

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON 23 JUNE 2021 AT 6PM
VIA VIDEO CONFERENCE**

Present:	Cllr A Buckfield	Mayor/Chairman
	Cllr C Evans	Deputy Mayor/Vice Chairman
	Cllr R Blacklaw-Jones (joined at 6.28pm)	
	Cllr B Ferguson	
	Cllr S Hooper	
	Cllr P Johnson	
	Cllr T Moses (joined at 6.25pm)	
	Cllr E Perkins	
	Cllr G Roberts	
	Cllr C Thomas	
	Cllr J Twigg (joined at 8.03pm)	
Apologies:	Cllr R Blacklaw-Jones (joined at 6.28pm)	
	Cllr D Blyth	
	Cllr J Dunckley	
	Cllr J Twigg (joined at 8.03pm)	

The Town Clerk, Administration Officer, members of the public and the Press were in attendance
The Mayor's Chaplain, Reverend Father Neil Hook was in attendance and led Council in prayer to open the meeting.

2038 Declarations of Interest from Members

Agenda Item	Member	Interest	Nature of Interest
2042 Planning Applications 21/0205/PA	Cllr C Evans	Personal and Prejudicial	Councillor is the agent for this planning application
2049 Old Wool Market			Councillor's intention to submit a fee proposal for the proposed alteration works in OWM when work is tendered
2042 Planning Applications 21/0155/PA 21/0158/PA 21/0205/PA	Cllr B Ferguson	Personal Personal and Prejudicial	Planning applications for neighbour's property This application is for the property Councillor Ferguson occupies
2049 Old Wool Market	Cllr S Hooper	Personal and Prejudicial	Partner's company interested in tendering for the redesign on the Old Wool Market as new HTC premises
2042 Planning Applications 21/0205/PA 21/0155/PA	Cllr G Roberts	Personal	Planning applications for neighbour's property

2039 Questions from Members of the Public

No questions had been received.

2040 Minutes of previous meeting

- a) **Minutes of the Full Council meeting held on 21 April 2021:**
All voted in favour to accept the minutes of the full council meeting held on 21 April 2021 as a true record.
- b) **Updates on the minutes of the Full Council meeting held on 21 April 2021:**
No updates were received.
- c) **Minutes of the Annual meeting held on 26 May 2021:**
All voted in favour to accept the minutes of the Annual meeting held on 26 May 2021 as a true record.
- d) **Updates on the minutes of the Annual meeting held on 26 May 2021:**
No updates were received.
- e) **Minutes of the Extraordinary meeting held on 3 June 2021:**
All voted in favour to accept the minutes of the extraordinary meeting held on 03 June 2021 as a true record.
- f) **Updates on the minutes of the Extraordinary meeting held on 3 June 2021:**
No updates were received

Resolved**To accept the minutes of the Full Council meeting held on 21 April 2021 as a true record****To accept the minutes of the Annual meeting held on 26 May 2021 as a true record****To accept the minutes of the Extraordinary meeting held on 03 June 2021 as a true record****2041 Mayor's updates and correspondence**

- The Mayor had presented the Award of Merit to Amanda Absalom-Lowe and gave thanks to the Sheriff for being in attendance. He had also presented Jack Gray with the Young Laurel Award at Portfield School and opened their sensory garden. Jonathan Collier was presented with the Mayor's Certificate.
- The Mayor attended a meeting with the Chairman of the William Vawers Trust and the Sir John Perrot Trust.
- The Mayor had completed a site visit of Priory Ruins with Reverend Father Hook to consider an outdoor civic service.
- The Mayor had received correspondence from Haverfordwest Yarn Bombers and Cllr Perkins regarding the promotion of the yarn bombs by the council. He advised that the yarn bombers have been supported by the council with grants and the Award of Merit. He offered for the links from the yarn bombers social media group page to be shared on the town council social media page for future events.
- The Mayor had met with Pembrokeshire County Council Cabinet Members. He had also been involved with three casework matters in his ward in his role as a Town Councillor, these related to education, housing and the environment.
- The Mayor had received copious amount of correspondence in relation to an event he had not been invited to.

