

**DRAFT MINUTES OF A MEETING OF FULL COUNCIL**  
held on 27 July 2023 at 6pm in the Old Wool Market and via video conference

<b>Present</b>	Cllr J Owens	Chairman / Mayor
	Cllr M Lewis	Vice Chairman / Deputy Mayor
	Cllr J Brady	
	Cllr J Hackett	
	Cllr K Jones	
	Cllr H Lewis	
	Cllr T Moses	
	Cllr B Simister	
	J Raymond	Town Clerk
	<b>Observer</b>	Members of the public

**2393 Apologies**

Apologies received from:

Cllr A Brooker

Cllr A Griffiths

Cllr S Pearce

Reverend H George

**2394 Declarations of Interest from Members**

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
<b>2381 d. Updates on the minutes of the Full Council meeting held on 22 June 2023</b>	Councillor T Moses	Personal	Works on the CWBR Project

**2395 Questions from Members of the Public**

Council considered a question from a member of the public.

“Dear Councillors,

Given the backlash to the recent Facebook post and the recent verdict of bullying from a former councillor, will Council be issuing a formal apology to the affected parties?

At the very least, the council should conduct a thorough investigation into the bullying culture within HTC. Will this be happening, and when?

Many thanks

Dan Blyth”

Mayor stated that any concerns should be raised through the relevant processes. Councillor Moses felt that there have been issues there before the last election. There is a high turnover of Staff Members. A former Town Councillor has been found guilty by the Pembrokeshire County Council Standards Committee of bullying and harassing a Staff Member. There is a national awareness of problems within councils. Councillor Pearce has issued a Bullying and Harassment Policy for consideration. Councillor Moses feels that we should be a council to have aspirations that problems are addressed before they reach the Public Service Ombudsman. Councillor Moses proposed that council look at bullying.

It was felt that blanket statements made about one Councillor can tarnish all Members.

Mayor feels that there is no problem with bullying in Council. Code of Conduct training must be completed by every Member.

Councillor Moses highlighted the high turnover of Staff Members and Councillors due to harassment and bullying. Harassment is a separate matter. He feels that council need to carry

out a bullying and harassment assessment, alongside the NALC Respect and Civility Project. No seconder.

It was proposed to review the Bullying and Harassment Policy. No seconder. It was reiterated that any specific allegations should be made through the relevant procedures.

It was stated that it is not clear which Facebook post is being referred to in the question from Mr Blyth.

It was proposed to adopt the Bullying and Harassment Policy and the NALC Civility and Respect document. No seconder.

It was agreed that the Council Bullying and Harassment Policy and One Voice Wales Bullying and Harassment Policy are to be reviewed by Councillor Pearce for consideration by Full Council.

## 2396 Minutes of previous meetings

### a) Extraordinary meeting held on 19 June 2023

Minutes were accepted as a true record.

### b) Updates on the minutes of the Extraordinary meeting held on 19 June 2023

The risk assessment for Beating of the Bounds will be updated with Milford Haven Port Authority for use in future years. It was felt that the boundary stone could do with painting but not sure who would complete this work.

### c) Full Council meeting held on 22 June 2023

Minutes were accepted as a true record.

### d) Updates on the minutes of the Full Council meeting held on 22 June 2023

56/23 - Draft Health and Safety document is to be sent over to One Voice Wales for their comments.

59/23 – CWBR Youth will be sharing documents with Council. Any Councillor is welcome to meet with the youth and Youth Team to view the documents.

**Resolved**

**Minutes of the Extraordinary meeting held on 19 June 2023 were accepted as a true record**

**Minutes of the Full Council meeting held on 22 June 2023 were accepted as a true record**

## 2397 Mayor's correspondence and updates

Mayor advised that as she runs her own business, she sometimes has to share the invitations with the Deputy Mayor and other Councillors to share the load.

Mayor attended the Milford Haven Sea Cadets and Royal Marines Cadets event in Milford Haven and they attended Beating of the Bounds.

Haverfordwest Brand Launch held by Pembrokeshire County Council (PCC) was attended by the Mayor, at which promoting the brand positively was discussed. Town Councillors have suggested putting up bunting with the brand displayed on it. PCC is making funding available to Haverfordwest Business Circle for branded items.

