

MINUTES OF A MEETING OF FULL COUNCIL
held on 23 February 2023 at 6pm in the Old Wool Market and via video conference

Present	Cllr A Buckfield Cllr J Owens Cllr A Brooker Cllr R Evans Cllr K Jones Cllr H Lewis Cllr M Lewis Cllr S Pearce Cllr B Simister Cllr J Twigg J Raymond M James	Chairman / Mayor Acting - Vice Chairman / Deputy Mayor Town Clerk Administration Officer
Observer	Reverend Father N Hook Members of the public	Mayor's Chaplain

A prayer was given by Reverend Father Hook.

2316 Apologies

Councillor R Blacklaw-Jones
 Councillor J Brady
 Councillor A Griffiths
 Councillor J Hackett
 Councillor P Johnson
 Councillor T Moses
 Councillor G Roberts

2317 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
2321 Planning Applications 22/0868/PA and 22/0870/LB and 22/0065/PA	Councillor A Buckfield	Personal	HTC representative on Haverfordwest Town Museum Trust
2321 Planning Applications 22/0868/PA and 22/0870/LB and 22/0065/PA	Councillor J Twigg	Personal	HTC representative on Haverfordwest Town Museum Trust

2318 Questions from Members of the Public

Correspondence had been received concerning the application of Standing Orders which will be addressed under review of the previous minutes.

2319 Minutes of previous meetings

a) Full Council meeting held on 26 January 2023

Minutes were accepted as a true record with the following amendments:

Page 09/23 - Declaration of Interest: Councillor J Twigg is President of the Pembrokeshire Vikings and not a member.

Page 12/23 2307 – Standing Orders b) Committees and Sub-Committees – consider the contribution from observers at meetings: The item will be resubmitted for listing at a future meeting. It was agreed that the resolution is not accepted.

Page 13/23 – County Councillor Evans left the meeting.

b) Updates on the minutes of the Full Council meeting held on 26 January 2023

No updates.

c) Extraordinary meeting held on 6 February 2023

All voted in agreement to add the initial proposal for a nil increase to the precept and for the shortfall in the budget to be met from the general reserves. The report from the Town Clerk is to be included within the minutes. All voted to accept the minutes with the amendment.

d) Updates on the minutes of the Extraordinary meeting held on 6 February 2023

No updates.

Resolved

Minutes of the Full Council meeting held on 26 January 2023 were accepted as a true record with amendments

Minutes of the Extraordinary meeting held on 6 February 2023 were accepted as a true record with amendments

2320 Mayor's correspondence and updates

Mayor gave details of the St David's Day Parade to be held on 1 March 2023, followed by a concert for the secondary school students in Haverhub.

2321 Planning Applications

Ref No: 22/0846/PA	Proposal: Alteration and extension of existing house and northern outbuilding and alterations to southern outbuilding
Castle and Priory Ward	Priory Cottage, Ellis Avenue, Haverfordwest, Pembrokeshire, SA61 1NU
Resolved	Support

Ref No: 22/0868/PA	Proposal: Proposed full planning application for the demolition, conversion and extension to the former prison to provide new visitor attraction facilities containing space for ticketing and orientation, exhibition, education centre, cafe and shop and associated works.
Castle Ward	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, SA61 2EW
Resolved	Support

Ref No: 22/0870/LB	Proposal: Proposed full planning application for the demolition, conversion and extension to the former prison to provide new visitor attraction facilities containing space for ticketing and orientation, exhibition, education centre, cafe and shop and associated works
Castle Ward	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, SA61 2EW
Resolved	Support

Ref No: 22/0888/AD	Proposal: 1 no. illuminated building sign. 3 no. Non-illuminated signs. 1 no. set of entrance signs.
Priory Ward	Springfield Retail Park, Wickes, Fishguard Road, Haverfordwest, SA61 2AT
Resolved	Support