*Cllr T Moses joined the meeting at 18:25**Cllr R Blacklaw-Jones joined the meeting at 18:28***2042 Planning Applications**

Ref No. 21/0155/PA	Proposal: Change of Use of Offices to Residential Unit
Castle Ward	5 Market Street. Haverfordwest, SA61 1NH
Resolved	Support

49/21

Ref No. 21/0203/PA	Proposal: External alterations
Castle Ward	Old Grove House, 95 Hill Street, Haverfordwest, SA61 1QL
Resolved	Support

Ref No. 21/0205/PA	Proposal: External alterations
Castle Ward	3 Market Street, Haverfordwest SA61 1NF
Resolved	Support

Ref No. 21/0158/PA	Proposal: Change of Use of Offices to Residential Unit
Castle Ward	5 Market Street, Haverfordwest, SA61 1NH
Resolved	Support

Ref no. 21/0238/PA	Proposal: proposed dormer extension and gable window to the existing dormer bungalow. New terrace level with the existing lounge
Portfield Ward	25 Douglas James Way, Haverfordwest, SA612TQ
Resolved	Details only received on day of meeting so it was agreed that comments be forwarded and circulated for agreement and submission to PCC

2043 Committee Reports

The following reports were submitted:

Report of the meeting of the Management, Estates and Strategy Committee held on Tuesday 1 June at 6pm via video conference

Present	Cllr G Roberts Cllr Buckfield Cllr C Evans Cllr P Johnson Cllr T Moses Cllr J Twigg (joined at 6.20pm)	MES Committee Chair Mayor/Ex-officio
Apologies	Cllr R Blacklaw-Jones Cllr J Dunckley	
Observer	Cllr D Blyth Cllr E Perkins	

The Town Clerk was in attendance

Election of Committee Chairman

Resolved **Cllr G Roberts is appointed as Chairman of the Management, Estates and Strategy Committee for the 2021/2022 council year**

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
Management, Estates and Strategy Committee – Working document of all assets	Cllr J Twigg	Prejudicial	Outside appointed committee member on the Haverfordwest Racecourse (Public Park) Trust

Election of Committee Vice Chairman

Resolved

Cllr R Blacklaw-Jones is appointed as Vice Chairman of the Management, Estates and Strategy Committee for the 2021/2022 council year

Report of last meeting

No updates on the report of the last meeting.

2021/2022 Action Plans

Cemeteries:

St Martins: Structural survey is awaited on the boundary wall. In the meantime, the area of concern has been cordoned off.

Lower Prendergast: The grass cut has been completed. All voted in favour to plant three crab apple trees in the cemetery as provided through grant funding.

Upper Prendergast: The metal railings will be reviewed to ascertain their condition and considerations for future maintenance or replacement.

Christmas Lights sub-committee: A reminder will be issued to supplier requesting a site visit to consider future displays.

Cllr J Twigg joined at 6.20pm

Community Garden: The funding application is the 2021/2022 action plan for the garden set-up. All voted in favour to meet the lease holder legal costs of £850 net to be taken from Reserves, General Fund, with a caveat for the lease holder to be approached for support. The contingency of £1,000 within the grant funding will be utilised for our legal fees.

All were in agreement for an acceptance letter to be issued to the funder for the grant awarded for the community garden set up costs.

It was felt that a paid member of staff will be required to sustain the project, it is hoped this will be funded by a future grant application. All were in agreement that for a Task and Finish Group to be set up comprising of five Councillors, to be tasked with looking at how we manage the project and to create a community-based steering group. The community-based steering group, to be made up of relevant stakeholders and a number of Councillors, will firstly need to consider public engagement and the creation of a Community Interest Company for the ongoing management of the garden. Councillors will be appointed to the Task and Finish Group at the next full council meeting.

