

MINUTES OF A MEETING OF FULL COUNCIL
held on 19 January 2022 at 7pm via video conference

Present: 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
Cllr G Owens
Cllr S Pearce
Cllr E Perkins
Cllr G Roberts

Apologies: Cllr J Twigg
Reverend Father N Hook

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

The Mayor welcomed Councillor Jill Owens and Councillor Shane Pearce to their first full council meeting.

2136 Declarations of Interest from Members

Agenda Item	Member	Interest	Nature of interest
2147 b) Financial Assistance Homeless Pembrokeshire	Cllr Evans	Personal	Cllr Evans is friends with the applicant Amanda Evans
2147 b) Financial Assistance Homeless Pembrokeshire	Cllr Hooper	Personal	Cllr Hooper is friends with the applicant Amanda Evans

2137 Questions from Members of the Public

The Mayor provided an update to a question that was asked by a member of the public a couple of months ago regarding pedestrian access from Scarrowscant Lane to Pembrokeshire College. The college are now starting an ambitious plan of improving access, both vehicular and pedestrian, which once finished will result in a dedicated pathway to the college.

2138 Minutes of previous meeting

a) Minutes of the Full Council meeting held on 22 December 2021

All voted in favour to accept the minutes of the full council meeting held on 22 December as a true record.

b) Updates on the minutes of the Full Council meeting held on 22 December 2021

No updates were received.

Resolved

To accept the minutes of the Full Council meeting held on 22 December 2021 as a true record

2139 Mayor's correspondence and updates

- Mayor had received correspondence from a member of the public questioning the way we engage in co-opting members, quoting a law and a sub section of that law that proved we were not doing things correctly. The Mayor read the law and discovered it relates to principal councils which we are not, which he explained in his reply. Further correspondence was received on the same point so the Mayor made contact again to say they differ on this matter and to request for no more correspondence on this matter be sent.

- The same member of the public corresponded with the Mayor to question the accuracy of council minutes to which the Mayor did not reply.
- Mayor will be holding a presentation evening for the recipient who due to covid, was unable to attend the presentation evening in November. Unlike last time there will be no restrictions on the numbers, so once the date and time has been arranged all will be advised and invited to attend.
- Mayor has been asked to present the Mayor's Award 2021 to Haverfordwest County AFC Supporters Association at a match on 11 February. Councillor Tom Moses will attend as he is acting chair of Bridge Meadow Trust and he supported their nomination.
- The St David's day parade will be held on 1 March 2022. This is a huge event with all the schools in Pembrokeshire invited to attend, supported by Menter Iaithe. The Officers are invited to join the march from the old library through the streets down to the Picton Centre.

2140 Planning Applications

Ref No. 21/0963/PA	Proposal: Two storey side extension and extension of existing porch
Priory Ward	11 Beechlands Park, Haverfordwest, Pembrokeshire SA61 1EN
Resolved	Support

Ref No. 21/0974/PA	Proposal: Alterations and Extensions
Priory Ward	43 Nether Edge Drive, Scarrowscant Lane, Haverfordwest SA61 1ED
Resolved	Support

2141 Committee Minutes

The following minutes were submitted:

**Minutes of the meeting of the Management, Estates and Strategy Committee
held on Tuesday 4 January 2022 at 6pm via video conference**

Present	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	
Observer	Cllr D Blyth	
	Cllr S Hooper	

Town Clerk was in attendance

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Report of last meeting

Hybrid Meetings: The new equipment is to be trialled as soon as is reasonable possible.

2021/2022 Action Plans

Cemeteries:

Lower Prendergast: Following a recent site visit, it is felt that the final stage of repairs to the boundary wall should be completed in the next financial year and not deferred for a second year.

07/22

Councillor Hooper called a point of order for the lack of respect shown to the Deputy Mayor by the Mayor – reference Standing Order point 7a.

In response, the Mayor apologised for being annoyed by constant interruptions.

St Martins: Still awaiting Structural Survey Report, further follow up to be made.

Upper Prendergast: Estimated quotes for repair of railings are to be sourced.

Christmas Lights sub-committee: No update.

Community Garden: A progress update on the lease agreement will be sought by the Town Clerk.

