

DRAFT MINUTES OF A MEETING OF FULL COUNCIL
held on 23 June 2022 at 6pm in the Old Wool Market and via video conference

Present:

Cllr A Buckfield Cllr J Owens Cllr R Blacklaw-Jones Cllr A Griffiths Cllr J Hackett Cllr P Johnson Cllr H Lewis Cllr M Lewis Cllr T Moses Cllr G Roberts Cllr J Twigg	Chairman / Mayor Vice Chairman / Deputy Mayor
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Town Clerk, Senior Administration Officer, members of the public and the press were in attendance

2214 Apologies: Cllr J Brady

2215 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
2218 Mayor's correspondence and updates	Cllr J Twigg	Personal	Council appointed representative on Haverfordwest Twinning Association
2219 Planning Application 21/1198/PA	Cllr J Hackett	Prejudicial	Cllr Hackett is employed by Hywel Dda Health Board
2219 Planning Application 22/0065/PA & 22/0064/CA	Cllr A Buckfield	Personal	Council appointed representative on the Flagship Heritage Attraction and Town Museum Trust
2219 Planning Application 22/0065/PA & 22/0064/CA	Cllr G Roberts	Personal	Council appointed representative on the Flagship Heritage Attraction and Town Museum Trust
2219 Planning Application 22/0181/PA	Cllr H Lewis	Personal	Cllr Lewis is a Justice of the Peace
2220 Committee Minutes – Personnel, Policy and Finance Committee	Cllr J Twigg	Personal	Director of Haverfordwest Park Run; Council appointed representative on the Portfield Recreation Committee
2222 Terms of Reference	Cllr J Twigg	Personal	Council appointed representative on Haverfordwest Twinning Association

2216 Questions from Members of the Public

There were no questions from members of the public.

2217 Minutes of previous meetings

a) Full Council meeting held on 20 April 2022

All votes in favour to accept the accuracy of the minutes.

b) Updates on the minutes of the Full Council meeting held on 20 April 2022

No updates were received.

c) Annual Meeting held on 19 May 2022

All voted in favour to accept the accuracy of the minutes with an amendment to the page numbers and that Councillor J Hackett was also a member of the Christmas Lights Sub-Committee.

d) Updates on the minutes of the Annual Meeting held on 19 May 2022

No updates.

Resolved

Minutes of the Full Council meeting held on 20 April 2022 were accepted as a true record

Minutes of the Annual Meeting held on 19 May 2022 were accepted as a true record

2218 Mayor's correspondence and updates

Mayor had attended 26 various engagements in June, with the Lighting of the Queen's Platinum Jubilee Beacon at Holly House as the star attraction. The event was a credit to the town council. Thanks were given to the Staff, Councillors, Haverfordwest Male Voice Choir (HMVC), family of Holly House and members of the public for their support. HMVC had kindly offered to hold a benefit concert to support fundraising for the upkeep of the church grounds for the family.

Queen's Platinum Jubilee Street Party felt like a throwback to 1953 and it went well. Thank you to the Staff who worked bank holidays for the event and to those who supported it, along with the Sheriff for judging.

Deputy Mayor had accompanied the Mayor to Tenby Town Council's Mayor Making Ceremony.

Beating of the Bounds will be held on 15 July 2022. Date of the Civic Service is to be confirmed.

Mayor wished to give public thanks to the Town Clerk for her professional support during a difficult personal time.

Thanks were given in advance to the Sheriff for accepting an invitation for the forthcoming weekend as the Mayor was double booked.

Mayor has received an invitation from our twin town of Oberkirch to attend the wine festival in the first week of September, extended to include a group of fifteen guests in total. Further information is awaited about the event.

2219 Planning Applications

Ref No: 21/1284/PA	Proposal: Two storey utility/study room extension at side (East elevation)
Priory Ward	4 Tudor Way, Haverfordwest, SA61 1HU
Resolved	Support
Ref No: 21/1274/PA	Proposal: Creation of a new vehicle access with parking bay
Priory Ward	16 Winch Lane, Haverfordwest, SA61 1SA
Resolved	Support
Ref No: 21/198/PA	Proposal: 24 bed modular decant ward with associated access ramp, bin store and reconfigured car parking
Prendergast Ward	Withybush General Hospital, Fishguard Road, Haverfordwest, SA61 2PZ
Resolved	Support

