

MINUTES OF A MEETING OF FULL COUNCIL
held on 22 December 2021 at 6pm via video conference

Present: Cllr A Buckfield Chairman / Mayor
Cllr C Evans Vice Chairman / Deputy Mayor
Cllr R Blacklaw-Jones
Cllr D Blyth
Cllr S Hooper
Cllr P Johnson
Cllr T Moses
Cllr G Roberts
Cllr J Twigg

Apologies: Cllr E Perkins

Town Clerk, Administration Officer, members of the public and the press were in attendance

The Mayor began the meeting with a two-minute silence to reflect on the life of Councillor Chris Thomas

2118 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
2125 Correspondence from the Portfield Recreation Committee	Cllr Twigg	Personal	HTC representative on the Portfield Recreation Committee
2125 Correspondence from the Portfield Recreation Committee	Cllr Buckfield	Personal	HTC representative on the Portfield Recreation Committee

2119 Questions from Members of the Public

No questions had been received

2120 Minutes of previous meeting

a) Minutes of the Full Council meeting held on 17 November 2021

Declarations of interest had been made on agenda items 2115 and 2116. However, no discussion or decision took place on the items. For public record this will be recorded in the minutes.

All voted in favour to accept the minutes of the full council meeting held on 17 November as a true record, with the information relating to the declaration of interest documented.

b) Updates on the minutes of the Full Council meeting held on 17 November 2021

90/21 Priory Saltings. A risk assessment had been carried out, following which our Groundsmen had completed the work on the steps but did not feel any topping up was needed. Town Clerk was waiting for a quote for a hand rail.

90/21 Sports Pavilion. The work has been finished and has greatly improved the facilities. Councillors Roberts and Twigg requested a site visit. The Mayor will get the keys and arrange a time to visit. Town Clerk advised that the Groundsmen will be painting the interior of the Pavilion.

92/21 Community Garden. It was clarified that a letter of support was provided by an outside organisation on which a number of Councillors are representatives.

93/21 Staffing matters. It was queried if the office staff will be working from home and have the facilities to do so. Town Clerk advised that home working can be accommodated to a degree and this will be reviewed in line with the latest case numbers.

Resolved

To update notes on items 2115 and 2116 in reference to declarations of interest relating to those items

To accept the minutes of the Full Council meeting held on 17 November 2021 as a true record

2121 Mayor's correspondence and updates

- Mayor attended 14th Signal Regiment's annual Community Band Concert at St David's Cathedral.
- Mayor visited Vision Arts with colleagues to talk about festival week and other items.
- Mayor attended the Christmas lights switch on which again due to covid restrictions was a low-key affair covered by Pure West Radio. Very successful and enjoyable evening.
- Mayor held a presentation evening following the tragedy on the River Cleddau in October to recognise our praise and admiration for all those involved. The evening was attended by Joel Williams and his family, representatives of the emergency services involved and local businesses. Mayor expressed his gratitude to the Town Clerk and Administration Officer for organising it at short notice, the Sheriff for attending and Councillor Johnson for his assistance.
- Mayor had the sad duty to represent the town at the funeral of Councillor Chris Thomas. The event was attended by a number of past and serving Councillors, along with both office staff. The interment was held at Clarboston Road and the tea afterwards provided the opportunity to speak with the family. It was certainly a sad end to a successful career as a Councillor who will be greatly missed.

2122 Planning Applications

Ref No: 21/0915//PA	Proposal: Alterations and extensions
Priory Ward	28 Fair Oakes, Haverfordwest, Pembrokeshire SA61 1EE
Resolved:	Support
Ref No: 21/0896/PA	Proposal: The proposal is for a detached 3 bay car garage to be located in the garden of Priory Cottage
Castle & Priory Ward	Priory Cottage, Ellis Avenue, Haverfordwest, Pembrokeshire,
Resolved:	Support
Ref No: 21/0887/PA	Proposal: Replacement bus station and multi-storey car park, associated works and new public realm
Castle & Prendergast Ward	Multi storey Car Park, Catlett Road, Haverfordwest SA61 2LJ
Resolved:	Support
Ref No: 21/0801/PA	Proposal: Construction of a new 1 bed studio
Garth Ward	2 Milward Close, Haverfordwest, Pembrokeshire SA61 2SS
Resolved:	Support
Ref No: 21/0859/PA	Proposal: Alterations, extensions and remodelling to existing dwelling
Priory Ward	3 Cleddau Avenue, Haverfordwest, Pembrokeshire SA61 1TX
Resolved:	Support
Ref No: 21/0889/CA	Proposal: Demolition of bus station and multi-storey car park
Castle & Prendergast Ward	Riverside Multi-storey Car Park, Cartlett Road, Haverfordwest SA61 2LJ
Resolved:	Support

