

MINUTES OF A MEETING OF FULL COUNCIL
held on 20 October 2021 at 6pm via video conference

Present: Cllr A Buckfield Chairman / Mayor
Cllr C Evans Vice Chairman / Deputy Mayor
Cllr R Blacklaw-Jones
Cllr D Blyth
Cllr S Hooper
Cllr P Johnson
Cllr T Moses (joined at 6.11pm)
Cllr G Roberts
Cllr C Thomas
Cllr J Twigg

Apologies: Cllr J Dunckley
Cllr B Ferguson
Cllr E Perkins

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

2083 Declarations of Interest from Members

| Agenda Item | Member | Interest | Nature of interest |
|--------------------------------------|---------------|------------------------|--|
| 2093 Accounts for Payment | Cllr Blyth | Personal & Prejudicial | This item is directly linked to Cllr's work in Hywel Dda University Health Board |
| 2095 Updates on the Picton Centre | Cllr Blyth | Personal & Prejudicial | This item is directly linked to Cllr's work in Hywel Dda University Health Board |

2084 Questions from Members of the Public

Two questions had been received from members of the public:

The first question asked if Haverfordwest Town Council felt this is the time to indulge such luxuries as the development of allotments/garden in the frolic area of our town in view of the cost of living and energy price rises facing tax payers?

Resolved

To consider this question later in the agenda when the community garden is discussed

Councillor Twigg requested a recorded vote when this question is addressed.

The second question was regarding pedestrian access from Maple Avenue to Scarrowscant Lane via Brooklands Park. The site has changed ownership and is under construction, it has been blocked off to public access since the beginning of July. Would Haverfordwest Town Council consider the submission of an application to Pembrokeshire County Council to have the public right of way recorded? It was agreed that more information was needed about this before putting together any proposal. It could be useful to approach the developers to see what their intentions are regarding this footpath.

Resolved

Contact member of public and advise her we will obtain background information, before considering this in more detail at a future meeting at which she is entitled to attend and speak at if she so wishes

2085 Minutes of previous meeting

a) Minutes of the Full Council meeting held on 22 September 2021

All voted in favour to accept the minutes of the full council meeting held on 22 September as a true record.

b) Updates on the minutes of the Full Council meeting held on 22 September 2021

No updates were received.

Resolved

To accept the minutes of the Full Council meeting held on 22 September 2021 as a true record

2086 Mayor's correspondence and updates

- The first litter pick from the Haverfordwest Hub had taken place, with 8 people taking part. The Mayor advised that anyone organising a litter pick should contact him, they will need to complete a risk assessment to receive use of the equipment and free insurance. In order to publicise the hub, the Admin Officer will contact the website designer to set up a page promoting it.
- Mayor had attended the opening of Pembroke Fair, which although not as large as normal was a successful event.
- Mayor officially opened Portfield Fair on the Friday night to keep up with tradition although the fair had been open since Tuesday night. It was all very last minute as there were delays getting the go ahead. All were thanked for their support.
- Mayor had a museum meeting which will be detailed in a paper he is preparing to take to the relevant meeting.
- On Saturday 30 October there will be a poppy appeal launch at the Riverside Shopping Centre with the Mayor, Sheriff & Deputy Mayor asked to attend along with all Councillors.
- On Monday 8 November the Mayor, Sheriff and Deputy Mayor will open and bless the poppy cross remembrance garden.
- The Mayor has organised a children's service of remembrance on Thursday 11 November.
- On Sunday 14 November the remembrance Sunday Service and Parade will take place, this is a civic event so all to attend if possible.