Ref No: 22/0065/PA	Proposal: Partial demolition of lower ground floor and full demolition of rear extension to form a pedestrian link to walkway (providing access to Haverfordwest Castle) repair and decorative works to adjoining building and associated works
Castle Ward	16 Bridge Street, Haverfordwest, SA61 2AD
Resolved	Support
Ref No: 22/0109/PA	Proposal: alterations to existing dwelling to create lounge/bedroom extension
Portfield Ward	17 City Road, Haverfordwest, SA61 2ST
Resolved	Support; Conditionally Approved
Ref No: 22/0167/PA	Proposal: Single storey extension
Priory Ward	1 Byron Road, Haverfordwest, SA61 1RQ
Resolved	Support
Ref No: 22/0059/PA	Proposal: Two-bedroom dwelling
Priory Ward	66 Furzy Park, Haverfordwest, SA61 1HT
Resolved	Support
Ref No: 22/0184/PA	Proposal: Single storey rear extension and replacement of timber fence with brick wall to rear east boundary
Priory Ward	37 Priory Avenue, Haverfordwest, SA61 1SG
Resolved	Support
Ref No: 22/0202/TF	Proposal: Tree Felling
Garth Ward	Redhill School, St David's Road, Haverfordwest, SA61 2UR
Resolved	Obtain further information
Ref No: 22/0064/CA	Proposal: Proposed full planning application and conservation area consent for partial demolition of lower ground floor and full demolition of rear extension of no. 16 Bridge Street to form a pedestrian link to walkway providing access to Haverfordwest Castle, repair and decorative works to adjoining buildings, and, associated works
Castle Ward	16 Bridge Street
Resolved	Support
Ref No: 22/1085/AD	Proposal: 2 no neon-illuminated signs
Prendergast Ward	UNIT F, Springfield Retail Park, Fishguard Road, Haverfordwest, Haverfordwest, Pembrokeshire, SA61 2AT
Resolved	Support
Ref No: 22/0219/PA	Proposal: Application for proposed alterations and extensions with garden shed
Priory Ward	43, Fair Oakes, Haverfordwest, SA61 1EE
Resolved	Support
Ref No: 22/0181/PA	Proposal: Replacement roof
Portfield Ward	Haverfordwest County Court, Penffynnon, Hawthorn Rise, Haverfordwest, SA61 2AZ
Resolved	Support
Ref No: 21/1274/PA	Proposal: Creation of new vehicle access with parking bay (Partly in Retrospect)
Priory Ward	16, Winch Lane, Haverfordwest, Pembrokeshire, SA61 1SA
Notification of Planning Decision	Conditionally Approved 1 June 2022

Ref No: 21/1031/PA	Proposal: Proposed reablement centre and assisted living facility, including 26 apartments (20x1 bed and 5x2 bed and 1 x bedsit), and associated infrastructure and landscape works
Priory Ward	Site of Haverfordia House, Winch Lane, Haverfordwest, SA61 2DN
Notification of Planning Decision	Conditionally approved 21 June 2022
Ref No: 21/1198/PA	Proposal: 24 bed modular decant ward with associated access ramp, bin store and reconfigured car parking
Prendergast Ward	Withybush General Hospital, Fishguard Road, Haverfordwest, Pembrokeshire, SA61 2PZ
Notification of Planning Decision	Conditionally approved 21 June 2022
Ref No: 21/1003/PA	Proposal: Change of use of the three upper floors of the property into three one-bedroom apartments.
Castle Ward	15, Victoria Place, Haverfordwest, Pembrokeshire, SA61 2JX
Notification of Planning Decision	Conditionally approved 21 June 2022
Ref No: 21/0600/PA	Proposal: Proposed alterations and change of use of 6No HMO residential flats into 5No self-contained flats
Castle Ward	7 Dew Street, Haverfordwest, SA61 1ST
Notification of Planning Decision	Conditionally Approved 27 May 2022
Ref No: 22/0001/PA	Proposal: Replacement of existing 1980s 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, SA61 1NR
Notification of Planning Decision	Conditionally approved 24 May 2022
Ref No: 21/0601/LB	Proposal: Proposed alterations and change of use of 6No HMO residential flats into 5No self-contained flats
Castle Ward	7 Dew Street
Notification of Planning Decision	Conditionally approved 25 May 2022
Ref No: 21/1024/LB	Proposal: Change of use of the three upper floors of the property into three one-bedroom apartments
Castle Ward	15 Victoria Place, Haverfordwest, SA61 2JX
Notification of Planning Decision	Conditionally approved 25 May 2022
Ref No: 22/0023/PA	Proposal: Construction of an external catering pod
Prendergast Ward	Haverfordwest VC High School, Queensway, Haverfordwest
Notification of Planning Decision	Conditionally approved 19 May 2022
Ref No: 21/0480/LB	Proposal: Change of use – First floor office into 2 no 1 bedsits. Also removal of lightweight partitions on ground floor to create 1 large training room from 3 small office
Castle Ward	19 Market Street, Haverfordwest, SA61 1NF
Notification of Planning Decision	Conditionally approved 25 May 2022