Beating of the Bounds Ceremony went well, with thanks and praise noted as received.

Milford Haven Civic Service and Narberth Civic Service were attended by the Deputy Mayor and Deputy Mayoress.

## 2398 Planning Applications

<b>Ref No:</b> 22/1210/PA	Proposal: Retrospective application for retention of works to stabilise cliff face.
<b>Ward</b>	Site Address: Lidl, Perrots Road, Haverfordwest, Pembrokeshire, SA61 2HD
<b>Resolved</b>	<b>Support</b>

<b>Ref No: 23/0235/PA</b>	Proposal: Dormer extension to existing loft conversion
<b>Ward</b>	Site Address: 114, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DP
<b>Resolved</b>	<b>Support</b>
<b>Ref No: 23/0243/PA</b>	Proposal: Demolition of existing pedestrian footbridge; installation of new footbridge between Riverside and Western Quayside; public realm reconfiguration and enhancement; and repair, renewal and refurbishment of existing building
<b>Castle Ward</b>	Site Address: Western Quayside (including former Cleddau Foundry building), river to east and land at Riverside Shopping Centre, Haverfordwest, Pembrokeshire, SA61 2AL
<b>Resolved</b>	<b>Support</b>
<b>Ref No: 23/0248/PA</b>	Proposal: Single storey pitched roof extension to front of property; enlargement of existing window to form patio door; and provision of proprietary timber summer house in garden
<b>Ward</b>	Site Address: 15, Keats Grove, Haverfordwest, Pembrokeshire, SA61 1RY
<b>Resolved</b>	<b>Support</b>
<b>Ref No: 23/0242/CA</b>	Proposal: Demolition of pedestrian footbridge, quayside parapet wall, lamp post, balustrading, ramps and associated retaining wall
<b>Ward</b>	Site Address: 7A, Bridge Street, Haverfordwest, Pembrokeshire, SA61 2AL
<b>Resolved</b>	<b>Support. Query demolition of clock tower.</b>
<b>Ref No: 23/0289/PA</b>	Proposal: Extension of existing store shed to provide additional store facilities for Haverfordwest Racecourse (Public Park) Trust
<b>Ward</b>	Site Address: Store shed to South west of Haverfordwest, Racecourse, Haverfordwest
<b>Resolved</b>	<b>Support</b>
<b>Ref No: 23/0286/PA</b>	Proposal: Installation of solar panels to the principle elevation
<b>Ward</b>	Site Address: Rosslare, North Street, Haverfordwest, Pembrokeshire, SA61 2JE
<b>Resolved</b>	<b>Support</b>
<b>Ref No: 23/0287/PA</b>	Proposal: Installation of solar panels to the principle elevation.
<b>Ward</b>	Site Address: 7, North Street, Haverfordwest, Pembrokeshire, SA61 2JE
<b>Resolved</b>	<b>Support</b>
<b>Ref No: 23/0237/PA</b>	Proposal: Change of use from class A1 (Retail) to D1 (Haverfordwest Town Museum)
<b>Ward</b>	Site Address: 24-25, River Quay, Haverfordwest, Pembrokeshire, SA61 2LH
<b>Resolved</b>	<b>Support</b>

<b>Ref No: 23/0308/PN</b>	<u>TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995</u>  <u>NON-STATUTORY PUBLICITY</u>  Proposal: Proposed base station upgrade to the existing 15.0m telecommunications installation.
<b>Ward</b>	Site Address: Proposed Base Station, Fishguard Road, Withybush, Haverfordwest, SA61 2QB
<b>Resolved</b>	<b>Support</b>

<b>Ref No: 22/1179/PA</b>	Proposal: Variation of Condition 3 (drainage) of planning permission 19/0908/PA (Variation of condition 2 (approved plans) of planning permission 17/1192/PA (Residential Development (21 units))).
<b>Ward</b>	Site Address: Land at Brooklands Park, Haverfordwest, SA61 1EW
<b>Notification of Planning Decision</b>	Conditionally Approved on 15 June 2023

<b>Ref No: 23/0115/PA</b>	Proposal: Demolish existing rear garage/shed/store & Construct rear single storey extension
<b>Ward</b>	Site Address: 80, Hawthorn Rise, Haverfordwest, Pembrokeshire, SA61 2BB
<b>Notification of Planning Decision</b>	Conditionally Approved on 26 June 2023

