

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 19 SEPTEMBER 2018 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs S Murray (Mayor)
Cllr A Brooker
Cllr A Buckfield
Cllr J Collier
Cllr C Evans
Cllr A V Griffiths
Cllr G Howell
Cllr S Hooper
Cllr D Jones
Cllr M Mathias
Cllr J Morgans
Cllr C Thomas

APOLOGIES: Cllr S Cook
Cllr J Dunckley
Mr M Cavanagh, PCC Link Officer

ABSENT: Cllr P Jones

The Town Clerk and Administration Officer were in attendance.

Darren Thomas, PCC Link Officer, and County Cllr Tim Evans were in attendance.
David Lynch, Western Telegraph reporter, was in attendance.

Chief Superintendent Steve Cockwell, Inspector Alan Wiltshire from Dyfed-Powys Police and Sinead Henehan, PCC were in attendance.

1584 FUTURE CCTV INFRASTRUCTURE IN PEMBROKESHIRE

An overview of the current CCTV infrastructure was provided by Chief Superintendent Cockwell. There are 13 cameras in scope at this time in Haverfordwest, predominantly in the town centre. Additional cameras on the outskirts of town and the trunk roads are operated by other organisations. A further camera on the Riverside is to be installed in early 2019. It is hoped that installation of further cameras during May 2019 could be brought forward. The cameras feedback to commanding control rooms at Dyfed-Powys Police HQ with local officers having direct access to CCTV footage when required. The police have a duty to review the CCTV infrastructure on an annual basis with consideration currently being given to a Central CCTV Monitoring Team, providing live and proactive monitoring.

Ms Henehan will liaise with the PCC Head of Enforcement to consider if CCTV can be used for litter enforcement and parking violations.

A question was asked regarding the removal of the Christmas tree on Castle Square due to anti-social behaviour, and whether the police felt behaviour had improved sufficiently to warrant a tree being erected in future years. Inspector Wiltshire believes such problems are still in existence and the supposed deterrent of CCTV makes little difference. Haverfordwest Town Council provides an annual contribution of £4,000 towards the CCTV service, which will have to come to an end on 31st March 2019.

Chief Superintendent Cockwell, Inspector Wiltshire and Ms Henehan left the meeting at 7.15pm.

1585 DECLARATIONS OF INTEREST

Declarations of interest from members will be taken as and when they arise.

1586 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1587 MINUTES OF COUNCIL MEETING

The minutes of the meeting held on 18th July 2018 were agreed as a true record

RESOLVED: The minutes of the Council meeting held on 18 July 2018 were confirmed and signed as a true record

1588 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 18 JULY 2018

71/18 Appointment of Councillors to Outside Bodies: Cllr Thomas has been voted onto the Temporary Joint Governing Body of Mount Airy and Haverfordwest VC Schools.

1589 MAYOR'S UPDATES AND CORRESPONDENCE

1. The Mayor read out two letters received from an ex-councillor, Mr K Wyburn. The first letter was regarding the budget for Festival Week. The Town Clerk had responded to clarify that the budget for Town Events includes not only Festival Week but events for the 2018/2019 financial year which was agreed by Council. The second letter was requesting further reassurance of the itemised spending of town money. The Clerk replied that all expenditure is contained within Full Council minutes and provided a list of where the minutes could be found.
2. A letter had been received from Mr Jeff Clout regarding the 2018 Carnival stall process and his unsuccessful application. A meeting has been held with the Mayor and Mr Clout, with Cllr Morgans in attendance, where he was informed that a new process for booking stalls would be in place in 2019. Mr Clout offered his assistance in creating a process that would work for all traders. The Town Council had not received a claim from Mr Clout for financial loss.
3. A letter of thanks had been received from the Secretary of the Haverfordwest Twinning Association for the lunch reception held for the guests from Oberkirch during their time in the town.
4. Vacancy in Portfield Ward – the notice of co-option received no applicants. A second vacancy has arisen in this ward and a Notice of Casual Vacancy has been issued. If no petition to hold an election is received for the second vacancy, a notice of co-option will be issued for the two vacancies.
5. The Mayor advised she is abroad for most of November. A staff meeting will be called to confirm who will be covering duties during her absence.
6. The proposed Link Officers Meeting has been cancelled.
7. All Councillors are requested to attend the forthcoming Code of Conduct training.
8. The Christmas Light Switch-On has been arranged for Saturday 1st December at 6pm. All Councillors are invited to attend the Parlour from 5pm for refreshments. A suggestion was made to hold a public meeting following the December Full Council meeting to discuss the 2019 Christmas plans. This is to be confirmed.