Ref No: 21/0642/PA	Proposal: Demolition of former Tots Nursery and construction of 4 town house and landscaping
Castle Ward	Bilton Cottage, North Gate, Crowhill, Haverfordwest SA61 2HN
Resolved:	Object with comments
Ref No: 21/0829/PA	Proposal: Erection of outbuilding and boundary treatment (In Retrospect & Resubmission of the same scheme, with additional information, following refusal of 21/0276/PA)
Priory Ward	18 Byron Road, Haverfordwest, Pembrokeshire SA61 1RQ
Resolved:	Support
Ref No: 21/0679/PA	Proposal: Change of use from commercial premises to residential use
Castle Ward	32 Market Street, Haverfordwest, Pembrokeshire SA61 1NH
Resolved:	The application for this proposal has been WITHDRAWN
Ref no: 21/0237/MD	Proposal: Modification of Section 106 legal agreements dated 3rd February 2014 relating to planning permissions 12/0829/PA (construction and operation of a Superstore and Petrol Filling Station, with hard and soft landscaping and associated infrastructure, including new junctions, improvements to the local highway network and preparatory earthworks) and 12/0830/PA (construction of 729 residential properties, a Superstore and Petrol Filling Station, together with associated infrastructure (including preparatory earthworks)) as amended by subsequent Section 73 and Section 96A consents.
Castle, Garth & Camrose Ward	Land at Slade Lane, Haverfordwest, SA61 2UR
Resolved:	Councillor Tom Moses spoke at the Planning Committee Meeting on 14 December 2021. There, the disappointing decision was made to support the recommendation to allow the developer – Conygar Homes – to waive elements of the S106 requirement on Affordable Housing during Phase 1 of the development. The Planning Consultant representing Conygar revealed that they had been in discussion with the Pobl Group who were interested in purchasing the site, but not being prepared to do so if the S106 restrictions were in place
Ref no: 21/0732/PA	Proposal: Extension of existing covered area with free standing roof
Prendergast Ward	Prendergast Primary School, Stokes Avenue, Haverfordwest
Notification of Planning Decision:	Conditionally approved on 14 December 2021
Ref no: 21/0707/AD	Proposal: Display of 4 internally illuminated fascia signs.
Prendergast Ward	Days Garage, Fishguard Road, Haverfordwest, Pembrokeshire SA62 4BT
Notification of Planning Decision:	Conditionally approved on 8 December 2021

Ref No: 21/0665/AD	Proposal: 2No econoflex face sign – Internally illuminated, 3No econoflex face signs – Non illuminated, 5Noaluminium panels & 1No acrylic panel
Prendergast Ward	UNIT F, Springfield Retail Park, Fishguard Road, Haverfordwest, SA61 2AT
Notification of Planning Decision	Conditionally approved on 19 November 2021

2123 Committee Minutes

The following minutes were submitted:

Minutes of the meeting of the Management, Estates and Strategy Committee held on Tuesday 7 December 2021 at 6pm via video conference

Present	Cllr G Roberts	MES Committee Chairman
	Cllr R Blacklaw-Jones	MES Committee Vice Chairman
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr C Evans	Deputy Mayor
	Cllr P Johnson	
	Cllr T Moses (arrived at 7.45pm)	
	Cllr J Twigg	
Observer	Cllr D Blyth	

Town Clerk was in attendance

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Report of last meeting

Hybrid Meetings: A test will need to be completed of the new equipment in due course, this may not take place before the end of the year.

2021/2022 Action Plans

Cemeteries:

Upper Prendergast: Site visit to consider the cutting back of the trees has been completed and quotations for the work are being sourced.

Lower Prendergast: Signage was considered, there were discussions about liaising with schools about creating designs.

St Martins: Still awaiting Structural Survey Report.

Christmas Lights sub-committee: This will be considered in a later agenda item.

Community Garden: The funder has been advised that the lease agreement has been resolved. Solicitor has been instructed to progress with the lease agreement.

