

MINUTES OF A MEETING OF FULL COUNCIL
held on 22 June 2023 at 6pm in the Old Wool Market and via video conference

Present	Cllr J Owens	Chairman / Mayor
	Cllr M Lewis	Vice Chairman / Deputy Mayor
	Cllr J Brady	
	Cllr A Brooker	
	Cllr J Hackett	
	Cllr K Jones	
	Cllr H Lewis	
	Cllr S Pearce	
	Cllr B Simister	
	J Raymond	Town Clerk

Observer Members of the public

Welcome from the Mayor to all Councillors and observers to the first meeting for the new term of office.

2378 Apologies

Apologies received from:
Cllr A Buckfield
Cllr A Griffiths
Cllr T Moses
Reverend H George

2379 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
2357 Planning Applications – 22/1162/PA	Councillor J Hackett	Personal	Close personal friend lives next door to the applicant.
2357 Planning Applications – 22/1120/DC	Councillor J Hackett	Prejudicial	Member of the project board involved in the building

2380 Questions from Members of the Public

No correspondence was received.

2381 Minutes of previous meetings

Cllr Brooker and Cllr Brady arrived at 6.04pm.

a) Full Council meeting held on 20 April 2023

Minutes were accepted as a true record.

b) Updates on the minutes of the Full Council meeting held on 20 April 2023

2353 – Letter of support for the Pembrokeshire Lido Park to be issued.

2358 – Bullying and harassment will be considered under Staffing Matters.

2361 – The engagement day for the community garden has not been held yet. Councillor Brooker will be able to provide clearer details of artists once the date is agreed.

Councillor Pearce advised that members of Haverhub and The VC Gallery have met to consider the future management of the community garden. Both parties appear positive about a future partnership to manage it.

c) Annual meeting held on 18 May 2023

Minutes were accepted as a true record with an amendment to the meeting time as 11am.

d) Updates on the minutes of the Annual meeting held on 18 May 2023

No updates.

Resolved

Minutes of the Full Council meeting held on 20 April 2023 were accepted as a true record

Minutes of the Annual meeting held on 18 May 2023 were accepted as a true record

2382 Mayor's correspondence and updates

Mayor attended the Pembrokeshire School Choir and Orchestra event in St Davids Cathedral. She gave praise for the event at which the children played instruments next to the musicians.

Mayor had attended the civic service for Fishguard and Goodwick Town Council.

Beating of the Bounds will be held on Monday 17 July 2023 at 5.30pm for Councillors. Changes have been made to the arrangements in consultation with Milford Haven Port Authority to improve safety. There will be two boats in attendance. The event will have live music and children's entertainment on the Quayside, with the Mayor's Crier giving his history talk of the event. The Mayor's Charities will be asked to attend the event. Members of Haverfordwest County AFC will be asked to attend to receive a Mayor's Award.

An election has been called for the two vacancies for a Councillor on Castle Ward. Pembrokeshire County Council will manage the process. Next vacancy will be displayed.

2383 Planning Applications

Ref 22/1162/PA	No:	Proposal: Change of use plus external and internal alterations and refurbishment of the former Haverfordwest Library building to provide office accommodation, communal café and ancillary community uses
Ward		Site Address: Library and Comm Education Car Park, Dew Steet, Haverfordwest, Pembrokeshire
Resolved		Object on the grounds that there is insufficient information on the parking and traffic management for joining traffic from High Street. There is a lack of information regarding the car parking requirements for the building. No transport development plan has been submitted. PCC Highways have completed their own survey which does not marry up with the proposals submitted by ATEB. Concerns raised on the removal on the sculpture on the building. There will be a large increase in traffic following the development.

Ref 22/1174/PA	No:	Proposal: Ground floor rear extension
Ward		Site Address: 94 City Road, Haverfordwest, Pembrokeshire, SA61 2RR
Resolved		Support

Ref 22/1210/DC	No:	Proposal: Variation of Condition 2 (approved plans) of planning permission 16/0376/PA
Ward		Site Address: Lidl, Perrots Road, Haverfordwest, Pembrokeshire SA61 2HD
Resolved		Support

Ref 23/0033/AD	No:	Proposal: Proposed installation of fascia sign to external elevations of the property, replacing the previous tenant's signage
Ward		Site Address: 21 Riverside Quay, Haverfordwest, Pembrokeshire SA61 2LJ
Resolved		Support

