

DRAFT MINUTES OF A MEETING OF FULL COUNCIL
held on 20 April 2022 at 6pm in the Old Wool Market and via video conference

Present: Cllr A Buckfield Chairman / Mayor
Cllr C Evans Vice Chairman / Deputy Mayor
Cllr R Blacklaw-Jones
Cllr S Hooper
Cllr P Johnson
Cllr T Moses
Cllr S Pearce
Cllr E Perkins
Cllr J Twigg

Town Clerk, Senior Administration Officer, Administration Officer and the press were in attendance

2188 Apologies: Cllr J Owens
Cllr G Roberts

2189 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
2193 Planning Application 21/1026/PA	Cllr A Buckfield	Personal	Cllr Buckfield's home abuts the planning application
2193 Planning Application 21/1026/PA	Cllr C Evans	Personal & Prejudicial	Cllr Evans is a member of staff at Pembrokeshire College
2193 Planning Application 22/0023/PA	Cllr J Twigg	Prejudicial	As a governor of Haverfordwest High VC School, Cllr Twigg has dispensation to speak but not to vote
2193 Planning Application 22/0023/PA	Cllr T Moses	Personal & Prejudicial	Cllr Moses is a school governor at Haverfordwest High VC School
2194 b) Minutes of the Personnel, Policy and Finance Committee Meeting - Financial assistance for Portfield Recreation Committee	Cllr A Buckfield	Personal	Cllr Buckfield sits on Portfield Recreation Trust as a Haverfordwest Town Council appointed representative
2194 b) Minutes of the Personnel, Policy and Finance Committee Meeting - Financial assistance for Portfield Recreation Committee	Cllr J Twigg	Personal	Cllr Twigg has dispensation from standards committee to speak but not vote

2190 Questions from Members of the Public

There were no questions from members of the public.

Councillor Twigg asked why had had not received a formal written response to the question he had raised as a member of the public in February. He was reminded that his question had been discussed and he had received a verbal report from the Mayor and the Town Clerk at the meeting.

2191 Minutes of previous meetings**a) Full Council meeting held on 16 March 2022**

Councillor Twigg wants it noted that the minutes have not been recorded properly. He will not be voting in favour of the accuracy of the minutes

b) Updates on the minutes of the full council meeting held on 16 March 2022

No updates were received

Resolved

Minutes of the Full Council meeting held on 16 March 2022 were accepted as a true record by all apart from Councillor Twigg

2192 Mayor's correspondence and updates

Mayor had attended 15 various engagements, with things starting to return to normality. He has several things upcoming events, including the opening of Hereford Fair and the official unveiling of the statue of William Marshal in Pembroke. He had received correspondence from a member of the public on a confidential matter.

As it is the last full meeting of this council before the local elections in May, the Mayor wished to reflect on the rollercoaster 5-year term that have occurred. The last two years in particular had been ruined by the Covid-19 pandemic and during the last term there had been a big turnover in both Staff and Councillors which is concerning but happening to all councils. The Mayor gave thanks to the Staff which is to be conveyed to the Outside Staff. During these 5 years of change the one constant was the Town Clerk who had to deal with the pandemic, moving offices and difficult Councillors, and he wished to give a vote of thanks to her for all her hard work.

2193 Planning Applications

Ref No: 21/1269/PA	Proposal: Adaptations to existing property to make existing flat self-contained
Portfield Ward	51 Flat, Portfield, Haverfordwest, SA61 1BS
Resolved:	Support
Ref No: 21/1026/PA	Proposal: Variation of condition 2 (approved plans) of planning permission 20/115/PA (New Engineering building, plus hard and soft landscape works, access, and parking) for external alterations and a larger building (partly in retrospect)
Priory Ward	Pembrokeshire College, Caradog Well Road, Merlins Bridge, Haverfordwest, Pembrokeshire SA61 1SZ
Resolved:	Support
Ref No: 21/1088/LB	Proposal: Minor internal alterations to layouts approved under Listed Building consent 16/0435/LB
Portfield Ward	Pembroke House, 6-7 spring Gardens, Haverfordwest, Pembrokeshire SA61 2EL
Resolved	Support
Ref No: 21/1209/PA	Proposal: Change of use – first floor office into 2 No. bedsits. Remove partition at ground floor level to create 1 large training room and 3 offices
Castle Ward	Pembrokeshire Care Society, 19 Market Street, Haverfordwest, Pembrokeshire SA61 1NF
Resolved	Support
Ref No: 21/1223/PA	Proposal: Proposed change of use of storage area to office accommodation
Castle Ward	Rear of 14 Picton Place, Haverfordwest, SA61 2LX
Resolved	Support

