

## MINUTES OF A MEETING OF FULL COUNCIL HELD 16 DECEMBER 2020 AT 6PM VIA VIDEO CONFERENCE

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**Present:**

	Cllr A Buckfield	Mayor/Chair
	Cllr C Evans	Deputy Mayor/Vice Chair
	Cllr R Blacklaw-Jones	
	Cllr D Blyth	
	Cllr J Dunckley	
	Cllr B Ferguson	
	Cllr S Hooper	
	Cllr E Perkins	
	Cllr G Roberts	
	Cllr T Moses	
	Cllr J Twigg	

**Apologies:**

Cllr C Thomas  
 Cllr P Johnson  
 Revd Fr N Hook, Mayor's Chaplain  
 County Cllr T Tudor  
 County Cllr A Tudor

The Town Clerk was in attendance  
 The Administration Officers were both in attendance

### 1947 Declarations of Interest from Members

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

### 1948 Questions from Members of the Public

No questions were received.

### 1949 Minutes of previous meeting

- a) Minutes of the Full Council meeting held on 18 November 2020:**  
 All voted in favour to accept the minutes of Full Council meeting held on 18 November 2020 as a true record.
- b) Updates on the minutes of the Full Council meeting held on 18 November 2020:**  
1937 Haverhype: It was felt that a review of the process was needed. It was confirmed that the steering group would be holding a review meeting.
- c) Minutes of the Extraordinary meeting held on 24 November 2020:**  
 All voted in favour to accept the minutes of Annual meeting held on 24 November 2020 as a true record.
- d) Updates on the minutes of the Extraordinary meeting held on 24 November 2020:**  
 County Cllr T Tudor declined the offer of the position of Town Councillor for Castle Ward. A Notice of Casual Vacancy has been issued for Priory Ward, which expires on 5 January 2021. The Electoral Office will remain open over the Christmas period.

**Resolved**

**To accept the minutes of the Full Council meeting held on 18 November 2020 as a true record**

**To accept the minutes of the Extraordinary meeting held on 24 November 2020 as a true record**

**1950 Mayor's updates and correspondence**

The Mayor recently visited Pembrokeshire College to thank the 30 students who had worked to refurbish the sleigh. A schedule of works on the sleigh refurbishment is to be checked, as a few items are still outstanding. Emails have been received from County Cllrs Tom and Alison Tudor and Pure West Radio thanking Haverfordwest Town Council for their assistance with the Santa Sleigh Run. As is the annual tradition, the Mayor waved Santa off at Castle Square on the first day of the event.

The Clerk to the Portfield Recreation Committee had advised that complaints had been received regarding the antisocial behaviour in the car park on the Lower Racecourse. The Trustees have accepted the proposal for the gates to the car park to be closed over the festive period. Further investigations to tackle the issue will take place in the New Year.

**1951 Planning Applications*****Cllr Dunckley declared a personal interest as an employee in the Planning Department of Pembrokeshire County Council***

<b>Ref No: 20/0684/PA</b>	Proposal: Two storey extension off the rear of the property
Castle Ward	11, St Martins Park, Haverfordwest, SA61 2HP
<b>RESOLVED:</b>	<b>SUPPORT</b>

<b>Ref No: 20/0715/CA</b>	Proposal: Western Quayside Phase 2 - partial demolition and reinterpretation of the foundry as a focus for a new publicly accessible civic space between the Western Quayside phase 1 development (19/1320/PA), western bank of the Western Cleddau river, library and rear of properties fronting Bridge Street. Associated public realm and accessibility enhancements to create an upper riverside terrace at 7 Bridge Street, connecting to Hole in the Wall Lane, the proposed civic space and existing footbridge
Castle Ward	7, Bridge Street, Haverfordwest, Pembrokeshire, SA61 2AP
<b>RESOLVED:</b>	<b>SUPPORT</b>