Ref No: 23/0023/PA	Proposal: Convert former Indian takeaway, change of use to residential flat
Ward	Site Address: Kings Arms, 23 Dew Street, Haverfordwest, Pembrokeshire SA61 1ST
Resolved	Support

Ref No: 22/1183/PA	Proposal: Erection of single garage on existing hard standing driveway
Ward	Site Address: High Gables, 145 Haven Road, Haverfordwest, Pembrokeshire SA61 1DL
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, café and shop and associated works
Ward	Site Address: Former County archive facility adjacent to Haverfordwest Castle, Haverfordwest, Pembrokeshire SA61 2EW
Resolved	Already Refused

Ref No: 22/1120/DC	Discharge of Condition Consultation Proposal: Discharge of Conditions 3 (Parking Arrangement), 4 (Materials), 5 (Surface Water), 6 (No Surface Water to Mains Sewer) and 7 (External Lighting) of planning permission 21/1198/PA (24 bed modular decant ward with associated access ramp, bin store and reconfigured car parking)
Prendergast Ward	Site Address: Withybush General Hospital, Fishguard Road, Haverfordwest, Pembrokeshire SA61 2PZ
Resolved	Considered at last meeting

Ref No: 23/0070/PA	Proposal: Eight rapid electric vehicle charging stations with associated equipment
Ward	Site Address: Bridge Meadow Retail Park, Haverfordwest, SA61 2EX
Resolved	Support

Ref No: 23/0133/PN	Town and Country Planning (General Permitted Development) Order 1995 Non-Statutory Publicity Proposal: Proposed upgrade to the existing 15.0m High Pole. Proposed removal and replacement of existing 15.0m High Hutchinson Dual Stack T-Range
Ward	Site Address: Hawthorne Rise, Junction of Hawthorne Rise & Douglas James Way, Haverfordwest, Pembrokeshire SA61 2AY
Resolved	Support

Ref No: 23/0130/PA	Proposal: Variation of condition 1 (approved plans – plot 11) of planning permission 18/0094/PA Approval of reserved matters (scale, appearance, layout and landscaping) to outline planning permission reference 15/0250/PA (residential development)
Ward	Site Address: 11 Land off Slade Lane, Haverfordwest, Pembrokeshire SA61 2HA
Resolved	Support

Ref 23/0139/AD	No:	Proposal: Erection of illuminated and non-illuminated signs to the exterior of the building
Ward		Site Address: The Friars Vaults, 5 Castle Square, Haverfordwest, Pembrokeshire SA61 2AB
Resolved		Support
Ref 23/0115/PA	No:	Proposal: Demolish existing rear garage/shed/store & construct rear single storey extension
Ward		Site Address: 80 Hawthorn Rise, Haverfordwest, Pembrokeshire SA61 2BB
Resolved		Support
Ref 23/0138/LB	No:	Proposal: Erection of illuminated and non-illuminated signs to the exterior of the building
Ward		Site Address: The Friars Vaults, 5 Castle Square, Haverfordwest, Pembrokeshire SA61 2AB
Resolved		Support
Ref 23/0149/PA	No:	Proposal: External rendering of residential property
Ward		Site Address: 13 Shakespeare Close, Haverfordwest, Pembrokeshire SA61 1TL
Resolved		Support
Ref 23/0034/LB	No:	Proposal: Replacement of existing boiler, flue and radiators
Ward		Site Address: 22 Church Street, Haverfordwest, Pembrokeshire SA61 2EA
Resolved		Support
Ref 23/0162/PA	No:	Proposal: Two-storey side extension
Ward		Site Address: 17 Furzy Park, Haverfordwest, Pembrokeshire SA61 1HG
Resolved		Support
Ref 23/0163/PA	No:	Proposal: Variation of Condition 1 (Approved Plans) of planning permission 15/1144/PA (Erection of one dwelling) (Approval of Reserved Matters 12/0954/PA)
Ward		Site Address: Plot to the rear of 152 Haven Road, Haverfordwest, Pembrokeshire SA61 1DG
Resolved		Support
Ref 23/0202/PA	No:	Proposal: Replacement roof
Ward		Site Address: Haverfordwest County Court, Penffynnon, Hawthorn Rise, Haverfordwest, Pembrokeshire SA61 2AZ
Resolved		Support
Ref 22/1022/PA	No:	Proposal: Replace single storey detached single garage with two storey triple garage with linkage to main house, with fencing to consented and delivered tennis court (partly in retrospect)
Ward		Site Address: Innisfree, Dale Road, Haverfordwest, Pembrokeshire SA61 1HZ
Notification of Planning Decision	of	Refused on 19 April 2023

