

MINUTES OF A MEETING OF FULL COUNCIL
held on 21 July 2022 at 6pm in the Old Wool Market and via video conference

Present	Cllr A Buckfield Cllr J Owens Cllr R Blacklaw-Jones Cllr J Brady (arrived 6.04pm) Cllr R Evans Cllr J Hackett Cllr P Johnson Cllr S Pearce Cllr G Roberts Cllr B Simister Cllr J Twigg	Chairman / Mayor Vice Chairman / Deputy Mayor
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Town Clerk, Mayor's Chaplain, members of the public and the press were in attendance

- 2233 Apologies:** Cllr A Brooker
 Cllr A Griffiths
 Cllr K Jones
 Cllr H Lewis
 Cllr M Lewis
 Cllr T Moses

2234 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
2241 a) Save Withybush Campaign	Cllr J Hackett	Prejudicial	Cllr Hackett is employed by Hywel Dda Health Board
2246 Haverfordwest Town Museum	Cllr A Buckfield	Personal	Council appointed representative on Haverfordwest Town Museum Trust
2246 Haverfordwest Town Museum	Cllr G Roberts	Personal	Council appointed representative on Haverfordwest Town Museum Trust

2235 Engagement on the Haverfordwest Castle development by Kate Lindley, Consultant on behalf of Pembrokeshire County Council

There are a number of upcoming engagement events, the details of which will be forwarded to us for attendance and sharing. This will include a pop-up in Bridge Street, County Show, local schools and the skatepark.

Kate Lindley left the meeting.

Mayor welcomed the newly elected Members.

Prayers were received from the Mayor's Chaplain, Reverend Father N Hook

2236 Questions from Members of the Public

Correspondence received from Mr J Twigg will be answered in the appropriate place in the agenda.

Anonymous correspondence does not receive a response.

2237 Minutes of previous meetings

a) Full Council meeting held on 23 June 2022

All votes in favour to accept the accuracy of the minutes.

b) Updates on the minutes of the Full Council meeting held on 23 June 2022

50/22 – Posters are to be drafted and circulated to hire the Sports Pavilion.

c) Extraordinary Meeting held on 29 June 2022

All voted in favour to accept the accuracy of the minutes with an amendment to the declaration of interest by Councillor Moses – remove the word ‘close’ prior to acquaintances.

d) Updates on the minutes of the Extraordinary Meeting held on 29 June 2022

No updates.

Resolved

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

Minutes of the Extraordinary Meeting held on 29 June 2022 were accepted as a true record with amendment as above

2238 Mayor’s correspondence and updates

Mayor had made 27 appearances, of which he felt the highlight was presenting a frame containing the Sheriff’s medal of the late Councillor Chris Thomas to his widow.

The official opening of Haverfordwest Youth Club in the Picton Centre received a good turnout. It was felt that the building provided an opportunity to support the youth with other facilities, including the club. Mayor congratulated the council on their decision to lease the Picton Centre for this facility.

Beating of the Bounds was held on 15 July 2022. This year’s expanded event went well, with thanks to the Staff for organising it. Thanks were given to those who supported the event and to the excellent caterer.

2239 Planning Applications

Ref No: 22/0223/PA	Proposal: Demolish existing chimney stack and rebuild
Priory Ward	Vine House, 3 Merlins Hill, Haverfordwest, SA61 1PE
Resolved	Support
Ref No: 22/0230/PA	Proposal: Change of use – A2 to A3
Castle Ward	Eddies Bookmakers Ltd, Wilton Chambers, 4 Quay Street, Haverfordwest, SA61 1BG
Resolved	Support
Ref No: 22/0209/PA	Proposal: Installation of New Walkway Link (North of Castle to Hayguard Lane) and associated works
Castle Ward	Land to the north of Haverfordwest Castle
Resolved	Support subject to engagement with public and completion of an assessment from an Independent Access Officer regarding the disability access
Ref No: 22/0219/PA	Proposal: Application for proposed alterations and extensions with garden shed
Priory Ward	43, Fair Oakes, Haverfordwest, SA61 1EE
Resolved	Representative needed to attend meeting of the Planning Committee 26 July 2022. No representative to attend as application supported previously
Ref No: 21/1224/PA	Proposal: Erection of a single detached dwelling
Priory Ward	Plot 12, Nether Edge Drive, Scarrowscant Lane, Haverfordwest, SA61 1ED
Resolved	Conditionally approved 9 March 2022