Events: An initial meeting for Festival Week will be held this coming Friday. It was agreed that all correspondence and promotion material must be proof read by the Town Clerk before distribution.

Picton Centre: No updates.

Priory Saltings: Quotes are being sought for the installation of railings on the steps. There is an improvement to the steps following the adjustment by our Groundsman. Pembrokeshire County Council Cleddau Reaches Project are considering the walkway under the bridge over Freeman's Way and looking for appropriate funding. It is hoped that outside funding will be provided for workshops to be held with the groups and school who have previously been involved with the meadow.

Sheriff's Project: No update.

Sports Pavilion: Sports Pavilion Task and Finish Group are to complete a site following completion of the contracted work to the shower blocks.

Youth Involvement Work: No update.

Draft 2022/2023 Action Plans and Budget

It was reiterated that ideally the final stage of repair work to the boundary wall at Lower Prendergast Cemetery should be completed in the next financial year.

As there is an extraordinary meeting being held on 13 January 2022 to consider the 2022/2023 budget and precept, it was agreed that no further discussions were necessary at this time.

Items for next agenda

- Request a briefing from the Pembrokeshire County Council Regeneration Team about the Placemaking Town Plans and town centre route signage
- The Queen's Platinum Jubilee

With no further business to consider, the meeting ended at 7.01pm

Resolved

The minutes of the Management, Strategy and Estates Committee meeting held on 4 January 2022 were accepted as a true record with one amendment to page R01/01 with the response from the Mayor

Minutes of the meeting of the Personnel, Policy and Finance Committee held on Wednesday 5 January 2022 at 6pm via video conference

Present as

Observer Cllr J Twigg

Apologies Cllr S Hooper PPF Committee Chairman
Cllr D Blyth PPF Committee Vice Chairman

08/22

Cllr A Buckfield
Cllr E Perkins

Chairman of Council/Mayor – Ex-officio

Town Clerk was in attendance

Meeting was not quorate and ended at 18.04pm.

Resolved

The minutes of Personnel, Policy and Finance Committee meeting held on 5 January 2022 were noted

2142 Terms of Reference for Committees, Sub-Committees and Task and Finish Groups – consider appointments

Councillor Owens and Councillor Pearce were appointed as members of the Personnel, Policy and Finance Committee.

Councillor Blacklaw Jones was appointed as a member of the Christmas Lights Sub-Committee.

Councillor Owens and Councillor Pearce were appointed as members of the Events Sub-Committee.

As there are no appointed members to the Grant Funding Review Task and Finish Group, and as the budget for 2022-2023 has been set, the framework for considering service level agreements can be looked at after the elections in May.

Councillor Johnson was appointed as a member of the Community Garden Task and Finish Group.

Resolved

The following representatives are appointed to:

- **Councillors Owens and Pearce are appointed to the Personnel, Policy and Finance committee**
- **Councillor Blacklaw-Jones is appointed to the Christmas Lights Sub-Committee**
- **Councillors Owens and Pearce are appointed to the Events Sub-Committee**
- **Service Level Agreements to be considered after the elections in May**
- **Councillor Johnson is appointed to the Community Garden Task and Finish Group**

2143 Outside Bodies

a) Consider appointments

Councillor Moses was appointed as a representative on the Pembrokeshire County Council Working Better Together Forum, with the Town Clerk to attend as and when necessary.

Councillors Owens and Pearce are appointed as representatives on the Portfield Recreation Committee

b) Updates

Flagship Heritage Initiative: The next meeting is on Tuesday 25 January at 10 am. The members are currently discussing designs and costs for a way marker which they are planning to put in Castle Lake car park.

One Voice Wales: Mayor advised that a programme of training exercises has been sent out and he asked the Town Clerk to ensure the two new Councillors have a copy of it. Councillor Hooper has asked Councillor Moses to raise her concerns about what she feels is the outdated terminology Chairman instead of Chair. The Clerk advised she has raised it with One Voice Wales who are checking the legality of this.

Pembrokeshire County Council Working Better Together: We have been approached to nominate one Councillor and/or the Town Clerk to attend these meetings. Councillor Moses advised that he has attended all of the meetings of this group. He would encourage all of our councillors to attend wherever possible.