Ref No: 20/0715/CA	Proposal: Western Quayside Phase 2 - partial demolition and reinterpretation of the foundry as a focus for a new publicly accessible civic space between the Western Quayside phase 1 development (19/1320/PA), western bank of the Western Cleddau river, library and rear of properties fronting Bridge Street. Associated public realm and accessibility enhancements to create an upper riverside terrace at 7 Bridge Street, connecting to Hole in the Wall Lane, the proposed civic space and existing footbridge.
Castle Ward	7 Bridge Street, Haverfordwest, SA61 2AP
Resolved	Proposal Withdrawn
Ref No: 22/0109/PA	Proposal: Alterations to existing dwelling to create lounge/bedroom
Portfield Ward	17 City Road, Haverfordwest, SA61 2ST
Resolved	Conditionally Approved 4 May 2022
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, SA61 1EL
Resolved	Conditionally Approved 24 May 2022
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
Notification of Planning Decision	Conditionally approved 11 May 2022
Ref No: 21/1026/PA	Proposal: Variation of condition 2 (approved plans) of planning permission 21/1115/PA (New Engineering building, plus hard and soft landscape works, access and parking) for external alternations and a larger building (partly in retrospect)
Priory Ward	Pembrokeshire College, Caradogs Well Road, Merlins Bridge, Haverfordwest, SA61 1SZ
Notification of Planning Decision	Conditionally approved 13 May 2022
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, SA61 2UF
Notification of Planning Decision	Conditionally approved 27 April 2022
Ref No: 21/1269/PA	Proposal: Adaptions to existing property to make existing flat self-contained
Portfield Ward	51 Flat, Portfield. Haverfordwest, SA61 1BS
Notification of Planning Decision	Conditionally approved 16 May 2022
Ref No: 21/1191/PA	Proposal: Single storey extension and replace boundary wall
Priory Ward	1 Byron Road, Haverfordwest, SA61 1RQ
Notification of Planning Decision	Refused 26 April 2022

Ref No: 21/1181/PA	Proposal: Two storey side extension and detached garage
Priority Ward	29 Maple Avenue, Haverfordwest, SA61 1EF
Notification of Planning Decision	Conditionally Approved 26 April 2022

2220 Committee Minutes

The following minutes were submitted:

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

Present	Cllr P Johnson	MES Committee Chairman
	Cllr R Blacklaw-Jones	
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr A Griffiths	
	Cllr G Roberts	MES Committee Vice Chairman
	J Raymond	Town Clerk
	A Dullaghan	Senior Administration Officer
Apologies	Cllr T Moses	
Observer	Cllr H Lewis	
	Cllr M Lewis	
	Member of the public	

Election of the Committee Chairman

Resolved **Councillor P Johnson was appointed as the Committee Chairman**

Declarations of interest from Members

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

Election of the Committee Vice Chairman

Resolved **Councillor G Roberts was appointed as the Committee Vice Chairman**

Updates on the minutes of the last meeting

No updates.

2022-2023 Action Plans

Cemeteries:

Lower Prendergast: An overview of the action plan was given.

Upper Prendergast: An overview of the action plan was given.

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. It was suggested that a Christmas window display competition is considered and any hire agreements for lights is timed in line with the installation contract.

Community Garden: The minutes of the meeting of the Community Garden Steering Group held on 22 April 2022 were considered and accepted. A number of matters were noted and for referral

back to the steering group by council appointed representatives. These included: should the Chair be a member of the council; is the insurance covered within the grant funding; is there a need for creation of a logo and how is the cost met; all publicity on social media, website and other platforms must be approved by the Town Clerk; we want to see a community interest company, trust or other set up to take on the running with 3-4 appointed representatives from council; grant is to be spent as set out in the grant application and approved by council; access to the garden is to be clarified; why did the survey not pick up the electricity cables.