Ref No: 21/1228/PA	Proposal: Proposed new home office and fitness room annexe for personal use in side garden with link decking and decked veranda
Portfield Ward	Carningli, 12 Douglas James Close, Haverfordwest, Pembrokeshire SA61 2UF
Resolved	Support
Ref No: 21/1055/PA	Proposal: Proposed extension, Reconfiguration and Proposed Garage
Priory Ward	32 Glenover Park, Haverfordwest, Pembrokeshire SA61 1HA
Notification of Planning Decision	Conditionally Approved on 11 April 2022
Ref No: 21/1106/PA	Proposal: Variety of Conditions 1 (Hours of delivery) and 2 (Delivery and Service Yard Management Plan) for planning permission 15/1301/PA
Portfield & Priory Wards	Tesco Stores Ltd, Haverfordwest, Pembrokeshire SA61 1BU
Notification of Planning Decision	Refused on 11 April 2022
Ref No: 21/1096/PA	Proposal: Internal alterations including conversion of existing garage into lounge and to move existing driveway entrance
Portfield Ward	Broughton, Dale Road, Haverfordwest, SA61 1HZ
Notification of Planning Decision	Conditionally approved on 08 April 2022
Ref No: 21/0978/PA	Proposal: Change of use of former vacant Pembrokeshire County Council Offices to Haverfordwest Central Mosque. (Change of use from B1 to D1) Mosque with associated community facilities use including: Quran Classes – after school – Community Centre and Creche – Use for Festivals – Exercise Classes
Prendergast Ward	Pembrokeshire county council, I Cherry Grove, Haverfordwest, Pembrokeshire SA61 2NZ
Notification of Planning Decision	Conditionally approved on 17 March 2022
Ref No: 22/023/PA	Proposal: Proposed construction of an additional external catering pod
Prendergast Ward	Haverfordwest VC High School, Queensway, Haverfordwest, SA61 2NX
Resolved:	
Ref No: 22/0001/PA	Proposal: Replacement of existing 1980's segmental arch 4 panel timber front door, with Timber Composite door to Edwardian 4 Panel half glazed front door
Castle Ward	36 Dew Street, Haverfordwest, Pembrokeshire SA61 1NR
Resolved:	
Ref No: 21/1209/PA	Proposal: Change of use – first floor office into 2 No. bedsits. Remove partition at ground floor level to create 1 large training room and 3 offices.
Castle Ward	Pembrokeshire Care Society, 19 Market Street, Haverfordwest, Pembrokeshire SA61 1NF
Notification of Planning Decision	Conditionally Approved on 19 April 2022

2194 Committee Minutes

The following minutes were submitted:

a) Minutes of the hybrid meeting of the Management, Estates and Strategy Committee held on Tuesday 5 April 2022 at 6pm in the Old Wool Market

Present	Cllr G Roberts Cllr A Buckfield Cllr P Johnson Cllr T Moses Cllr J Twigg J Raymond	MES Committee Chairman Chairman of Council / Mayor - Ex-officio arrived at 6.04pm Town Clerk
Observer	Member of the public	
Apologies	Cllr R Blacklaw-Jones Cllr C Evans	MES Committee Vice Chairman Deputy Mayor

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Updates on the minutes of the last meeting

Sports Pavilion: Councillor Twigg stated that he wished to have changes made to the minutes in relation to this agenda item. He was advised that the minutes had already been agreed and accepted for accuracy at the full council meeting held on 16 March 2022, there were updates only to be considered now. Councillor Twigg had proposed changes at the full council meeting with the resolution in support of no amendments to the minutes.

Councillor Moses arrived at 6.04pm

Councillor Twigg stated "I wish to have it recorded that the Town Clerk is a liar". The Committee Chair stated that he believed the statement to be a breach of the Code of Conduct and the Mayor added that the comment was unnecessary. Councillor Twigg stated again "I wish to have it recorded that the Town Clerk is a liar".

