

MINUTES OF A MEETING OF FULL COUNCIL
held on 22 September 2021 at 6pm via video conference

Present: Cllr A Buckfield Chairman / Mayor
Cllr C Evans Vice Chairman / Deputy Mayor
Cllr D Blyth
Cllr B Ferguson
Cllr S Hooper
Cllr P Johnson
Cllr T Moses (joined at 6.07pm)
Cllr G Roberts
Cllr C Thomas (joined at 6.02pm)
Cllr J Twigg (joined at 6.07pm)

Apologies: Cllr R Blacklaw-Jones
Cllr J Dunckley
Cllr E Perkins
Reverend Father N Hook

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

2067 Declarations of Interest from Members

Agenda Item	Member	Interest	Nature of interest
2073 Planning Application 21/0502/PA	Cllr Evans	Personal & Prejudicial	Cllr is a Director of iDeA Architects who were engaged by the owner to submit this planning application on behalf of the owner
2073 Planning Application 21/0502/PA	Cllr Hooper	Personal & Prejudicial	Cllr's partner is a Director of iDeA Architects who were engaged by the owner to submit this planning application on behalf of the owner
2075 (c) Pembrokeshire Well-being Plan 2021	Cllr Blyth	Personal & Prejudicial	This item is directly linked to Cllr's work in Hywel Dda University Health Board

2068 Go Idle Scheme

Nathan Miles, Pembrokeshire County Council Pollution Team, provided a brief overview on a proposed scheme to prevent vehicles from idling, encouraging them to turn their engines off when stationary. The area of concern for air quality is road traffic in Haverfordwest, with an air quality management area in High Street going up towards Albert Street. Particular areas of concern are taxi ranks and delivery drivers. Cllr David Bryan has been involved in promoting this idea in the past, and now Neyland School have been looking at their own scheme with the eco champions in the school. Mr Miles was enquiring if we would support the idea of signage being displayed on street furniture by the taxi ranks promoting the scheme. This is a voluntary scheme with no enforcement, the aim is about promoting better behaviour and better actions. Councillors felt that this scheme would benefit a lot more from public engagement and less focus on signage.

2069 Busking Code of Practice

Nathan Miles explained there is a specific procedure buskers follow in Tenby, but nothing set in place in Haverfordwest. This code of practice would work as good advice and education for the buskers and give them guidance. The police could refer to it and be better informed to advise the busker or to assist them to deal with complaints. Nathan suggested the dos and don'ts section in the code of practice could be displayed on signage. Councillors were not keen to have signage displayed about this. It was suggested that engagement with and about buskers could be integrated with our Street Art project.

Nathan Miles left at 6.40pm

Councillor Buckfield started the meeting at 6.39 pm

2070 Questions from Members of the Public

The Town Clerk read out a letter from Councillor T Evans, Chair of the Trustees of Haverfordwest Town Museum, asking why the Town Council had not assisted the museum financially since 2019. The Mayor assured councillors that at every meeting with the museum, they are looking for ways to help fund this institution. However, the advice received does not allow us to fund the running costs of the museum and it is not something that is included on the current Haverfordwest Town Council grant criteria. The Town Council have previously supported the museum donating £8,222 in 2019. The museum did not apply in 2020 because they were closed due to Covid-19, and to date no request has been received from the museum for any funding in this financial year.

It was enquired if the museum had had applied for any other grants which were available to museums during the pandemic. County Cllr T Evans responded saying they had received other funds which kept the management of the museum in place during these times, but due to a change in the criteria of Haverfordwest Town Council's grant application they were not able to apply for grants in 2020 and 2021 and even though they have continued to cover staffing costs they will not be able to continue to do this if no funding is available.

Cllr Ferguson thanked Cllr Tim Evans for bringing this matter to our attention and advised that he is currently working on a Service Level Agreement policy. He suggested that the museum write a letter to the council giving a sense of what the position is, what the museum needs and what would be the best financial support it could get. A detailed letter would allow Haverfordwest Town Council to consider the museum's needs and make our best efforts to meet them. Cllr T Evans advised that there are lots of plans moving forward, and the outcome of the grant application to the levelling up fund will be decided by late autumn

2071 Minutes of previous meeting**a) Minutes of the Full Council meeting held on 21 July 2021:**

All voted in favour to accept the minutes of the full council meeting held on 21 July 2021 as a true record.

b) Updates on the minutes of the Full Council meeting held on 21 July 2021:

61/21 Mayor advised that he is happy to open and close the building for out of office hours meetings whenever he can, but reminded councillors to arrange this in advance.