2087 Planning Applications

| | |
|---------------------------|---|
| 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, Pembrokeshire SA61 1ST |
| Resolved | Support |
| 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, Haverfordwest, Pembrokeshire SA61 1ST |
| Resolved | Support |
| Ref No. 21/0665/AD | Proposal: 2No econoflex face sign – internally illuminated, 3No econoflex face signs – non illuminated, 5No aluminium panels & 1No acrylic panel |
| Prendergast Ward | Unit F, Springfield Retail Park, Fishguard Road, Haverfordwest, SA61 2AT |
| Resolved | Support |
| Ref No. 21/0237/MD | Proposal: Modification of Section 106 legal agreements dated 3rd February 2014 relating to planning permissions 12/0829/PA (construction and operation of a Superstore and Petrol Filling Station, with hard and soft landscaping and associated infrastructure, including new junctions, improvements to the local highway network and preparatory earthworks) and 12/0830/PA (construction of 729 residential properties, a Superstore and Petrol Filling Station, together with associated infrastructure (including preparatory earthworks)) as amended by subsequent Section 73 and Section 96A consents |

| | |
|-----------------------|--|
| Castle and Garth Ward | Land at Slade Lane, Haverfordwest, SA61 2UR |
| Resolved | A representative from Haverfordwest Town Council to speak on the application at the Planning Committee meeting on 9 November 2021 – Volunteer to contact the Town Clerk |

2088 Committee Reports

The following reports were submitted:

Report of the meeting of the Management, Estates and Strategy Committee held on Tuesday 5 October 2021 at 6pm via video conference

| | | |
|------------------|---|---|
| Present | Cllr G Roberts Cllr R Blacklaw-Jones Cllr A Buckfield Cllr C Evans Cllr P Johnson | MES Committee Chairman MES Committee Vice Chairman Chairman of Council / Mayor - Ex-officio Deputy Mayor |
| Apologies | Cllr J Dunckley Cllr T Moses Cllr J Twigg | |
| Observer | Cllr S Hooper (arrived at 6.10pm) | |

Town Clerk was in attendance

Declarations of interest from Members

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

Report of last meeting

Pembrokeshire County Council – Traffic and Highways Community Works Fund: Pembrokeshire County Council confirmed that they are responsible for the areas to the front and rear of St Mary's Church. The funding information was re-circulated to all Councillors so that any proposals can be put forward for consideration in the future.

2021/2022 Action Plans

Cemeteries:

Lower Prendergast: The final section of repairs to the boundary wall will need to be considered in the 2022/2023 action plan. The contractor will be asked to complete the final grass cut of the season now. The 2022/2023 will include the maintenance of the railings, with costings for materials and work completed by our Groundsmen / Caretakers.

Upper Prendergast: A costing is to be sourced for replacement of the front railings and a separate costing for the replacement/repair of the side railings that run alongside the rear of the housing estate.

St Martins: Four suitably qualified contractors were approached to provide quotations for work to the headstones. One contractor only was able to quote for the works. The quotation of £1,410 net plus VAT was accepted.

Christmas Lights sub-committee: Will be holding a meeting next week to consider the festive display.

Community Garden: We are awaiting to hear back from our Solicitor following the revisions made to the draft lease agreement.

Events: No updates.

Picton Centre: Hywel Dda Health Board (NHS) still have sole occupancy of the property.

Priory Saltings: We will need to consider the future plan. There is potential for funding from Plantlife to support art work projects for willow sculptures.

Sheriff's Project: No update.

Sports Pavilion: Tenders have been sought for the contract to upgrade the two shower blocks for the last year. More than three contractors have been approached and provided with site visits to review the contracted works. Only one contractor has been willing to tender for the contracted works. On considering the time lapsed and the need for the facility to be available for the community, it was agreed to accept the one tender provided of £11,120 plus VAT.

All voted in favour to reallocate the sum of £11,120 from within the agreed budget for the Library of £13,317.00. The Library funding that was paid in the 2020/2021 financial year was reimbursed due to the facility being closed during the COVID-19 pandemic and rather than a refund being made in the current financial year, the funding provided in 2020/2021 was reallocated to cover the funding amount for 2021/2022. So, this will leave the agreed 2021/2022 budget for the Library funding will be unspent this year. The Sports Pavilion Task and Finish Group were only given plenary powers to accept a tender up to a maximum budget of £10k, so were unable to progress with the tender. Improvements to the ventilation in the building will need to be considered in the future.