2021/2022 Action Plans

Cemeteries:

Lower Prendergast: The grass cutting is completed by an outside contractor. We are currently reviewing if our Staff have capacity to undertake the work. Tender for the final stage of repairs to the boundary wall is being updated before issue. It was queried if the signage was still to be installed on site, this will be followed up as it was believed to have been part of a funding package.

Upper Prendergast: Consideration to take part in 'No Mow May' was requested. It was agreed that a thorough review of the implications for each site would need to be considered and due to the short timescale, we could not partake this year. However, we can consider the proposal for next year at a later date.

St Martins: The contract for the restabilising of a number of headstones is due to be fully completed in the near future.

Christmas Lights sub-committee: The festive display will need to reviewed for this year.

Community Garden: There was a request for the details of the meeting to consider a steering group to be circulated to all Councillors. It was previously requested that the details of any potential stakeholders be passed to the Community Garden Task and Finish Group so they can issue an invitation to the meeting. All voted in favour for Councillor Moses and Councillor Twigg to be appointed to the Community Garden Task and Finish Group.

Councillor Moses asked for everyone to move forward in a positive way. Some Councillors are still not on board with the garden; however, he feels it is time to spend time on creating the garden which was made possible with grant funding.

Picton Centre: The lease agreement with Pembrokeshire County Council (PCC) is in the hands of the Solicitors representing both parties. PCC currently have license occupancy of the premises. The building insurance has been paid and will continue to be paid by Haverfordwest Town Council for the full term of the lease agreement and reimbursement of the costs are to be met by PCC. The lease agreement will make allowances for PCC to sublet the centre to community groups. Hywel Dda Health Board have vacated the premises and they will make good any damage as necessary.

Priory Saltings: Tree and bulb planting has taken place, along with the installation of a number of bird / bat boxes.

Sports Pavilion: Merlin's Bridge AFC are in receipt of a defibrillator following a successful funding bid. They are requesting that Council accepts the defibrillator, this includes the installation requirements and costs and the ongoing servicing and maintenance. All voted in favour to accept the defibrillator with related costs, estimated to be no more than £1,000. It was requested that a definitive map of all defibrillators is sourced and the link posted on our social media and website. It was also suggested that the details for hire of the Sports Pavilion are posted on our social media.

Resolved

Councillor Moses and Councillor Twigg are appointed to the Community Garden Task and Finish Group

Defibrillator is accepted from Merlin's Bridge AFC for installation on the Sports Pavilion, along with all related installation costs up to £1,000 and ongoing running costs

Items for next agenda

- No items for next agenda.

As this was the last meeting of this committee before the new Council is installed, the Mayor gave thanks to the Chair for all the work he had done over two difficult years. He also gave thanks and congratulations to the committee for all they had achieved.

With no further business to consider, the meeting ended at 7.02pm

Councillor Twigg proposed that the minutes record the Town Clerk asked for declarations of interest to be made as necessary, during discussions about the Sports Pavilion. There was a recorded vote for accuracy of the minutes, with no proposed changes:

In favour of acceptance: Councillor's A Buckfield, R Blacklaw-Jones, T Moses, P Johnson.

Against acceptance: Councillor J Twigg.

Abstaining from the vote: Councillor's S Hooper, E Perkins, S Pearce, C Evans.

The majority were in favour to accept the minutes as an accurate record.

Resolved

The minutes of the Management, Strategy and Estates Committee meeting held on 5 April 2022 were accepted as a true record

b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Wednesday 6 April 2022 at 6pm in the Old Wool Market

Present	Cllr A Buckfield Cllr J Owens Cllr S Pearce Cllr E Perkins J Raymond	Chairman of Council / Mayor - Ex-officio arrived at 6.22pm Town Clerk
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Apologies Cllr S Hooper PPF Committee Chairman

Observer Cllr P Johnson
Member of the public

Resolved **Mayor will act as the Chair for this meeting**

Mayor gave sympathy on behalf of Council to Councillor Owens and her family following the death of her Father-in-law.

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
Financial Support – i. Portfield Recreation Committee (PRC)	Councillor A Buckfield	Personal	Council appointed representative on PRC

Report of the last meeting

No updates.

Accounts to 28 February 2022

Resolved **Accounts accepted to 28 February 2022**

2022 / 2023 Budget for the Beating of the Bounds Ceremony

Town Clerk advised that the ceremony will be held on the evening of Friday 15 July 2022. The Clerk requested that the current budget of £3,000 be increased to £4,500 to enable this popular event to be expanded. This would include an increase in the entertainment and a road closure to allow for street stalls. All voted in favour to increase the budget to £4,500 with funds from the General Reserve.