Ref No: 22/0167/PA	Proposal: Single storey extension
Priory Ward	1 Byron Road, Haverfordwest, SA61 1RQ
Notification of Planning Decision	Conditionally approved 15 July 2022
Ref No: 21/1224/PA	Proposal: Erection of a single detached dwelling
Priory Ward	Plot 12, Nether Edge Drive, Scarrowscant Lane, Haverfordwest, SA61 1ED
Notification of Planning Decision	Conditionally approved 29 June 2022
Ref No: 22/0185/AD	Proposal: 2 no neon-illuminated signs
Portfield Ward	Unit F, Springfield Retail Park, Fishguard Road, Haverfordwest, SA61 2AT
Resolved	Conditionally approved 20 July 2022
Ref No: 22/0152/PA	Proposal: Loft Conversion
Priory Ward	64 Haven Park Drive, Haverfordwest, SA61 1DW
Resolved	Conditionally approved 20 July 2022
Ref No: 22/0184/PA	Proposal: Single storey rear extension and replacement of timber fence with brick wall to rear east boundary
Portfield Ward	37 Priory Avenue, Haverfordwest, SA61 1SG
Resolved	Conditionally approved 21 July 2022

2240 Committee Minutes

The following minutes were submitted:

a) Minutes of the hybrid meeting of the Management, Estates and Strategy Committee held on Tuesday 5 July 2022 at 6pm in the Old Wool Market

Present	Cllr P Johnson Cllr R Blacklaw-Jones Cllr A Buckfield Cllr A Griffiths Cllr T Moses Cllr G Roberts J Raymond	MES Committee Chairman Chairman of Council / Mayor - Ex-officio arrived at 6.06pm MES Committee Vice Chairman Town Clerk
Observer	Cllr R Evans Cllr S Pearce Cllr B Simister Cllr M Lewis Members of the public	

Apologies none received

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Updates on the minutes of the last meeting

At the last meeting, all voted to move the meeting day from the first Monday of the month to the first Tuesday. This recommendation was omitted from the minutes. All voted in favour of the recommendation for inclusion in these minutes.

Resolved

Meetings are held on the first Tuesday of the month

2022-2023 Action Plans

Cemeteries:

Lower Prendergast: Tender for final phase of repairs to boundary wall to be issued.

Upper Prendergast: Railings to be reviewed later in year, as any repairs may need to be considered in the setting of the 2023/2024 budget.

St Martins: The contract for the restabilising of a number of headstones is fully completed. The War Commission have installed headstones/markers on a number of graves which they have adopted.

Christmas Lights sub-committee: Meeting to be arranged of the sub-committee.

Community Garden: Meeting of the Steering Group to be arranged, first item of business will be to appoint a Chair. All voted in favour to accept the quotations for items as outlined in the minutes of 16 June 2022. It was agreed that a community interest company would need to be set up in the future to continue the running of the garden, however the priority is to set it up. The funder has asked for clarification on the future of the project following sight of an article in the local press. All voted in favour to respond to the funder to advise them that we are progressing with the project with the intent to deliver it by the 31 March 2023 (funding deadline). The funding is already being spent on the delivery of administration by the Council Staff.

Picton Centre: Solicitor's for both parties are progressing with the lease agreement. A number of Councillors attended the Youth Club opening evening at the Picton Centre and were impressed by the services available on site. It was felt it would be useful to update our website to state that we are pleased to provide the Picton Centre for the delivery of youth services; if the facility is missed by groups, we would recommend looking to other facilities such as (then list alternative venues).

Priory Saltings: Progressing with removal of Japanese knotweed on site. The Saltings is included in the Open Meadows Day events. It was agreed to obtain a quotation for the replacement of the steps.

Sports Pavilion: No update.

Resolved

Community Garden – quotations as outlined in the minutes of 16 June 2022 are accepted:

- **Polytunnel – Supplier 2 £3390 net;**
- **Composting Disabled Toilet – Supplier 1 £2340.83 net;**
- **Garden Room / Office – Supplier 3 £11,833.33 net;**
- **Compost Bins – Supplier 2 £969.55 net**

Drafting of 2023-2024 Action Plans

It was agreed that there will be action plan required for the Sports Pavilion or Picton Centre. The action plans required are for: Cemeteries, Christmas lights, Community Garden, Priory Saltings. Also, possibly consider any new projects that may require a draft action plan. The Events Sub-Committee need to consider drafting an action plan.

Items for next agenda

No items were requested.