1590 PLANNING APPLICATIONS

Ref. No. 18/0429/PA **Extensions and alterations**
PRENDERGAST WARD
 16 Cardigan Road
 Haverfordwest
 SA61 2QQ

CONDITIONALLY APPROVED

Ref. No 18/0391/PA **Change of use of building from D1 (non-residential)**
CASTLE WARD **to a mix of D1 (non-residential) and C3 (residential)**
 Mental Health Advocacy in Pembs
 The Liberal Chambers
 4 St Mary's Street
 Haverfordwest
 SA61 2DR

CONDITIONALLY APPROVED

Ref. No 18/0446/PA **Extensions and alterations**
PRIORY WARD
 6 Cleddau Avenue
 Haverfordwest
 SA61 1TX

RESOLVED: MAJORITY SUPPORT

Ref. No 18/0469/PA **Proposed Garage**
PRENDERGAST WARD
 14 Heritage Gate
 Haverfordwest
 SA61 2RF

RESOLVED: MAJORITY SUPPORT

Ref. No 18/0471/AD **New Signage**
CASTLE WARD
 19A Bridge Street
 Haverfordwest
 SA61 2AL

RESOLVED: SUPPORT

Ref. No 18/0498/DC **Discharge of Condition 3 (Archaeology) of planning**
CASTLE WARD **permission 17/0866/PA**
 29 High Street
 Haverfordwest
 SA61 2BW

RESOLVED: SUPPORT

Ref. No 18/0483/PA
CASTLE WARD

Conversion of building from commercial to three flats

The Old Stables
Goat Street
Haverfordwest
SA61 1PX

RESOLVED:

SUPPORT

Ref. No 18/0516/PA
PRENDERGAST WARD

Extension and alterations

Bryn Capel
Prendergast
Haverfordwest
SA61 2PF

RESOLVED:

SUPPORT

Ref. No 18/0317/PA
CASTLE WARD

Repairs and alterations to external appearance

Foley House
Goat Street
Haverfordwest
SA61 1PX

Cllr Buckfield, Cllr Mrs Murray and Cllr Thomas each declared a personal interest as HTC representatives on the THI Steering Group.

RESOLVED:

SUPPORT

Ref. No 18/0516/PA
PORTFIELD WARD

Extension and alterations

21 Haven Park Close
Haverfordwest
SA61 1DT

RESOLVED:

SUPPORT

Ref. No. 18/0607/TF
CASTLE WARD

Tree Surgery

Englefield
1 Oakwood Grove
Haverfordwest
SA61 2HF

Cllr Collier declared a personal interest in this application

RESOLVED:

SUPPORT

Ref. No 18/0600/PA
PRIORY WARD

Variation of condition 2 (amended design) of
planning permission 17/1304/PA (New Bay Window to
Front Elevation)

63 Furzy Park
Haverfordwest
SA61 1HQ

Cllr Buckfield declared a personal and prejudicial interest as chairman of the
Trust who owns the land

RESOLVED: SUPPORT

Ref. No 18/0562/PA
PRENDERGAST WARD

Fence and Gate Boundary Enclosure (in retrospect)

11 Scotchwell View
Haverfordwest
SA61 2RD

RESOLVED: SUPPORT

Ref. No 18/0596/PA
PORTFIELD WARD

Alterations and extension, amendments to
previously approved scheme planning 17/0870/PA

Innisfree
Dale Road
Haverfordwest
SA61 1HZ

RESOLVED: SUPPORT

1591 NEW WAITING RESTRICTIONS

**RESOLVED: To support the proposals to change waiting restrictions
in locations in Haverfordwest**

1592 REPORTS OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE

The following report was submitted:

**REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY
COMMITTEE HELD ON TUESDAY 4 SEPTEMBER 2018 AT 7PM IN THE COUNCIL
CHAMBER, PICTON HOUSE, HAVERFORDWEST**

PRESENT:

Cllr S Hooper (Chair)
Cllr Mrs S Murray (Mayor – ex-officio)
Cllr J Collier
Cllr C Evans
Cllr A V Griffiths
Cllr D Jones

PRESENT as observers: Cllr A Buckfield
Cllr C Thomas

APOLOGIES: Cllr S Cook
Cllr A Edwards

The Town Clerk was in attendance.

