

MINUTES OF A MEETING OF FULL COUNCIL
held on 27 October 2022 at 6pm in the Old Wool Market and via video conference

Present	Cllr A Buckfield	Chairman / Mayor
	Cllr J Owens	Vice Chairman / Deputy Mayor
	Cllr R Blacklaw-Jones	
	Cllr A Brooker	
	Cllr J Brady	
	Cllr R Evans	
	Cllr J Hackett	
	Cllr P Johnson	
	Cllr K Jones	
	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	Reverend Father N Hook	Mayor's Chaplain
	Members of the public	
	Press	

2270 Apologies: Cllr A Griffiths

Mayor led Council in a minute's silence in memory of those who lost their lives on the Cleddau on 30 October 2021, followed by a prayer from the Mayor's Chaplain.

Councillor Jones was welcomed to his first full council meeting.

2271 Declarations of Interest from Members

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

Cllr Moses arrived at 6.04pm

2272 Questions from Members of the Public

No questions were received.

2273 Minutes of previous meetings

a) Full Council meeting held on 29 September 2022

2254 – The surname of former Mayor and Mayoress is to be amended to Hearne. Minute numbers are to be amended from the second 2262 onwards. All votes in favour to accept the accuracy of the minutes with amendments.

Cllr Twigg arrived at 6.08pm

b) Updates on the minutes of the Full Council meeting held on 29 September 2022

No updates.

c) Extraordinary meeting held on 12 October 2022

All minute numbers are to be amended to start at 2266. All voted in favour to accept the accuracy of the minutes with amendments.

d) Updates on the minutes of the Extraordinary meeting held on 12 October 2022

No updates.

Resolved

Minutes of the Full Council meeting held on 29 September 2022 were accepted as a true record

Minutes of the Extraordinary meeting held on 12 October 2022 were accepted as a true record

2274 Mayor's correspondence and updates

Mayor had made 22 appearances. The official opening of Portfield Fair was a small civic event. We still support the continuation of the fair. He had also attended the official opening of Pembroke Fair and was thanked by representatives from the Showmen's Guild for our continued attendance and support.

Mayor attended the official opening of Haverfordwest High VC School by Her Royal Highness The Princess Royal, who spent time with the pupils and staff members. He felt it was a well organised and great event.

Reminder of upcoming civic events: Remembrance Services on 11 and 13 November 2022; Christmas Lights Switch On 26 November 2022; Civic Carol Service on 19 December 2022.

Under the London Bridge protocol following the death of Her Majesty Queen Elizabeth II, the Mayor and Deputy Mayor are to plant a tree in her memory. Currently sourcing a tree and site, possibly to include one to commemorate the King's Coronation too.

2275 Planning Applications

Ref No: 22/0165/PA	Proposal: change of use from office to A1 shop with own personal living accommodation above (partly in retrospect)
Castle Ward	2 Holloway, Haverfordwest, SA61 2JL
Resolved	Support
Ref No: 22/0557/PA	Proposal: replacement garage
Priory Ward	32 Glenover Park, Haverfordwest, SA61 1HA
Resolved	Support
Ref No: 22/0580/TF	Proposal: Tree Felling
Castle and Garth Ward	5 Slade Gardens, Haverfordwest, SA61 2JR
Resolved	Support
Ref No: 22/0549/PA	Proposal: Installation of two rapid electric vehicle charging stations within the car park
Priory Ward	MCDONALD'S - HAVERFORDWEST, Caradocs Well Road, Merlins Bridge, Haverfordwest, SA61 1XJ
Resolved	Support
Ref No: 22/0563/PA	Proposal: Single storey extension to the front of ellis house
Priory Ward	4, Ellis Avenue, Haverfordwest, Pembrokeshire, SA61 1NT
Resolved	Support
Ref No: 21/0627/PA	Proposal: Garage / workshop extension / small study / en-suite extension
Portfield Ward	17 City Road, Haverfordwest, Pembrokeshire, SA61 2ST
Resolved	Support

Ref No: 21/0887/PA	Proposal: Replacement bus station and multi-storey car park, associated works and new public realm
Castle and Prendergast Ward	Multi Storey Car Park, Cartlett Road, Haverfordwest, Pembrokeshire, SA61 2LJ
Notification of planning decision	Conditionally approved 14 September 2022
Ref No: 22/0302/PA	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
Notification of planning decision	Conditionally approved 14 September 2022
Ref No: 22/0420/NM	Proposal: Non material amendment of planning permission 21/1031/PA - a) Backup Generator Room added to North-East corner. b) Biodiverse roof included at First Floor. c) Flue on North Elevations. d) Steps and doors into Kitchen and Substation relocated. e) Canopy around courtyard and roof to single storey wing lowered by 300mm.
Castle and Priory Ward	Site of Haverfordia House, Winch Lane, Haverfordwest, SA61 2DN
Notification of planning decision	Conditionally approved 14 September 2022
Ref No: 21/0642/PA	Proposal: Demolition of former Tots Nursery and construction of 4 town house and landscaping (New Plans)
Castle Ward	Bilton Cottage, North Gate, Crowhill, Haverfordwest, SA61 2HN
Notification of planning decision	Withdrawn 20 September 2022
Ref No: 21/0282/PA	Proposal: Change of use of guest house to 3 self-contained flats and conversion of existing out building to self-contained one bed dwelling
Castle Ward	Holloway House Guest House, 3 Holloway, Haverfordwest, Pembrokeshire, SA61 2JL
Notification of planning decision	Conditionally approved 25 October 2022