Resolved **2022 / 2023 budget for Beating of the Bounds is increased to £4,500 with funds from the General Reserve**

Policies

i. Disciplinary Policy

All voted in favour for the following point to be included in the policy: “When a complaint is received, all evidence must be provided”.

Cllr Perkins arrived at 6.22pm

ii. Allowances and Expenses Policy

Town Clerk will make updates to the policy as per the recommendations of the Independent Remuneration Panel for Wales annual report 2022 / 2023 for the committee to consider at the next meeting.

iii. Service Level Agreements

Consideration would need to be given for compounding funds for future years. It was proposed to adopt the current framework policy. A counter proposal was made to defer for the new Council to consider the agreements. The majority voted in favour for the new Council to consider the arrangements for Service Level Agreements.

Resolved **Disciplinary Policy to be updated to include “When a complaint is received, all evidence must be provided”
Service Level Agreement arrangements to be considered by the new Council**

Financial Support

i. **Portfield Recreation Committee**

Defer to the next full council meeting following receipt of the grant application form with supporting documents.

ii. **Pure West Community and Youth Volunteer Group – Haverfordwest Santa Sleigh Run**

The vote was against supporting the application.

iii. **Pure West Community and Youth Volunteer Group - May Day Thank You Family Fun Day**

It was agreed to ask for further information: a breakdown of the costs, to include quotations for every item; clarification of the number of invitations, is it by ticket only or can members of the public attend?

iv. **Haverfordwest Park Run**

Defer consideration of the application until the supporting documents are received.

v. **Friends of Prendergast C.P. School**

Defer consideration of the application until the supporting documents are received.

Resolved

Pure West Community and Youth Volunteer Group – Haverfordwest Santa Sleigh Run is not granted any funding

Items for next agenda

No items for the next agenda.

As this is the last committee of this Council, Mayor stated he would usually thank the Chair who was absent and wished to thank the Town Clerk and Office Staff for all the information.

With no further business to consider, the meeting ended at 7.41pm

Resolved

The minutes of Personnel, Policy and Finance Committee meeting held on 6 April 2022 were accepted as a true record

2195 Our response given to:

a) **Consultation on the Corporate Joint Committee (General) (No.2) (Wales) Regulations 2022**

Resolved

Councillors will provide individual responses to the Consultation

2196 Governance

a) **Terms of Reference for Committees, Sub-Committees and Task and Finish Groups – Community Garden Steering Group**

The majority were in favour to accept the terms of reference to include: a quorum of three; appointed representatives are Councillor's Twigg, Johnson, Moses, Hooper and Evans; minimum of four meetings to be held in a year.

b) **Financial Regulations**

It was proposed that the NALC version of the Financial Regulations were not adopted and deferred for review by the newly elected Council.

The result of the recorded vote was -

Acceptance of the proposal: Councillor's J Twigg, A Buckfield, S Pearce.

Against the proposal: Councillor's R Blacklaw-Jones, S Hooper, E Perkins, T Moses, C Evans, P Johnson.

No abstentions.

It was proposed that the NALC version of the Financial Regulations are adopted. The result of the recorded vote was:

Acceptance of the proposal: Councillor's R Blacklaw-Jones, S Hooper, E Perkins, T Moses, C Evans, P Johnson.

Against the proposal: Councillor's J Twigg, A Buckfield, S Pearce.

No abstentions.

The vote was in favour to adopt the NALC version of the Financial Regulations.

Resolved

Terms of Reference for the Community Garden Steering Group were accepted

Financial Regulations NALC Version are adopted

2197 Outside Bodies

a) Consider appointments

No appointments to be considered.

b) Updates

Cleddau Reaches Project: No update. Thanks were given to Councillor S Hooper and Councillor C Evans for their work on the project.

Dementia Friendly Haverfordwest: No Update.

Dyfed-Powys Police Problem Solving Group: No update.

Flagship Heritage Initiative: No update. Thanks were given to Councillor C Evans for his involvement.

Garth Community: No update.

Haverfordwest Business Circle: No Update.