Declarations of Interest

Declarations of interest will be taken as and when they arise.

Report of the last meeting

Horse Fair Sign: The sign has been removed and it has confirmed that it is beyond repair. The Clerk is currently liaising with the contractor to produce a replacement; to replicate the original as much as possible.

Picton Centre

The new front/main access doors have been ordered. There is still an issue with unauthorised user's parking in the car park. New signage, cones at the car park entrance and unauthorised parking slips on vehicles are still in use to educate drivers that the car park is privately owned. It was agreed that any issues arising would be reported to the MES committee so that further options to deter unauthorised parking could be considered.

Cemeteries

St Martin's: The tenders for re-locating of headstones were considered. All voted in favour of accepting the tender at a cost of £6,000.00 plus VAT from Contractor 1. The work will commence in late September/early October.

Lower Prendergast: A number of trees within the boundary/roadside wall will need to be removed. The tender for the repair of the wall will be issued following removal of the trees. The Prince's Trust Volunteers have made tremendous progress with the painting of the railings, clearance of the steps so now visible and repair to benches.

RESOLVED: **The contract for the re-locating of headstones is awarded to Contractor 1 at a cost of £6,000.00 plus VAT**

Priory Salting's

Update was provided on the site. Quotations for ground work, to include reseeding, and preparation of a management plan were considered. All voted in favour of accepting the quotation for the groundworks to include reseeding at a cost of £1,250.00 plus VAT from Contractor 1. All voted in favour of accepting the quotation for preparation of a management plan at a cost of £500.00 excl VAT from Contractor 1. The Blue and Green Infrastructure project, renamed Haverfordwest Riverside Project – the PCC managed project includes funding for the Salting's to extend the boardwalk. All voted in favour of utilising the funding of £2,600.00 to extend the boardwalk with any leftover monies used to put boardwalk to lead to Priory Ruins.

RESOLVED:**That:**

- **The contract for the ground work and re-seeding be awarded to Contractor 1 at a cost of £1,250.00 plus VAT**
- **The contract for the preparation of a Management Plan be awarded to Contractor 1 at a cost of £500.00 excl VAT**
- **Funding under the Haverfordwest Riverside Project of £2,600.00 be used to extend the current boardwalk, with any underspend used on boardwalk to lead to Priory Ruins**

2018/2019 Action Plans

The current financial year action plans were reviewed. It was felt the budget for cemeteries was on target; contracted works in St Martin's and Lower Prendergast would be ongoing for a number of years. The Events budget had a spend of around £9k so far this year, with further invoices expected following Festival Week.

2018/2019 Town Centre Improvements and Development Opportunities Action Plan

The plan includes funding for tree and lighting schemes in the town centre. Following a recent site visit, it was hoped that the funds could be used to create a pocket park near the steps alongside Poundland in Castle Square. It was felt that the Flagship Heritage Attraction Steering Group should be consulted as the area is under consideration as part of the current feasibility study being carried out on the castle. It was agreed that a more detailed proposal was required to include a plan and costings; Cllr's Hooper and Evans to work on this.

2019/2020 Budget and Action Plans

It was requested that all current action plans be updated for the new financial year, to be presented at the next MES committee meeting.

Licence for Haverfordwest Castle

Currently awaiting a response from Pembrokeshire County Council regarding variations on the original offer.

Remembrance Service Events

Council has agreed to take part in the national lighting of a beacon at 7pm on Sunday 11 November 2018. The previously agreed site for the lighting of the beacon, Haverfordwest Castle, was discussed. It was felt the castle was not the most suitable location as there is no accessible high-level position to light the beacon from. All were agreement that the site be re-located to St Thomas' Church tower which has been previously used for lighting of the beacon. The church owner will be contacted to clarify if accessible and to grant permission of use.