Picton Centre: No updates.

Priory Saltings: Details for any future workshops are to be clarified. Japanese knotweed on the right-hand side from the Clay Lane entrance is to be reported to Pembrokeshire County Council.

Sports Pavilion: The offer to hire the building is to be promoted on social media and on posters.

Resolved

Community Garden – the Steering Group minutes of 22 April 2022 were accepted

Request to adopt a bench

The request to install and accept future liability and maintenance for a bench in memory of the late Reg Chapman by the 41 Club was considered. It was felt that further details in relation to the costs were needed to make a decision.

Items for next agenda

- 2023-2024 Action Plans

With no further business to consider, the meeting ended at 7.30pm

Councillor A Griffiths was present at the meeting. All voted to accept the minutes with the amendment to show Cllr Griffiths as present.

Resolved

The minutes of the Management, Strategy and Estates Committee meeting held on 6 June 2022 were accepted as a true record

b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Thursday 9 June 2022 at 6pm in the Old Wool Market

Present	Cllr M Lewis Cllr A Buckfield Cllr J Brady Cllr J Hackett Cllr H Lewis Cllr J Owens Cllr J Twigg J Raymond	PPF Committee Chairman Chairman of Council / Mayor - Ex-officio Town Clerk
Observer	Members of the public	

Election of the Committee Chair

Resolved

Councillor M Lewis was elected as the Committee Chair

Declarations of interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
Report of last meeting	Cllr J Twigg	Personal	Cllr Twigg is a director of Haverfordwest Parkrun

Election of the Committee Vice Chair

Resolved

Councillor J Twigg was elected as the Committee Vice Chair

Report of the last meeting

Policies – ii. Allowances and Expenses Policy: The updated version of the policy is to be considered at the next meeting.

Beating of the Bounds: It was previously agreed that the budget for 2022/2023 is set at £4,500. The increase will be taken from the General Reserve.

Application for Financial Assistance – Haverfordwest Park Run: There was a request to follow up on outstanding information so that application can be considered at the July meeting.

Accounts to 28 February 2022

Resolved

Accounts accepted to 30 April 2022

2022/2023 Budget

An overview of the budget for current financial year was given.

The budget for the Community Garden is being funded by a grant from The National Lottery Heritage Fund. It was felt that steering group need to consider setting up a separate entity to manage the garden as soon as possible, as the grant covers the set-up costs only.

Haverfordwest is twinned with Oberkirch. Haverfordwest Twinning Association is a separate organisation which it was felt should be linked closer with us. It was felt that consideration should be given to setting up a Twinning Sub-Committee or Working Group at the next Full Council meeting – under Terms of Reference for Committees, Sub-Committees and Working Groups. There would need to be consultation with the current organisation to confirm that is their wish and to consider their requirements.

It was confirmed that the earmarked reserve for Elections will be moved in to the General Reserve.

The current legal agreements to lease and purchase the Old Wool Market were discussed. It was felt that a sub-committee should be set up to consider the future occupancy of the property. The legal position on terminating these legal agreements was felt to be of interest. The wider implications to considering new premises to occupy as offices was highlighted as a major factor when considering any changes.

A draft 2022/2023 budget showing the predicted inflation costs for essentials is to be provided for the next meeting.

Policies

i. Service Level Agreements

It was agreed for the draft policy is updated to include that all agreements are – on a fixed three-year term; amount fixed for term; two appointed representatives to sit on the committee/board of the organisation; audited accounts provided for term of the agreement. Brought to next the next full council for adoption. Funds to be included in 2022/2023 budget.

Resolved

Service Level Agreement Policy is adopted

Financial Support

No applications received.

For agenda item 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 the meeting at 8.10pm

Staffing Matters

No recommendations.

Items for next agenda

- Consider 2023-2024 budget

With no further business to consider, the meeting ended at 8.38pm

The declarations of interest had been omitted from the minutes. All voted in favour to accept the minutes as a true record with the inclusion of the declarations of interest.

Resolved

The minutes of Personnel, Policy and Finance Committee meeting held on 9 June 2022 were accepted as a true record

2221 Community Garden Steering Group

a) Meeting held on 20 May 2022

It was felt that a timescale should be set for the Steering Group to set up a community interest company to continue the running of the garden. Cllr Twigg is unable to attend meetings during the day so wishes to have a 6pm start. Social media should be bilingual. All voted in favour to accept the minutes with recommendations.

b) Meeting held on 16 June 2022

All voted in favour to accept the minutes with recommendations, except for the quotations. It was felt that a commitment to setting up a community interest company needed to be a priority before the spends could be approved.

c) Approve amendment to planning application and submission cost

All voted in favour to submit the amended planning application with submission costs of £115.00.

