

MINUTES OF A MEETING OF FULL COUNCIL
held on 21 July 2021 at 6pm via video conference

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

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

2050 Declarations of Interest from Members

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

2051 Proposed Public Space Protection Order in Haverfordwest Town Centre (for as yet to be determined areas)

Sinead Henehan, Community Safety, Poverty and Regeneration Manager for Pembrokeshire County Council advised that following a notice of motion made and signed by five County Councillors was presented to the Policy and Pre-Decision Committee and Overview and Scrutiny Committee in March, the decision had been made that the local authority carry out a scoping exercise to decide whether there is a need to consider making a public space protection order (PSPO) in Haverfordwest Town Centre. She provided an informative presentation about PSPOs, their requirements, how they are enforced and how long they last for. She advised that there should be evidential basis for making a PSPO, including what the detrimental activities are along with concise details of what is prohibited or banned. The area covered has to be clear with boundary maps drawn up, along with specific consequences for breaching a PSPO.

This proposal for Haverfordwest is alcohol related. This would concern on street drinking not regulated by a license holder. As part of the scoping exercise the Committee want to talk to as many people as possible, and are looking to Councillors to advise if there were any parties or organisations that they felt it would be worthwhile talking to. They are also looking for their feedback on anti-social behaviour in Haverfordwest, how much of a problem it is and what sort of anti-social behaviour it is.

Ms Henehan is tasked with feeding back the results of this scoping exercise to the November meeting of the Committee, when a decision will be made as to whether those results warrant moving forward with a proposal to put a PSPO in place or not to progress. If they decide to go forward then a full statutory 6-week public consultation process will be carried out and the clear boundary of the PSPO and its purpose outlined.

Ms Henehan answered Councillors questions and was provided with numerous suggestions of other organisations it would be worth her contacting as part of this scoping exercise.

Sinead Henehan left the meeting at 6.43pm

Resolved

Council proposed that a full public consultation is undertaken to determine the need for a Public Space Protection Order in Haverfordwest Town Centre (in areas to be determined), which should include information about the current provision of Youth Services

Cllr Blyth left the meeting at 6.31pm

2052 Questions from Members of the Public

No questions had been received.

2053 Minutes of previous meeting

a) Minutes of the Full Council meeting held on 23 June 2021:

All voted in favour to accept the minutes of the full council meeting held on 23 July 2021 as a true record, with one amendment to the Mayor's correspondence 48/21 "received copious correspondence about an event that he hadn't been invited to."

b) Updates on the minutes of the Full Council meeting held on 23 June 2021:

54/21 PCC Focus on Play - Cllr Moses advised that he, along with Cllr Ferguson had been in touch with Kelly John the Play Sufficiency Officer and were hoping to meet at Bridge Meadow and widen discussions to include play across Haverfordwest.

Resolved

To accept the minutes of the Full Council meeting held on 23 June 2021 as a true record with one amendment

2054 Mayor's updates and correspondence

- Mayor asked for the installation of signage to be considered on Bridge Meadow land as a County Councillor had been in touch with him to advised of barbecues taking place on that land.
- Mayor opened the Old Mill Foundation shop in July.
- Mayor had received an email from a past councillor thanking him for "planning" to hold two civic events but the Mayor has responded advising he is "hoping" to plan two civic events
- Mayor has received an email thanking him and the council for their input into the Haverfordwest Multi Agency Working Group but if it has met the Mayor has not been invited to it so he will get back in touch with them to clarify this.
- Mayor met with four neighbours of the Lower Racecourse regarding litter and anti-social behaviour and all these findings will be reported back at the next Portfield Recreation Committee meeting.
- Mayor advised there is a Pembrokeshire County Council waste management group looking at the way the bins are emptied around the town and Councillor T Evans is the person to contact regarding that.

2055 Planning Applications

Ref No. 21/0282/PA	Proposal: Change of use of guest house to 3 self-contained flats and conversion of existing out building to self-contained one bed dwelling
Castle Ward	Holloway House Guest House, 3 Holloway, Haverfordwest SA61 2JL
Resolved	Majority Object on the grounds of overdevelopment in an area where there is not enough existing parking, and no provision within the application to provide further parking.