Events: The sub-committee recently met with Vision Arts to consider Festival Week in 2022.

Picton Centre: Land Registry documents have been received. 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

Priory Saltings: Groundsmen have completed site visits and provided information to include in the risk assessment. The pegs and top up on the steps need to be looked at. Signage for the boardwalk needs to be considered, which may require permission from CADW to have sited prior to that area. Quotations for a timber or metal handrail to be installed on steps. Kissing gate access needs to be top up with some hardcore.

Cllr Twigg left at 6.45pm after giving an overview of the draft 2022/2023 action plans for Events and Haverfordwest Improvements.

Sheriff's Project: All voted in favour to pay costs of £99 net for the bunting.

Sports Pavilion: The contracted work has been completed. Disabled handrail needs to be replaced.

Youth Involvement Work: All voted in favour to accept the cost of £135 net for signage at the burgage plots.

Resolved

Sheriff's Project – Cost of £99 net for bunting is accepted

Youth Involvement Work – Cost of £135 net for signage at the burgage plots is accepted

Draft 2022/2023 Action Plans and Budget

All draft action plans for the 2022/2023 financial year were considered for inclusion within the budget.

Christmas lights: All voted in favour to put forward the revised plan with a budget of £34,300.

Events: All voted in to reduce the budget to £32,000 with revision to the items to be completed.

Farmers Market: All voted for the plan to be included within the action plan for Events. No action plan needed.

Cllr Moses arrived at 7.35pm

Haverfordwest Improvements: All voted in favour Dementia Friendly event to be included within the action plan for Events and no other items to go forward. Action plan no longer needed.

Mayor left at 7.36pm and returned at 7.38pm

Prendergast Cemeteries: Quotations to be sourced for the replacement and repairs to the railings. It was felt that a service plan was required for the cemeteries going forward. It was agreed to defer the repairs to the boundary wall by a further year, add in an estimate of £5k for the repairs to the railings and remove costs for signage. All voted in favour to put forward the revised action plan with a budget of £12,450.

Priory Saltings: All voted in favour to include the proposed community engagement event within the Events budget. All voted in favour to put forward the revised action plan with a budget of £450.

St Martin's Cemetery: All voted in favour to put forward the action plan with a budget of £3,000. It was noted that no consideration has been included for the expected repairs to the wall, which will require consideration upon receipt of the structural survey report.

Haverfordwest Twinning: All voted in favour for the budget of £3,000 to be included within the Events action plan and budget of £32,000.

Welsh Language: All voted in favour to put forward the action plan with a budget of £3,000.

Youth Involvement: All voted in favour to put forward the action plan with a budget of £500.

Resolved

The proposed action plans as listed above are put forward for consideration when setting the 2022/2023 budget

Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 8.21pm

Resolved

The minutes of the Management, Strategy and Estates Committee meeting held on 7 December 2021 were accepted as a true record

Minutes of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 8 December 2021 at 6pm via video conference

Present	Cllr S Hooper Cllr D Blyth	PPF Committee Chairman PPF Committee Vice Chairman
Apologies	Cllr A Buckfield Cllr E Perkins	Chairman of Council / Mayor – Ex-officio
Observer	Cllr C Evans Cllr T Moses Cllr G Roberts Cllr J Twigg	

Town Clerk was in attendance

Meeting was not quorate and ended at 18.03pm.

Resolved

The minutes of Personnel, Policy and Finance Committee meeting held on 7 December 2021 were accepted

2124 Our response provided to:**a) Pembrokeshire County Council – Pembrokeshire Towns Placemaking Plans**

It was agreed to accept the offer to be involved in the plans as it could bring benefits in terms of improvement to the town, developing routes, maps and signage. It was agreed that Councillors Buckfield, Evans, Hooper and Moses are appointed as representatives to liaise with Pembrokeshire County Council and their appointed Consultant.

Resolved

Councillors Buckfield, Evans, Hooper and Moses to act as Representatives for the Pembrokeshire Towns Placemaking Plans

b) Audit Wales – Consultation on Fee Scales 2022-23

This item was passed to us for information and comments by Pembrokeshire County Council. No comments were made and the Mayor suggested should Councillors have any comments that they write to Audit Wales directly, rather than go through the Town Clerk.

