

**MINUTES OF A MEETING OF FULL COUNCIL**  
**held on 29 September 2022 at 6pm in the Old Wool Market and via video conference**

<b>Present</b>	Cllr A Buckfield	Chairman / Mayor
	Cllr J Owens	Vice Chairman / Deputy Mayor
	Cllr A Brooker	
	Cllr J Brady (arrived 6.07pm)	
	Cllr J Hackett	
	Cllr H Lewis	
	Cllr M Lewis	
	Cllr T Moses	
	Cllr S Pearce	
	Cllr G Roberts	
	Cllr B Simister	
	Cllr J Twigg	
	J Raymond	Town Clerk
A Dullaghan	Senior Administration Officer	

**Observer** PCC Officers  
Press

**2251 Apologies:** Cllr R Blacklaw-Jones  
Cllr R Evans  
Cllr A Griffiths  
Cllr P Johnson  
Cllr K Jones  
Reverend Father N Hook

**2252 Declarations of Interest from Members**

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

**2253 Engagement on the Haverfordwest Town Branding from Chris Jones and Giles Davis, Consultants on behalf of Pembrokeshire County Council**

An overview of the proposed town branding was given. Comments were fed back on the proposal. A further online meeting is to be held by Pembrokeshire County Council on 4 October 2022, with a request for representatives to attend as champions and agree to adopt a brand. Cllr Twigg, Cllr Brady, Cllr Owens, Town Clerk agreed to be champions. The offer would be extended to Councillors not in attendance now.

*Chris Jones, Giles Davis and Jan McDonald left the meeting.*

Mayor reminded all about the rules of debate in the Council Chamber as set out in Standing Orders and that they are all bound by the Code of Conduct.

**2254 Questions from Members of the Public**

Council held one minute silence following the death of former Mayoress Mrs Anne Hearne, wife of past Mayor Brian Hearne.

Mr J Twigg as member of the public believed that no response had been made to his correspondence. He was advised that it cannot be discussed in public until other matters are resolved.

*Cllr T Moses arrived at 6.49pm.*

**2255 Minutes of previous meetings****a) Full Council meeting held on 21 July 2022**

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

**b) Updates on the minutes of the Full Council meeting held on 21 July 2022**

No updates.

**Resolved**

**Minutes of the Full Council meeting held on 21 July 2022 were accepted as a true record**

**2256 Mayor's correspondence and updates**

Mayor had made 26 appearances. The Service in Commemoration of Her Late Majesty Queen Elizabeth II was excellent and a credit to the town; the Mayor gave thanks to Bishop John Saxbee, Town Clerk and Staff for organising it at short notice.

Pupils from Portfield School attended the Council Offices to sign the Book of Condolence for the Queen and spoke about her with the Mayor.

Following his recent visit to the twin town of Oberkirch, the Mayor talked about the intention to build relationships between the youth and strong links.

**2257 Planning Applications**

<b>Ref No: 22/0453/PA</b>	Proposal: Replacement rear conservatory with extension. Erection of front porch
Priory Ward	5 Furzy Park, Haverfordwest, SA61 1HG
<b>Resolved:</b>	<b>Support</b>
<b>Ref No: 22/0428/TF</b>	Proposal: Tree surgery
Garth Ward	18 Slade Gardens, Haverfordwest, Sa61 2JR
<b>Resolved:</b>	<b>Support</b>
<b>Ref No: 22/0439/PA</b>	Proposal: Two storey side extension and single storey rear extension
Castle/Garth Ward	21 St Martins Park, Haverfordwest, SA61 2HP
<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>Conditionally approved 8 August 2022</b>
<b>Ref No: 22/0302/PA</b>	Proposal: Variation of condition 2 (Approved plans) of planning permission 20/0864/PA (Change of use of an existing commercial lot on a former gasworks site to provide a community garden and associated development)
Priory Ward	Former Gasworks Site, Lower Cambrian Place, Haverfordwest, Pembrokeshire, SA61 1TN
<b>Notification of Planning Decision</b>	<b>Decision made 14 September 2022</b>
<b>Ref No: 22/0223/PA</b>	Proposal: Demolish existing chimney stack and rebuild
Priory Ward	Vine House, 3 Merlins Bridge, Haverfordwest, SA61 1PE
<b>Notification of planning decision</b>	<b>Conditionally approved 19 August 2022</b>