59/21

Ref No. 21/0276/PA	Proposal: Erection of outbuilding and boundary treatment in retrospect
Priory Ward	18 Byron Road, Haverfordwest SA61 1RQ
Resolved	Support

Ref No. 21/0292/PA	Proposal: Two Storey side extension
Portfield Ward	76 Jury Lane, Haverfordwest SA61 1BY
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	Support

Cllr Blyth re-joined the meeting at 7.05pm

Resolved

Pembrokeshire County Council Planning Applications are responded to as listed above

It was agreed for all planning applications to be circulated to Council by email. During the periods when Council does not have a meeting before a response deadline, it was agreed for the majority of Councillors to agree the decision. If less than three Councillors respond, the Ward Councillors have plenary power to agree the decision

2056 Committee Reports

The following reports were submitted:

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

Present	Cllr G Roberts Cllr R Blacklaw-Jones Cllr Buckfield Cllr C Evans Cllr P Johnson Cllr T Moses Cllr J Twigg	MES Committee Chair MES Committee Vice Chair Mayor/Ex-officio Deputy Mayor
Apologies	Cllr J Dunckley	
Observer	Cllr S Hooper Cllr E Perkins Cllr C Thomas	

The Town Clerk was in attendance

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Report of last meeting

Potential to hold a street art festival and/or workshop: At the Haverhub Community Fayre, one of the items on the consultation form was about the idea of a street art festival. It was requested that the feedback is collated and shared to all Councillors.

Pembrokeshire County Council – Traffic and Highways Community Works Fund

Pembrokeshire County Council (PCC) advised us that the adoption of Bridge Meadow Lane was not eligible under this scheme. A number of areas were discussed, including Machpelah Corner in Portfield; Tower Hill but unable to ascertain who owns the land; in front of St Mary's Church (Old Library side); new school routes in Prendergast; High Street past the Shire Hall. PCC will be asked to confirm who owns the land in front of St Mary's Church. Another consideration was to hold a public consultation. The long-term maintenance must be considered with any proposal.

2021/2022 Action Plans

Cemeteries:

St Martins: The War Commissioners Office will be placing two grave memorials on war graves and these will be added to their ongoing maintenance rota.

Lower Prendergast: The siting of the benches is to be agreed with the contractor, ahead of their imminent installation.

Upper Prendergast: The metal railings in the front need replacing, an estimate of cost will be obtained to be utilised in next year's action plan. The side railings will need to be repaired in specific areas as needed.

Christmas Lights sub-committee: The sub-committee will be meeting with a supplier to consider options for future displays in the near future. It was felt that there should be a combined approach in the future to include the Riverside Shopping Centre.

Community Garden: The land lease agreement is to be progressed.

Events: No updates. Mayor advised that the Beating of the Bounds ceremony and Civic Service will take place, all attendees will be by invite only.

The Mayor left the meeting at 6.48pm

Picton Centre: Hywel-Dda Health Board are still occupying the centre.

Priory Saltings: To recognise National Meadow Day, a low-key trail was put up to encourage visitors to the site and a wild plant hunt took place. Plantlife have commissioned a 3-year project which includes filming of meadows. The Saltings were filmed, this included an interview with former Councillor Jonathan Collier who was the initial lead on the project. Yellow Rattle has taken well to the site which is encouraging when developing a meadow.

Sheriff's Project: The Sheriff is awaiting on a response from PCC to progress the next stage.

Sports Pavilion: Awaiting receipt of tenders which have been difficult to obtain. It was request that update on the car park is provided at future meetings.

Vision and Strategy: The feedback from the engagement at the Haverhub Community Fayre is to be collated and circulated to all Councillors now. The feedback will be considered at a future MES Committee meeting. Thanks were given to all who supported the Community Fayre. It was felt the vision statements should be translated to Welsh and both versions displayed on our website. We have one pop up banner for events, it was felt that a Welsh version is required.

Youth Involvement Work: No updates.

2022/2023 Action Plans

The action plan needs to be updated to include which vision goal(s) each item relates to. Service Level Agreements and funding need to be included in an action plan. The Town Centre Improvements action plan is to be revised to Haverfordwest Improvements, which Cllr Twigg will draft with Cllr Perkins. It was felt that support for Haverfordwest Farmers Market could be included within the plan and all Councillors will be asked to provide suggestions.