<b>Ref No: 20/0709/PA</b>	Proposal: Installation of a temporary Portakabin building to be used as an additional office (in retrospective)
Prendergast Ward	The Oak Veterinary Surgery, Well Lane, Haverfordwest SA61 2PL
<b>RESOLVED:</b>	<b>SUPPORT</b>

<b>PRE-PLANNING CONSULTATION</b>	Proposal: Construction of 19 new dwellings, including a new local area of play, access roads, pavements, gardens and driveways
Portfield Ward	141, Portfield, Haverfordwest, SA61 1DY
<b>COMMENTS:</b>	<b>A consultation meeting with the Architects has been held where information on the proposed development was provided.</b>

<b>Ref no: 20/0234/PA</b>	Proposal: Proposed change of use, alterations and extensions, to form a dwelling and garage
Castle Ward	15, Albany Terrace, Haverfordwest, SA61 1RH
<b>NOTIFICATION OF PLANNING DECISION:</b>	<b>Conditionally Approved on 20 November 2020</b>

Ref no: 20/0371/PA	Proposal: Change of use of part ground floor and first floor shop to residential use (in retrospect)
Castle Ward	47, Dew Street, Haverfordwest, SA61 1ST
<b>NOTIFICATION OF PLANNING DECISION:</b>	<b>Conditionally Approved on 24 November 2020</b>

Ref no: 19/1325/CA	Proposal: Refurbishment comprising partial demolition and rebuilding, refurbishment of retained parts of building, and expansion of first and second floor accommodation to include outdoor seating areas. Change of use from existing retail (A1) use, to a café and restaurant focus (A3) with flexible ancillary units suitable for retail (A1) and/or office (B1) use. Demolition of vacant former warehouse building and removal of car park to create a new civic space
Castle Ward	7, Bridge Street, Haverfordwest, SA61 2AL
<b>NOTIFICATION OF PLANNING DECISION:</b>	<b>Conditionally Approved on 24 November 2020</b>

Ref no: 20/0532/PA	Proposal: Installation of 2 dormer windows to front elevation
Garth Ward	35, Castle High, Haverfordwest, SA61 2SP
<b>NOTIFICATION OF PLANNING DECISION:</b>	<b>Conditionally Approved on 25 November 2020</b>

## 1952 Committee Reports

The following reports were submitted:

### Report of the meeting of the Management, Estates and Strategy Committee held on Tuesday 1 December 2020 at 6pm via video conference

**Present:** Cllr G Roberts (Committee Chair)  
Cllr A Buckfield (Mayor/Ex-officio)  
Cllr R Blacklaw-Jones  
Cllr C Evans  
Cllr P Johnson

**Observer:** Cllr D Blyth  
Cllr B Ferguson (from 6.02pm)  
Cllr S Hooper  
Cllr T Moses (from 6.02pm)  
Cllr E Perkins  
Cllr J Twigg

**Apologies:** Cllr J Dunckley

The Town Clerk was in attendance

### Declarations of interest from Members

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

### Report of last meeting

There were no updates on the report of the last meeting.

### Hire agreement for the sleigh

It was agreed at the last full council meeting for the committee to be given plenary powers to approve the hire agreement for the sleigh.

The sleigh is to undergo a full service every year with the office van. A Councillor from the Events sub-committee is to complete a checklist of the condition of the sleigh with the hirer, to be signed by both parties before and after the period of hire. The number of seatbelts determines the number of persons on board at any given time.

The cost of hire was agreed at £10 for charity status and £50 for commercial activity/non charity status.

All voted in favour to adopt the hire agreement for the sleigh and accept the potential liability that may be incurred by the Council when hired by outside organisations.

**Resolved**

**To adopt the hire agreement for the sleigh and to accept the potential liability for hire use**

## **2020/2021 Action Plans**

### **Cemeteries:**

Lower Prendergast: Tenders for the groundworks were considered. The vote was in favour to accept the tender from Contractor One at a cost of £3,190 net. The cost of the contract will be met by funding for green enhancements received via Pembrokeshire County Council.