63/21 Mayor has sent information on how we set the precept to all councillors.

c) Minutes of the Extraordinary meeting held on 2 September 2021

All voted in favour to accept the minutes of the extraordinary meeting held on 2 September 2021.

d) Updates on the minutes of the Extraordinary meeting held on 2 September 2021

No updates were received.

Resolved

To accept the minutes of the Full Council meeting held on 21 July 2021 and the Extraordinary meeting held on 2 September 2021 as true records

2072 Mayor's correspondence and updates

- Mayor had received a letter from a council in Italy regarding twinning with us, but due to a confusion with the postcode it transpired they thought he was the Mayor of Solva.
- Mayor had been contacted by Fiona Phillips inviting him to a Vision Art production of Matilda which due to problems with covid-19, had to be cancelled. This would have been the first production for Vision Arts at the De Valence in Tenby. The Mayor is meeting with Fiona Phillips next month to have a tour of Vision Arts and to learn about the work they want to do with the young people in the town. Mayor asked any councillors who would like to attend with him to let him know.
- Mayor had attended a music marathon at St Mary's Church where the organist played for 12 hours. This proved to be a useful networking event.
- Mayor attended a jam jar flower exhibition at St Martin's Church and commented on what a beautiful church it is.
- Mayor attended the first civic service and lunch to be held in 2 years in St David's Cathedral.
- Mayor waved off the vintage car rally with so many entrants it took over 90 minutes to wave them all off, a wonderful event raising an incredible amount of money for charity.
- Mayor gave thanks to those who organised and attended the Beating of the Bounds at such short notice. The constraints in place included access to only one boat, necessity for Covid-19 tests, no entertainment on the quay and the request not to advertise the event. Nevertheless, we were blessed with a beautiful evening with the weather and so much wildlife being noted along the quayside.

2073 Planning Applications

Ref No. 21/0426/PA	Proposal: Two storey rear extension
Castle Ward	4 Winch Crescent, Haverfordwest SA61 1RT
Resolved	Support

Ref No. 21/0502/PA	Proposal: Alteration and single storey rear extension to dwelling, new garden room with rear amenity area, and new parking area to front amenity area
Castle Ward	56 St Martins Park, Haverfordwest SA61 1NF
Resolved	Support

Statutory Pre-application Consultation for major development – Haverfordwest Public Transport Interchange, Cartlett Road, Haverfordwest	Proposal: Pembrokeshire County Council intends to apply for full planning permission for the demolition of the existing bus station and multi-storey car park, and construction of a new Public Transport Interchange
Resolved	Letter of Objection sent to Darren Thomas, Head of Infrastructure at PCC

Planning Applications resolved during the summer break using the plenary powers given to Ward councillors at the full council meeting in July

Ref No: 21/0480/LB	Proposal: Change of Use – First floor office into 2 No 1 bedsits. Also, removal of lightweight partitions on ground floor to create 1 large training room from 3 small offices
Castle Ward	19 Market Street, Haverfordwest SA61 1NF
Resolved:	Support

Ref No: 21/0446/PA	Proposal: Remove existing garage and replace with single storey sun room extension and attached granny annexe
Portfield Ward	3 Goldcrest Avenue, Haverfordwest SA61 2TF
Resolved:	Support
Ref No: 21/0430/PA	Proposal: Removal of condition 5 (Restriction on occupation of units) of planning permission 15/0250/PA (Erection of 24 dwellings with associated access, infrastructure and landscape works).
Garth Ward	Land off Slade Lane, Haverfordwest SA61 2JR
Resolved:	Support with comments
Ref No: 21/0325/PA	Proposal: removal of temporary tarpaulin structure and proposals to provide new open air, family restaurant, along with improvements to existing facilities
Castle Ward	Eddies Music & Events Venue, 4 Quay Street, SA61 1BG
Resolved:	Support
Ref No: 21/0385/PA	Proposal: replace existing conservatory single storey extension to rear
Priory Ward	10 Shakespeare Close, Haverfordwest SA61 1TL
Resolved:	Support
Ref No: 21/0366/PA	Proposal: Conversion of a traditional barn to form a single dwelling
Garth Ward	Kennels House, Slade Lane, Haverfordwest, SA61 2UR
Resolved:	Support
Ref no: 21/0390/PA	Proposal: Infill of ground floor shop window to South East elevation
Castle Ward	3 Bridge Street, Haverfordwest, SA61 2AL
Resolved:	Support
Ref No: 21/0392/PA	Proposal: Replacement roof to existing conservatory. New roof to existing patio area
Priory Ward	The Glen, Merlins Hill, Haverfordwest SA61 1XA
Resolved:	Support
Ref No: 21/0355/PA	Proposal: Proposed 2 storey rear extension and alterations
Priory Ward	2 Maple Avenue, Haverfordwest SA61 1EF
Resolved:	Support
Ref no: 21/0351/PA	Proposal: Erection of 8 Dwelling Houses
Priory, Garth & Portfield Ward	Calvary Church, Trafalgar Road, Haverfordwest SA61 2TP
Resolved:	Support with comments
Ref no: 21/0416/DC	Proposal: Discharge of conditions 3 (Construction Environmental Management Plan (CEMP) and 4 (Surface water drainage) of planning permission 20/115/PA (New Engineering building, plus hard and soft landscape works, access, and parking).
Priory Ward	Pembrokeshire College, Caradogs Well Road, Merlins Bridge
Discharge of Condition Consultation	No comments received

