

**MINUTES OF A MEETING OF FULL COUNCIL**  
**held on 16 March 2022 at 6pm held in the Old Wool Market and via video conference**

<b>Present:</b>	Cllr A Buckfield	Chairman / Mayor
	Cllr C Evans	Vice Chairman / Deputy Mayor
	Cllr R Blacklaw-Jones	
	Cllr S Hooper	
	Cllr P Johnson	
	Cllr T Moses (left at 9.02pm)	
	Cllr J Owens	
	Cllr S Pearce	
	Cllr G Roberts	
	Cllr E Perkins (joined at 7.21pm)	
	Cllr J Twigg	

Town Clerk, Senior Administration Officer, Reverend Father N Hook – Mayor’s Chaplain, members of the public and the press were in attendance

Mayor welcomed everyone to our first hybrid meeting.

**2169 Apologies**

No apologies for absence.

**2170 Declarations of Interest from Members**

<b>Agenda Item</b>	<b>Member</b>	<b>Interest</b>	<b>Nature of interest</b>
Financial Assistance Portfield Recreation Committee (PRC)	Cllr J Twigg	Personal	Council appointed representative on PRC
Financial Assistance Portfield Recreation Committee (PRC)	Cllr A Buckfield	Personal	Council appointed representative on PRC

**2171 Questions from Members of the Public**

There were no questions from members of the public.

**2172 Minutes of previous meetings**

**a) Full Council meeting held on 23 February 2022**

Page 15/22 - minute number 2156 – It was stated that the minutes did not record the seconder for the proposal to hold our own public consultation. The majority voted in favour for the minutes not to be revised to show a seconder.

Recorded vote for the proposed amendment:

In favour: Councillor’s Owens and Twigg;

Against: Councillor’s Blacklaw-Jones, Johnson, Evans, Hooper, Buckfield;

Abstaining: Councillor’s Moses, Perkins, Roberts, Pearce.

All voted in favour to accept the minutes of the full council meeting held on 23 February 2022 as a true record.

**b) Updates on the minutes of the full council meeting held on 23 February 2022**

No updates were received.

**Resolved**

**Minutes of the Full Council meeting held on 23 February 2022 were accepted as a true record**

**2173 Mayor's correspondence and updates**

Mayor had:

- Attended and been interviewed as part of the "Save Withybush" campaign.
- Attended the St. David's Day Parade, which was well supported by the schools with superb entertainment that was funded by Council.
- Officially opened a furniture shop in Bridge Street during the St. David's Day Parade.
- Attended a meeting regarding Haverfordwest Town Museum, of which an update will be provided later.
- Met with members of the Haverfordwest Racecourse (Public Park) Trust and will provide an update later.
- Attended the official opening of the burgage plots at Haverfordwest Castle with the Sheriff by invitation of Pembrokeshire County Council.
- Will be attending a meeting about murals and will provide an update from the meeting at a later date.
- Attended meetings of Haverfordwest Town Team and the Cleddau Reaches Project.
- Attended as an individual the public consultation led by Councillor Twigg and Cllr Owens.
- Requests for the details of the Officers diaries. The Sheriff had attended 8 out of 9 events. The Deputy Mayor had attended the Scouts Award Ceremony.

**2174 Planning Applications**

<b>Ref No: 21/0715/PA</b>	Proposal: Variation of condition 2 (approved plans) & removal of condition 3 (holiday occupancy) of planning permission 17/0066/PA
Portfield Ward	209 Haven Road, Haverfordwest, Pembrokeshire SA61 1DQ
<b>Resolved:</b>	<b>Support</b>

<b>Ref No: 21/0987/PA</b>	Proposal: Substitute 8 "beadnell" dwellings with 4 "barton" dwellings associated with planning permission 18/1008/PA
Priory Ward	Land south of Scarrowscant Lane, Haverfordwest
<b>Resolved:</b>	<b>Object, on the grounds that there is already a shortage of affordable housing stock Cllr J Twigg abstained from the vote</b>

<b>Ref No: 21/1003/PA</b>	Proposal: Change of use of the three upper floors of the property into three one-bedroom apartments
Castle Ward	15 Victoria Place, Haverfordwest, Pembrokeshire, SA61 2JX
<b>Resolved:</b>	<b>Support Note with regret, that parking needs to be part of the provision</b>

<b>Ref No: 21/1024/LB</b>	Proposal: Change of use of the three upper floors of the property into three one-bedroom apartments
Castle Ward	15 Victoria Place, Haverfordwest, Pembrokeshire, SA61 2JX
<b>Resolved:</b>	<b>Support</b>