With no further business to consider, the meeting ended at 7.14pm

Resolved

The minutes of the Management, Strategy and Estates Committee meeting held on 5 July 2022 were accepted as a true record

b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Thursday 7 July 2022 at 6pm in the Old Wool Market

Present	Cllr M Lewis Cllr A Buckfield Cllr J Brady Cllr J Hackett Cllr H Lewis Cllr J Owens Cllr J Twigg J Raymond A Dullaghan	PPF Committee Chairman Chairman of Council / Mayor - Ex-officio PPF Committee Vice Chairman Town Clerk Senior Administration Officer
Observer	Cllr K Jones Cllr S Pearce Cllr B Simister	

Members of the public

Apologies Cllr J Brady

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
Financial Support	Cllr J Twigg	Personal & prejudicial	Director of Haverfordwest Parkrun
Financial Support	Cllr J Twigg	Personal & prejudicial	S James is a family relative

Report of the last meeting

No updates.

Accounts to 31 May 2022

Resolved

Accounts accepted to 31 May 2022

2022-2023 Budget

The process will need to start in September. A draft budget will be provided with estimated increases included.

Policies

i. Council Training Plan

It was agreed to include that every Councillor must attend the Code of Conduct Training by 31 December 2022 and to sign a statement confirming completion and that they understood it. It was requested that the training needs for Staff are updated for consideration at a future meeting. All voted in favour to adopt the Council Training Plan

Resolved

Council Training Plan is adopted

Financial Support

i. Haverfordwest Parkrun

The application requests financial support of £3,000.00 towards the purchase and installation of a storage container on Haverfordwest Upper Racecourse for parkrun events.

It was agreed to request further information – provide clarification on quotation, details of other supplies; proof of costs, including covid and contingency; letters of support; further details on match funding.

ii. S James

The application requests financial support of £500.00 towards the purchase of a defibrillator. All voted in favour to award funding of £500.00 under Local Government Act 2000 Section 2.

iii. Pride Pembrokeshire

The application requests financial support of £3,000.00 towards events to celebrate Pride Pembrokeshire. All voted against giving any financial support.

Resolved

S James is awarded a donation of £500.00

Pride Pembrokeshire is not awarded a donation

Town Centre Developments – Cllr G Roberts

Item is deferred for more information.

For agenda item Staffing Matters 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

Members of the public left the meeting

Staffing Matters

No recommendations.

Items for next agenda

- Consider 2023-2024 budget

With no further business to consider, the meeting ended at 7.44pm

Resolved

The minutes of Personnel, Policy and Finance Committee meeting held on 7 July 2022 were accepted as a true record

2241 Our response to

a) Save Withybush Campaign

All voted in favour to accept the Supporting Withybush General Hospital Model Motion and to invite the group to speak to Council.

b) Welsh Government Consultation – A Fairer Council Tax

The item would be deferred until the September meeting to allow more time for consideration.

Resolved

Supporting Withybush General Hospital Model Motion was accepted

2242 Community Garden**a) Minutes of 13 July 2022**

The minutes are to be updated to show Chris Evans as present. An invitation was extended to every member of council to attend the VC Gallery Dig for Victory site, as they are hoping to link up with our community garden.

All voted in favour to accept the minutes with an amendment to include Chris Evans as present. The majority of recommendations were accepted, except for – “To use Menter laith for translations” and “To set up an Oversight Group and Working Group”. The recommendation to use the services of Menter laith could not be approved as no costs were provided in the minutes.

Resolved

Community Garden Sub-Committee Minutes of 13 July 2022 were accepted with amendment, except for the recommendations to use the services of Menter laith and to set up an Oversight Group and Working Group

2243 Terms of Reference for Committees, Sub-Committees and Task and Finish Groups**a) Appointments**

Management, Estates and Strategy Committee: All voted in favour to appoint Councillor Evans, Councillor Pearce and Councillor Simister.

Personnel, Policy and Finance Committee: All voted in favour to appoint Councillor Brooker and Councillor Jones.

Events Sub-Committee: All voted in favour for Councillor Blacklaw-Jones to resign as a member and Councillor Pearce to be appointed.

Community Garden Steering Group: All voted in favour for Councillor Evans and Councillor Pearce to be appointed as members and for Councillor Twigg to resign.

Cllr Brady left the meeting at 7.39pm

Councillor Twigg called a point of order as he had not been allowed to speak – no Standing Order reference number was given.

The Chairman made reference to Standing Orders 6 – Rules of Debate.

