

**MINUTES OF A MEETING OF FULL COUNCIL**  
held on 17 November 2021 at 6pm via video conference

<b>Present:</b>	Cllr A Buckfield Cllr C Evans Cllr R Blacklaw-Jones Cllr D Blyth Cllr B Ferguson (left at 6.45pm) Cllr S Hooper Cllr P Johnson Cllr T Moses Cllr G Roberts Cllr J Twigg (arrived at 6.27pm)	Chairman / Mayor Vice Chairman / Deputy Mayor
<b>Apologies:</b>	Cllr J Dunckley Cllr E Perkins	

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

**Before the meeting commenced, a minute's silence was held in memory of Mrs Beryl Thomas-Cleaver, former Mayor, Sheriff and Town Councillor, and those who lost their lives on the River Cleddau on 30 October 2021.**

**2098 Declarations of Interest from Members**

<b>Agenda Item</b>	<b>Member</b>	<b>Interest</b>	<b>Nature of interest</b>
2108 (a)	Cllr B Ferguson	Personal	Cllr Ferguson is a Director of the Community Interest Company concerned
2115	Cllr D Blyth	Personal and Prejudicial	Employed by Hywel-Dda Health Board
2116	Cllr C Evans	Personal and prejudicial	Interest in tender bid for appointment of Architect
2116	Cllr S Hooper	Personal and prejudicial	Partner to Cllr Evans

*\*\* The declarations of interest made by Councillors relating to Agenda Items 2115 and 2116 were unnecessary as these items were providing information only, there was no discussion on item 2116 and no decisions were made or votes taken. \*\**

**2099 Haverfordwest Town Council wish to record their praise and admiration for the professional manner in which all the Emergency Services and members of the public responded to the tragedy on the River Cleddau on Saturday 30 October 2021**

**Resolved**

**Presentation to be made to representatives of the Emergency Services and members of the public who responded to the tragedy on the River Cleddau on 30 October 2021**

**2100 Haverfordwest Town Council wish to record with admiration their praise of Joel Williams's bravery in jumping in to the River Cleddau on Saturday 30 October 2021 to rescue a lady from drowning**

**Resolved**

**Presentation to be made to Joel Williams for his rescue on the River Cleddau on 30 October 2021**

## 2101 Introduction from Superintendent Anthony Evans, Dyfed-Powys Police, and presentation on changes being implemented to improve their service

Superintendent Anthony Evans introduced himself as the local policing Area Commander for Pembrokeshire, having been in post for the last 14 months and in Dyfed-Powys Police for 24 years.

He explained that they had recently looked to introduce force changes to Dyfed-Powys Police, implementing them throughout the four counties. A review has been carried out looking at how they deal with criminal investigations. Response Officers previously had responsibility for recording and investigating crimes, then submitting files of evidence through to court in order to prosecute individuals for various offences. This was a lot of pressure and due to shift patterns sometimes meant a long time elapsing with victims not being kept up to date with what was happening. At the heart of the changes made, are that victims remain number one priority. The force is keen not to reduce the number of Officers on a response shift. He reassured us that they are not closing any stations or reducing Officer numbers and they will continue to be visible within the communities.

As a result of the review a dedicated department has been set up with newly created investigation teams who will deal with the individuals and see the investigation through to a conclusion.

The benefits of this new process are that the Response Officers will be more visible in our community and have greater capacity to continue with their roles whilst the Investigation Team are able to spend more time with victims.

This new process went live on 7 November 2021 and they are already seeing the benefits of these changes.

Mayor thanked Superintendent Evans for his presentation and he left the meeting at 6.28pm.

## 2102 Questions from Members of the Public

No questions had been received

## 2103 Minutes of previous meeting

### a) Minutes of the Full Council meeting held on 20 October 2021

All voted in favour to accept the minutes of the full council meeting held on 20 October as a true record.