<b>Ref No: 22/0230/PA</b>	Proposal: change of Use from A2 betting shop to A3 Cafe
Castle Ward	Eddies Bookmakers Ltd, Wilton chambers, 4 Quay Street, Haverfordwest, SA61 1BG
<b>Notification of planning decision</b>	<b>Conditionally approved 23 August 2022</b>
<b>Ref No: 22/0059/PA</b>	Proposal: Two-bedroom dwelling
Priory Ward	66 Furzy Park, Haverfordwest, SA61 1HT
<b>Notification of Planning Decision</b>	<b>Conditionally approved 25 August 2022</b>
<b>Ref No: 22/0337/PA</b>	Proposal: Two storey extension
Portfield Ward	10 Portfield Haverfordwest, SA61 1BW
<b>Notification of Planning Decision</b>	<b>Conditionally approved 25 August 2022</b>
<b>Ref No: 21/0351/PA</b>	Proposal: Erection of 8 dwelling houses
Priory Ward	Calvary church, Trafalgar Road, Haverfordwest, SA61 2TP
<b>Notification of Planning Decision</b>	<b>Conditionally approved 31 August 2022</b>

Councillors were reminded to respond to planning applications circulated by email. To assist with the process, it was agreed that voting buttons would be added.

## 2258 Committee Minutes

The following minutes were submitted:

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

<b>Present</b>	Cllr P Johnson	MES Committee Chairman
	Cllr R Blacklaw-Jones	
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr A Griffiths	
	Cllr G Roberts	MES Committee Vice Chairman
	Cllr B Simister	
	J Raymond A Dullaghan	Town Clerk Senior Administration Officer
<b>Observer</b>	Cllr J Owens	
	Cllr J Twigg	
	Cllr M Lewis	
	Members of the public	
<b>Apologies</b>	Cllr R Evans	
	Cllr T Moses	

### Declarations of interest from Members

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

### Updates on the minutes of the last meeting

No updates.

### 2022-2023 Action Plans

#### Cemeteries:

Upper Prendergast: Compliments have been received regarding the high standard of maintenance, which have been passed on to the relevant Staff Members. Review and consider painting of the railings.

Lower Prendergast: Awaiting tenders for the final phase of repairs to boundary wall. Pembrokeshire County Council will clear the culvert to support the contracted work on the wall.

St Martins: A new Surveyor has been appointed to review the boundary wall.

**Christmas Lights sub-committee:** Meeting to be held on Monday 12 September 2022.

**Community Garden:** The minutes of the previous meetings are to be circulated and considered at the next full council meeting. The order for the building has been cancelled, with confirmation that full reimbursement of funds will be made to council. Any items purchased for the site are to be added to our insurance policy.

Town Clerk is the sole point of contact between the Town Council and the Funder. Town Clerk (or designated Administration Staff Member) is to write to the Funder for clarification on project spends.

**Priory Saltings:** The contractor is to be instructed to complete the third and final cuts.

**Sports Pavilion:** Merlins Bridge AFC thanked Council, Town Clerk and Staff Members for the use of the facility, which they no longer require. A number of other parties have expressed an interest in hiring the facility. Posters promoting the opportunity to hire the facility have been circulated.

### **Events for the period up to May 2023 – Cllr A Buckfield**

There is currently no budget for town events in this financial period. Mayor is working with Councillor Pearce to consider potential opportunities. We will need to consider what type of event the Christmas Lights Switch On will be this year, as it will be the first public one since the pandemic.

### **Drafting of 2023-2024 Action Plans**

It was agreed that there will be no action plans 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. Action plan template is to be updated. Draft plans need to be forwarded to the Town Clerk for consideration at the next meeting, as none have been received to date.

Thanks were given to the Groundsmen and Staff for their hard work, following receipt of the compliments received.

### **Items for next agenda**

No items were requested.

### **With no further business to consider, the meeting ended at 7.07pm**

All voted in favour to correct the attendance of Councillor Simister as present as a committee member.

**Resolved**

**The minutes of the Management, Strategy and Estates Committee meeting held on 6 September 2022 were accepted as a true record, with amendment**

**b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Thursday 8 September 2022 at 6pm in the Old Wool Market**

<b>Present</b>	Cllr M Lewis	PPF Committee Chairman
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr A Brooker	
	Cllr J Hackett	
	Cllr H Lewis	
	Cllr J Owens	
	Cllr J Twigg	PPF Committee Vice Chairman
	J Raymond	Town Clerk
	A Dullaghan	Senior Administration Officer

**Observer** Cllr P Johnson

**Apologies** Cllr J Brady

**Declarations of interest from Members**

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

**Report of the last meeting**

No updates.