Pembrokeshire County Council (Off Street Parking Places) (Consolidation Order) 2011 (Variation Order Np. 9A)	The Pembrokeshire County Council (Off-Street Parking Places) (Consolidation) Order 2011 which came into operation on the 1 st day of February 2011 shall be varied so as to include the following: - 1. Revocation of The Pembrokeshire County Council (Off-Street Parking Places) (Consolidation) Order 2011 insofar as it relates to item number 21A, Cherry Grove car park, Haverfordwest, item number 21A, Rear of Dew Street car park (former Swimming Pool), Haverfordwest and item number 22, the Library/Community Education car park, Haverfordwest, which will have the effect of closing and removing the above car parks from the list of car parks.
Resolved:	Object with comments to Pembrokeshire County Council

Cllr Twigg re-joined the meeting at 7.18pm

2074 Committee Reports

The following reports were submitted:

Report of the meeting of the Management, Estates and Strategy Committee held on Tuesday 7 September 2021 at 6pm via video conference

Present	Cllr G Roberts Cllr R Blacklaw-Jones Cllr A 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	

The Town Clerk was in attendance

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Local Places for Nature Fund

Rachel Carter, Local Places for Nature Officer for One Voice Wales, gave a presentation on the funding opportunities available under the Local Place for Nature Scheme.

Rachel Carter left the meeting at 6.56pm

Report of last meeting

Potential to hold a street art festival and / or workshop: The grant application form was submitted to the funder following its approval at the extraordinary meeting held on 2 September 2021.

Pembrokeshire County Council – Traffic and Highways Community Works Fund: Clarification is to be obtained from Pembrokeshire County Council on land ownership for the area in front of St Mary's Church (area outside the former Registry Office).

2021/2022 Action Plans

Cemeteries:

St Martins: Currently in the process of obtaining quotations for work to headstones. Awaiting structural survey report on boundary stonewall.

Lower Prendergast: Need to consider future cutting regimes and will liaise with contractor for feedback.

Events: It was felt that we need to consider if we have capacity to deliver other events beyond our civic programme. The civic programme is managed by the staff and it was agreed that it should remain that way to maintain a continuum of standard.

Christmas Lights sub-committee: New designs are currently under consideration with providers.

Community Garden: The draft lease document has been received and will be considered at the next full council meeting. An extension for acceptance of the grant funding has been requested from the funder.

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

Priory Saltings: Annual cut is due so contractor will be instructed to action it.

Sheriff's Project: No update.

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

Vision and Strategy: The vision statements have been completed and adopted by Council. It was agreed that a Task and Finish Group will be created to consider engagement within all our proposals, once a new office member of staff has been appointed.

Youth Involvement Work: No update.

Resolved

All voted in favour to adjourn the meeting and for the remaining agenda items to be deferred to the next committee meeting

Items for next agenda

- 2022/2023 Action Plans
- Consider waste collections on Haverfordwest Racecourse
- Consider maps, town trails, interpretation panels and town walks in the town centre – Cllr T Moses

With no further business to consider, the meeting ended at 8.06pm

Resolved

The report of the Management, Estates and Strategy Committee meeting held on 7 September 2021 is accepted as a true record

Report of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 8 September 2021 at 6pm via video conference

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

No updates.

Accounts to 31 July 2021

Resolved

Accounts accepted to 31 July 2021

2022/2023 Action Plans

Action plans are to be drafted for consideration. These will support the setting of the budget and precept in December.

Policies**a. Welsh Language Scheme**

It was agreed for a task and finish group to review the impact on resources and budget required for translation services. Cllr Ferguson and Cllr Evans agreed to be on the group, with at least one additional member to be added at the next full council meeting.