<b>Ref No: 21/1031/PA</b>	Proposal: Proposed reablement centre and assisted living facility, including 25 apartments (20 x 1 bed and 5 x 2 bed) and associated infrastructure and landscape works
Castle and Priory Ward	Site of Haverfordia House, Winch Lane, Haverfordwest, SA61 2DN
<b>Resolved:</b>	<b>Support</b>

<b>Ref No: 21/1096/PA</b>	Proposal: Internal alterations including conversion of existing garage into lounge and to move existing driveway entrance
Portfield Ward	Broughton, Dale Road, Haverfordwest, SA61 1HZ
<b>Resolved:</b>	<b>Support</b>

<b>Ref No: 21/1135/PA</b>	Proposal: Single storey extension to front elevation
Priory Ward	3 Windsor Way, Haverfordwest SA61 1TT
<b>Resolved:</b>	<b>Support</b>

<b>Ref No: 21/0937/PA</b>	Proposal: Retrospective application for a replacement shed
Prendergast Ward	50 Heritage Gate, Haverfordwest, Pembrokeshire, SA61 2RF
<b>Notification of Planning Decision</b>	<b>Conditionally approved on 4 March 2022</b>

<b>Ref No: 21/0977/PA</b>	Proposal: Erection of a single detached dwelling with integral garage
Priory Ward	Plot 12, Nether Edge Drive, Scarrowscant Lane, Haverfordwest, SA61 1ED
<b>Notification of Planning Decision</b>	<b>Proposal was withdrawn</b>

<b>Ref No: 21/1106/PA</b>	Proposal: Variation of Conditions 1 (hours of delivery) and 2 (Delivery and Service Yard Management Plan) for planning permission 14/1056/PA
Portfield Ward	Tesco Stores Ltd, Haverfordwest, Pembrokeshire, SA61 1BU
<b>Resolved</b>	<b>Object, on grounds of noise pollution and public disturbance</b>

<b>Ref No: 21/1224/PA</b>	Proposal: Erection of a single detached dwelling
Priory Ward	Plot 12, Nether Edge Drive, Scarrowscant Lane, Haverfordwest, Pembrokeshire SA61 1ED
<b>Resolved</b>	<b>Support</b>

<b>Ref No: 21/1181/PA</b>	Proposal: Two storey side extension and detached garage
Priory Ward	29 Maple Avenue, Haverfordwest, Pembrokeshire SA61 1EF
<b>Resolved</b>	<b>Support</b>

<b>Ref No: 21/1158/PA</b>	Proposal: Replacement single storey extension to rear of 18 Ruther Park
Portfield Ward	18 Ruther Park, Haverfordwest, Pembrokeshire SA61 1DH
<b>Resolved</b>	<b>Support</b>

<b>Ref No: 21/1191/PA</b>	Proposal: Single storey extension and replace boundary wall
Priory Ward	1 Byron Road, Haverfordwest, Pembrokeshire SA61 1RQ
<b>Resolved</b>	<b>Support</b>

## 2175 Committee Minutes

The following minutes were submitted:

**a) Minutes of the meeting of the Management, Estates and Strategy Committee  
held on Tuesday 1 March 2022 at 6pm via video conference**

<b>Present</b>	Cllr G Roberts	MES Committee Chairman
	Cllr R Blacklaw-Jones	MES Committee Vice Chairman
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr C Evans	Deputy Mayor
	Cllr P Johnson	
	Cllr T Moses	
	Cllr J Twigg	
<b>Observer</b>	Cllr J Owens	
	Cllr S Pearce	

Town Clerk was in attendance

**Declarations of interest from Members**

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

**Report of last meeting**

Hybrid Meetings: If possible, the new equipment will be used for the next meeting of council.

Queen's Platinum Jubilee Celebrations: The owners of St Thomas' Church have agreed for the beacon to lit from the tower.

Community Garden: The garden will be created from funding. Council agreed to pay the lease costs of £250 per annum for the five-year lease period and the Solicitors costs for both parties.

**2021/2022 Action Plans**

**Cemeteries:**

Upper Prendergast: Contractor has completed the cutting back of the hedges.

St Martins: No update.

Lower Prendergast: The tender is being drafted for the third and final stage of the boundary wall for issue in due course.

**Christmas Lights sub-committee:** The budget includes the contract for the maintenance of the infrastructure and installation of the display, along with the festive lighting. There is a budget for the switch on event too. It was proposed that Council holds a public engagement event to consider what they want with Christmas lights. There was no seconder.

It was proposed for Christmas lights to be reviewed, as with other elements of Council, by a planned approach through a communication and engagement strategy. A recorded vote was taken as requested. Voting in favour: Councillors Moses, Evans, Blacklaw-Jones, Johnson, Roberts.