Ref No: 22/0934/PA	Proposal: Variation of Condition 1 (Approved Plans) of planning permission 15/1144/PA (Erection of one dwelling (Approval of Reserved Matters 12/0954/PA)).
Portfield Ward	Plot to the rear of, 152, Haven Road, Haverfordwest, SA61 1DG
Resolved	Support
Ref No: 22/0935/PA	Proposal: Construct rear single storey extension.
Garth and Portfield	80, Hawthorn Rise, Haverfordwest, Pembrokeshire, SA61 2BB
Resolved	Support
Ref No: 22/0946/PA	Proposal: Erection of open sided single storey roundhouse and outside shelter/healthy hub to provide additional outdoor learning spaces for the community linked to Fenton C P School.
Portfield Ward	Fenton Community Primary School, Jury Lane, Haverfordwest, Pembrokeshire, SA61 1BZ
Resolved	Support
Ref No: 22//0065/PA	Proposal: Partial demolition of ground floor (including existing shopfront) and full demolition of rear extension to form a pedestrian link to proposed reconstructed walkways (providing access to Haverfordwest Castle); creation of 3-bed flat; provision of commercial space within retained outbuilding; construction of extension to accommodate stairwell; together with associated works including provision of bat roosts.
Castle Ward	16 Bridge Street, Haverfordwest, Pembrokeshire SA61 2AD
Resolved	Support
Ref No: 22/0165/PA	Proposal: Change of use from office to A1 shop with own personal living accommodation above (partly in retrospect).
Castle Ward	2, Holloway, Haverfordwest, Pembrokeshire, SA61 2JL
Notification of Planning Decision	Conditionally Approved 02 Feb 2023
Ref No: 22/0773/PA	Proposal: Variation of condition 3 (Hours) & 4 (Operational Use) of planning permission 22/0230/PA (Change of Use from A2 betting shop to A3 café)
Castle Ward	Wilton Chambers, 4, Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG
Notification of Planning Decision	Conditionally Approved 03 Feb 2023
Ref No: 22/0822/PA	Proposal: Removal of the existing cancer services Portakabins and pathology resource facility, construction of 2 no. single storey demountable structure for cancer services with associated infrastructure works, including the relocation of parking spaces and storage containers.
Priory Ward	Land Adjacent to Physiotherapy Entrance, Withybush General Hospital, Fishguard Road, Haverfordwest, SA61 2PZ
Notification of Planning Decision	Conditionally Approved 07 Feb 2023

Ref No: 22/0839/PA	Proposal: Single Storey Rear Extension and Replacement Porch
Portfield Ward	191, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DQ
Notification of Planning Decision	Conditionally Approved 06 Feb 2023

Ref No: 22/0858/PA	Proposal: Removal of condition 3 (Biodiversity) of planning permission 22/0549/PA (Installation of two rapid electric vehicle charging stations within the car park).
Priory Ward	McDonald's, Caradocs Well Road, Merlins Bridge, Haverfordwest, SA61 1XJ
Notification of Planning Decision	Conditionally Approved 08 Feb 2023

Ref No: 22/0832/AD	Proposal: Advertisement.
Priory Ward	Nootts Pharmacy, 3 St Thomas Green, Haverfordwest, Pembrokeshire SA61 1QX
Notification of Planning Decision	Conditionally Approved 02 Feb 2023

Councillor S Pearce left the meeting at 6.37pm and returned at 6.38pm.

2322 Committee Minutes

The following minutes were submitted:

a) Minutes of the hybrid meeting of the Management, Estates and Strategy Committee held on Tuesday 7 February 2023 at 6pm in the Old Wool Market

Present	Cllr P Johnson	MES Committee Chairman
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr R Blacklaw-Jones	
	Cllr A Griffiths	
	Cllr G Roberts	MES Committee Vice Chairman
	Cllr S Pearce	
	Cllr B Simister	
Observer	J Raymond	Town Clerk
	Cllr J Hackett	
	Cllr J Twigg	
Apologies	Cllr R Evans	
	Cllr T Moses	

The Chairman gave his condolences to Councillor Blacklaw-Jones on the loss of his Mum.

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Updates on the minutes of the last meeting

No updates.

2022-2023 Action Plans

Cemeteries:

St Martins: The Glanleddau Dancers are sourcing funds for the repairs to the grave.

Lower Prendergast: Fire Brigade are looking to hold a fire safety course; it was suggested that venues such as Haverhub are put forward to them.

Cllr Twigg arrived at 6.10pm.

Upper Prendergast: No updates.

Christmas Lights sub-committee: A small number of faulty lights are being replaced under warranty.

Community Garden: The vote was in favour to provide the Town Clerk with plenary power to spend a budget of £5,000 on materials and items as outlined in the grant application.

Priory Saltings: No updates.

Sports Pavilion: The Groundsmen were commended on their prompt response to attend the property on discovering the water damage and with actioning the repair.

Picton Centre: Youth Services at Pembrokeshire County Council commended our response to dealing with the water leak and damage.

Resolved **Town Clerk given plenary power to spend a budget of £5,000 on materials and items for the community garden as outlined in the grant application**

Maintenance of the website and social media

Members of the Task and Finish Group are to be reminded to hold a meeting.