**Accounts to 31 July 2022**

Councillors were reminded that the Town Clerk is the point of contact for all official correspondence. This includes, and not exclusive: Solicitor; Press; Funders; Contractors and Supplier for quotations; Staff Members, contact and instructions.

**The Chairman concluded the meeting at 6.31pm as a mark of respect following the announcement of the death of Her Majesty Queen Elizabeth II.**

**The meeting closed at 6.31pm.**

**Resolved**

**The minutes of Personnel, Policy and Finance Committee meeting held on 8 September 2022 were accepted as a true record**

**2259 Our response to**

**a) Welsh Government Consultation - A Fairer Council Tax**

All voted in favour to send individual responses.

**b) Welsh Government – Consultation on additional bodies subject to the well-being duty (Part 2) of the Well-being of Future Generations (Wales) Act 2015**

Councillor Moses will draft and circulate a corporate response for consideration.

**c) Pembrokeshire County Council – Notice of Motion relating to Pets as Prizes**

Receipt was noted. If any Councillor has any stronger opinion, they are advised to bring it to their County Councillor.

**d) Welsh Local Government Association and One Voice Wales – Town and Community Council Digital Services – Have your say**

Town Clerk is to respond.

**e) Pembrokeshire County Council – Consultation on Green Infrastructure**

Councillor Moses will draft a response and circulate for consideration.

**f) Pembrokeshire County Council – Proposal to increase the number of pupils whom Portfield School makes provision 2**

All voted in favour of the proposal.

**Resolved**

**Responses are:**

- a) Make individual responses
- b) Response to be drafted and circulated for approval
- c) Receipt was noted
- d) Town Clerk to respond
- e) Response to be drafted and circulated for approval
- f) All in favour of proposal

**2260 Community Garden**

**a) Minutes of 19 August 2022**

**Minutes of the Cleddau Reaches Community Garden Sub-Committee held on Friday 19 August 2022 at 1pm in the Old Wool Market**

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<b>Present</b>	Cllr Shane Pearce (SP) Cllr T Moses (TM) Cllr P Johnson (PJ)	
<b>Observers</b>	Cllr Alan Buckfield (AB) Cllr Bob Simister (BS) Cllr J Twigg (JT) Chris Evans (CE) Neil Jordan (NJ) Robbie Coles (RC) Dean Campbell (DC)	MIND Pembrokeshire Transition Haverfordwest Uzmaston Community Council
<b>Apologies</b>	Cllr Gareth Roberts (GR) Cllr Rhys Evans (RE) Suzanne Moses (SM) Stella Hopper (SH)	Pembrokeshire County Council

Senior Administration Office (SAO) was in attendance

Gitti Coats (Haverhub) has stepped down from the group due to work commitments. **SAO** to contact Haverhub to ask if any other Haverhub representative would be interested in attending meetings and being involved with the project.

**Election of Chair**

**Resolved**

**Cllr Tom Moses elected as Chair**

**Election of Vice-Chair**

**Recommendation**

**Chris Evans elected as Vice-Chair**

(SAO to clarify if a non-councillor can act as Vice-Chair)

**Declarations of Interest**

No Declarations declared.

### Minutes of Previous Meeting

All voted in favour to accept the minutes of the Cleddau Reaches Community Garden Steering Group held on Wednesday 13 July 2022.

#### Resolved

**To accept the minutes of the Cleddau Reaches Community Garden Steering Group meeting held 13 July 2022**

### Matters Arising

- Gitti Coats was to enquire about insurance for volunteers. SAO to make further enquiries regarding insurance as GC as stepped down.
- TM informed committee that training regarding the setting up of a Social Enterprise Group was available. DC and CE expressed an interest in attending relevant training.
- TM and CE met to discuss ordering of goods and structures for the garden.

### Terms of Reference

#### Resolved

**To amend number 1 Terms of Reference**

*"The group will comprise of a quorum of three and maximum of five" to be amended to "the group will comprise of a minimum of three councillors and a maximum of five councillors with a quorum of three councillors".*

#### To consider any matters relevant to the setting up of the community garden

SAO provided update regarding purchasing and delivery of goods, connection of utilities (water and electricity) and engagement of contractors.