Resolved

Minutes of 20 May 2022 were accepted with recommendations

Minutes of 16 June 2022 were accepted with recommendations, except for quotations. It was agreed that confirmation and timescale for creation of community interest company was needed for spends to be approved

Amendment to planning application to be submitted to Pembrokeshire County Council with costs of £115.00 net with no vat were approved

2222 Terms of Reference for Committees, Sub-Committees and Task and Finish Groups

a) Appointments

Events Sub-Committee: Cllr Moses is no longer a member. Cllr M Lewis was appointed as a member.

Sports Pavilion Task and Finish Group: retired.

Communication and Engagement Task and Finish Group: Cllr Twigg and Cllr Moses are no longer members.

Vision and Strategy Task and Finish Group: retired.

Grant Funding Review Task and Finish Group: retired.

Civic Events and Roles Task and Finish Group: Cllr J Owens and Cllr H Lewis were appointed as members.

b) Updates to Terms of Reference

The vote was in favour to update the terms of reference for the Community Garden Steering Group:

- Chair must be an HTC Councillor;
- Quorum of three for meetings, with at least one HTC Councillor in attendance;
- Town Clerk or HTC Admin Member of Staff to source quotations;
- Group will make recommendations upon considering quotations;
- Remove point 8 – group to apply for funding;
- Appoint lay members;
- Default time of 6pm unless all group members agree otherwise.

c) New Sub-Committees or Working Groups

i. Commence discussions with Haverfordwest Twinning Association about creating a Twinning Sub-Committee or Working Group

Discussion took place on whether to create a group.

ii. Review the Old Wool Market

The vote was in favour to create an Old Wool Market with the following terms of reference.

Purpose: to review and make recommendations on the Old Wool Market.

Terms of reference:

- Must have a quorum of at least three Councillors;
- Councillor's Buckfield, Roberts, Twigg, H Lewis, M Lewis were appointed as members;
- Report to the Personnel, Policy and Finance Committee.

Resolved

Appointments to Sub-Committees and Task and Finish Groups were accepted

Revised Terms of Reference for the Community Garden Steering Group were accepted

Terms of Reference for the Review of the Old Wool Market Task and Finish Group were accepted

2223 2021-2022 Financial Year

a) Annual Accounts

b) Internal Auditors Report

c) Annual Return

d) Annual Report

It was agreed to defer this item until the next meeting.

2224 Governance

a) The Finance and Governance Toolkit for Community and Town Councils

Mayor will see further clarification on some of the content at the next Pembrokeshire Branch Meeting for One Voice Wales.

2225 Outside Bodies**a) Consider appointments**

See updates.

b) Updates

Cleddau Reaches Project: No update.

Dementia Friendly Haverfordwest: Make dormant.

Dyfed-Powys Police Problem Solving Group: Make dormant.

Flagship Heritage Initiative: No update.

Garth Community: No update.

Haverfordwest Business Circle: No Update.

Haverfordwest Pool Trust: Grants up to the sum of £14k have been awarded. The trust is looking for female representatives to sit on the body.

Haverfordwest Racecourse (Public Park) Trust: The tractor awarded to us under the Pembrokeshire Nature Partnership funding has been passed to the trust.

Haverfordwest Skatepark Association: No update.

One Voice Wales Pembrokeshire Area Committee:

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: Cllr M Lewis was appointed. Grants to be given to attend university open days and have been given for Jubilee celebrations.

Haverfordwest Town Museum: Discussions are continuing about HTC surrendering the lease agreement to Governor's House.

Haverfordwest Town Team: No update.

Together for Change Forum: Make dormant.

Transition Haverfordwest: No update.

Haverfordwest Twinning Association: No update.

William Vawer Trust: No update.

Haverfordwest Youth Forum: No update.

Resolved

Appointments and updates from Outside Bodies were accepted

2226 Staffing Matters

Interviews to be held for Staff vacancy.

2227 Accounts for payment

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

Resolved

April and May 2022 accounts totalling £48,044.78 including VAT were approved for payment and receipts totalling £168,924.00 excluding VAT were accepted

2228 Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 9pm

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date