### b) Updates on the minutes of the Full Council meeting held on 20 October 2021

79/21 The Mayor has spoken to the footpath officer who advised it is much quicker to wait for the footpath to be adopted by highways than to have it recorded as a public right of way. The building control officer advised they have a bond from the developer guaranteeing the path will be rebuilt and opened in February 2022. The Mayor has spoken to the author of the letter who is happy with our response

**Resolved**

**To accept the minutes of the Full Council meeting held on 20 October 2021 as a true record**

## 2104 Mayor's correspondence and updates

- Mayor attended a Pembrokeshire Brand launch at Llys-Y-Fran Country Park.
- Mayor was invited to view a community growing area just outside Haverfordwest.
- On Saturday 30 October, Mayor attended the launch of the Poppy appeal at Riverside Shopping Centre.
- On 5 November, Mayor attended a Vision Arts performance of Calendar Girls in Narberth and commented on the unbelievably high standards of those who took part.
- Mayor had a brief meeting with Mark Drakeford.
- On 8 November, Mayor opened the Garden of Remembrance at the Cenotaph.
- Mayor organised a children's Remembrance Service which received lovely feedback. Mayor expressed thanks to Mark Russell of Pembrokeshire County Council and his Maintenance Team for their work preparing the Cenotaph and surrounding area.

- On 14 November, Mayor attended the Remembrance Sunday Service in the morning in Haverfordwest and in the afternoon in Neyland.
- Mayor attended two charity events at the William Owen Wetherspoons which raised almost £1000 for Children's Cancer charities.
- Mayor attended the funeral of former Mayor Beryl Thomas-Cleaver and remarked that she will be sadly missed.
- Mayor met with Stephen Crabb MP, virtually, about Haverfordwest Racecourse and funding. Councillor Hooper and the Town Clerk were also in attendance, and he felt that the MP seemed happy with the outcome.
- Mayor attended the opening of Pembrokeshire County Council's Repair Café at the Riverside Shopping Centre with Councillor Tom Moses. He met with Police Commissioner there.

## 2105 Planning Applications

<b>Ref No. 21/0760/PA</b>	Proposal: Conversion of the existing garage to an Annexe to provide ancillary use to the main dwelling
Portfield Ward	West Rise, 17 Dale Road, Haverfordwest, Pembrokeshire SA61 1HZ
<b>Resolved</b>	<b>Support</b>

<b>Ref No. 21/0732/PA</b>	Proposal: Extension of existing covered area with free standing roof
Prendergast Ward	Prendergast Primary School, Stokes Avenue, Haverfordwest, Pembrokeshire SA61 2RE
<b>Resolved</b>	<b>Support</b>

<b>Ref No. 21/0707/AD</b>	Proposal: Display of 4 internally illuminated fascia signs
Prendergast Ward	Days Garage, Fishguard Road, Haverfordwest, Pembrokeshire SA62 4BT
<b>Resolved</b>	<b>Support with comments</b>

<b>Ref No. 21/0679/PA</b>	Proposal: Change of use from commercial premises to residential use
Castle Ward	32 Market Street, Haverfordwest SA61 1NH
<b>Resolved</b>	<b>Support</b>

## 2106 Committee Minutes

The following minutes were submitted:

### **Minutes of the meeting of the Management, Estates and Strategy Committee held on Tuesday 2 November 2021 at 6pm via video conference**

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<b>Present</b>	Cllr G Roberts Cllr A Buckfield Cllr C Evans Cllr P Johnson Cllr T Moses Cllr J Twigg	MES Committee Chairman Chairman of Council / Mayor - Ex-officio Deputy Mayor
<b>Apologies</b>	Cllr J Dunckley	
<b>Observer</b>	Cllr D Blyth	

Town Clerk was in attendance

**Before the meeting commenced, a minute's silence was held in memory of Mrs Beryl Thomas-Cleaver, former Mayor, Sheriff and Town Councillor, and those who lost their lives on the River Cleddau on 30 October 2021**

**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**

No updates

**2021/2022 Action Plans****Cemeteries:**

Lower Prendergast: Signage was considered, there were discussions about liaising with schools about creating designs.