Cllr R Blacklaw-Jones left the meeting at 6.45pm

St Martin's: Tendering will be undertaken for the pathway works.

**Events:** No updates.

**Priory Saltings:** Cllr C Evans gave praise to Cllr T Moses for his involvement in the seeding and for producing a film of the process. Cllr Evans had overseen the seeding and was thanked for his efforts.

**Picton Centre:** Budget not spent.

**Town Centre Improvements:** The proposed community garden is due to commence in the 2021/2022 financial year, and is dependent on the receipt of funding. However, to ensure that funding is spent in the set timeframe a number of matters needed to be considered and funds committed in the current financial year. There is a requirement to submit a planning application to Pembrokeshire County Council for consideration, and additional costs for the drafting of plans to support the application. The predicted professional costs are £1,000 in the 2020/2021 financial year. It was agreed that the full costings would be provided for consideration with this report at the next full council meeting.

**Resolved**

**The contract for groundworks in Lower Prendergast Cemetery is awarded to Contractor 1 at a cost of £3,190 net**

### **Future use of the Sports Pavilion**

It was agreed that a working group would be created at the next committee meeting to consider the future use of the Sports Pavilion. This would allow for the appointment of new Councillors to committees to take place at the next full council meeting.

## **2021/2022 Action Plans**

***Cllr C Evans and Cllr S Hooper declared a prejudicial interest regarding The Old Wool Market***

The draft action plans needed to be provided to the Town Clerk by the next full council meeting. It was felt that the budget for Donations should stand at £20,000 for the 2021/2022 financial year.

Cllr D Blyth left the meeting at 8.17pm

**Items for next agenda**

- Sports Pavilion: Create a working group to review the future use of the property

**With no further business to consider, the meeting ended at 8.22pm**

**END OF REPORT**

R09/02 Town Centre Improvements: The planning application costs for the Community Garden would be £470, with additional minimal project drawings to cost approximately £1,000. The full application needs to be made in January 2021. It will be checked if town councils are entitled to a reduction for submission of planning applications. It was agreed for Cllr Evans, acting on a pro-bono basis, to complete a project drawing of the layout for submission with the planning application. All voted in favour to reallocate the remaining funds from the Town Events budget to support the planning application cost of £470.

ACCEPTANCE of the above report with the inclusion to fund the planning application costs for Change of Use at the Community Garden.

**Resolved**

**To reallocate £470.00 from the Town Events budget to Town Improvements in order to fund the Change of Use planning application costs for the Community Garden**

**Cllr Evans, acting on a pro-bono basis, to complete a project drawing of the Community Garden for submission with the planning application**

**The report of the Management, Estates and Strategy Committee meeting held on 1 December 2020 is accepted as a true record**

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**Report of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 2 December 2020 at 6pm via video conference**

**Present:** Cllr S Hooper (Committee Chair)  
Cllr A Buckfield (Mayor/Ex-officio)  
Cllr E Perkins  
Cllr C Thomas

**Observer:** Cllr B Ferguson  
Cllr C Evans

The Town Clerk was in attendance

**Declarations of interest from Members**

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

**Report of last meeting**

There were no updates on the report of the last meeting.

**Accounts to 31 October 2020**

**Resolved**

**Accounts accepted to 31 October 2020**

### Consider creating a Fair Trade, Sustainable and Ethical Policy

One Voice Wales will be approached with the request to provide a draft version for consideration.

### Applications for Financial Assistance

1. Haverfordwest Racecourse Public Park Trust

***Cllr A Buckfield and Cllr C Thomas both declared a personal interest as Council appointees on the HRPPT.***

The application requests a donation of £3,000 towards the maintenance costs of the Upper Racecourse.