Cllr D Blyth left at 6.28pm

b. Service Level Agreements

Councillor Ferguson provided an overview of the draft agreement. All voted in favour for the Grant Funding Review Task and Finish Group is to be reactivated and tasked with drafting a policy to support the agreement. All voted in favour for the draft agreement to be adopted with the late payment rate set at zero percent, supporting audited annual accounts for three-years and the need for two representatives on the body to be considered at Full Council.

Resolved

Welsh Language Scheme Task and Finish Group created with terms of reference to include:

- **Members: Cllr B Ferguson, Cllr C Evans, one to three additional members to be agreed at Full Council meeting in September;**
- **To provide a draft action plan with budget for the Welsh Language Scheme for the November Committee meeting**

Service Level Agreements:

- **Agreement is adopted with listed inclusion and number of representatives on outside body to be agreed by Full Council**
- **Grant Funding Review Task and Finish Group is reactivated and tasked with draft a policy**

Operation London Bridge Guidance

A guidance note was produced to assist councils to consider in advance the implications the passing of H M Queen Elizabeth the Second would have on their activities and to help us plan what actions we wish to take when the event occurs. Majority voted in favour to adopt the One Voice Wales guidance note for future use.

Resolved

Operation London Bridge guidance note is adopted for future use

Review of Standing Orders Sections 1, 2 & 3 – Cllr A Buckfield

It was agreed that a Task and Finish Group is created to review Standing Orders 1, 2 and 3, in conjunction with our civic events. The members are to be decided at the next full council meeting.

Resolved

Terms of Reference and Members for a Review of Standing Orders Parts 1, 2 and 3 in conjunction with our civic events Task and Finish Group to be agreed by Full Council

Independent Remuneration Panel for Wales - Draft Consultation and Proposals for 2022/2023

The draft proposals were considered for information purposes only as the consultation date had passed.

Financial Support

a) The VC Gallery

The application request financial support of £500.00 for a cold-water swimming group project called 'Mor Mor Mor'. All voted in agreement to award funding of £500.00 under Local Government Act 2000 Section 2.

Resolved

The VC Gallery is granted a donation of £500.00

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

- Review on where and how meetings of Council are held

With no further business to consider, the meeting ended at 8.04pm

R14/01 Welsh Language Scheme Task and Finish Group Cllr Blyth volunteered to join the group and Welsh speaking councillors Cllr Blacklaw Jones and Cllr Dunckley to be approached about joining this group which also includes the Town Clerk.

R14/02 Review of Standing Orders Sections 1,2 & 3 in conjunction with our civic events: It was agreed to set up a task and finish group to review all aspects of the roles of the Officers and Civic Events.

Resolved

The report of the Personnel, Policy and Finance Committee meeting held on 7 September 2021 is accepted as a true record

Cllr Blyth joins the Welsh Language Scheme Task and Finish Group

Review of the Officers Role and Civic Events Task and Finish Group is created to review all aspects of the roles of the officers and civic events, with members consisting of the Mayor, Cllr Twigg and Cllr Roberts

2075 Responses to**a) Draft Local Elections (Principal Areas) (Wales) Rules 2021 and draft Local elections (Communities) (Wales) Rules 2021**

Each ward has been given an agreed Welsh name.

b) 2023 Parliamentary Review – Initial Proposals

We are not affected by the any boundary or proposed boundary changes.

c) Pembrokeshire Well-being Plan 2021 Survey

The survey format is aimed more at individual responses and looking for personal opinions. As a stakeholder we need to check if it is ok to share on social media. Cllr Moses would be happy to research the possibility of an engagement session with Lynn Richards.

Resolved**It was agreed to:**

- **Accept above reports a) and b)**
- **Each Councillor to respond individually to the Pembrokeshire Well-being Plan 2021 Survey and Cllr Moses will research the possibility of an engagement session for council**

2076 Queen's Platinum Jubilee Celebration

This would involve placing a beacon in a location to be seen as part of the Queen's Platinum Jubilee celebrations.

It has previously been done from the Castle and from St Thomas's Church. The Town Clerk answered queries regarding the cost advising it will cost to hire a crane, purchase a gas cylinder and obtain the necessary permission from Pembrokeshire County Council. Estimated to cost between £500-£1000.

Resolved**To support marking the occasion with a beacon with a budget of up to a £1,000****2077 Lease agreement for the Community Garden in Cambrian Place**

The community garden task and finish group had a recent meeting. Present at the beginning were Cllrs Buckfield, Evans, Ferguson, Hooper and Johnson. Cllr Buckfield left the meeting after 15 minutes and has since withdrawn from the group.