Ref No: 22/1073/PA	Proposal: Demolition of domestic garage and change of use of garden shrub land to additional storage area with ecological enhancements
Ward	Site Address: Land South of LBS Builders Merchant, Prendergast, Haverfordwest, Pembrokeshire SA61 2PQ
Notification of Planning Decision	Refused on 24 April 2023

Ref No: 22/1156/AD	Proposal: Well Pharmacy – new signage
Ward	Site Address: Nootts Pharmacy, 3 St Thomas Green, Haverfordwest, Pembrokeshire SA61 1QX
Notification of Planning Decision	Refused on 09 May 2023

Ref No: 22/1040/PA	Proposal: Proposed extension and reconfiguration
Ward	Site Address: 30 Glenover Park, Haverfordwest, Pembrokeshire SA61 1HA
Notification of Planning Decision	Refused on 26 May 2023

Ref No: 23/0033/AD	Proposal: Proposed installation of fascia sign to external elevations of the property, replacing the previous tenants signage
Ward	Site Address: 21 Riverside Quay, Haverfordwest, Pembrokeshire SA61 2LJ
Notification of Planning Decision	Refused on 31 May 2023

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, café and shop and associated works
Ward	Site Address: Former County archive facility adjacent to Haverfordwest Castle, Haverfordwest, Pembrokeshire SA61 2EW
Notification of Planning Decision	Refused on 31 May 2023

2384 Committee Minutes

The following minutes were submitted:

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

Present	Cllr B Simister Cllr A Buckfield Cllr J Owens Cllr S Pearce Cllr J Twigg J Raymond	MES Committee Chairman Chairman of Council / Mayor - Ex-officio MES Committee Vice-Chairman Town Clerk
Apologies	Cllr A Griffiths Cllr T Moses	

Observer Cllr J Hackett
Cllr H Lewis
Cllr M Lewis
Members of the public

Mayor welcomed everyone to the meeting.

Election of Committee Chairman

Resolved **Councillor B Simister was elected as Committee Chairman**

Election of Committee Vice Chairman

Resolved **Councillor S Pearce was elected as Committee Vice Chairman**

Declarations of interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
No declarations made			

Updates on the minutes of the last meeting

2023-2024 Action Plans – Youth Trip to Oberkirch – Pembrokeshire County Council Youth Services are to be approached by the Town Clerk for a progress update on the planned visit to our twin town of Oberkirch in 2024.

2023-2024 Action Plans

Cemeteries: The tenders for contracted works need to be issued as soon as possible.

Christmas Lights sub-committee: Councillor M Lewis was appointed to the sub-committee.

Community Garden: The update from Councillor Moses was considered. The remainder of the funds can be drawn down once the final project report is submitted to the funder. The funder has requested a meeting which Councillor's Moses, M Lewis, J Owens, B Simister wish to attend. The VC Gallery and Haverhub have submitted expressions of interest to take over the running of the garden. Councillor Twigg submitted questions about the project and requested written responses.

Gitti Coats of Haverhub arrived at 6.15pm.

Haverhub and The VC Gallery may be able to jointly manage the running of the garden. It was agreed to bring both parties together to consider a management plan and the legal process, then report back to Council.

Priory Saltings: Overview of site given.

Sports Pavilion: Coded lock key box has been installed and the code is issued to all users as necessary.

Events: It was felt that there is no capacity to hold events. It was felt that the budget could be utilised to support other organisations to hold events in the town by way of providing funding. It was felt that there needs to be consideration for the additional work on Councillors and Staff when holding town events.

The draft minutes of the Events Sub-Committee were considered. In the minutes of 31 March 2023, the Town Clerk advised that it had been incorrectly recorded that she had not applied for a road closure in Quay Street, she advised that she had requested a street plan from the Events Sub-Committee to support a street closure application and it was not provided in time to make an application on 31 March 2023.

Town Clerk advised that the minutes were incorrect as the resolutions were not correctly listed, nor are they adequate for auditing purposes. Councillor Twigg, Chair of the Events Sub-Committee, stated that he believed the minutes were correct and adequate for the Auditor.

Councillor Twigg thanked Councillor's Owens, Hackett, Brady, Pearce, Buckfield, Griffiths for their contribution to The King's Coronation Event.

The majority voted to accept the minutes of 31 March 2023 and 7 April 2023 that contained no resolutions on spending of funds.