Start time of meetings of Sub-Committees and Task and Finish Groups

It was proposed that all meetings for sub-committees and task and finish groups have a default start time of 6pm, but can be held earlier if mutually acceptable to all members. There was no seconder for the proposal, so no vote was taken. Cllr Twigg reserved the right to speak on the matter at the next full council meeting.

Pembrokeshire Coast National Park Authority Discovery Points Map Panel

Pembrokeshire Coast National Park Authority are offering to fund a Discovery Points Map panel. All voted in favour to accept the offer. If the map cannot be utilised in one of our properties, then we will offer to someone else.

Resolved

Accept the offer of a Discovery Points Map panel from the Pembrokeshire Coast National Park Authority

Working Document of our assets

All voted in favour that the Council properties would be opened and closed by the Town Clerk and/or Groundsmen/Caretakers only as required. Any Councillor wishing to hold a meeting in council property can make arrangements for access with the Town Clerk.

Recommendation

Town Clerk to provide access to Council properties

Items for next agenda

- No items

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

R11/02 Vision & Strategy: Councillor Moses to gather feedback from all stakeholders before considering one set of feedback.

R11/02 Start time of meeting of Sub-Committees and Task and Finish Groups: Councillor Twigg had reserved the right to speak so he proposed that a default time of 6pm was set for all sub-committee and Task and Finish Group meetings to allow all members the opportunity to attend, unless otherwise agreed. Majority voted in favour of the proposal.

R11/02 Working Document of our assets: Mayor asked if the museum deeds had been added to our list of assets. Mayor asked for consideration to be given to the Mayor of the day being provided with a key to the Old Wool Market to enable him access out of normal office hours should he have functions or meetings. Majority voted in favour of the proposal.

Resolved

The report of the Management, Estates and Strategy Committee meeting held on 6 July 2021 is accepted as a true record with one correction to a spelling error

All meetings of sub-committees and Task and Finish Groups have a default start time of 6pm unless otherwise agreed

Mayor of the day is to be provided with keys and alarm code to the Old Wool Market

The meeting was adjourned for a comfort break at 8.00pm and reconvened at 8.06pm

**Report of the meeting of the Personnel, Policy and Finance Committee
held on Wednesday 7 July 2021 at 6pm via video conference**

Present	Cllr S Hooper Cllr D Blyth (joined at 7.09pm) Cllr Buckfield Cllr B Ferguson Cllr E Perkins	PPF Committee Chair PPF Committee Vice Chair Mayor/Ex-officio
Apologies	Cllr C Thomas	
Observer	Cllr C Evans	Deputy Mayor

The 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

Communication and Engagement Task and Finish Group: It was mentioned that Cllr Moses could possibly hold a workshop about communication in general.

Accounts to 31 May 2021

Resolved

Accounts accepted to 31 May 2021

2022/2023 Action Plans

The current template is to be updated, also remove the word 'health'. It was requested that the budget information is shared with all Councillors to give them an understanding of the ongoing commitments.

Policies

a. List of Policies

It was felt that the Publication Scheme would be more recognisable if stored on file with a reference to the Freedom of Information Act.

Welsh Language Scheme – Consider setting up an action plan once feedback received. All voted in favour to commission a publicity banner in Welsh for use at events.

b. Adoption of Policies

a. Health and Safety Policy: It was agreed to adopt the Health and Safety Policy

b. Privacy Notice: It was agreed to adopt the Privacy Notice.

Resolved

To:

- **Commission a publicity banner in Welsh**
- **Health and Safety Policy is adopted**
- **Privacy Notice is adopted**

Training for Councillors and Staff

The 'Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021 is to be considered at the next full council meeting. All Councillors should receive Code of Conduct training. A record of training received by Councillors and Staff is maintained by the office. The Mayor will deliver training on setting of the precept at the full council meeting in September.

Pembrokeshire County Council – Focus on Play

It was agreed to invite the Strategic and Operational Play Officer at Pembrokeshire County Council to provide information at a meeting of full council. It was felt that the information would also be of benefit to the Bridge Meadow Trust, in particularly in relation to new play equipment.

Applications for financial assistance

There were no applications to be considered. Information about our grants is to BE shared on social media.

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

Items for next agenda

- Standing Orders; to review Sections 1,2 and 3
- Review payment of Civic Allowances
- Review Civic Events

With no further business to consider, the meeting ended at 7.55pm

R12/01 Communication and Engagement Task and Finish Group: Councillor Moses is happy to hold a workshop, he will suggest some dates for this.

