arrange a suitable date.

1979 Planning Applications

Ref No: 20/0833/PA	Proposal: single storey rear and side extension
Priory Ward	60, Keats Grove, Haverfordwest, SA61 1RY
Resolved:	Support

Ref No: 20/0810/DC	Proposal: Discharge of pre-commencement archaeological matters (condition 7 of permission 19/1320/PA)
Castle Ward	7, Bridge Street, Haverfordwest, Pembrokeshire, SA61 2AP
Resolved:	Support

Ref No: 20/0857/DC	Proposal: Discharge of condition 3 (Construction Environmental Management Plan) of planning permission 19/1320/PA
Castle Ward	7, Bridge Street, Haverfordwest, Pembrokeshire, SA61 2AP
Resolved:	Support

Ref No: 20/0976/DC	Proposal: Discharge of condition 5 (details of refuse/sprinkler tank enclosure) of planning permission ref.20/0310/PA (Construction of a replacement secondary school building with associated sports building, floodlit 3G playing fields/pitches, MUGA, parking and coach drop-off facilities, with associated landscape and infrastructure works)
Priory & Prendergast Ward	Haverfordwest VC High School, Queensway, Haverfordwest, SA61 2NX
Resolved:	<i>Cllr Twigg declared a prejudicial interest as Parent Governor on Haverfordwest VC High School Governing Body</i> <i>Cllr Moses declared a prejudicial interest as Governor on Haverfordwest VC High School Governing Body</i> Support

Ref no: 20/0900/LB	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
Castle & Garth Ward	Former Wesleyan Chapel, Perrots Road, Haverfordwest, SA61 2JE
Resolved:	Majority Object on the grounds of overdevelopment and lack of mitigation of impact on protected species

12/21

Ref No: 20/0873/PA	Proposal: Change of use of ground floor of 85 Hill Street, Haverfordwest from hairdressing salon (Salon 45) to residential as part of existing residential use above.
Castle Ward	85, Hill Street, Haverfordwest, SA61 1QL
Resolved:	Support

Ref No: 20/0840/PA	Proposal: Extensions and Alterations
Priory Ward	45, Furzy Park, Haverfordwest, Pembrokeshire, SA61 1HQ
Resolved:	Support

Ref No: 20/864/PA	Proposal: Change of use of an existing commercial lot on a former gasworks site to provide a community garden with accessible raised beds and planters, wildflower furlongs and lawn and supporting amenities consisting of: a classroom/ office cabin, composting wc. store, greenhouse and compost bins.
Priory Ward	Former Gasworks Site, Lower Cambrian Place, Haverfordwest
Resolved:	<i>All councillors registered a personal interest as the application is submitted on behalf of Haverfordwest Town Council</i> Majority support

Ref No: 20/0813/PA	Proposal: Proposed residential development for 20 dwellings
Priory & Portfield Ward	141, Portfield, Haverfordwest, Pembrokeshire, SA61 1DY
Resolved:	Support

Ref no: 20/0564/PA	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
Notification of Planning Decision:	Conditionally Approved on 05 February 2021

Ref no: 20/0342/AD	Proposal: Erection of 3 x Morrisons Logos, 1 x Totem, 1 x Canopy Sign, 1 x Internally illuminated Kiosk Sign and 1 x Car Wash Sign.
Prendergast Ward	MORRISONS SUPERMARKET, Bridge Meadow Retail Park, Haverfordwest, SA61 2EX
Notification of Planning Decision:	Conditionally Approved on 22 January 2021

Ref no: 20/740/PA	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
Notification of Planning Decision:	Conditionally Approved on 10 February 2021

Ref no: 20/0714/PA	Proposal: Partial demolition and reinterpretation of existing building and creation and civic space with public realm and accessibility enhancements (Western Quayside Phase 2)
Castle Ward	7 Bridge Street, Haverfordwest, SA61 2AP
Notification of Planning Decision:	Conditionally Approved on 17 February 2021

Ref no: 20/0833/PA	Proposal: Single storey rear and side extension
Priory Ward	60, Keats Grove, Haverfordwest, SA61 1RY
Notification of Planning Decision:	Conditionally Approved on 17 February 2021

1980 Committee Reports

The following reports were submitted:

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

Present:	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	
Apologies	Cllr J Dunckley	
Observer:	Cllr S Hooper	

The Town Clerk and Administration Officer (MR) 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

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

2020/2021 Action Plans

Cemeteries:

Lower Prendergast: The contracted groundworks are expected to commence in the later part of February with completion to tie in with the funding budget spend date of 31 March 2021.

Events: Report from the last meeting has been circulated to all Councillors. Any suggestions for town events are to be sent to the Town Clerk.