It was agreed that the minutes would be amended to contain the resolutions.

Resolved **Councillor M Lewis is appointed to the Christmas Lights Sub-Committee**

Recommendation **Minutes of the Events Sub-Committee were accepted**

Health and Safety at the Old Wool Market – Councillor J Twigg

All voted in favour to submit the document submitted by Councillor Twigg to One Voice Wales for their comments.

Items for next agenda

No items for next agenda.

It was requested that a meeting of the Old Wool Market Development Task and Finish Group is arranged as soon as possible.

With no further business to consider, the meeting was at 7.03pm.

b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Tuesday 8 June 2023 at 6pm in the Old Wool Market

Present	Cllr H Lewis Cllr J Brady Cllr A Brooker Cllr J Hackett Cllr K Jones Cllr M Lewis Cllr J Owens J Raymond	PPF Committee Chairman arrived and left at 6.04pm PPF Committee Vice Chairman Chairman of Council / Mayor - Ex-officio Town Clerk
Apologies	Cllr A Brooker	
Observer	Cllr B Simister Member of the public	

Mayor welcomed everyone to the meeting.

Election of the Committee Chair

Resolved **Councillor H Lewis was elected as the Committee Chair**

Election of the Committee Vice Chair

Resolved **Councillor J Hackett was elected as the Committee Vice Chair**

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
Financial Support	Councillor J Twigg	Personal	HTC appointed Member on the Portfield Recreation Committee and Haverfordwest Racecourse (Public Park) Trust
Financial Support	Councillor A Buckfield	Personal	HTC appointed Member on the Portfield Recreation Committee and Haverfordwest Racecourse (Public Park) Trust
Financial Support	Councillor J Owens	Personal	HTC appointed Member on the Portfield Recreation Committee

Update of the previous meeting

No updates.

Accounts to 31 March 2023

Resolved

Accounts to 31 March 2023 were accepted

Councillor B Simister left the meeting at 6.26pm.

Chairman wished to record thanks to the Town Clerk for completing the accounts.

Financial Support**i. Portfield Recreation Committee – Service Level Agreement**

Portfield Recreation Committee (PRC) requested a three-year service level agreement of £5,500 per annum to support the ongoing maintenance of the Lower Racecourse. All voted in favour to provide PRC with a three-year service level agreement of £2,500 per annum and we will continue to collect the waste under the Local Government Act 2000 Section 2. We will require a copy of the accounts and a representative on the body for the term of the agreement. It was noted that it was disappointing that the draft agreement to obtain an income for use of the car park for a period of 18-months was not completed by the committee.

ii. Haverfordwest Racecourse (Public Park) Trust – Service Level Agreement

Haverfordwest Racecourse (Public Park) Trust (HRPPT) requested a three-year service level agreement of £11,391.67 in year one, £11,893.55 in year two and £12,420.53 in year three to support the ongoing maintenance of the Upper Racecourse. All voted in favour to provide HRPPT with a three-year service level agreement of £7,500 per annum under the Local Government Act 2000 Section 2.

iii. Vision Arts

The application requested a donation of £3,000.00 towards a project. The application was deferred to await receipt of the requested further information.

iv. Dafydd Pawlett

The application requested a donation of £500.00 to provide support towards costs of sporting representation. It was proposed to donate the sum of £500.00 under the Local Government Act 2000 Section 2.

Resolved

Portfield Recreation Committee is awarded a three-year Service Level Agreement of £4,000 per annum with continued waste collections by Council

Resolved

Haverfordwest Racecourse (Public Park) Trust is awarded a three-year Service Level Agreement of £7,500 per annum

Dafydd Pawlett is awarded a donation of £500

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

Resolved

Groundsman is awarded a temporary 37-hour per week contract for three months from 1 July 2023, subject to review at end of term

Items for next agenda

- Review internet and telephone costs – Councillor J Hackett.

The meeting closed at 7.17pm.

The date of the Old Wool Market Development Task and Finish Group was confirmed for 28 June 2023 at 6pm in the Old Wool Market.

a) All voted to accept the minutes and recommendations of the Management, Estates and Strategy Committee, except for the recommendation “Minutes of the Events Sub-Committee were accepted” as it was agreed to consider the updated minutes at the next meeting.

b) An amendment was required to show that Councillor Brooker attended and gave his apologies at the meeting.