#### Recommendation

**To obtain insurance to cover Volunteers**

#### Recommendation

**To purchase composting, disabled toilet from supplier no 1 £4034.00**

#### Recommendation

**To consider delegated powers for purchases up to £500**

### Action Points

- **TM** to set date for engagement event (to be included in programme of works).
- **SAO** to look at what publicity material is available on National Lottery website.
- All interested parties can visit the VC Gallery Garden at St Ishmaels either informally or on an organised trip.
- **SAO** to check on delivery date for polytunnel delivery.
- **SAO** to contact local TA Centre to ask if they can provide a holding area when garden pavilion is delivered.
- **SAO** to contact other builders to obtain quotes for work to be undertaken.
- **CE** to set out a programme of works to cover initial setting up of garden.
- **Sub-committee** to consider the provision of raised flower beds for the disabled at a date in the future.

### Items for next agenda

No items put forward for next agenda.

### Date of Next Meeting

Monday 5 September 1:00pm.

**Meeting ended at 2.45pm**

**Resolved**

**Minutes of the meeting of the Community Garden Sub-Committee held on 19 August 2022 and to recommendations as noted as resolved were accepted**

**b) Minutes of 5 September 2022**

**Minutes of the Cleddau Reaches Community Garden Sub-Committee held on 5 September 2022 at 1pm in the Old Wool Market**

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**Present** Cllr Tom Moses (TM) Sub-Committee Chair  
 Cllr Shane Pearce (SP)  
 Cllr Paul Johnson (PJ)  
 Cllr Gareth Roberts (GR)

**Apologies** Cllr Rhys Evans (RE)

Senior Administration Office (SAO) was in attendance

**Election of Vice-Chair**

**Resolved** Cllr Shane Pearce elected as Vice-Chair

**Declarations of Interest**

No Declarations declared.

**Minutes of Previous Meeting**

All voted in favour to accept the minutes of the Cleddau Reaches Community Garden Steering Group held on Friday 19 August 2022.

**Resolved** **Minutes of the Cleddau Reaches Community Garden Sub-Committee meeting held on 19 August 2022 and recommendations noted as resolved were accepted**

**Matters Arising**

- SAO advised polytunnel can be delivered as soon as the ground has been prepared.
- SAO has contacted builders for quotes for work needed.
- SAO contacted local TA centre but their assistance is not required at present.
- Chris Evans (CE) has provided a programme of works to cover initial setting up of garden.

**To consider any matters relevant to the setting up of the community garden**

Cllr Moses provided an update of his conversation with the fund manager at the National Lottery Heritage Fund.

SAO confirmed that the order for the pavilion had been cancelled. No cancellation charges were incurred and full reimbursement will follow.

The purchase of the composting disabled toilet has been put on hold whilst clarification is sought from the funder.

SAO confirmed that composting bins were due to be delivered on Monday 5 September.

**Action Points**

SAO to chase up builders regarding quotes.

SAO to obtain quotes for shipping container subject to clarification from the funder.

SAO to obtain quotes for advertising banner.



**Items for next agenda**

No items put forward for next agenda.

**Date of Next Meeting**

To be decided.

With no further business to consider, the meeting ended at 2.30pm.

**Resolved**

**Minutes of the meeting of the Community Garden Sub-Committee held on 5 September 2022 and recommendations as noted resolved were accepted**

**c) Consider matters relating to project**

**Minutes of the Cleddau Reaches Community Garden Sub-Committee held on 26 September 2022 at 1pm in the Old Wool Market**

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<b>Present</b>	Cllr Tom Moses (TM)	Sub-Committee Chair
	Cllr Shane Pearce (SP)	Sub-Committee Vice-Chair
	Cllr Paul Johnson (PJ)	
	Cllr Gareth Roberts (GR)	
	Cllr Rhys Evans (RE)	

**Apologies** No apologies received

The Mayor, Cllr A Buckfield (AB), the Town Clerk (TC) and the Senior Administration Officer (SAO) were also in attendance.

**Declarations of Interest**

No Declarations declared.

**Minutes of Previous Meeting**

All voted in favour to accept the minutes of the Cleddau Reaches Community Garden Steering Group held on Monday 5 September 2022

**Resolved**

**To accept the minutes of the Cleddau Reaches Community Garden Sub-Committee meeting held on 5 September 2022**

**Matters Arising**

- **TM** confirmed that compost bins had been delivered to site and were being constructed by Futureworks.
- **SAO** advised that she is still waiting for quotes from builders.
- **SAO** requested further specifications regarding a banner advertising the garden.