<b>Ref No: 22/1183/PA</b>	Proposal: Erection of single garage on existing hard standing driveway
<b>Ward</b>	Site Address: High Gables, 145, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DL
<b>Notification of Planning Decision</b>	Refused on 26 June 2023

<b>Ref No: 23/0149/PA</b>	Proposal: External Rendering of residential property
<b>Ward</b>	Site Address: 13, Shakespeare Close, Haverfordwest, Pembrokeshire, SA61 1TL
<b>Notification of Planning Decision</b>	Refused on 30 June 2023

<b>Ref No: 23/0162/PA</b>	Proposal: Two-storey side extension
<b>Ward</b>	Site Address: 17, Furzy Park, Haverfordwest, SA61 1HG
<b>Notification of Planning Decision</b>	Conditionally Approved on 06 July 2023

<b>Ref No: 23/0133/PN</b>	Proposal: Proposed upgrade to the existing 15.0m High Pole. Proposed removal and replacement of existing 15.0m High Hutchinson Dual Stack T-Range
<b>Ward</b>	Site Address: Hawthorne Rise, Junction of Hawthorne Rise & Douglas James Way, Haverfordwest, SA61 2AY
<b>Notification of Planning Decision</b>	Unconditionally Approved on 06 July 2023

<b>Ref No: 23/0120/CL</b>	Proposal: Certificate of Lawfulness - Retail to residential
<b>Ward</b>	Site Address: Borough House, 10, High Street, Haverfordwest, Pembrokeshire, SA61 2DA
<b>Notification of Planning Decision</b>	Unconditionally Approved on 04 July 2023

<b>Ref No: 23/0163/PA</b>	Proposal: Variation of Condition 1 (Approved Plans) of planning permission 15/1144/PA (Erection of one dwelling (Approval of Reserved Matters 12/0954/PA)
<b>Ward</b>	Site Address: Plot to the rear of 152 Haven Road, Haverfordwest, Pembrokeshire, SA61 1DG
<b>Notification of Planning Decision</b>	Conditionally Approved on 10 July 2023

<b>Ref No: 23/0202/PA</b>	Proposal: Replacement Roof
<b>Ward</b>	Site Address: HAVERFORDWEST COUNTY COURT, Penffynnon, Hawthorn Rise, Haverfordwest, Pembrokeshire, SA61 2AZ
<b>Notification of Planning Decision</b>	Conditionally Approved on 17 July 2023

*Councillor Brady arrived at 6.38pm.*

## 2399 Committee Minutes

The following minutes were submitted:

### a) Minutes of the hybrid meeting of the Management, Estates and Strategy Committee held on Tuesday 4 July 2023 at 6pm in the Old Wool Market

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<b>Present</b>	Cllr B Simister Cllr J Owens J Raymond	MES Committee Chairman Chairman of Council / Mayor - Ex-officio Town Clerk
<b>Apologies</b>	Cllr A Griffiths Cllr T Moses Cllr S Pearce	MES Committee Vice-Chairman
<b>Observer</b>	Member of the public	

**The meeting was inquorate and closed at 6.01pm.**

**b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Thursday 6 July 2023 at 6pm in the Old Wool Market**

<b>Present</b>	Cllr H Lewis Cllr J Hackett Cllr A Brooker Cllr K Jones Cllr M Lewis Cllr J Owens J Raymond	PPF Committee Chairman PPF Committee Vice Chairman  Chairman of Council / Mayor - Ex-officio Town Clerk
<b>Apologies</b>	Cllr J Brady	
<b>Observer</b>	Cllr B Simister Member of the public	

**Declarations of interest from Members**

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

**Update of the previous meeting**

No further information has been received from Vision Arts in support of their grant application so it cannot be reconsidered at present.

Councillor Hackett will review the internet and telephone budget with the Town Clerk.

**Accounts to 31 May 2023**

All voted in favour to accept the accounts. Councillor's H Lewis, M Lewis, Owens, Hackett, Jones and Simister will be added as signatories to the banking mandate.