Paragraph LR/3 of the lease stated that parties to the lease to be added alongside the tenant which would be Haverfordwest Town Council. The stakeholders in the project have never been consulted with any legal obligations. After discussion they didn't feel there were any other relevant parties to consider.

There is a need for the lease to allow Haverfordwest Town Council to pass the lease to a third party. We aren't wanting to own this project or its liabilities for any duration beyond the initial grant funding that is in place. Our Solicitor is to be instructed to request the inclusion of an option for the lease to be transferred to a social incorporated enterprise or a charity nominated by Haverfordwest Town Council when and where appropriate to ensure the ongoing success of the project. A request for a variation in the lease to allow trees & shrubs to be planted on site in containers will also be needed.

The Town Clerk will seek clarification on reinstatement issues before going forward with the lease.

Cllr Twigg asked for a clarification of the associated costs as he was concerned about being committed to any further money going forward with this lease.

Cllr Ferguson advised we can exit the lease at any point. Cllr Buckfield highlighted the need to consider utility costs including water, drainage and council tax.

Cllr Roberts and Cllr Evans discussed Clause 1, discussing whether this commits us to 3 or 5 years. Cllr Blyth wanted to put on record his thanks to the councillors for their work on this, and said in principle it is a great idea, but he would like to know what the costs are for 3 years? 5 years? And are there any interested third parties. Cllr Evans reported that letters of support from six

organisations had been received, and these would be approached regarding representation on this group.

Cllr Hooper advised that included in the grant is the installation of utilities. She advised it is impossible to accurately predict the costs. She felt the grant of almost £50,000 is potentially of a great benefit to the town with 80 individual respondents, as well as 6 organisations giving support to this project.

Resolved

To defer signing the lease until all information is provided and we have a completed lease, with projected costs and details of how they will be funded

2078 Consider reviewing all aspects of the role of the Officers and Civic Events, to be undertaken by a task and Finish Group – Councillor A Buckfield

This item was previously discussed and resolved in the report of the Personnel, Policy and Finance Committee.

2079 Outside Bodies

a) Consider appointments

Cllr Perkins has resigned from the Haverfordwest Business Circle. Some interest in this vacancy has been shown by Cllr Blacklaw-Jones which can be discussed at the next meeting

b) Updates

Garth Community: A recent litter pick with Pembrokeshire County Council was poorly attended.

Portfield Recreation Committee: Obtaining tenders and quotes for the work at the Sports Pavilion is proving difficult. The changing rooms have reopened with restricted use due to the outstanding works that need to be carried out. The gates have reopened with no complaints to date.

Together for Change Forum: Cllr Moses reported back that even though there have been some issues getting people to respond the initial results are proving interesting research.

Town Museum: Cllr Buckfield responded to Cllr Twigg's request for feedback on why we are unable to use section 137 money to support our Town Museum, and commented that we need to be more supportive and engage with our museum. Cllr Buckfield advised that he has had numerous meetings with the curator, the trustees & the chair engaging with them and trying to work towards a solution with another meeting to be arranged shortly. The Town Clerk advised that we don't have a power to fund or manage a museum which means we cannot pay their bills. Previously we paid all the running costs of the Town Museum which was not correct. The correct process is the Town Museum should apply for a donation from us and pay the bills themselves. We are looking at Service Level Agreements and there may be something within that they can apply for once it is in place.

Town Team: Cllr Buckfield advised there were a number of discussions around parking changes, a big debate on the swimming pool site with polarised opinions about it. A suggestion was made to write to Pembrokeshire County Council and ask for a review of the parking in Haverfordwest in general. Also discussed were the Street Art Festival and Christmas light switch on.

Youth Forum: Cllr Blyth had to send his apologies to the last meeting. Cllr Blyth is resigning from the Youth Forum as he is unable to give them the time and attention they need due to other commitments. This vacancy will be discussed at the next full council meeting.

2080 Accounts for payment

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

Resolved

July accounts totalling £19,963.67 including VAT were approved for payment and receipts totalling £504.35 were accepted

August accounts totalling £19,112.93 including VAT were approved for payment and receipts totalling £105,674.38 excluding VAT were accepted

2081 All matters in relation to the Old Wool Market

There were no matters for discussion.

2082 Items for next agenda

- Recruitment Policy under the Personnel, Policy and Finance Committee

With no further business to consider, the meeting ended at 9.07pm

Chair of Council/Mayor **Signed**

Proper Officer/Town Clerk **Signed**

Date