

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 7 OCTOBER 2020 AT 6PM VIA VIDEO CONFERENCE

Present: Cllr Mrs S Murray (Mayor/Chair)
Cllr R Blacklaw-Jones
Cllr A Buckfield (present from 6.14pm)
Cllr C Evans
Cllr S Hooper
Cllr P Johnson
Cllr J Morgans
Cllr E Perkins
Cllr G Roberts
Cllr C Thomas

Apologies: Cllr D Jones

Absent: Cllr J Dunckley

The Town Clerk was in attendance.

The Administration Officers were both in attendance.

Mr G Thompson, reporter for The Western Telegraph, was in attendance.

1907 Declarations of interest from Members

Declarations of interest from members will be taken as and when they arise.

1908 Minutes of previous meeting

a) Minutes of the Full Council meeting held on 28 July 2020:

All voted in favour to accept the minutes of full council meeting held on 28 July 2020 as a true record.

b) Updates on the minutes of the Full Council meeting held on 28 July 2020:

There were no updates on the minutes.

RESOLVED

**To accept the minutes of the Full Council meeting
held on 28 July 2020 as a true record**

1909 Mayor's updates and correspondence

A letter for Mr P Lewis JP had been received detailing his concerns on the public consultation for the Community Garden at Fortune's Frolic. The Mayor has replied with a letter of acknowledgment and reassurance of openness and transparency concerning the Community Garden project.

The Mayor has attended a small number of engagements recently, notably the 'opening of a non-fair' alongside members of the Showmen's Guild to preserve the Charter of the Fair for another year. A presentation was made to the Common Crier in order to preserve his role for a further year. The Mayor has sent thanks to Ian Westley, Chief Executive of Pembrokeshire County Council; following the announcement of his departure from the authority. The Mayor met with the new Chairman of Haverfordwest County AFC, to discuss future promotion of the town and club.

The Mayor will represent the Town Council at the funeral this week of Mr Dewi James, past Town Councillor, Mayor and Sheriff.

She continues to volunteer with Pembrokeshire Next Door.

The Mayor announced her intention to stand down as a councillor as she will be leaving Pembrokeshire shortly to relocate to the Vale of Glamorgan for family and personal reasons. She gave her thanks to the Events Team for their hard work and commitment to the town hoping for its continued success. She also gave her thanks and her appreciation to the Town Clerk, her

Secretary and the Administration Officer for all their support over her time in office, which often goes unrecognised. The Mayor felt it is important for all councillors to embrace the new way of council meetings and indeed for all to embrace our new way of life.

The Mayor concluded her update with thanks to all councillors, past and present, for their support during her time as a Town Councillor and Mayor.

1910 Planning Applications

An overview of the recent 'Responding to Planning Applications' training run by Planning Aid Wales was given by Cllr Perkins and the Administration Officers. The presentation slides are to be circulated to all Councillors.

Ref No: 20/0310/PA	Proposal: Construction of a replacement secondary school building with associated sports building, floodlit 3G playing fields/pitches, MUGA, parking and coach drop-off facilities, with associated landscape and infrastructure works
Priory & Prendergast Ward	Haverfordwest VC High School, Prendergast Site, Haverfordwest, SA61 2NX
RESOLVED:	Majority Support
Ref No: 20/0315/TF	Proposal: Tree Felling
Castle Ward	3 Sycamore Grove, Haverfordwest, SA61 2HH
RESOLVED:	Majority Support
Ref No: 20/0264/PA	Proposal: Change of use and alterations to existing garage to form a residential dwelling
Prendergast Ward	43 Queensway, Haverfordwest, SA61 2NU
RESOLVED:	Majority Support
Ref No: 20/0342/AD	Proposal: Erection of 3 x Morrisons Logos, 1 x Totem, 1 x Canopy Sign, 1 x Internally illuminated Kiosk Sign and 1 x Car Wash Sign
Prendergast Ward	Morrisons Supermarket, Bridge Meadow Retail Park, Haverfordwest, SA61 2EX
RESOLVED:	Majority Support
Ref No: 20/0318/PA & 20/0319/LB	Proposal: change of use from commercial premises to residential use
Castle Ward	2-4 High Street, Haverfordwest, SA61 2DJ
RESOLVED:	Majority Object – contravenes PCC Local Development Plan 6.59 and 6.60 in relation to Primary and Secondary Frontages
Ref No: 20/0419/PA	Proposal: Proposed metal ramp to front of property
Castle Ward	3 The White House, Upper Market Street, Haverfordwest, SA61 1QA
RESOLVED:	Majority Support
Ref No: 20/0421/PA	Proposal: 2 x Proposed new dwellings
Priory & Portfield Ward	West Rise, 17 Dale Road, Haverfordwest, SA61 1HZ
RESOLVED:	Majority Support
Ref No: 20/0487/AD	Proposal: Revised size on 3 x double sided totems
Prendergast Ward	Fishguard Road, Haverfordwest, SA61 2PY
RESOLVED:	Support

55/20

Ref No: 20/0484/PA	Proposal: Demolition of existing rear extensions and construction of new single storey rear extension
Priory Ward	35 Merlins Hill, Haverfordwest, SA61 1PE
RESOLVED:	Support