Events: All were in favour for the lottery licence to be renewed for one-year at a cost of £20 net. The proposed fundraiser walk in support of the NHS day has been postponed as the risk assessment will not allow it to take place due to current restrictions in place for the pandemic.

Picton Centre: No updates.

Priory Saltings: Pathways have been cut today. Meadow is developing well following the seeding that was completed last year with Plantlife and St Marks VC School. Discussion to take place with Plantlife about potential for an event to recognise Meadow Day on 3-4 July.

Sheriff's Project: No updates.

Sports Pavilion: Awaiting receipt of tenders which have been difficult to obtain.

Youth Involvement Work: No updates.

Resolved

Lower Prendergast Cemetery – it was agreed to plant three crab apple trees

In relation to the Community Garden:

- **The lease holder legal costs of £850 net are met from Reserves – General Funds, with a caveat for the lease holder to be approached for financial support**
- **A letter accepting the grant awarded for the community garden set up costs is issued to the Funder**
- **Community Garden Task and Finish Group is set up to consider the future management of the garden and to create a community-based steering group**
- **Cllr Buckfield, Cllr Evans, Cllr Ferguson and Cllr Hooper to form a Community Garden Task and Finish Group**

Events sub-committee – lottery licence to be renewed for one year at a cost of £20 net

Consider projects for ward enhancements

There is no provision within the agreed budget for the 2021/2022 financial year. It was suggested that the proposed vision statements could be utilised as a tool to plan and identify gaps in the town for improvements in the future.

Working document of all assets

Concerns were raised as Haverfordwest Racecourse (Public Park) Trust (HRPPT) have not held a meeting in over 18-months. HRPPT are currently in a joint lease agreement with Portfield Recreation Committee (PRC) and Council. It was felt that the lease agreement and management for this area should be reviewed.

All voted in agreement for a meeting to be held with the PRC and for a letter to be issued to the HRPPT to advise them of their requirement to adhere to the terms and conditions as set out in the lease agreement.

Resolved

Meeting to be held with the Portfield Recreation Committee to consider the lease agreement and management of Haverfordwest Racecourse (Public Park) Trust, with letter to be issued

Sub-committee and Task and Finish Group updates

Vision and Strategy Task and Finish Group: The draft vision statements were considered. It was proposed that vision number three is revised to read “A town that values and celebrates its history and culture”. The statements are a starting point and subject to review in the future. Cllr Twigg reserved the right to speak at full council on his suggestion for non-identifying groups, with no reference specifically to young people. Vote was in favour to adopt the draft vision statements with proposed variation to number three and they are to be used as an engagement tool.

Resolved

The vision statements are adopted with proposed variation to number three and used as an engagement tool

Potential to hold a street art festival and/or workshop

The draft proposal by Cllr Moses was considered. All voted in favour to support the proposed drafting of a grant application to be made for grant funding for a street art festival and/or workshop, subject to review and approval by Council before submission to the funder.

Resolved

Support the proposed drafting of a grant application to fund a street art festival and/or work, subject to review and approval by Council before submission to the funder

Items for next agenda

- Consider the start time of meetings of Sub-committees and Task and Finish Groups.

With no further business to consider, the meeting ended at 8.01pm

Resolved

The report of the Management, Estates and Strategy Committee meeting held on 1 June 2021 is accepted as a true record

Cllr Buckfield left the meeting at 18:41

Report of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 2 June 2021 at 6pm via video conference

Present	Cllr S Hooper Cllr D Blyth Cllr Buckfield Cllr B Ferguson Cllr C Thomas	PPF Committee Chair Mayor/Ex-officio
Apologies	Cllr E Perkins	
Observer	Cllr C Evans Cllr G Roberts	

The Town Clerk was in attendance

Election of Committee Chairman

Resolved

Cllr S Hooper is appointed as Chairman of the Personnel, Policy and Finance Committee for the 2021/2022 council year

Declarations of interest from Members

Declarations of interest will be taken as they arise.