Priory Saltings: We are waiting to hear if we will be provided with a number of free trees. It was felt that a planting plan for the Saltings is needed, this would also give an idea of how the area would look in the future. Future consideration will be given to liaise with Pembrokeshire County Council with the request to be provided with a predetermined plan of sites to plant trees in the town.

Picton Centre: An update on the NHS usage of the centre was provided.

Town Centre Improvements: Budget has been spent.

Sports Pavilion: Terms of reference for the task and finish group will be considered at the next full council meeting. Socially distanced site visits to the property are being offered to all Councillors by the Mayor. A consultation on the facility will be undertaken with all users and trustees of the Portfield Recreation Committee.

Resolved

To create a task and finish group to review and consider the future use of the Sports Pavilion

Communication and Engagement Strategy - Cllr S Hooper and Cllr T Moses

Terms of reference for a task and finish group will be considered at the next full council meeting. It was felt that a strategic approach was needed when engaging with the community. When considering ways of communication, it was felt that one possible platform for engagement could be with a stall at the farmer's market.

Resolved**To create a task and finish group to consider a Communications and Engagement Strategy****Strategic Plan – Cllr S Hooper**

Terms of reference for a task and finish group will be considered at the next full council meeting. It was felt that a framework is required to connect our vision statement and action plans, which could be a number of vision statements. Cllr Moses will circulate some supporting information prior to the next meeting to all Councillors.

Resolved**To create a task and finish group to consider drafting a framework with vision statements to support our action plans****Management Plan for all properties and land – Cllr J Twigg**

Cllr Twigg felt that the report provided for the Sports Pavilion by the staff was useful and should be undertaken for every property and land owned or managed by the Council. It was agreed that this item would be relisted for consideration in April as staff are currently occupied with the relocation of the offices. The Town Clerk will ask for the Groundsmen to review the sites to support future reports.

Items for next agenda

- Updates from the Task and Finish Groups at the relevant committee meeting

Cllr J Twigg left the meeting at 7.21pm

With no further business to consider, the meeting ended at 7.24pm

END OF REPORT

R03/01 Sport Pavilion: The Town Clerk has met with Pembrokeshire County Council and will relay the information at a future meeting to be arranged. Councillors to email Town Clerk to advise of their availability.

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

Resolved**The report of the Management, Estates and Strategy Committee meeting held on 2 February 2021 is accepted as a true record**

Report of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 3 February 2010 at 6pm via video conference

Present:	Cllr S Hooper	PPF Committee Chair
	Cllr D Blyth	
	Cllr A 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 and Administration Officer (MR) 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

Cllr J Twigg declared a prejudicial interest

Applications for Financial Assistance: Haverfordwest Racecourse (Public Park) Trust have taken up the offer of support to look at alternative funding streams and possibly reapplication. It was agreed that Cllr Ferguson and Cllr Thomas would meet virtually with the organisation, the Mayor offered to join if necessary.

Accounts to 31 December 2020

Cllr D Blyth declared a personal interest

Resolved

Accounts accepted to 31 December 2020

Financial Regulations

Deferred to the next meeting to allow the Town Clerk additional time to review the policy.

Drafting of a Volunteer Policy

One Voice Wales to be asked to provide any information relating to volunteers.

Paper on Decarbonisation: Baseline Setting – Cllr B Ferguson

Cllr Ferguson gave an overview of his paper on Decarbonisation: Baseline Setting. All voted to accept the paper and go forward with the outlined suggestions. Thanks were given to Cllr Ferguson for his work.

Resolved

Paper on Decarbonisation: Baseline Setting was accepted and to progress with the outlined suggestions within

Applications for Financial Assistance

1. Wales Air Ambulance

The application requests a donation of £500 towards the provision of the air ambulance service.

The decision was to provide financial funding of £500 under the Local Government Act 2000, section 2.

2. Urdd National Eisteddfod 2021

The application requests a donation of £200 towards the annual youth festival.

It was agreed that further information was needed before a decision could be made.

3. Homeless Pembrokeshire

Cllr G Roberts declared a personal and prejudicial interest and left the meeting

The application requests a donation of £3,000 towards supporting referrals from the clients support agency or self-referral.

It was agreed that further information was needed before a decision could be made.

Resolved

Wales Air Ambulance is granted a donation of £500

Items for next agenda

- Review of Financial Regulations
- Grant Funding – review process, request advice from One Voice Wales
- Consider drafting a Volunteer Policy
- Updates from Task and Finish Groups to relevant committee

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

END OF REPORT

R04/01 Report of last meeting: *Cllr Twigg declared a prejudicial interest as an outside appointed member on the Haverfordwest Racecourse Public Park Trust.*

R04/01 Applications for Financial Assistance: *Cllr Roberts declared a personal and prejudicial interest and left the meeting at 6.40pm.*

Homeless Pembrokeshire request a donation of £2,291.09 towards the cost of purchasing office equipment.