RESOLVED:

Lighting of the Beacon at 7pm on Sunday 11 November 2018 is re-located to St Thomas' Church, upon granting of permission from owner

1593 REPORTS OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE

The following report was submitted:

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE
HELD ON WEDNESDAY 5 SEPTEMBER 2018 AT 7PM IN THE COUNCIL
CHAMBER, PICTON HOUSE, HAVERFORDWEST**

PRESENT: Cllr G Howell (Chair)
Cllr Mrs S Murray (Mayor- ex-officio)
Cllr A Buckfield
Cllr J Dunckley
Cllr M Mathias
Cllr J Morgans
Cllr C Thomas

PRESENT as observer: Cllr J Collier

APOLOGIES: Cllr P Jones

ABSENT: Cllr A Brooker

The Town Clerk was in attendance.

Declarations of Interest

Declarations of interest will be taken as and when they arise.

Report of last meeting

No updates.

Accounts to 31 July 2018

All voted in favour of accepting the accounts to 31 July 2018.

RESOLVED: **Accounts are accepted to 31 July 2018**

Publicity, Promotion and Community Newsletter

It was suggested that the Western Telegraph and Pembrokeshire County Council (PCC) PR Team are approached for advice regarding publicity and promotion. All voted in favour of creating a publicity and promotion sub-committee consisting of three councillors; to include Cllr's Howell, Dunckley and one other to be agreed at full council. An action plan would need to be created for the next financial year.

All voted in favour to pilot a community newsletter in Garth Ward, with a budget of £1,000.00.

RESOLVED: **That:**

- **HTC has a publicity and promotion sub-committee consisting of Cllr Howell, Cllr Dunckley and one other**
- **A community newsletter is piloted in Garth Ward with a budget of £1k for the current 2018/2019 financial year**

Cllr J Collier reserved the right to speak at full council.

Licence for Haverfordwest Castle

Deferred to next meeting as awaiting/considering further information.

2019/2020 Budget and Action Plans

An overview of the planning sheet was provided; these assist with the setting of the budget and precept. Requested that each planning sheet is updated for the next financial year to be reviewed at the October PPF committee meeting.

Picton House sub-committee

Cllr J Dunckley declared a personal interest as an employee of Pembrokeshire County Council.

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: Town Clerk to obtain details on applying for a loan from the Welsh Government Public Works Loan Board to include maximum amount and term available

Cllr A Buckfield reserved the right to speak at full council.

Cllr J Collier left the meeting at 7.59pm.

Safeguarding Policy

The Clerk is currently waiting to speak to PAVS. The item was deferred to next meeting.

Enhancing Pembrokeshire Grants Scheme

The concept to create a destination market was discussed. Cllr Mathias will look more in depth at this idea. It was voted in favour for an expression of interest be registered with PCC for 2018/2019 grant funding.

RESOLVED: An expression of interest is registered under the Enhancing Pembrokeshire Grants Scheme with Pembrokeshire County Council for a destination market

Pembrokeshire County Council – Town Council Link Officer Evaluation

It was agreed that the comments made at the MES committee meeting be entered on the evaluation form along with the following:

- Consider joint planning for next financial year and continuing;
- Collaborate at an earlier stage and not just voted on at the later stage;
- We are very grateful to our Link Officers for all their support.

RESOLVED: The Pembrokeshire County Council – Town Council Link Officer evaluation form is completed with comments as provided by the MES and PPF committees

Applications for Financial Assistance

1. Haverfordwest Town Museum Trust

Cllr Mrs S Murray, Cllr A Buckfield, Cllr J Morgans, declared a personal interest as HTC appointed representatives on the Town Museum board of trustees.

The application requests a donation of £4,222.00 to be used towards the cost of the lease and service charges.

All voted in favour of the proposal to donate £4,222.00 under the LGA 1972, Section 137.

2. Cylch Meithrin Caer Elen (Hwlfordd)

The application requests a donation of £500.00 to support the provision of a Welsh language playgroup.

All voted in favour of the proposal to donate £500.00 under the LGA 1976, Section 19.