Ref No: 20/0371/PA	Proposal: Change of use of part ground floor and first floor shop to residential use (in retrospect)
Castle Ward	47 Dew Street, Haverfordwest, SA61 1ST
RESOLVED:	Support

Ref No: 20/0564/PA	Proposal: Proposed storage container and Change to opening times to unit 1
Prendergast Ward	UNIT 1, Harvester House, Fishguard Road, Haverfordwest, Pembrokeshire, SA61 2SX
RESOLVED:	Support

Ref No: 20/0111/AD	Notification of Appeal: Digital advertisement display
Priory Ward	Royal Mail Sorting Office, Merlin's Bridge, Haverfordwest, SA61 1XT

Ref no: 19/1320/PA	Proposal: Re-development comprising partial demolition and rebuilding, refurbishment of retained parts of building, and expansion of first and second floor accommodation to include outdoor seating areas. Change of use from existing retail (A1) use to a café and restaurant focus (A3) with flexible ancillary units suitable for retail (A1) and/or office (B1) use.
Castle Ward	7 Bridge Street, Haverfordwest, SA61 2AL
Notification of Planning Decision:	Conditionally Approved on 24 September 2020

Ref no: 19/1305/AD	Proposal: Fascia Signs & External Graphics
Prendergast Ward	UNIT 7, Withybush Retail Park, Fishguard Road, Haverfordwest, SA61 2PY
Notification of Planning Decision:	Conditionally Approved on 21 September 2020

Ref no: 20/0149/PA	Proposal: Replacement Garage
Portfield Ward	97 Portfield, Haverfordwest, SA61 1BT
Notification of Planning Decision:	Conditionally Approved on 18 September 2020

Ref no: 20/0111/AD	Proposal: Digital advertisement display
Priory Ward	Land at Royal Mail, Merlins Bridge, Haverfordwest, SA61 1XT
Notification of Planning Decision:	Refused on 18 September 2020

Ref no: 20/0318/PA	Proposal: Change of use from commercial premises to residential use
Castle Ward	2-4 High Street, Haverfordwest, SA61 2DJ
Notification of Planning Decision:	Conditionally Approved on 18 September 2020

Ref no: 20/0189/PA	Proposal: Amendments/Improvement to access and parking to serve re-located Castle School
Priory Ward	Glenover House, Scarrowscant Lane, Haverfordwest, SA61 1ES
Notification of Planning Decision:	Conditionally Approved on 17 September 2020

56/20

Ref no: 19/1319/PA	Proposal: Erection of a Dwelling and External alterations to No 42
Portfield Ward	42 Ruther Park, Haverfordwest, SA61 1DJ
Notification of Planning Decision:	Conditionally Approved on 16 September 2020

Ref no: 20/0061/PA	Proposal: Alterations to boundary treatments and erection of decking (partially in retrospect)
Priory Ward	66 Augustine Way, Haverfordwest, SA61 1NY
Notification of Planning Decision:	Conditionally Approved on 07 September 2020

Ref no: 20/0125/PA	Proposal: Remove HMO accommodation and create two additional flats including internal works to existing flat
Priory Ward	Cartlett House, 31 Cartlett, Haverfordwest, SA61 2LH
Notification of Planning Decision:	Conditionally Approved on 12 August 2020

Ref no: 20/0172/PA	Proposal: Proposed two storey extension & alterations to dwelling
Portfield Ward	114 Haven Road, Haverfordwest, SA61 1DP
Notification of Planning Decision:	Conditionally Approved on 2 October 2020

1911 Lower Prendergast Cemetery boundary wall

On the removal of ivy from the boundary wall, two large tree roots had been exposed where large sections of the wall had collapsed. Emergency repairs were required to the wall and fence in order to mitigate health and safety and security issues. The existing contractor has submitted a quotation of £3,435.00 net to complete this additional work on the wall and £485.00 net for completion of the fence. All voted in favour to accept the quotations.

RESOLVED

To accept the quotations of £3,435.00 net for the additional cost for emergency work to the boundary wall and £485.00 net for the completion of the fence at Lower Prendergast Cemetery

Cllr Morgans left the meeting at 7.46pm and returned at 7.48pm.

1912 Civic Allowances for the 2020/2021 Mayoral Year

All voted in favour to accept the allocation of Civic Allowances for the 2020/2021 Mayoral Year and apportion the amounts for the outgoing and incoming Officers to reflect their terms of office.

RESOLVED

To accept the allocation of Civic Allowances for the 2020/2021 Mayoral year, subject to the amounts being apportioned to reflect the term in office

1913 Community Garden at Fortune's Frolic

The grant application has been submitted to the Heritage Fund, who have recommended that the application would be considered more favourably if the Town Council were to pay the lease for a five-year term. A public consultation has been held with the majority of responses being positive towards having a community garden, plus a number of letters of support have been received from key organisations in and around the town. The deadline for the full application is 14th October with delivery of the full project required by March 2021.

All voted in favour to make a commitment to pay an annual lease of £250.00 for a five-year period, subject to the Heritage Fund grant being awarded.