Further information was requested – a breakdown of the total project cost and a copy of the bank statements for all accounts held for a complete year – before a decision could be made.

### 2021/2022 Budget

The draft 2021/2022 budget that included the committed amounts only was provided by the Town Clerk.

The vote was in favour to update the reserves for the 2021/2022 financial year as follows:

- The general reserve is considered too low by the Internal Auditor. It was agreed that a number of committed reserves have no timescale of when they will be used, so these could be placed back in the general reserve to build it up. If the headed item is required in the future, then a budget could be allocated or funds taken from the general reserve. These include - Welsh Language Policy reserve of £6,000; Redundancy reserve of £10,000; HTC Property Improvements reserve of £15,000.
- HTC New Offices reserve - £14,500 to be placed in the general reserve to be used for professional fees for The Old Wool Market; reducing this reserve to £76,000.

	As at 1 April 2020 £	As at 31 October 2020 £	Recommendations Update from 2021/2022 £
General fund	101,190.16	128,001.12	173,501.12 (as at 31/10/2020)
Town Band	2,477.34	2,477.34	2,477.34
Welsh Language Policy	6,000	6,000	0
Civic Regalia	1,900	1,900	1,900
Redundancy Fund	10,000	10,000	0
HTC Property Improvements	15,000	15,000	0
Closed - Town Improvements	0	0	0
Sheriff	2,305.90	2,305.90	2,305.90
HTC New Offices	90,500	90,500	76,000
Elections	30,447.64	50,447.64	50,447.64
Total	259,821.04	306,632.00	306,632.00 (as at 31/10/2020)

The vote was in favour for the Grant Funding budget to stand at £15,000 for the 2021/2022 financial year. It was agreed that no action plan would be created for the Picton Centre as the previously proposed updates could be deferred. The Events budget must include provisions for the sleigh – storage, servicing and maintenance with an overall estimate of £1,100.

### Recommended

**2021/2022 budget to include the updated reserves list and proposed budget of £15,000 for Grant Funding**

**Items for next agenda**

- Review of Financial Regulations

**With no further business to consider, the meeting ended at 8.11pm**

**END OF REPORT**

R10/01 Applications for Financial Assistance: Cllr Twigg declared a prejudicial interest in relation to Haverfordwest Racecourse Public Park Trust.

R10/01 2021/2022 Budget: The Town Clerk confirmed that the budget set aside for professional fees for The Old Wool Market were not required and have remained in the General Reserves. All voted in favour for the Grant Funding budget to be set at £20,000.

**Resolved**

**The report of the Personnel, Policy and Finance Committee meeting held on Wednesday 2 December is accepted as a true record with the above amendment to the Grant Funding budget**

**1953 2021/2022 Budget and Precept**

**a) Approve the budget for the 2021/2022 financial year**

The budget report, as seen in Appendix 1a was presented by the Town Clerk/Responsible Financial Officer. The Internal Auditor had advised that in his opinion the General Reserves should be set at half the amount of the budget.

All voted in favour to reallocate £2,000 from the general reserves to be utilised in the re-instated Picton Centre Improvements action plan and to set the budget at £330,822.00 for the 2021/2022 financial year. All voted in agreement to update the Reserves List at the start of the 2021/2022 financial year as per detailed in Appendix 1a.

The Picton Centre is currently being used by the NHS to support the community. The Town Clerk is to meet with the NHS to discuss the provision following a further change in use and potential costings.

***Cllr Blyth declared a prejudicial interest as an employee of the NHS***

**b) Set the Precept for the 2021/2022 financial year**

All voted in favour to maintain the precept at the current amount of £312,000.00.

**Resolved**

**The following was agreed:**

- **2021/2021 Budget is set at £330,822**
- **2021/2022 Precept is set at £312,000 which equates to £66.53 per Band D household**
- **£2,000 is reallocated from the General Reserves to the 2021/2021 Picton Centre Improvement Action Plan**
- **Reserves List is updated from 1 April 2021 as set out in Appendix 1a**

The Mayor offered his thanks to the Town Clerk and those involved in their work on setting the budgets.