Voting against: Councillor Twigg.

Abstaining from the vote: Councillor Buckfield.

**Community Garden:** We have submitted the permission to start and payment request to the Grant Funder. The funds should be released next week. The Task and Finish Group need to meet to consider creating a community-based steering group. There was a request for all Councillors to consider any other stakeholders who could be invited to join the steering group. Councillor Twigg wishes to sit on the group.

**Events:** No updates.

**Picton Centre:** Solicitor has been instructed to draft the lease agreement. Mayor was pleased with the outcome; he was grateful to the Town Clerk and Pembrokeshire County Council Youth

Services Team and Regeneration Team for their work. Community use and parking needs to be considered in the future.

**Priory Saltings:** Willow planting has been completed. The community groups involved in the project and planting have been attending workshops. The trees and plants were provided through the Welsh Government Local Places for Nature funding, which all Councillors were invited to be involved with next weekend.

**Sheriff's Project:** No update.

**Sports Pavilion:** Following the recent repairs, the user has been invoiced for the works completed. The users will be asked to return the keys if access continues.

*Councillor Twigg left the meeting at 7.15pm*

Councillor Evans called Standing Orders Point of Order 7a against Councillor Twigg for his disorderly conduct towards the Town Clerk. This was accepted by the Chairman as being relevant.

**Youth Involvement Work:** The Mayor and Sheriff will be attending the official opening of the burgage plots next week, which will have representation from Welsh Government, Welsh Assembly and Pembrokeshire County Council. We were recognised for our involvement in the project.

#### **Draft 2022/2023 Action Plans and Budget**

No revised plans have been submitted for review. Any variations to the draft plans will need to be considered as required throughout the year.

#### **Items for next agenda**

- No items for next agenda.

With no further business to consider, the meeting ended at 7.25pm.

Councillor Twigg proposed that the minutes record the Town Clerk asked for declarations of interest to be made as necessary, during discussions about the Sports Pavilion. The majority voted in favour that the minutes were accurate with no amendment to be made.

#### **Resolved**

**The minutes of the Management, Strategy and Estates Committee meeting held on 1 March 2022 were accepted as a true record**

#### **b) Minutes of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 2 March 2022 at 6pm via video conference**

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<b>Present</b>	Cllr S Hooper Cllr A Buckfield	PPF Committee Chairman Chairman of Council / Mayor - Ex-officio
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<b>Apologies</b>	Cllr E Perkins Cllr J Owens Cllr S Pearce
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Town Clerk was in attendance

The meeting was not quorate and was closed at 6.05pm.

#### **Resolved**

**The minutes of Personnel, Policy and Finance Committee meeting held on 2 March 2022 were accepted as a true record**

**2176 Nomination of Officers for the 2022 / 2023 Civic Year**

Mayor-Elect: There were no nominations.

Deputy Mayor-Elect: Proposed - Councillor J Owens  
Nominated by Councillor J Twigg  
Seconded by Councillor S Pearce

Majority voted in favour of a secret ballot. The majority voted against the appointment of Councillor Owens as Deputy Mayor-Elect.

Sheriff-Elect: Proposed - Councillor J Twigg,  
Nominated by Councillor J Owens  
Seconded by Councillor S Pearce

Majority voted in favour of a secret ballot. The majority voted against the appointment of Councillor Twigg as Sheriff-Elect.

**Resolved** **Councillor J Owens is not appointed as Deputy Mayor-Elect**  
**Councillor J Twigg is not appointed as Sheriff-Elect**

**2177 Award of Merit and Young Laurels Award**

All voted in favour to accept the nominations received after the closing date.

All voted in favour to present the two nominees with the Award of Merit – Mr Jimmy Summers for his long-term service at Haverfordwest Railway Station; and jointly to Mr Geraint Williams and Ms Alison Turner for their services to Haverfordwest Skate Park Association.

All voted in favour to present the two nominees with the Young Laurels Award – Haverfordwest Ranger Unit for their ongoing commitment especially during the Covid-19 pandemic; and to Haverfordwest Youth Forum for the dedicated work they carry out to ensure the youth are heard.

**Resolved** **Accept the nominations received after the closing date**  
**Award of Merit is awarded to Mr Jimmy Summers and jointly to Mr Geraint Williams and Ms Alison Turner**  
**Young Laurels Award is awarded to the Haverfordwest Ranger Unit and Haverfordwest Youth Forum**

**2178 Terms of Reference for Committees, Sub-Committees and Task and Finish Groups – consider appointments**

No updates are to be made.