Election of Committee Vice Chairman

Resolved

Cllr D Blyth is appointed as Vice Chairman of the Personnel, Policy and Finance Committee for the 2021/2022 council year

Report of last meeting

Grant Aid Policy and Process: The service level agreement process is to be reviewed by the original Task and Finish Group. One Voice Wales will be asked for any further guidance. Another consideration will be which budget should any agreements be funded from.

Welsh Language Policy: Cllr Blyth will follow up on communication with the Welsh Language Commissioners Office and provide an update at the next committee meeting.

Future venue for meetings: Once restrictions are eased to allow public meetings, we will review the offer to hold meetings at Haverhub.

Accounts to 31 March 2021 and 30 April 2021

Resolved

Accounts accepted to 31 March 2021 and 30 April 2021

Drafting of a Volunteer Policy

Defer to next meeting to enable Cllr Moses to be in attendance to provide an update.

Adoption of policies

a. Review process for Young Laurel Award and Award of Merit

It was agreed to remove the sentence stating “recipients must reside in Haverfordwest” as it is about what a nominee does for the town and to remove “from age 11” to leave “up to age 18” for nominees of Young Laurel Award. As part of the reconfiguration of the Old Wool Market, a new honours board will need to be considered. It was felt that a virtual board should be placed on the new website, this will be a consideration as part of the monthly maintenance.

Resolved

Update the process for the Young Laurel Award and Award of Merit to remove “recipients must reside in Haverfordwest” and to remove the age limit to allow any young person to be nominated up to the age of 18

Update from Communications and Engagement Task and Finish Group

On review, it was agreed to adopt the communications framework with an additional column to record what we do throughout the year. A new Task and Finish Group will be created to look at how it is implemented following the appointment of an additional office staff member. It was agreed for the document to be reformatted from excel to word.

Resolved

Communications Framework is adopted with the proposed update and for a new Task and Finish Group to be created to consider its implementation

Cllr Thomas left at 7.10pm

Financial support

a. Haverhub

The application requests financial support of £2,910 for the provision of materials to paint the external boundary walls. It was agreed that further information was required to support the application.

Resolved

Haverhub is asked to provide further information to support their grant application

Staffing Update

No updates, as this item will be considered at an extraordinary meeting of council on 3 June 2021.

Items for next agenda

- Volunteer Policy
- Staffing Update

- Councillor Training
- Review list of Policies
- Review Risk Register

With no further business to consider, the meeting ended at 7.46pm

Financial Support: The additional information in support of the grant application from Haverhub was considered. It was agreed that Haverhub is awarded £2,830 for the provision of materials to paint the external walls, with the grant approval noted that the render on the wall needs repairing, under the Local Government Act 2000 Section 2.

Resolved

Haverhub is awarded grant funding of £2,830

Haverhub are given a letter of support for their application for an Enhancing Pembrokeshire Grant

The report of the Personnel, Policy and Finance Committee meeting held on 2 June 2021 is accepted as a true record

Mayor re-joined the meeting at 7.12pm

2044 Consider and approve for submission to Audit Wales

a) Accounts for the financial year ending 31 March 2021

All voted to accept the accounts.

b) Report of the Internal Auditor, B W Scourfield CPFA (retired)

All voted to accept the report of the Internal Auditor, Mr B W Scourfield CPFA (retired). A unanimous vote of thanks was given to Mr Scourfield for completing the internal audit.

c) Annual Return for financial year ending 31 March 2021

All voted in favour for the Mayor/Chairman and Town Clerk to sign the annual return for submission to the external auditor.

d) 2020/2021 Annual Report

All voted to accept the annual report.