**Resolved**

**Accounts to 31 May 2023 were accepted**

**2023-2024 Budget for Events**

As the Events Sub-Committee has been disbanded, it was agreed that the remainder of the £30,000 budget be allocated to the budget heading for Donations (141). This amount will be available for organisations to apply for funding to organise an event for the town. It was agreed that applications could be made for over £3,000 (grant application limit). The funding available for town events is to be publicised.

*Councillor Brooker arrived at 6.21pm.*

**Resolved**

**Remainder of Events Budget is to be made available for organisations to apply for funding to support town events**

**Agreement document for Service Level Agreements**

It was agreed that an agreement document will be created outlining: term of agreement; amount set for the three-years; copy of accounts to be provided for term of agreement; Council representative appointed to body for term of agreement.

**Financial Support**

**i. Macmillan Cancer Support**

The application requested a donation of £350 towards the delivery of cancer support services. It was agreed to donate the sum of £350.00 under the Local Government Act 2000 Section 2.

**Resolved** **Macmillan Cancer Support is awarded a donation of £350**

### 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**

*Member of the public left at 6.33pm.*

**Resolved** **Advertise Administration Officer and Deputy Town Clerk positions on a flexible full time or part time basis depending on experience**

### Items for next agenda

No items for the next agenda.

### The meeting closed at 6.40pm.

- a) All voted to accept the minutes of the Management, Estates and Strategy Committee meeting.
- b) All voted to accept the minutes and recommendations of the Personnel, Policy and Finance Committee meeting.

**Resolved** **The minutes and recommendations of the Management, Estates and Strategy Committee meeting held on 4 July 2023 were accepted**

**Resolved** **The minutes and recommendations of the Personnel, Policy and Finance Committee meeting held on 6 July 2023 were accepted**

## 2400 Emergency Committee

- i. **Minutes of a Meeting of the Emergency Committee held on 6 July 2023 at 6pm in the Old Wool Market and via video conference**

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<b>Present</b>	Cllr J Owens	Chairman / Mayor
	Cllr M Lewis	Vice Chairman / Deputy Mayor
	Cllr A Brooker	
	Cllr H Lewis	
	Cllr B Simister	
	J Raymond	Town Clerk
<b>Observer</b>	Cllr J Hackett	
	Cllr K Jones	

**Apologies** None received.

### Declarations of Interest from Members

<b>Agenda Item</b>	<b>Member</b>	<b>Interest</b>	<b>Nature of interest</b>
None			

## Haverfordwest Town Council Social Media Page

The page is for positive news and for sharing of events / activities in the town. Members of the public must be allowed the freedom of speech on the page. However, comments made on social media should not breach the code of conduct and will be removed if they do so.

The Town Clerk and Administration Officers are usually the administrators on the page. Due to a lack of Staff Members, it was felt that Town Councillors should be added as administrators to assist with facilitating the page.

The vote was in favour for the Social Media Policy to be updated to show the Town Clerk, Administration Staff Members and two Town Councillors as administrators on the page.

It was proposed that Councillor J Owens and Councillor K Jones be added as administrators. The second proposal made was to add Councillor J Owens and Councillor A Brookers as administrators. The vote was in favour for Councillor J Owens and Councillor K Jones to be added as administrators.

All voted in favour for the changes to be made with immediate effect.

It was stated that emails between Members should not be shared outside the Council. Costings to set up individual email addresses for each Member on the Council's domain will be obtained from the current provider for consideration.

### Resolved

**Social Media Policy to be updated to enable two Town Councillors to be administrators on the social media page**

**Councillor J Owens and Councillor K Jones to be added as administrators on the Haverfordwest Town Council social media page with immediate effect**

**With no further business to consider, the meeting ended at 7.11pm.**

All voted to accept the minutes and recommendations of the Emergency Committee meeting.

### Resolved

**The minutes and recommendations of the Emergency Committee meeting held on 6 July 2023 were accepted**

## 2401 Funding of Award Cups for Haverfordwest High VC School

Council has been asked to sponsor the Best Year 13 Student – Mayor's award cup. The sponsorship is to supply a cup to cover a 10-year period at an estimated cost of £100 and prize commitment funds totalling £500 (£50 per year for six awardees).