**1954 Financial Assistance for Get The Boys A Lift**

The application requests a donation of £3,000 towards the provision of online counselling services.

All voted in favour to donate £3,000 to Get The Boys A Lift under Local Government Act 1972 Section 145.

**Resolved**

**To donate £3,000 to Get The Boys A Lift**

**1955 Independent Remuneration Panel for Wales Draft Report 2021**

The Town Clerk gave an overview of the proposed changes as set out in the draft report. The final draft will be provided in February 2021 for consideration by Council in line with the relevant policies for updating. Councillors are to make their individual comments on the draft to the Town Clerk.

**1956 Terms of Reference for Committees and Sub-Committees**

**c) Council Accommodation sub-committee**

All future decisions regarding the new Town Council premises are to be made by Full Council. All voted in favour to terminate the Council Accommodation sub-committee.

**d) Appointments to Committees and sub-committees**

Cllrs Twigg and Moses wish to join the Management, Estates and Strategy Committee, and Cllrs Ferguson and Blyth wish to join the Personnel, Policy and Finance Committee.

Cllrs Moses, Blacklaw-Jones and Twigg wish to join the Event sub-committee. Cllr Perkins does not wish to be involved in the Christmas Lights sub-committee. Cllr Blacklaw-Jones expressed an interest to join in his place.

**Resolved**

**To terminate the Council Accommodation Sub-committee**

**Cllrs Twigg and Moses to join the Management, Estates and Strategy Committee and Cllrs Ferguson and Blyth to join the Personnel, Policy and Finance Committee**

**Cllrs Moses, Blacklaw-Jones and Twigg to join the Events Sub-committee; Cllr Blacklaw-Jones to join the Christmas Lights Sub-committee**

**1957 Outside Bodies**

**a) Review post held by Mrs J Morgans as an Additional Community Governor for Prendergast Community Primary School**

It was confirmed that a councillor can continue their position as a school governor should they resign from Council. Mrs Morgans is heavily involved in Prendergast School and wishes to continue as a governor.

All voted in favour to allow Mrs Morgans to continue her role as an Additional Community Governor at Prendergast CP School for the remaining term in office.

**b) Make Appointments**

It was agreed to defer the review of the Outside Bodies list until the next Full Council meeting, and for Councillors to be provided with a summary of each body and the commitment involved prior to the next meeting.



**c) Pembrokeshire County Council Post-Covid Recovery Plan**

The meeting to consider the post-covid recovery plan clashes with the date of the January Full Council meeting. The Town Clerk will contact Pembrokeshire County Council to find out more information regarding the proposed plan to refer back to Councillors.

**Resolved**

**Mrs J Morgans to remain in post as an Additional Community Governor at Prendergast Community Primary School for the remaining term in office**

**1958 Accounts**

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

**Resolved**

**November accounts totalling £47,063.36 including VAT were approved for payment and receipts totalling £1,351.82 excluding VAT were accepted**

**1959 The Old Wool Market**

The lease and option agreement have been signed and exchanged. The telephone and WIFI systems are in the process of being set up, which will determine the timing for the relocation of the Town Council offices which it is hoped will take place during January 2021. It was suggested that a photographic and/or video record is taken to document the progress within the building.

**1960 Items for Next Agenda**

- Appointments to Outside Bodies
- Pembrokeshire County Council Climate Action Plan – listed on the next agenda for the Personnel, Policy and Finance Committee

The Mayor gave thanks to the Town Clerk and office staff for their hard work and commitment during a difficult year. He would be available to be contacted over the Christmas period and concluded by wishing everyone a happy Christmas and a healthy and wealthy New Year.

**With no further business to consider, the meeting ended at 8.17pm**

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

**Signed**

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

**Signed**

**Date** .....