Events

The options for a town celebratory event for the coronation of His Majesty The King are still ongoing. All were in agreement for the event to be held near or on the date if possible. The Events Sub-Committee are planning a meeting with details to be circulated to Members.

Items for next agenda

- Consider and update 2023-2024 Action Plans

With no further business to consider, the meeting was at 6.51pm.

b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Tuesday 9 February 2023 at 6pm in the Old Wool Market

Present	Cllr M Lewis Cllr J Twigg Cllr A Buckfield Cllr J Brady Cllr J Hackett Cllr H Lewis Cllr J Owens J Raymond	PPF Committee Chairman PPF Committee Vice Chairman – Acting Chairman Chairman of Council / Mayor - Ex-officio Town Clerk
Observer	Cllr P Johnson Cllr T Moses	
Apologies	Cllr A Brooker Cllr K Jones	

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Update of the previous meeting

No updates.

Cllr J Hackett arrived at 6.05pm.

Accounts to 31 December 2022

Resolved

Accounts to 31 December 2022 were accepted

Policies and Procedures**i. Volunteer Policy**

The draft policy provided by One Voice Wales was the preferred option. The discussion continued with all in agreement that a Volunteer Manager would need to be appointed on each project, who would oversee the completion of the safety talk to volunteers at the start of the session, completion of the risk assessment and ensuring the Volunteer Agreements were signed. All voted in favour for the policy to be brought back to the next full council meeting with the supporting information.

Resolved

Volunteer Policy to be updated and reviewed at the next Full Council meeting

Cllr T Moses left at 6.48pm.

Financial Support**i. Urdd Gobaith Cymru – Eisteddfod Yr Urdd**

The application requests financial support of £200.00 towards the Urdd National Eisteddfod. All voted in favour to make no donation as it was felt that any donations to fund representation could be made at a local level.

ii. Clarby Warriors Pan Disability Football Squad, part of Clarbeston Road AFC and Fishguard Thunderbolts Disability Multi-Sports Squad

The application requests financial support of £500.00 towards the transportation costs to tournaments. All voted in favour to award £500.00 under the Local Government Act 2000 Section 2.

Resolved

Urdd Gobaith Cymru – Eisteddfod Yr Urdd are not awarded a donation

Clarby Warriors Pan Disability Football Squad, part of Clarbeston Road AFC and Thunderbolts Disability Multi-Sports Squad is awarded a donation of £500.00

Items for next agenda

- Staffing Matters

The meeting closed at 7pm.

Resolved

The minutes of the Management, Estates and Strategy Committee meeting held on 7 February 2023 were accepted as a true record

Resolved

The minutes of the Personnel, Policy and Finance Committee meeting held on 9 February 2023 were accepted as a true record

2323 Give notice that the nominations for the following appointments must be received ten clear days before the meeting of Full Council on 23 March 2023 by the Town Clerk

- a) Chairman of Council / Mayor Elect**
- b) Deputy Chairman of Council / Deputy Mayor**
- c) Sheriff Elect**

Notice was given regarding the submission of nominations.

2324 Policies

- a) Bullying and Harassment Policy**

Resolved

Item to be considered later in the agenda

- b) Volunteer Policy**

Item to be considered at the next meeting of the Personnel, Policy and Finance Committee.

2325 Terms of Reference for Committees, Sub-Committees and Task and Finish Groups

- a) Appointments**
- b) Updates to Terms of Reference**

All voted in favour for the following updates to be made to the terms of reference for the Events Sub-Committee – Councillor M Lewis resigned; Councillor R Evans appointed; Councillor A Brooker appointed (upon his acceptance as not in attendance); Number of Members to be at least three and maximum of seven.

The vote was in favour for the terms of reference for the Old Wool Market Development Task and Finish Group to be updated as per the proposals at the meeting of the group held on 13 February 2023.

Resolved

Terms of Reference for the Events Sub-Committee and Old Wool Market Development Task and Finish Group were accepted

2326 Invitation to Oberkirch

An invitation had been received for the Mayor to attend the inauguration of the Mayor of Oberkirch on 1 March 2023. All voted in favour for the Mayor to attend the event with costs to be met from the remainder of the budget allocated for that purpose.

Resolved

Mayor to visit Oberkirch with costs met from remainder of available funds

2327 Our response to

- a) Hywel Dda University Health Board – New Hospital Site Consultation**

All were in agreement that the preference would be for a site to remain in Pembrokeshire.

- b) Pembrokeshire County Council – Landscape Character Assessment LDP Supplementary Guidance Consultation**

Information was noted.