**2179 Outside Bodies**

**a) Consider appointments**

No appointments to be considered.

**b) Updates**

Cleddau Reaches Project: An update of the last meeting was given. The land under the bridge from Priory Ruins to Priory Saltings is being considered for formalisation of the footpath and for funding. It is hoped the footpath will form part of the active travel route. Thanks were given to Peter Howe, Officer at Pembrokeshire County Council, for all his work on the project and in the town.

Dementia Friendly Haverfordwest: No Update.

Dyfed-Powys Police Problem Solving Group: No update.

Flagship Heritage Initiative: No update.

Garth Community: No update.

Haverfordwest Business Circle: No Update.

Haverfordwest Racecourse (Public Park) Trust: The trust has agreed to manage the tractor. They will review the Memorandum of Agreement and put forward any proposals for consideration by all relevant stakeholders.

Haverfordwest Skatepark Association: No update.

One Voice Wales Pembrokeshire Area Committee: No update.

Pembrokeshire County Council Working Better Together seminars: No update

Pembrokeshire County Council Governance and Audit Committee: Appointment of a representative will be considered in the future.

Portfield Recreation Committee: No update.

Sir John Perrot Trust: Meeting tomorrow.

Haverfordwest Town Museum: Item on the agenda later for discussion.

Town Team: Parking was considered. It was felt that a co-ordination group was needed for Haverfordwest to consider wider communication and engagement. A vote of thanks was given to George Allingham as the Chair and to Sinead Henehan, Officer at Pembrokeshire County Council, for her input.

Transition Haverfordwest: No updates.

Twinning Association: There have been discussions with Oberkirch about engagement with the youth. The website is in the process of being updated, with a request for Council to provide access to any photographs that can be used. Two of the trees donated by Oberkirch have been removed due to vandalism and not taking to their surroundings. The tree located near the Sports Pavilion has been replaced and there are plans to replace the second tree in the Bridge Meadow Park.

William Vawer Trust: No updates.

Youth Forum: No updates.

## **2180 Our response provided to:**

### **a) Independent Remuneration Panel for Wales: annual report 2022 / 2023**

It was agreed that this document would be taken to the Personnel, Policy and Finance Committee for consideration.

## **2181 Applications for financial assistance**

### **a) Portfield Recreation Committee**

It was felt that a Service Level Agreement would be a more appropriate way of supporting this organisation. The vote was in favour for the request to be considered at the next meeting of the Personnel, Policy and Finance Committee.

### **b) Welsh Air Ambulance**

All voted in favour to not complete the grant assessment form. The vote was in favour to provide funding of £500 under the Local Government Act 2000 Section 2.

### **c) Pure West Community and Youth Volunteer Group**

- i. Haverfordwest Santa Sleigh Run**
- ii. May Day Thank You Family Fun Day**



The vote was in favour for both applications to be considered at the next meeting of the Personnel, Policy and Finance Committee.

**Resolved** **Personnel, Policy and Finance Committee will consider the request for financial assistance from the Portfield Recreation Committee and the two applications from Pure West Community and Youth Volunteer Group**

**2182 2022 / 2023 Budget**

The vote was in favour to move the earmarked funds of £50,447 for Elections in to the General Reserve and not utilise it in the 2022 / 2023 budget.

**Resolved** **Earmarked funds of £50,447 for Elections are moved to the General Reserve for the 2022 / 2023 budget**

**Resolved** **It was agreed to suspend Standing Orders 8w – “A meeting shall not exceed a period of 3 hours” - to finish the meeting**

**2183 Appointment of Internal Auditor for the 2021 / 2022 Financial Year**

**Resolved** **B W Scourfield CPFA is appointed as the Internal Auditor for the 2021 / 2022 financial year, and in his non acceptance of the appointment the Town Clerk may appoint another Auditor to undertake the work**

**2184 Accounts for payment**

All voted in favour of approving the accounts for payment and acceptance of receipts for February 2022.

**Resolved** **February 2022 accounts totalling £24,819.45 including VAT were approved for payment and receipts totalling £3,429.60 excluding VAT were accepted**

**2185 Lease Agreement for Governor’s House**

Mayor and Town Clerk have been given plenary powers to commence discussions with all relevant parties regarding the lease agreement for Governor’s House. The condition survey that was undertaken to support the lease agreement is being reviewed and the necessary action is being taken as required by Council.

**2186 Picton Centre**

No updates.

**2187 Items for next agenda**

No items for next agenda.

**With no further business to consider, the meeting ended at 9.13pm**

**Chairman of Council / Mayor** ..... **Signed**

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

**Date** .....