Councillor Twigg commented again and the Chairman made reference to Standing Order 29e, that his decision at the meeting shall be final.

Councillor Evans put forward a motion, Standing Order 7b, that Councillor Twigg to be removed from the meeting.

Standing Orders 7b If a person(s) disregards the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

The majority voted in favour for Councillor Twigg to be removed from the meeting.

Councillor Twigg left the meeting at 7.44pm and attended as an observer.

b) Updates to Terms of Reference

The vote was in favour to update the terms of reference for the Community Garden Steering Group to become a Sub-Committee, to include all previously appointed members.

Resolved

Appointments to Committees and Sub-Committees Groups were accepted

Revised Terms of Reference for the Community Garden Sub-Committee were accepted

2244 Invitation to the Twin Town of Oberkirch**a) Attendance of Mayor and Town Clerk**

All voted in favour for the Town Clerk to be given the time off work and allowance of £1,500 in acceptance of the invitation to be taken from the General Reserve.

Mayor has an allowance of £1,500 for visit to Oberkirch, which was voted in acceptance.

b) Subsidy for transport

All voted in favour for the Emergency Committee to be given plenary power to spend up to £3,500 on the cost of transport for the delegation party to travel to the UK airport, to be taken from the General Reserve.

Resolved

Mayor and Town Clerk given permission to attend and a total budget of £3,000 to attend Oberkirch, to be taken from the General Reserve

Emergency Committee are given plenary power to agree the transport arrangements for the delegation party with a spend up to £3,500, to be taken from the General Reserve

2245 2021-2022 Financial Year**a) Internal Auditors Report****b) Annual Return****c) Additional Information**

All voted in favour to accept the Internal Auditors Report and Annual Return, with a vote of thanks given to the Internal Auditor Mr Bernie Scourfield CPFA (retired).

Resolved

2021-2022 Annual Return with Internal Auditors Report were accepted

2246 Haverfordwest Town Museum; consider a request for financial assistance

All voted in favour to provide a donation of £175.00 to cover the repair of the external security light.

Resolved

Donation of £175 provided to Haverfordwest Town Museum Trust

2247 Outside Bodies**a) Consider appointments**

See updates.

b) Updates

Cleddau Reaches Project: All voted in favour for Councillor Evans to be appointed.

Flagship Heritage Initiative: There is a meeting scheduled with members of the Haverfordwest Town Museum Trust, to consider the governance.

Garth Community: No update. It was suggested that members of Garth ward should consider representation on the group.

Haverfordwest Business Circle: No Update.

Haverfordwest Pool Trust: No update.

Haverfordwest Racecourse (Public Park) Trust: No update.

Haverfordwest Skatepark Association: No update.

One Voice Wales Pembrokeshire Area Committee: No update.

Portfield Recreation Committee: Merlins Bridge AFC will no longer be hiring the Sports Pavilion over the winter.

Sir John Perrot Trust: All voted in favour for Councillor Pearce to be appointed.

Haverfordwest Town Museum: Discussions are continuing about HTC surrendering the lease agreement to Governor's House. Haverfordwest Town Museum Trust are being asked to consider their future governance in line with the future running of the Flagship Heritage Attraction site.

Haverfordwest Twinning Association: No update.

William Vawer Trust: All voted in favour for Councillor Pearce to be appointed.

Haverfordwest Youth Forum: All voted in favour for Councillor Evans to be appointed, subject to accepted by the Youth Forum.

Resolved

Appointments and updates from Outside Bodies were accepted

2248 Accounts for payment

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

Resolved

June 2022 accounts totalling £31,620.10 including VAT were approved for payment and receipts totalling £723.40 excluding VAT were accepted

For agenda item number 2249 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

2249 Staffing Matters

Resolved

Administration Officer is appointed to commence in September 2022

Fire Book is not required to record the details of all Staff, Councillors and Visitors

Staff Training needs to be shared on a need only basis

Office opening hours to remain at Monday to Friday 9.30am to 1pm

Dogs are permitted in the office and visitors are to be asked if they are comfortable in their presence

Complaint to be held in abeyance until a previous matter is resolved

Concerns were raised by a number of Councillor's that there appears to be clear intent to pick on and bully Staff Members. There were further concerns raised for the outlook of the Council and the wellbeing of the Office Staff Members. It was felt that the situation needs to be kept under review.

2250 Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 9.06pm

Chairman of Council / Mayor Signed

Proper Officer / Town Clerk Signed

Date