It was felt that the recommendation for a Service Level Agreement of £2,500 per annum with the Portfield Recreation Committee needed further consideration following receipt of information about the Persimmon offer to hire the car park. This offer had been turned down as it would prevent members of the public parking there during the week. All voted in favour to amend the recommendation to offer a three-year Service Level Agreement to Portfield Recreation Committee of £4,000 per annum.

All voted to accept the minutes with amendment to content and resolution.

Resolved

The minutes and recommendations of the Management, Estates and Strategy Committee meeting held on 6 June 2023 were accepted, except for the recommendation relating to the minutes of the Events Sub-Committee

Resolved

The minutes and recommendations of the Personnel, Policy and Finance Committee meeting held on 8 June 2023 were accepted, with amendments

2385 Verdict of the Public Services Ombudsman for Wales and Pembrokeshire County Council Standards Committee in relation to the breach of the Code of Conduct made by Former Councillor Jonathan Twigg

Mayor stated that the outcome is a lesson to everyone and there is a concession of how to behave in and out of Council.

Mayor referred to the social media post made by Councillor Brooker with reference to issues with parking and Pembrokeshire County Council, in his capacity as Sheriff. Mayor outlined that the comments made by Councillor Brooker were his own views and they were not the view of the Council. Any posts or press releases should not be made as a representation of Council or by using your role to make that issue. All press releases must be made through the Town Clerk.

Code of Conduct must be completed by all Councillors.

Bullying will not be tolerated following this verdict.

2386 Consider our response

a) Pembrokeshire County Council: Consultation on proposal to federate Mary Immaculate and St Teilo's Catholic Primary Schools

There were concerns about sustainability. All voted to view online and provide individual responses.

b) Pembrokeshire County Council: Consultation on Waiting Restriction Proposals – Variation 26 – Haverfordwest

No comments or objections to be made.

Resolved

Individual responses to be provided on proposals to federate Mary Immaculate and St Teilo's Catholic Primary Schools

2387 Terms of Reference for Committees, Sub-Committees and Task and Finish Groups

The majority voted in favour to disband the Events Sub-Committee and for the remainder of the unused budget to be considered by the Personnel, Policy and Finance Committee.

The majority voted in favour to appoint Councillor M Lewis and Councillor Hackett to the Civic Events and Roles Task and Finish Group.

Resolved

Events Sub-Committee is disbanded with remainder of budget to be considered by the Personnel, Policy and Finance Committee

Councillor M Lewis and Councillor J Hackett are appointed to the Civic Events and Roles Task and Finish Group

2388 Outside Bodies

a) Appointments

b) Updates

Bridge Meadow Trust – Update was given by Councillor Pearce.

Councillor Brooker left at 7.10pm.

CWBR: No update.

Flagship Heritage Initiative: No update.

Haverfordwest Business Circle: All were in favour to appoint Councillor S Pearce.

Haverfordwest Swimming Pool Trust: No update.

Haverfordwest Racecourse (Public Park) Trust: All were in favour to appoint Councillor Simister.

Councillor Brooker returned at 7.12pm.

Haverfordwest Skatepark Association: No update.

One Voice Wales Pembrokeshire Area Committee: No update.

Portfield Recreation Committee: All voted to appoint Councillor Brooker.

Sir John Perrot Trust: Meeting had been held with discussions around logistics of future meetings.

Haverfordwest Town Museum: Relocating to the Riverside Shopping Centre in a pop-up shop.

Town Team: Pembrokeshire County Council to be asked for an update on future of the town team.

Transition Haverfordwest: No update.

Haverfordwest Twinning Association: All were in favour to appoint Councillor K Jones.

William Vawer Trust: Administration was the main point of discussion at the last meeting. More regular attendance by Council appointed representatives was requested.

Youth Forum: No update.

Resolved

Appointments and updates from outside bodies were accepted

2389 2022-2023 Accounts and Audit

Audit Wales have provided a one-month extension for submission of the 2022-2023 Annual Return.

All voted in favour to accept the 2022-2023 accounts.

Resolved

2022-2023 Financial Accounts were accepted

2390 Accounts for payment

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

Resolved

April 2023 accounts totalling £10,902.82 including VAT were approved for payment and receipts totalling £130,082.56 excluding VAT were accepted

2391 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

Members of the public left at 7.37pm.

Resolved

Officer robes and chains will be stored in the Town Council Offices

Interview panel was confirmed for Deputy Town Clerk position

2392 Items for next agenda

- No items.

With no further business to consider, the meeting ended at 7.58pm

Chairman of Council / Mayor Signed

Proper Officer / Town Clerk Signed

Date