Upper Prendergast: The cutting back of the trees needs to be reviewed by the Groundsmen.

St Martins: No updates.

**Christmas Lights sub-committee:** This will be considered in a later agenda item.

**Community Garden:** This will be considered at the next full council meeting.

**Events:** No updates. Details for the Remembrance Services were provided by the Mayor.

**Picton Centre:** No updates.

**Priory Saltings:** It was proposed to spend the remaining budget on safety signage, a wooden handrail on the steps and a willow sculpture. It was agreed that the installation of a handrail is the main priority so quotations will be sought. There is uncertainty as to who owns the land under the bridge. At the next meeting of the Cleddau Reaches Steering Group, an update will be asked for the safety and risk assessment. Majority voted in favour to obtain quotations for the supply and installation of hand rails on the steps and for our Groundsmen to complete a risk assessment.

*Cllr D Blyth left the meeting at 6.45pm*

**Sheriff's Project:** Consideration of invoice for bunting to be deferred to the next meeting of full council or December committee meeting.

**Sports Pavilion:** The contracted work has commenced. Quotations are being sourced by the Portfield Recreation Committee for barriers at the entrance to the car park.

**Youth Involvement Work:** On considering the quotation for signage at the burgage plots, it was felt that there should be more involvement from young people in the design. All voted in favour to return to the designer with the request to engage with young people on the design.

**Resolved**

**Priory Saltings – Quotation for supply and installation of hand rails on the steps to be obtained and risk assessment to completed**

**Resolved**

**Youth Involvement Work – Request for the graphic designer to engage with young people on the design for signage at the burgage plots**

**Draft 2022/2023 Action Plans and Budget**

Cemeteries: Quotations to be sourced for the replacement and repairs to the railings.

Christmas lights: Town Clerk to make updates.

Events: Further editing needed.

Farmers Market: Action plan considered.

Haverfordwest Improvements: Further editing needed as items duplicated from Events draft plan.

Priory Saltings: Action plan considered.

Sports Pavilion: Plan not usually drafted for this item and agreed one is needed.

St Martin's Cemetery: Follow up on survey on boundary wall as still not received.

Welsh Language: Translation service costs need to be entered by Administration Officer and costs from web designer.

Youth Involvement: It was asked what the youth had come up with for inclusion in the plan. It was felt it should be kept open to receive more ideas. We already have litter picking equipment so the plan needs to be updated.

### **Christmas Lights Sub-Committee**

Town Clerk has sourced lighting for this year's festive display within the 2021/2022 agreed budget.

### **Items for next agenda**

- Vision Statements
- Hybrid meetings

**With no further business to consider, the meeting ended at 8.43pm**

**Resolved**

**The minutes of the Management, Strategy and Estates Committee meeting held on 2 November 2021 were accepted as a true record**

### **Minutes of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 3 November 2021 at 6pm via video conference**

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<b>Present</b>	Cllr S Hooper Cllr A Buckfield Cllr B Ferguson	PPF Committee Chairman Chairman of Council / Mayor - Ex-officio
<b>Apologies</b>	Cllr D Blyth Cllr E Perkins Cllr C Thomas	PPF Committee Vice Chairman
<b>Observer</b>	Cllr C Evans Cllr T Moses Cllr G Roberts Cllr J Twigg	

Town Clerk was in attendance

**Meeting was not quorate and ended at 18.03pm.**

**Resolved**

**The minutes of Personnel, Policy and Finance Committee meeting hold on 3 November 2021 were noted**

**2107 Consider information and if necessary, our response:**

**a) Draft Police and Crime Plan for 2021-2025 for the Dyfed-Powys area**

Mayor suggested that Councillors read it and send in any comments of their own.

**2108 Consider request for letters of support from****a) GRWP Resilience to develop a community gardening and allotment site**

Mayor had recently been to see this site which is on the outskirts of Haverfordwest. They are looking to purchase two acres of land by the entrance to Withybush Showground. All were in agreement to send a letter of support for the application bid for an Enhancing Pembrokeshire Grant.