2276 Committee Minutes

The following minutes were submitted:

a) Minutes of the hybrid meeting of the Management, Estates and Strategy Committee held on Tuesday 11 October 2022 at 6pm in the Old Wool Market

Present	Cllr P Johnson	MES Committee Chairman
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr R Evans	
	Cllr T Moses	
	Cllr S Pearce	
	Cllr G Roberts	MES Committee Vice Chairman
	Cllr B Simister	
	J Raymond	Town Clerk
	A Dullaghan	Senior Administration Officer

Observer Cllr J Hackett
Cllr H Lewis
Cllr M Lewis

Apologies Cllr R Blacklaw-Jones
Cllr A Griffiths

Declarations of interest from Members

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

Updates on the minutes of the last meeting

No updates.

2022-2023 Action Plans

Cemeteries:

Upper Prendergast: Contractor has been instructed to cut back boundary hedge and awaiting completion of this work.

Lower Prendergast: Awaiting further tenders for the final phase of repairs to boundary wall.

St Martins: Surveyor Report on the condition of the boundary wall is awaited.

Western Quayside Development: Town Clerk will approach the Dyfed Archaeological Trust for more details about the uncovered human remains, so that Council can consider accommodating the re-burial in one of their cemeteries.

Christmas Lights sub-committee: At a recent meeting, the ordering and hiring of lights was agreed for 2022. The Christmas Lights switch-on will take place on 26 November 2022.

Community Garden: This item will be considered at the Extraordinary Meeting of Council being held tomorrow (12 October 2022) so no further discussion.

Picton Centre: No update.

Priory Saltings: Complimented on the well-maintained meadow. Check if the Management Plan is up to date. Obtain quotations for the refurbishment of the steps. Cleddau Reaches project is looking at options to improve the walkway under the bridge from Priory Ruins to Priory Saltings.

Sports Pavilion: A number of parties are interested in booking the facility.

Drafting of 2023-2024 Action Plans

It was agreed to put forward a draft plan to support a visit to the twin town of Oberkirch for the youth of Haverfordwest. The plan needs to be updated to include the cost of one Town Councillor on the visit and some clearer details.

It is hoped that the Beating of the Bounds event will have guests from Oberkirch; their visit will need to be considered further in the plans.

Councillor Moses will reshare our vision statements and the goals of the Well-Being of Future Generations (Wales) Act 2015.

Items for next agenda

No items were requested.

With no further business to consider, the meeting ended at 7.02pm

Resolved

The minutes of the Management, Strategy and Estates Committee meeting held on 11 October 2022 were accepted as a true record

b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Thursday 13 October 2022 at 6pm in the Old Wool Market

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

Declarations of interest from Members

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

Report of the last meeting

No updates.

Accounts to 31 July and 31 August 2022

Resolved **Accounts to 31 July and 31 August 2022 were accepted**

Draft 2023-2024 Budget

Work on the draft budget is ongoing.

Service Level Agreements

A figure will need to be included in the 2023-2024 budget for service level agreements. Any organisation can make an approach now for an agreement to commence in the next financial year.

Resolved **No limit is set on the amount of funding that can be applied for under a Service Level Agreement**

Haverfordwest Twinning Association

It was felt that the Oberbürgermeister, both outgoing and incoming, should be invited to Beating of the Bounds 2023 with an approximate save the date and official invitation to follow. An action plan will be drafted to consider our support for their visit. Haverfordwest Twinning Association are to be advised of the approximate date and to invite details of their intentions for the proposed visit.

Resolved **Any invitation or communication from Oberkirch must be presented to Council to consider our response, representation and funding**

Resolved **A 'save the date' invitation for Beating of the Bounds 2023 is sent to both the outgoing and incoming Oberbürgermeister**

Applications for Financial Assistance

No applications were received.

Items for next agenda

- Website and social media
- 2023-2023 Action Plans

The meeting closed at 7.35pm.

Resolved

The minutes of Personnel, Policy and Finance Committee meeting held on 13 October 2022 were accepted as a true record

2277 Our response to**a) Independent Remuneration Panel for Wales – Draft Annual Report 2023**

The vote was in favour to send individual responses.

b) Friends of the Palace Cinema – Request for support

The vote was in favour to send a letter of support for the proposal made to Pembrokeshire County Council.