The decision was to provide financial funding of £2,291.09 under Local Government Act 2000, section 2.

Cllr Roberts re-joined the meeting at 6.58pm.

All voted in favour for the ACCEPTANCE of the above report, with support given to grant a donation to Homeless Pembrokeshire

Resolved

Homeless Pembrokeshire is granted a donation of £2,291.09

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

1981 Consider the study to investigate potential transport improvements on the A4076 and A40 in and around Haverfordwest

Council felt that a more detailed report would assist them with making a more informed decision. The Town Clerk will respond to The South Wales Trunk Road Agent and Atkins with support for a combination of options E and F, with 75% focus on E, along with a request for further information and extension to the consultation period.

Resolved

Respond to the consultation on potential transport improvements on the A4076 and A40 in and around Haverfordwest in favour of options E and F, with a request for more detailed information with an extension to the consultation period

1982 Nominations for the appointment of Officers

The Town Clerk gave an overview of the nomination process. Electronic copies can be accepted as long as all parties are included within the email. The nomination forms are issued by the Town Clerk and must be received no later than midday on 2 March 2021.

1983 Terms of Reference for Committees and Sub-Committees

Sports Pavilion Task and Finish Group:

All voted in favour to accept the terms of reference.

Communication and Engagement Task and Finish Group:

All voted in favour to remove point 3, and to appoint a maximum of five councillors. This currently comprises of Cllrs Hooper, Moses, Twigg and Blyth, with a member of office staff to support the group.

Vision and Strategy Task and Finish Group:

All voted in favour to appoint a maximum of five councillors.

All voted in favour for all task and finish groups to have a minimum of three and a maximum of five councillors, and have a duty to consider full consultations with staff take place to consider implication of workloads.

Resolved

To accept the Terms of Reference for the Sports Pavilion Task and Finish Group

To appoint a maximum of five councillors to the Communication and Engagement Task and Finish Group and to remove point 3

To appoint a maximum of five councillors to the Vision and Strategy Task and Finish Group

All Task and Finish groups to comprise of a minimum of three and a maximum of five councillors, and to fully consult with staff on workload implications

1984 Outside Bodies

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

Dyfed-Powys Police Problem Solving Group: A meeting was attended by the Mayor, Cllr Moses and Cllr Twigg. It was felt there has been a lack of communication between stakeholders, with young people not involved.

Flagship Heritage Attraction: PCC are to review the future of the Castle.

One Voice Wales Pembrokeshire Area Committee: At a recent meeting attended by Cllrs Buckfield and Moses, discussions were held around defibrillator locations, tax allowances, training and tools available to Councils. Requirements to prove general powers of competence will come into force in 2022. One Voice Wales have employed an Environmental Manager.

Garth Community: A litter pick took place recently.

Sir John Perrot & William Vawers Trusts: Consideration to be given regarding ethical investment funds.

Town Museum: The Museum will reach its 25th anniversary in June 2021. It is hoped to open the museum to the general public on 01 July 2021.

Youth Forum: Cllr Blyth attended a recent meeting. Youth Forum are keen to establish links, and lead discussions with the Town Council.

Resolved

To defer further appointments until the existing Ward vacancies are filled

1985 Accounts

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

Resolved

January accounts totalling £15,386.40 including VAT were approved for payment and receipts totalling £1.73 excluding VAT were accepted

1986 Consider commencing negotiations with Portfield Recreation Committee and Haverfordwest Racecourse (Public Park) Trust (HRPPT) to reach a long-term agreement to provide funding to support the maintenance of Haverfordwest Racecourse

Cllr Twigg declared a prejudicial interest as an Outside Appointee of the HRPPT. Cllrs Buckfield and Thomas each declared a personal interest as council appointed representatives on HRPPT.

All voted in favour to defer this item to a future meeting of the Personnel, Policy and Finance Committee. It was felt that a review of the grant criteria was required to ensure it is fit for purpose for all organisations and that it matches the council vision going forward.

Resolved

To defer the item to the next meeting of the Personnel, Policy and Finance Committee for consideration

1987 The Old Wool Market

The installation of services is almost complete, with the furniture move imminent. A service of the storage heaters is due to take place, with office staff mostly working from home until this has been actioned. The Town Clerk is to issue tenders to have the building brought up to fire safety standard with a working alarm system.

All voted in favour to leave the wood benching in the council chamber at Picton House.

Resolved

Council Chamber bench to remain in situ at Picton House

1988 Items for Next Agenda

There are no items for the next agenda.

Cllr Twigg reminded Councillors to provide him with any information for suggestions on events in the town.

The Town Clerk gave an overview of the current Councillor vacancies and the plans for display of notices.

With no further business to consider, the meeting ended at 8.35pm

Chair of Council/Mayor **Signed**

Proper Officer/Town Clerk **Signed**

Date