RESOLVED:

That:

- A donation of £4,222.00 is given to Haverfordwest Town Museum Trust
- A donation of £500.00 is given to Cylch Meithrin Caer Elen (Hwlfordd)

Items for next agenda

No items for next agenda.

There being no other business to discuss, the meeting was closed at 8.40pm.

END OF REPORT

Publicity, Promotion and Community Newsletter Councillor representation from both committees would be required. Cllr Brooker offered support with promotions and advice. The sub-committee members are Cllr Howell, Cllr Brooker, Cllr Hooper, Cllr Evans and Cllr Dunckley. Action Plan would need to be updated in preparation for the next committee meetings.

ACCEPTANCE of the above report, all voted in favour.

RESOLVED: The report of the Personnel, Policy and Finance Committee meeting held on 5 September 2018 is accepted as a true record

1594 CHARTER BETWEEN PEMBROKESHIRE'S TOWN AND COMMUNITY COUNCILS AND PEMBROKESHIER COUNTY COUNCIL (PCC)

PCC are open to accept questions or comments from Council. Councillors should refer questions or comments to the Town Clerk who can forward them to PCC in one email.

RESOLVED: **Town Clerk to receive comments or questions from Councillors and forward to Pembrokeshire County Council**

1595 OUTSIDE BODIES

Councillors are reminded that apologies for council meetings are to be given to the Town Clerk. Apologies for Outside Body meetings are to be given direct to the organisation.

- Haverhub is to change its name to Haverhub Steering Group. There remains one vacancy to be filled.
- Twinning Association has two vacancies. Cllr Mathias was nominated to join the Association. Council were reminded of the 30th anniversary in 2019 when considering nominations.
- Town Team: Mr Thomas, PCC Link Officer, provided an update on the car park regeneration proposals. He wishes to see a more collaborative approach between PCC and HTC in respect of the regeneration plans to translate the strategic ideas into specific plans. Council requested an update on the progress of a meeting held with Cabinet member Cllr Paul Miller. County Cllr Evans will contact Ms Henehan to obtain a future Town Team meeting date.
- Cllr Howell provided an update on the number of planned Remembrance Events. A banner will be erected above Victoria Place, and flyers distributed.
- The monthly Dementia Friendly memory café is proving very successful. A grant of £1,000 has been offered from PAVS. There is a Christmas party on 18th December to which all councillors are invited.
- Cllr Buckfield reported that the recent twinning visit from Oberkirch was very successful.
- Cllr Buckfield relayed that the Town Museum was very grateful for the donation from HTC. Their governance has been changed and the museum was now being run in accordance with rules and regulations, with a wider representation on the Board.
- On behalf of the Portfield Recreational Trust, Cllr Buckfield conveyed that the park benches are to be refurbished and the ironwork cleaned and painted.
- Three applications under the Town Heritage Initiative (THI) Complementary Initiative scheme are soon to be voted on by the THI Steering Committee. These relate to Haverhub, 29 High Street and the Castle Town Link on Castle Square.
The other ideas originally presented to Council have fallen by the wayside. The application for the High Street Deep Clean has now been put out to consultancy by the THI Steering Group.
- The Mayor commented that the Oberkirch children thoroughly enjoyed their parlour visit, and reminded Councillors that as 2019 was a special year for the twinning, it would be good to have contribution from Haverfordwest Town Council as part of the 2019 Twinning events.
- There would be three events held in the Garth ward during half term; two cinema days and a light party.
- The Mayor will shortly be sending out to councillors a document detailing the planned events in Haverfordwest in 2019.
- Cllr Hooper reported that the Riverside projects were progressing well, with regular meetings being held and grant applications in progress to boost funding.

RESOLVED: **Cllr Michael Mathias be elected to the Haverfordwest Twinning Association**

1596 ACCOUNTS FOR PAYMENT

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

RESOLVED: **The accounts totalling £49,501.89 including VAT were approved for payment and receipts totalling £95,962.57 excluding VAT were accepted**

1597 ITEMS FOR NEXT AGENDA

- 2019/2020 Budget
- External Auditors Report

1598 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 24 October 2018.

There being no other business to discuss, the meeting was closed at 8.38pm.

Signed Mayor

Signed Town Clerk

Date