**To consider any matters relevant to the setting up of the community garden**

- **Costs of Welsh Translation:** Menter Iaith can translate up to 250 words free of charge and then £50 per 1000 words/pro rata.
- **Tool shed:** SAO confirmed that National Lottery Funder has stated that it is unlikely that the purchase of a shipping container would be sanctioned as wood is the preferred material for a tool shed.
- **Securing of Polytunnel:** polytunnel needs to be secured either by concrete or railway sleepers. The National Lottery Funder has asked if concrete is necessary and for other options to be explored.

- Consider change of name of project from Cleddau Reaches Community Garden to Haverfordwest Community Garden.

**Resolved** **To accept the translation services of Menter Iaith with accepted costs of the maximum spend of £1500 approved expenses costs under Publicity and Promotion up to 31 March 2023**

**Resolved** **Community Garden sub-committee to be given plenary power to spend up to a maximum of £500 on tools and miscellaneous items within the parameters of the grant application**

#### **Action Points**

- SAO to obtain quotes for railway sleepers.
- SAO to obtain quotes for wooden tool shed.
- SAO to obtain quotes for banner to advertise garden.
- SAO to contact funder to clarify if name change to Haverfordwest Community Garden is permissible.

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

Water connection.  
Toilet facilities.

#### **Date of next meeting**

Monday 10 October 2022 at 10am.

**With no further business to consider, the meeting ended at 2.30pm**

**Resolved** **Minutes of the meeting of the Community Garden Sub-committee held on 26 September 2022 with correction to date and recommendations noted as resolved were accepted, with addition that plenary power spends must be within parameters of grant application**

Once the garden is set up and engagement has taken place, then a social enterprise to takeover the running can be found.

A proposal was made to obtain exact figures and details for quotations to be considered. A counter proposal was made to purchase sleepers now.

A further proposal was made to come back in two weeks to consider matters about the community garden at an extra-ordinary meeting of Council.

Recorded vote for further proposal:

For: Councillor's – Twigg, Pearce, H Lewis, J Brady, M Lewis, Owens, Brooker, Roberts, Simister, Hackett, Moses. Against: Councillor Buckfield.

**Resolved** **Extraordinary Meeting to be held to consider matters relating to the Community Garden project**

#### **2261 Outside Bodies**

##### **a) Consider appointments**

See updates.

##### **b) Updates**

Cleddau Reaches Project: No update.

Flagship Heritage Initiative: No update.

Garth Community: No update.

Haverfordwest Business Circle: No update.

Haverfordwest Pool Trust: Councillor Twigg resigned. Vote in favour to appoint Councillor Simister.

Haverfordwest Racecourse (Public Park) Trust: Councillor Twigg has been appointed by Portfield Recreation Committee.

Haverfordwest Skatepark Association: No update.

One Voice Wales Pembrokeshire Area Committee: No update.

Portfield Recreation Committee: No update.

Sir John Perrot Trust: No update.

Haverfordwest Town Museum: Upcoming meeting about governance.

Haverfordwest Twinning Association: All voted in favour to appoint Councillor's H Lewis, M Lewis, J Owens. Councillor Moses resigned.

William Vawer Trust: No update.

Haverfordwest Youth Forum: No update.

**Resolved**

**Appointments and updates from Outside Bodies were accepted**

**2262 Accounts for payment**

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

**Resolved**

**July and August 2022 accounts totalling £49,843.57 including VAT were approved for payment and receipts totalling £125,926.34 excluding VAT were accepted**

**For agenda item number 2263 and 2264** 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**

**2263 Old Wool Market**

Recorded vote:

For – Councillor's Buckfield, Owens, Brooker, Brady, Hackett, H Lewis, M Lewis, Moses, Pearce, Roberts, Simister.

Against – Councillor Twigg.

**Resolved**

**Submit request to Welsh Government for permission to make an application to the Public Works Loan Board**

**Lease agreement on Old Wool Market to be extended for one-year on same terms and include break at any time on completion of purchase, at a cost of £19,000 per annum, with Solicitor costs for both parties to be met by Council**

**2264 Staffing Matters**

**Resolved**

**Administration Officer is appointed**

**2265 Items for next agenda**

No items for next agenda.

**With no further business to consider, the meeting ended at 9.03pm**

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

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

**Date** .....