Resolved

Responses are:

- Make individual responses**
- Send letter of support for Friends of the Palace Cinema**

2278 Community Garden**a) Minutes of 24 October 2022**

Minutes of the Cleddau Reaches Community Garden Sub-Committee held on 24 October 2022 at 1pm in the Old Wool Market

Present	Cllr Tom Moses (TM) Cllr Gareth Roberts (GR) Cllr Rhys Evans (RE)	Sub-Committee Chair
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Apologies	Cllr Paul Johnson (PJ)
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Absent	Cllr Shane Pearce
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The Mayor, Cllr Alan Buckfield (AB) and the SAO were 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 Tuesday 11 October 2022

Resolved

To accept the minutes of the Cleddau Reaches Community Garden Sub-Committee meeting held on 11 October 2022

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

- **Delivery of Tool Shed:** The tool shed has been ordered but the 50% deposit that is required to confirm delivery date has not yet been paid. Provisional delivery date 7 November. **SAO** confirmed that the suppliers are confident that the delivery lorry will fit under the railway bridge. Councillors to consider laying paving slabs as base for shed.
- **Update of quotes from contractors:** **SAO** provided updates from contractors for the concrete plinth for polytunnel. One quote obtained, one is pending and one contractor has requested a site visit. Contractors for raised beds: One contractor has quoted for 20 raised beds another has quoted for 18 raised beds. Given that contractors are not responding to requests for quotes, costs for materials are increasing regularly and the project is time-sensitive the sub-committee are minded to accept the quote from contractor 4C.
- **Clarification of “no-dig” clause:** SAO has contacted West Wales Utilities to seek clarification of the no-dig clause in the lease.
- **Permanent Water supply:** It was decided that a permanent water supply is not needed at present. Water can be harvested when the garden is established.
- **Revenue Opportunities:** defer to next meeting.
- **Engagement:** Events to be organised where volunteers can help to paint the planters and fill them with soil.
- **Railway Sleepers:** not required at present.
- **Budgets:** **TM** to put together action plan by end of November.
- **Marketing:** Preferred advertising format is a wooden board painted by a local artist including the relevant logos. Social media to be updated with change of name of garden and information to be put on Haverfordwest Town Council website. All information to be bi-lingual.
- **Public Access:** to be deferred to next meeting.
- **Future Governance:** Cwmpas will give a presentation at the next meeting providing information about setting up a CIC or a Social Enterprise Group. Town Clerk to be invited to presentation and meeting.

Resolved

To accept quote from contractor 4C for the supply and construction of 20 raised beds £8669.17 net (see attached Document)

Action Points

- **TM** to mark out position of tool shed on site.
- Clarification to be sought from Town Clerk regarding the future of the Haverfordwest Garden Sub-Committee.

Items for next agenda

No items put forward for next agenda.

Date of Next Meeting

Monday 31 October at 12 noon. Cwmpas presentation on TEAMS at 11am.

With no further business to consider, the meeting ended at 1.10pm.

Resolved

Minutes of the Haverfordwest Community Garden Sub-Committee held on 24 October 2022 were accepted as a true record and recommendations within were approved

b) Quotations and updates

Resolved

Town Clerk has plenary power to source materials within a £500 budget for the foundation of a shed

2279 Terms of Reference for Committees, Sub-Committees and Task and Finish Groups**a) Appointments**

No appointments made.

b) Updates

Resolved

Community Garden Sub-Committee is closed and all aspects are dealt with by the Management, Estates and Strategy Committee

2280 Outside Bodies**a) Consider appointments**

See updates.

b) Updates

Cleddau Reaches Project: No update.

Flagship Heritage Initiative: No update.

Garth Community: No update. Clarify if the group is still continuing.

Haverfordwest Business Circle: No update.

Haverfordwest Pool Trust: No update.

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: Next meeting is on 16 November to consider the spending of the Section 106 agreement. Any thoughts are to be sent to Mayor.

Sir John Perrot Trust: No update.

Haverfordwest Town Museum: Governance for a new body to be set up for when the museum joins the new heritage site.

Haverfordwest Twinning Association: Councillor Buckfield resigned. Councillor Evans was appointed.

William Vawer Trust: No update.

Haverfordwest Youth Forum: No update.

Resolved

Appointments and updates from Outside Bodies were accepted

2281 Accounts for payment

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

Resolved

September 2022 accounts totalling £26,078.35 including VAT were approved for payment and receipts totalling £2,624.60 excluding VAT were accepted

For agenda item numbers 2282 and 2283 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

2282 Staffing Matters

Resolved

Administration Officer (second vacancy) is appointed

2283 Old Wool Market

Meeting to consider the shortlisted tenders for the appointment of an Architect and Project Manager will be held in early November.

2284 Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 7.26pm

Chairman of Council / Mayor

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Signed

Proper Officer / Town Clerk

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Signed

Date

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