Resolved

To accept the Accounts, Report of the Internal Auditor, Annual Return and Annual Report for the financial year ended 31 March 2021, for submission to the External Auditor

2045 Correspondence from Pembrokeshire County Council (PCC)

a) PCC Traffic and Highways Community Works Fund

As there does not appear to be a deadline date for a response, the Mayor suggested that everyone consider this item and return with some ideas at the next PPF committee meeting. The Town Clerk will contact Darren Thomas, Head of Infrastructure at PCC regarding his possible attendance at a committee or full council meeting to discuss eligibility and give more information about the fund.

b) PCC Focus on Play

Cllr Moses and Cllr Ferguson agreed that although there were some great proposals within the information provided, more of a strategic view to the development of play across Haverfordwest over the coming years was needed, giving careful consideration to the resources available in the town. This could be considered in more detail at a PPF Committee meeting.

2046 Response to

- a) **Hywel Dda Health Board – Building a healthier future after COVID-19: Have your say**
Although the deadline has passed it was felt that a considered letter should be sent from Haverfordwest Town Council. The hospital is such an important part of the town and the changes suggested could have huge effects so it is important we express our concerns

Resolved**To write a letter of response to Hywel Dda by the end of the month**

- b) **Police and Crime Commissioner, Dyfed-Powys Police: Police and Crime Plan 2022 to 2025 – Your Policing Service – Your Choice**

PCC have been working on an exclusion zone in the town centre. Discussions are being held about forming a high-level partnership and it had been reaffirmed that we were interested in and committed to trying to help the situation. However, no response has been received following our request to become involved. It was agreed for councillors to respond individually and collectively as a council to the consultation.

Resolved**Councillors to respond individually and collectively as a Council to the consultation****2047 Outside Bodies**

- a) **Consider appointments**

Appointments will be considered when new councillors are co-opted to council.

Cllr Moses expressed his willingness to be the link person for Together for Change Forum, a group funded by the National Lottery Community Fund to bring community groups together in Pembrokeshire to network and provide mutual support so that as many communities as possible can benefit. All voted in favour of the appointment.

- b) **Community Safety Partnership – our future inclusion**

Cllr Moses approached Safer Pembrokeshire regarding our involvement and it was not felt appropriate for us to be formally linked to that body.

- c) **Updates**

Haverfordwest Business Circle: S Williams had been appointed as the new Chair.

One Voice Wales: Cllr Buckfield and Cllr Moses attended a recent meeting concerning governance. There are new rules coming into place and a training plan for councillors is to be agreed by May next year. Once the new act is passed any Council decisions will have to be published within 7 days of the meeting, along with a list of attendees, decisions made and draft minutes. A self-assessment tool is to be created by OVW.

The Mayor also attended a Larger Council meeting of One Voice Wales where it was advised that Alison Kitchener has been appointed Local Places for Nature project officer

Town Museum: Cllr Roberts advised that at the recent meeting County Cllr Tim Evans was appointed as the new chairman of the trust. The 25th anniversary will be marked by a photo opportunity on 1 July with the original and the new trust members in attendance. The curator was going to contact the Town Clerk regarding the rent and upkeep of Governor's House. The lease agreement and license will be viewed to ascertain relevant responsibilities. The museum will open when it is legally allowed to do so, probably not before next Easter.

Cllr Twigg joined the meeting 20:03

Town Team: Cllr Moses advised that a recent meeting the Mayor had given a talk about the litter hub and Cllr Evans had spoken about the community garden.

Also discussed at the meeting were the Western Quayside Development, green energy products and the levelling up fund of £19 million.

Twinning Association: There will be an AGM in July

Sir John Perrott's Trust: There will be a meeting in the near future

Resolved

Cllr T Moses is appointed as a representative to the Together for Change Forum

2048 Accounts for payment

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

Resolved

May accounts totalling £18,061.84 including VAT were approved for payment and receipts totalling £9,004.05 excluding VAT were accepted

2049 All matters in relation to the Old Wool Market

The Town Clerk advised she is in receipt of the plans which will be circulated. The flood report has not yet been completed

With no further business to consider, the meeting ended at 8.18pm

Chair of Council/Mayor

Signed

Proper Officer/Town Clerk

Signed

Date