Youth Involvement Work: Future plans include the planting of trees and horticulture.

Resolved

St Martin's Cemetery – Quotation for repair of headstones at a cost of £1,410 net plus VAT was accepted

Resolved

Sports Pavilion – tender for the upgrade work to the shower blocks of £11,120 plus VAT was accepted, to be fully funded by part reallocation of the budget for Glan-Yr-Afon / The Riverside Library, Gallery and Information Centre

Cllr Hooper left at 7.01pm

Draft 2022/2023 Action Plans and Budget

The completed draft action plans must immediately be sent to the Town Clerk for distribution and inclusion with the agendas for the committee meetings in November.

Waste Collections at Haverfordwest Racecourse

Costings are to be obtained for the collection and disposal of waste from Haverfordwest Racecourse. It was felt that each Racecourse committee should be advised of the annual cost of the service we provide and the amounts will not be recharged as a measure of goodwill.

Christmas Lights Sub-Committee

A meeting is due to be held next Monday.

Signage

The item will be relisted, if necessary, on receipt of any supporting information received by the Town Clerk.

Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 7.37pm

Resolved**The report of the Management, Strategy and Estates Committee meeting held on 5 October 2021 is accepted as a true record****Report of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 6 October 2021 at 6pm via video conference**

| | | |
|------------------|---|--|
| Present | Cllr S Hooper Cllr A Buckfield Cllr B Ferguson Cllr C Thomas | PPF Committee Chairman Chairman of Council / Mayor - Ex-officio |
| Apologies | Cllr D Blyth Cllr E Perkins | PPF Committee Vice Chairman |
| Observer | Cllr J Twigg | |

Town Clerk was in attendance

Declarations of interest from Members

| Agenda Item | Member | Interest | Nature of interest |
|----------------------|---------------|-----------------|---------------------------|
| No declarations made | | | |

Report of the last meeting

No updates.

Accounts to 31 August 2021**Resolved****Accounts accepted to 31 August 2021****2022/2023 Action Plans and Budget**

All draft action plans must be sent immediately to the Town Clerk for sharing and inclusion with the agendas for the committee meetings in November. It is hoped that a new representative will come forward for the vacancy on the Youth Forum at the next full council meeting.

Policies**a. Service Level Agreements**

Councillor Ferguson provided an overview of the draft policy. It was agreed to reinstate the Grant Funding Review Task and Finish Group to continue working on the draft policy. Any need for legal advice will be considered at the end of this process.

Resolved**Grant Funding Review Task and Finish Group is reinstated to continue working on the draft Service Level Agreements Policy****How and Where Council Meetings are held – Cllr J Twigg**

It was agreed that quotations be sought for the installation of a hybrid meeting system in the meeting room of the Old Wool Market.

All voted in favour for the summons, agendas and supporting documents for all meetings of Council are issued electronically to all members and members of the public, with the exception that members can request paper versions. The member will be asked to collect the paper version from the offices whenever possible.

Resolved**Copies of summons, agendas and supporting documents for all meetings of Council are to be issued electronically to all members and**

members of the public, with the exception that members may request paper versions

Financial Support

No applications for grant funding were received. For every meeting, a copy of the listed of grants given to date in the year will be provided for review. This will enable a review of completed projects to date.

Staffing Update

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

For one staff member to be contracted to work 8-hours per week from 1 January 2022 on a twelve-month contract, with the balancing 8-hours per week to be utilised as a float for any outside member of staff as approved by the Town Clerk

Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 7.56pm

Resolved

The report of the Personnel, Policy and Finance Committee meeting held on 6 October 2021 is accepted as a true record

2089 Consider information and if necessary, our response:

a) Welsh Government Consultation on local taxes for second homes and self-catering accommodation

With second homes being a serious problem in Wales, along with a lack of affordable homes, the fact Welsh government are now addressing this issue was welcomed, and the report supported.

Resolved

Respond supporting this report and the actions within

b) Independent Remuneration Panel for Wales Draft Annual Report Consultation February 2022

It was felt that not much would change in terms of our process, and in light of the fact council will have to vote on it when it comes back next year it was suggested we don't add any comments.