All voted in favour to provide a cup and prize sponsorship at a total cost of £600.00

### Resolved

**Council will sponsor the Haverfordwest High VC School Best Year 13 Student Mayor's Award Cup to the total sum of £600.00**

## 2402 Consider the censure of the Sheriff, Councillor A Brooker, following his recent comments on social media about Pembrokeshire County Council in relation to the town centre developments – Councillor M Lewis

An apology has been issued to Pembrokeshire County Council following the Sheriff's comments relating to the car parking issues in Haverfordwest contained in his social media video.

It was felt that the comments contained in the video could be construed as the beliefs of the whole Council which they are not. It was noted that the position of Sheriff cannot be used to make your own personal statements.



Town Clerk advised Council that censorship of a Councillor has no legal bearing.

A recorded vote was asked for the proposal to censure the Sheriff Councillor A Brooker.

For: Councillor's Owens, M Lewis, Jones, Brady, H Lewis, Hackett.

Against: No votes.

Abstained: Councillor's Moses, Simister.

It was felt that if we are concerned about our public image and to dissociate ourselves, we should issue statement following the verdict of the Pembrokeshire County Council Standards Committee against former Councillor Jonathan Twigg. It was felt that the committee had dealt with the verdict and as he is no longer a Member, this is not necessary.

Mayor has met with William Bramble, Chief Executive of Pembrokeshire County Council. It is the intention of Pembrokeshire County Council to involve Council in progress updates on the developments in the town. Council will be invited on a tour of the developments and involved in relaying the details to members of the public.

**Resolved**

**Sheriff Councillor A Brooker is censured**

## 2403 Outside Bodies

### a) Appointments

#### i. Current Vacancies

Cleddau Reaches Project – Councillor Moses appointed as Council representative as well as Bridge Meadow Trust representative.

#### ii. Additional Community Governor – Governing Body of Mary Immaculate School

No Councillor wishes to stand for the appointment.

#### iii. Additional Community Governor – Governing Body of Waldo Williams Primary School

No Councillor wishes to stand for the appointment.

#### iv. Additional Community Governor – Governing Body of Fenton Community School

No Councillor wishes to stand for the appointment.

### b) Updates

Bridge Meadow Trust – No update.

CWBR: No update.

Flagship Heritage Initiative: No update.

Haverfordwest Business Circle: No update.

Haverfordwest Swimming Pool Trust: No update.

Haverfordwest Racecourse (Public Park) Trust: No update.

Haverfordwest Skatepark Association: At the last meeting, vandalism in the park was discussed and funding to have it professionally cleaned.

One Voice Wales Pembrokeshire Area Committee: No update.

Pembrokeshire County Council Working Better Together Seminars: All Councillors are welcome to attend the meetings.

Portfield Recreation Committee: No update.

Sir John Perrot Trust: No update.

Haverfordwest Town Museum: No update.

Town Team: No update.

Transition Haverfordwest: No update.

Haverfordwest Twinning Association: No update.

William Vawer Trust: No update.

Youth Forum: No update.

**Resolved**

**Appointments and updates from outside bodies were accepted**

**2404 2022-2023 Accounts and Audit**

Internal audit is currently taking place.

**2405 Accounts for payment**

All voted in favour of approving the accounts for payment and acceptance of receipts for May and June 2023.

**Resolved**

**May 2023 accounts totalling £8,797.32 including VAT were approved for payment and receipts totalling £1,972.64 excluding VAT were accepted**

**June 2023 accounts totalling £22,013.90 including VAT were approved for payment and receipts totalling £154.00 excluding VAT were accepted**

**2406 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 at 7.24pm; Councillor T Moses left at 7.24pm and returned at 7.27pm; Councillor K Jones left at 7.26pm.*

All voted in favour to adopt the Habitual and Vexatious Complainant's Policy. If members of the public continue with such behaviour, legal advice will be considered.

An organisation expressed dissatisfaction due to delays in erecting an advertisement banner in Victoria Place. It was agreed to refer the organisation to the content of the application form in which it states that "should erection/removal of banner not be possible on your requested date, it will take place at the next available opportunity" and therefore we are unable to consider a compensation payment.

**Resolved**

**Habitual and Vexatious Complainant's Policy is adopted**

**Town Clerk is authorised to spend funds on advertising the recruitment of two Staff Members**

**2407 Items for next agenda**

- Bullying and Harassment Policy
- Engaging with the Youth

**With no further business to consider, the meeting ended at 7.50pm.**

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

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

**Date** .....