Youth Forum: Councillor Blacklaw-Jones reported he had received some input from the Youth Forum for the youth's garden. He had a met with the newly appointed youth officer for Haverfordwest and showed him the potential plot at castle lake.

Town Museum: The Mayor advised they are planning to open at Easter. Both the Mayor and Sheriff have been invited to open the burgage plots in their civic roles in February.

Resolved

The following representatives are appointed to:

- **Councillor Moses is appointed as a representative on the Pembrokeshire County Council Working Better Together Forum with the Town Clerk to attend as and when necessary**
- **Councillors Owens and Pearce are appointed as representatives to the Portfield Recreation Committee**

2144 Our response provided to:

- a) **Pembrokeshire County Council – Local Development Plan & Pembrokeshire Coast National Park Local Development Plan 2 Joint Supplementary Planning Guidance on the Cumulative Impact of Wind Turbines**

Councillors had no comments to make on the report so the Mayor suggested they respond individually should they have any comments at a later date.

Resolved

Accept the report and if any comments in the future, then Councillors are to respond individually

2145 One Voice Wales Model Local Resolution Protocol for Community and Town Councils

Town Clerk advised that we have already adopted the local resolutions, and this is an updated version report with very minor changes.

Resolved

To adopt the updated One Voice Wales Model Local Resolution Protocol for Community and Town Councils

2146 Priory Saltings – consider planting of trees for wildlife habitat and creation of willow sculptures

Councillor Evans advised that he had secured funding for tree planting on a natural asset and also funding to carry forward engagement in the shape of workshops for creation of willow sculptures. Both would mean enhancements that would benefit the Priory Saltings. The funding will provide for 150 small hazel trees and 50 birch trees to be planted. Councillors will be invited for a site visit next weekend to agree the best location for the tree planting. There are 3 groups that are engaged to participate in the willow sculptures workshop - MIND, St Mark's Church in Wales VA Primary School and Haverfordwest Soroptimists.

Resolved

Council accepted the donation of 200 trees to be planted at Priory Saltings

2147 Financial Assistance**a) St David's Church**

This retrospective application asks for financial support of £400 to pay for the lighting of the church for 2 hours every night of 2021. This arrangement will cease from 1 January 2022. All voted in agreement to award funding of £400.00 under Local Government Act 2000 Section 2.

b) Homeless Pembrokeshire

Homeless Pembrokeshire request financial support of £500 towards the top of town community garden, for plants and shrubs for the war memorial, in High Street, Haverfordwest. All voted in agreement to award funding of £500 under Local Government Act 2000 Section 2.

c) GRWP Resilience

The applicant requests financial support of £2,880 towards their project to provide a new site for community growing areas just outside the boundary of Haverfordwest. All voted in agreement to award funding of £2,880 under Local Government Act 2000 Section 2.

d) Urdd Gobaith Cymru – eisteddfod Yr Urdd

The Urdd requests financial support of £200 towards it's National Eisteddfod in Denbigh in May 2022. Council did not approve funding towards this project as it did not meet the criteria.

Resolved

St David's Church is granted a donation of £400.00

Homeless Pembrokeshire is granted a donation of £500.00

GRWP Resilience is granted a donation of £2,880

No donation is granted to Urdd Gobaith Cymru

2148 Accounts for payment

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

Resolved

December accounts totalling £27,716.62 including VAT were approved for payment and receipts totalling £106,111.46 excluding VAT were accepted

For agenda item numbers 2149, 2150 and 2151 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

All members of the public and press left the meeting at 8.59pm

2149 Consider updates on the Picton Centre

No resolutions.

2150 All matters in relation to the Old Wool Market

No matters to discuss regarding Old Wool Market.

2151 Staffing Matters

Resolved

That a Solicitor’s letter be sent to the member of the public at a cost to Council, and that the Council support the Town Clerk in whichever way required

2152 Items for next agenda

- Consider our Values – to be listed on the Personnel, Policy and Finance Committee agenda
- Consider creating a Volunteer Scheme and Policy – for listing on the Personnel, Policy and Finance Committee agenda

With no further business to consider, the meeting ended at 9.25pm

Page 12/22 is Confidential Minutes for Council Members only

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date