2125 Correspondence received from Portfield Recreation Committee in relation to:**a) Ash Die Back on the Lower Racecourse**

Portfield Recreation Committee requested a financial contribution of £3,025, which is half the cost of dealing with the trees affected by ash die back on the Lower Racecourse. It was agreed to make a financial contribution of £3,025 towards the removal of trees affected by ash die back on the proviso that some logs are left to create a habitat which supports biodiversity and the funding is promoted by the Committee; to be covered with funds reallocated from the Staff Net Salaries budget.

Resolved

Portfield Recreation Committee are to receive a financial contribution of £3,025 towards the removal of trees affected by ash die back on the Lower Racecourse, on the proviso that some logs are retained to create a habitat which supports biodiversity and their promotion of the funding; to be covered with funds reallocated from our Staff Net Salaries budget

b) Proposal to install an access barrier to the car park on the Lower Racecourse

Portfield Recreation Committee had obtained two quotations for the installation of an automatic barrier system to the car park entrance on the Lower Racecourse for which they were requesting financial support. Council felt this was a large amount of money to spend when so few anti-social behaviour complaints had been received recently. There were also concerns regarding the unknown costs, which include running costs, servicing and repair costs. All voted in favour to not provide any financial support and to request a meeting to discuss the issue further with the Portfield Recreation Committee.

Resolved

Council will not provide any financial support towards the installation of an automatic barrier system to the car park entrance on the Lower Racecourse but wish to meet with the Portfield Recreation Committee to discuss the matter further

All agreed to a short comfort break before the next agenda item, which commenced at 7.26pm with the meeting reconvening at 7.35 pm

2126 Budget and Precept for the 2022/2023 Financial Year

It was felt that a separate meeting was required to consider the setting of the 2022/2023 budget and precept. It was proposed to defer this item to an extraordinary meeting of Council to be held on 13 January 2022 to be called by Councillors Evans, Hooper and Roberts, who originally made the request to the Chairman/Mayor.

The Town Clerk advised that she can ask Pembrokeshire County Council for an extension to set the precept.

The recorded vote: For - Councillors Blacklaw-Jones, Evans, Hooper, Johnson, Moses, Roberts.
Against - Councillors Buckfield, Blyth, Twigg.

Resolved

Budget and Precept for the 2022/2023 financial year will be considered at an Extraordinary Meeting of Council on 13 January 2022, to be called by Councillors Evans, Hooper and Roberts

2127 Outside Bodies

a) Consider appointments

Councillor Evans was appointed as a representative on the Flagship Heritage Initiative.

Councillor Twigg was appointed as a representative on Garth Community Group.

Councillor Blyth withdrew his offer to be an Additional Community Governor at Mary Immaculate School.

Councillor Johnson was appointed as a representative on the Sir John Perrot Trust and William Vawer Trust.

b) Updates

Cleddau Reaches Project: There was a meeting held recently that provided an update on projects and funding.

Dementia Friendly: PAVS will be re-notified of our interest.

Flagship Heritage Initiative: Following a recent meeting of the FHI, an update on the proposal to install artwork in Castle Lake car park was provided.

Portfield Recreation Committee: The Committee will need to appoint new members to Haverfordwest Racecourse (Public Park) Trust.

One Voice Wales: Mayor advised he was unable to attend as it clashed with the full council meeting.

Together for Change Forum: Awaiting copy of a report following recent interviews held.

Haverfordwest Twinning Association: The annual general meeting is expected to be held soon which the Mayor will chair. He has been invited to attend Oberkirch before he finishes his mayoral term.

Resolved

The following representatives are appointed to:

- **Councillor Evans is appointed to the Flagship Heritage Initiative**
- **Councillor Twigg is appointed to the Garth Community Group**
- **Councillor Johnson is appointed to the Sir John Perrot Trust and William Vawer Trust**

Councillor Blyth withdrew his offer to Additional Community Governor for Mary Immaculate School

2128 Accounts for payment

All voted in favour of approving the accounts for payment and acceptance of receipts for November 2021.

Resolved

November accounts totalling £63,478.65 including VAT were approved for payment and receipts totalling £1,509.89 excluding VAT were accepted

2129 Updates on the Picton Centre

No updates.

2130 All matters in relation to the Old Wool Market

No updates.

2131 Items for next agenda

There were no items for next agenda.

With no further business to consider, the meeting ended at 7.59pm

Chair of Council/Mayor **Signed**

Proper Officer/Town Clerk **Signed**

Date