RESOLVED

That the annual lease of £250.00 for the community garden lease is paid for a five-year period, subject to the Heritage Fund grant being awarded

1914 Adoption of Policies

a) Disciplinary Policy

All voted to adopt the Disciplinary Policy.

b) Grievance Policy

All voted to adopt the Grievance Policy.

c) Sickness Absence Policy and Procedure

All voted in favour adopt the Sickness Absence Policy and Procedure.

d) Financial Regulations

All voted in favour to consider the amounts to be included within the document and defer until the next full council meeting. Councillors are to have the amounts for consideration ready at the next discussion.

e) Standing Orders

It was suggested to amend the NALC version of Standing Orders from a show of hands in a vote to a private ballot. The Clerk reminded councillors that One Voice Wales recommend an open vote to show transparency. It was agreed to defer the adoption of Standing Orders until the next full council meeting.

RESOLVED

To adopt the Disciplinary Policy, Grievance Policy and Sickness Absence Policy and Procedure

1915 Promotion and Publicity

a) New website, website maintenance and public engagement:

A lengthy and in-depth discussion took place to consider the three quotations provided and the provision of a Welsh Language/bilingual website. There is no legal requirement at this time to have a bilingual website.

Majority voted in favour to investigate the cost of the translation of a website and supporting documents into Welsh language, and Welsh language courses for staff members to support their aspiration and commitment to working in a bilingual manner.

All voted in favour to accept the quotation provided Pixel8 of £1500.00 net for a website build, £250.00 net monthly for a social media engagement schedule and £100.00 net monthly for website maintenance and updates.

b) Council crest and logo:

It was agreed to defer this item until the next full council meeting. Clearer images and a range of colours, including blue to reflect the town colours, are to be requested.

RESOLVED

To accept the quotation provided by Pixel8 for a new website build at a cost of £1500 net, social media engagement at a monthly cost of £250.00 net and website maintenance and updates at a monthly cost of £100.00

To investigate to cost of website translation into Welsh and the cost of Welsh language courses for staff members

1916 Applications for Financial Assistance**1. St Martin of Tours Church**

The application requests a donation of £888.00 towards the mounting costs of the bas-relief sculpture on the Lady Chapel wall. All voted in favour to donate the sum of £888.00 under the Local Government Act 1972, s133.

2. Cariad Pet Therapy

The application requests a donation of £500.00 towards the purchase of automated pets. All voted in favour to donate the sum of £500.00 under the Local Government Act 2000, s2.

3. St David's Church Prendergast

The application requests a donation of £200.00 towards the cost of floodlighting over the festive period during the financial year 2019/2020. All voted in favour to donate the sum of £200.00 under the Local Government Act 1972, s145.

RESOLVED:**That:**

- **St Martin of Tours Church is given a donation of £888.00**
- **Cariad Pet Therapy is given a donation of £500.00**
- **St David's Church Prendergast is given a donation of £200.00**

1917 Accounts

All voted to accept the payments made in June 2020 totalling £11,913.66 including VAT and in July 2020 totalling £13,997.04 including VAT.

RESOLVED

Accept payments made in June 2020 totalling £11,913.66 including VAT and payments made in July 2020 totalling £13,997.04 including VAT

Mr G Thompson left the meeting at 8.10pm

1918 The Old Wool Market

Cllr C Evans and Cllr S Hooper both declared a prejudicial and personal interest and left the meeting at 8.11pm

All voted in favour of exercising the Public Bodies (Admission to Meetings) Act 1960 for the item to be considered in camera due to content of commercial information.

RESOLVED

That as publicity would be prejudicial to the public interest by reason of the confidential nature of business to be transacted, the Press and Public be excluded from the meeting

To accept the Structural Report and Damp-proof Report for inclusion in any future reconfigurations

To accept the draft Lease Agreement with our Solicitor's comments; the lease is to be signed by the Town Clerk and Chair once variations have been included

To accept and sign the Revised Option Agreement

RESOLVED To tender for an architect to consider the draft of upgrade works at The Old Wool Market

Cllr C Evans and Cllr S Hooper returned to the meeting at 8.23pm

The Town Clerk and both Administration Officers left the meeting at 8.24pm

1919 Staffing Matters

All voted in favour of exercising the Public Bodies (Admission to Meetings) Act 1960 for the item to be considered in camera due to content of confidential information.

RESOLVED That as publicity would be prejudicial to the public interest by reason of the confidential nature of business to be transacted, the Press and Public be excluded from the meeting

RESOLVED The NJC pay scale regrade for the Town Clerk’s salary was approved

The Town Clerk returned to the meeting at 8.47pm

1920 Items for Next Agenda

- Future of the Castle Square, High Street and town centre

Cllr A Buckfield gave a vote of thanks to the Mayor for all her endeavours to support Council and to promote the town, which was seconded by Council. It had been a difficult yet successful two years in office for her; and she had led with the Town Clerk through the pandemic.

With no further business to consider, the meeting ended at 9.01pm

Chair of Council/Mayor **Signed**

Proper Officer/Town Clerk **Signed**

Date