Haverfordwest Racecourse (Public Park) Trust: The trust had held their annual general meeting which resulted in a change to committees. The trust is in receipt of the Section 106 funds from the Persimmon Home development in Scarrowscant Lane.

Haverfordwest Skatepark Association: No update.

One Voice Wales Pembrokeshire Area Committee: Neil Evans, Training Officer from Mid and West Wales Fire and Rescue Cadets was in attendance. Recommended best practice to have defibrillators everywhere. The Self Evaluation Toolkit will be released soon. NALC Civility is to be considered in the future. There is advice available on completing annual reports. Mayor gave thanks to the Chair and One Voice Wales for the help given to the Town Clerk, Mayor and Haverfordwest Town Council over the last year.

Pembrokeshire County Council Working Better Together seminars: No update.

Pembrokeshire County Council Governance and Audit Committee: No update.

Portfield Recreation Committee: No update.

Sir John Perrot Trust: No update. Councillor Evans was thanked for his involvement.

Haverfordwest Town Museum: There is an issue with ivy growing on Governor's House. The quotation for the roof repair had been accepted and are due to be completed.

Haverfordwest Town Team: No update. Councillor Evans was thanked for his involvement.

Transition Haverfordwest: No update. Equipment, access gate and signage had been obtained with funding for The Paddocks, off Fleming Crescent.

Haverfordwest Twinning Association: No update.

William Vawer Trust: No update.

Haverfordwest Youth Forum: No update.

2198 Applications for financial assistance

a) Portfield Recreation Committee

The application requested a grant of £3,000. All voted to defer considering this application as it was felt it may be more appropriate for a Service Level Agreement (SLA). The SLA process is to be considered by the newly elected Council and there is currently no budget for them.

b) Friends of Prendergast C.P. School

The application requested a grant of £3,000. With the assistance of the Town Clerk the Friends of Prendergast V.C. School had been made aware of National Lottery funding available for their street party and had been successful in being awarded this. It was felt that this application did not completely meet the criteria and the application could have been more detailed with specific costings etc. The vote was in favour to award no grant.

Resolved

Portfield Recreation Committee application to be reconsidered once newly elected Council adopt a process for Service Level Agreements

Friends of Prendergast C.P School are not awarded grant funding for a street party

Councillor Hooper acknowledged the work carried out by the former Councillor, Benedict Ferguson, in reviewing the grant application process, which ensures every application goes through the same assessment so it is scored in a fair and transparent way.

2199 Accounts for payment

All voted in favour of approving the accounts for payment and acceptance of receipts for March 2022.

Resolved

March 2022 accounts totalling £51,201.63 including VAT were approved for payment and receipts totalling £38,669.83 excluding VAT were accepted

2200 Funding Applications

a) The National Lottery Community Fund – The Queen’s Jubilee Celebration

Town Clerk secured funding of £9,900 from The National Lottery Community Fund for The Queen’s Jubilee Street Party. All voted to accept the funding of £9,900 for a street party and to give delegated power to the Town Clerk to organise the event and spend the funds as outlined in the grant application with any variation to be approved by the Funder.

The Sheriff commended the Town Clerk for acting quickly on her own initiative for pulling in this money and thus enabling a street party to take place for the people in Haverfordwest.

b) Pembrokeshire County Council – Community Happy to Chat Bench

An application for a Happy to Chat bench has been secured by the Town Council, the bench will be installed behind the Old Wool Market and the idea is it will encourage people to stop and chat.

There had discussions held with the Youth Forum about the bench and they liked the idea to paint them a visible colour, along the lines of those painted yellow in Northern Ireland. The Mayor suggested these idea is be taken to and discussed at the next meeting of MES.

All voted in favour to accept the Happy to Chat bench and the costs for installation, future liability and maintenance.

Resolved

The National Lottery Community Funding of £9,900 for a street party is accepted and the Town Clerk is granted delegated power to spend it as outlined in the grant application, with any variation to be agreed by the Funder

Accept the Happy to Chat bench and the costs for installation, liability and maintenance

For agenda item number 2201 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

The Senior Administration Officer, Administration Officer and the Press left the meeting at 8.32pm

2201 Staffing Matters

Resolved

Vacancy for the Administration Officer is to be advertised

2202 Items for next agenda

No items for next agenda.

Thanks were given to the Mayor for chairing over a difficult period.

With no further business to consider, the meeting ended at 8.39pm

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date