Resolved

No comment to be made

c) One Voice Wales Pilot of Community and Town Councils Self-Evaluation Tool Kit

After discussion about the impact on staff workload it was felt this was more of a checklist. It was felt that this was a good opportunity to be involved in the pilot, and could be a good way to promote our transparency and engagement.

Resolved

Submit an expression of interest, then decide how to proceed once information regarding the implications on staff is received

2090 Lease agreement for the Community Garden in Cambrian Place

Recorded vote was requested.

The grant application had been submitted and accepted on the agreement that there would be no cost to council.

As costs had arisen that were not covered by the funding, there were concerns of further financial implications to council.

There were discussions regarding the ongoing running costs of the site as the funding covers the set-up costs. It was felt that this would be a cost to the garden members and allotment holders. Councillor Blyth wished it put on record thanks to the members of this committee for all their hard work regarding this project.

However, councillors felt unable to make a decision on this lease with so many unanswered questions about the management of the site.

A vote was taken to defer the decision on the terms of the lease agreement until further information had been received and to revisit it at the earliest opportunity.

Resolved

Defer decision on the terms of the lease agreement until more information has been received and to revisit at the earliest opportunity

Support – Councillors Blacklaw-Jones, Blyth, Buckfield, Johnson, Moses, Roberts, Twigg and Thomas

Abstaining – Councillors Evans & Hooper

2091 Updates from the Christmas Lights Sub-Committee

Following a meeting of the Christmas lights sub-committee, and the Town Clerk's meeting with the contractor they need to via some funding within the agreed current year action plan.

In the budget, amounts have been set for replacement of infrastructure and hire of lights for Victoria Place. The Clerk is having problems sourcing replacement lights for Castle Square. The sub-committee are asking for flexibility to reallocate funds within that budget making money available for the purchase or hire of new lights using the most cost-effective option and any necessary adjustments to the infrastructure. All voted in favour.

Resolved

Town Clerk can spend up to the agreed 2021/2022 budget of £40,000 for Christmas lights for the purchase / hire and upgrade to the infrastructure for the festive lights display

2092 Outside Bodies**a) Consider appointments**

Resolved

Councillor Richard Blacklaw-Jones is appointed as our representative on Haverfordwest Business Circle

Councillor Richard Blacklaw-Jones is appointed as our representative on the Haverfordwest Youth Forum

b) Updates

One Voice Wales: Mayor advised that there was a meeting tonight which they couldn't attend and a further meeting next Thursday night which he would attend.

Portfield Recreation Committee: They are presently obtaining quotes for a new gate at the Lower Racecourse car park.

Together for Change Forum: Councillor Moses advised 15 of 25 interviews have been completed so they are waiting to hear the feedback of those.

Town Museum: Mayor advised that have met but as it was a long and complicated meeting, he will put together a paper to be circulated and discussed at a later date.

Transition Haverfordwest: Councillor Evans advised they have been looking at the paddocks and there is cutting back taking place there. A group of volunteers from Friends of Pembrokeshire Coast National Park are coming to help with the orchard on 26 October.

Twinning Association: Councillor Moses advised there was going to be an AGM but it hasn't taken place yet.

2093 Accounts for payment

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

Resolved

September accounts totalling £17,849.29 including VAT were approved for payment and receipts totalling £25,707.51 excluding VAT were accepted

For agenda item numbers 2094, 2095 and 2086, 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

2094 Staffing Matters

No resolutions.

2095 Updates on the Picton Centre

No resolutions.

2096 All matters in relation to the Old Wool Market

No resolutions.

2097 Items for next agenda

- Consider our statement in support to Wales Climate Week – Personnel, Policy and Finance Committee
- Engagement with County Councillors – Personnel, Policy and Finance Committee
- Review action plans for current and next financial years at Committee meetings

With no further business to consider, the meeting ended at 8.35 pm

Chair of Council/Mayor **Signed**

Proper Officer/Town Clerk **Signed**

Date