R12/01 Training for Councillors and Staff: The Mayor is withdrawing his offer to deliver training at September's full council meeting as he feels it is not the correct place for a training session because of constraints on time. He will provide Councillors with a paper copy and any queries can be directed back to him.

Resolved

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

Cllr Hooper left the meeting at 8.19pm

2057 Consider our response to the consultation 'Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021'

An overview of the content was provided and discussed. It was felt that the number of years in post of a Clerk should be included as a consideration for qualification. Councillors' responses can be given for consideration via the link attached to the agenda.

2058 Funding

a) **Consider the Local Places for Nature – Woodland Scheme funding**

Pembrokeshire County Council has received funding under the scheme. The three funding streams including deadlines are: polytunnels for the community garden (March), a gate for the paddocks (August), and compost bins in Bridge Meadow (December). It was agreed to accept the funding and tender as required, and the Bridge Meadow Trust are to deal with their part of the funding.

Resolved

Funding under the Woodland Scheme is accepted and Bridge Meadow Trust Haverfordwest to deal with their part as appropriate

b) **Consider funding opportunities under:**

i) **Enhancing Pembrokeshire Grant**

ii) **Sustainable Development Fund Application**

iii) **The Woodland Investment Grant**

The details were accepted for information only due to the short turnaround time for submission. All voted in favour for Councillor Moses to draft a bid for an Enhancing Pembrokeshire Grant for a Street Art Festival and / or Workshop that must be presented to Council for approval prior to submission to the funder.

Resolved

Bid to be drafted for the Street Art Festival and / or Workshop for approval by Council prior to submission to the grant funder

2059 Outside Bodies

a) **Consider appointments**

Nomination for an Additional Community Governor on the Governing Body for Mary Immaculate School: All voted in favour for Councillor D Blyth to be put forward as a nomination for the vacancy.

Resolved:

Councillor D Blyth is put forward as a nomination for the position of an Additional Community Governor on Governing Body for Mary Immaculate School

b) **Updates**

One Voice Wales: Mayor attended the AGM which mostly repeated all the information given at the large council meeting.

Portfield Recreation Committee: Have a meeting coming up.

Together for Change Forum: Councillor Moses advised he had been given a good run through of the process. He needs to identify 25 people from Haverfordwest who will have a 30-minute telephone interview and then a report will be produced.

Town Team: Councillor Moses advised they met a couple of weeks ago and gave their backing to the Street Art Festival. He has spoken with the One Voice Wales Community Officer who will be there to support town and community councils. Haverfordwest bid has been submitted to the levelling up fund. Community Renewal Fund is submitted for the street level mapping of everything in Pembrokeshire. Deputy Mayor advised of a mapping tool, or active map, identifying green spaces and appropriate places for tree planting. Transforming Towns bid has been made for £160,000 with a view to try and create meanwhile spaces. Commercial Renewable Fund application has been made.

Twinning Association: Councillor Moses advised that no meeting held but that he had tried to obtain some details about the organisation and the relationship with Oberkirch. Mayor will provide him with the relevant information and contact details.

William Vawers Trust: Mayor advised that the Vawers Trust gives grants to hardships, so if any Councillors are aware of anyone who is eligible for a hardship grant who lives in Haverfordwest please let him know and the details will be passed onto the Clerk.

Youth Forum: Councillor Blyth advised that even through exam season and challenging times they have held numerous meetings, had many discussions and are enthusiastic to make changes. They continue having discussions regarding youth representation on the council and how that would work, and it is felt we need to widen our reach to the other youth organisations within the town. He is very grateful to those councillors in various capacities who have offered to come and speak and he will try to facilitate this as much as he can. He also wanted to highlight the work of Cllr Blacklaw-Jones in his professional capacity working with the Youth Forum.

2060 Accounts for payment

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

Resolved

Payments totalling £6,301.01 including VAT were approved

2061 All matters in relation to the Old Wool Market

The Town Clerk advised that the Flood Consequence Assessment had not yet been received. The tender documents are still being drafted and will need to be approved by Council before being sent out.

2062 Items for next agenda

There were no items for next agenda.

With no further business to consider, the meeting ended at 21.01pm

Chair of Council/Mayor **Signed**

Proper Officer/Town Clerk **Signed**

Date