Resolved

Hywel Dda University Health Board – New Hospital Site Consultation: Preference is for a site to remain in Pembrokeshire

2328 Outside Bodies**a) Consider appointments**

See updates.

b) Updates

Cleddau Reaches Project: No update.

CWBR – Art Workshops will be held next month with the group.

Flagship Heritage Initiative: Councillor K Jones was appointed. There are some variations planned to the scheme that were welcomed by the group. These will now be taken forward to a Pembrokeshire County Council Cabinet Meeting.

Councillor J Owens left the meeting at 7.11pm and returned at 7.13pm.

Haverfordwest Business Circle: No update.

Haverfordwest Pool Trust: Meetings held and grants were approved.

Haverfordwest Racecourse (Public Park) Trust: No update.

Haverfordwest Skatepark Association: No update.

One Voice Wales Pembrokeshire Area Committee: Concerns about the retention of Staff and Councillors. Welsh Government have set up a working party to review the situation and to consider the education of Councillors about the Town Clerk role. Election costs are under review. Community Asset Transfer was another subject of discussion.

Pembrokeshire County Council Working Better Together: This is an open forum so all Councillors can attend future meetings.

Portfield Recreation Committee: No update.

Sir John Perrot Trust: Annual General Meeting has been held.

Haverfordwest Town Museum: No update.

Haverfordwest Town Team: Pembrokeshire County Council are looking at other options for the town team set up.

Haverfordwest Transition: No update.

Haverfordwest Twinning Association: Annual General Meeting was held. They are pleased to hear of the proposed youth links and visit.

William Vawer Trust: No update.

Haverfordwest Youth Forum: Two members were praised for setting up a clothes swap scheme.

Resolved

Appointments and updates from Outside Bodies were accepted

2329 Accounts for payment

All voted in favour of approving the accounts for payment and acceptance of receipts for January 2023.

Resolved

January 2023 accounts totalling £40,536.42 including VAT were approved for payment and receipts totalling £1,801.15 excluding VAT were accepted

2330 Deed of Surrender for the Lease Agreement for Governors / Castle House

All voted in agreement to sign the Deed of Surrender for the lease agreement and accept any costs for updating of records with Land Registry. Haverfordwest Town Museum will be asked to pay the cost of the lease agreement for 2021-2022 and 2022-2023.

Resolved

Deed of Surrender for the lease agreement for Governors / Castle House and costs to Land Registry were accepted

2331 Old Wool Market

It was proposed to not go in to private session.

The recorded vote:

For: Councillor's Jones, Owens, Simister, H Lewis, M Lewis, Twigg.

Against: Councillor's Evans, Pearce, Buckfield.

a) Old Wool Market Development Task and Finish Group – Minutes of 13 February 2023

Minutes of the meeting of the Old Wool Market Development Task and Finish Group held on Monday 13 February 2023 at 4.45pm in the Old Wool Market

Present	Cllr R Blacklaw-Jones Cllr A Buckfield Cllr R Evans Cllr M Lewis Cllr G Roberts J Raymond P Holden	Chairman of OWM T&F Group Chairman of Council / Mayor Town Clerk Acanthus Holden Architects
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Apologies Cllr A Griffiths

Election of Chairman**Resolved**

Councillor R Blacklaw-Jones was elected as Chairman

Cllr A Buckfield left the meeting at 4.50pm.

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Terms of Reference**Resolved**

Terms of Reference for the Old Wool Market Development Group are:

- Review the draft proposals in line with the business needs and agree adaptations with the Architect
- Ascertain the estimated project costs and clarify available grant funding
- Report back to Full Council

Cllr R Evans and Mr P Holden arrived at 5pm.

For the next agenda item 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

Development of Old Wool Market

No recommendations or resolutions.

The meeting closed at 6.12pm.

Resolved Old Wool Market Development Task and Finish Group – Minutes of 13 February 2023 were accepted

Councillor K Jones and a member of the public left at 7.48pm.

b) Car Park

The previous owners offered the use of one car parking bay in the car park at a cost of £500.00 per annum. The vote was in favour to not enter in to lease agreement for a car parking bay.

Resolved To not lease the car parking bay behind the Old Wool Market

2332 Staffing Matters

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

M James left at 8.10pm.

Confidential notes of discussions are available for viewing by Members only.

Resolved Administration Officer is offered an additional five hours per week for training purposes for a period of four months

Administration Officer part time post for 25 hours per week is advertised

2333 Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 8.37pm

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date