**Resolved**

**Letter of support will be sent to GRW Resilience in support of their bid for an Enhancing Pembrokeshire Grant**

**b) Haverfordwest County AFC to develop their Community Hub programme**

Councillor Moses advised they were improving energy efficiency of their stock there, and addressing concerns with reconnecting with vulnerable sections of the community. Council was very impressed with the proposal and agreed to send a letter of support for the application bid for an Enhancing Pembrokeshire Grant.

**Resolved**

**Letter of support will be sent to Haverfordwest County AFC in support of their bid for an Enhancing Pembrokeshire Grant**

**2109 Consider the lease agreement for the Community Garden at the Former Gasworks site, Lower Cambrian Place**

It was proposed to accept the lease agreement to include the variations from Solicitor's acting for both parties and to accept the funding.

A recorded vote on this item was requested.

Council had previously agreed to accept the funding and its release is subject to having the lease agreement in place. The Community Garden Task and Finish Group answered numerous questions in relation to the garden for which they were thanked.

It was proposed that the Town Clerk & one Councillor sign the lease agreement with Wales & West Utilities for the community garden project incorporating the amendments agreed in correspondence between Haverfordwest Town Council's Solicitor and Wales & West Utilities' Solicitor as soon as possible in order to secure the offer of grant funding.

The recorded vote: For – Councillor's Roberts, Evans, Moses, Ferguson, Blyth, Johnson, Hooper, Blacklaw-Jones.  
Against - Councillor's Buckfield, Twigg.

**Resolved**

**Town Clerk and Councillor to sign the lease agreement with Wales & West Utilities for the community garden project incorporating the amendments to secure the grant funding**

Councillor Blyth called a point of order as he felt the Mayor's tone was rude.

**2110 Outside Bodies****a) Consider appointments**

No changes

**b) Updates**

Haverfordwest Racecourse (Public Park) Trust: Mayor advised that he had met with Stephen Crabb MP, along with the Town Clerk and Councillor Hooper, regarding clarification about why we turned down a grant application.

Together for Change Forum: Councillor Moses advised they have finished doing interviews but he has heard nothing further.

Town Team: Councillor Moses updated that there had been a meeting on 11 November which involved an update from Haverfordwest Town Council. There was a verbal update on regeneration. Discussion took place regarding the securing of the levelling up fund. Also talks about the Community Resilience Fund. Advised Haverfoodfest event taking place on 11 December. Clarification was sought about the Christmas Lights and if there would be a switch on event this year. Nigel Stopher did not attend the meeting and the meeting was actually inquorate.

Youth Forum: Councillor Blacklaw-Jones advised there had been a meeting but there was nothing to report from it

#### **2111 Accounts for payment**

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

**Resolved**

**October accounts totalling £23,533.39 including VAT were approved for payment and receipts totalling £6,545.05 excluding VAT were accepted**

**For agenda item numbers 2112, 2113, 2114, 2115 and 2116** 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**

*All members of the public and press left the meeting at 7.52pm*

#### **2112 Haverfordwest Town Museum**

**Resolved**

**Mayor and Town Clerk to continue to negotiate a satisfactory conclusion to all matters in relation to Haverfordwest Town Museum with the relevant parties**

#### **2113 Staffing Matters**

**Resolved**

**Appointment made to the Senior Administration Officer post**

**Groundsman post is made permanent following a successful period of probation**

**Town Clerk to authorise all Staff to work from home during inclement weather**

#### **2114 Emergency Committee update**

No resolutions.

#### **2115 Updates on the Picton Centre**

No resolutions.

#### **2116 All matters in relation to the Old Wool Market**

No resolutions.

**2117 Items for next agenda**

There were no items for next agenda.

**With no further business to consider, the meeting ended at 8.33pm**

**Pages 93/21 and 94/21 are Confidential Minutes for Council Members only**

**Chair of Council/Mayor** ..... **Signed**

**Proper Officer/Town Clerk** ..... **Signed**

**Date** .....