

b) Updates on the minutes of the Full Council meeting held on 23 February 2023

Updates have been made.

Resolved

Minutes of the Full Council meeting held on 23 February 2023 were accepted as a true record with amendments

2337 Mayor's correspondence and updates

Mayor visited the twin town of Oberkirch for the inauguration of their new Oberbürgermeister. He spoke at the ceremony and gave a gift. At a formal meeting the next day, an invitation was extended to visit Haverfordwest.

Mayor stated that it had been his intention to leave Council since last November, this will happen when he feels he has completed his duties.

Deputy Mayor raised queries on correspondence relating to disbanding of Haverfordwest Town Council. Mayor advised that it had been received anonymously and we are unable to deal with or respond to anonymous correspondence.

2338 Planning Applications

Cllr J Twigg called Standing Order 7a to not obstruct the business of the meeting against the Mayor.

Ref No: 22/1033/PA	Proposal: New Dwelling
Portfield Ward	Cuckoo Corner, 144, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DP
Resolved	Object on the grounds that it is out of character in design, appearance and materials, also a flood risk. Loss of privacy as overlooking other properties.

Cllr J Twigg declared a prejudicial interest and left the meeting whilst planning application number 22/1073/PA was considered.

Ref No: 22/1073/PA	Proposal: Demolition of domestic garage and change of use of garden shrub land to additional storage area with ecological enhancements.
Prendergast Ward	Land South of LBS Builders Merchant, Prendergast, Haverfordwest, Pembrokeshire, SA61 2PQ
Resolved	Support

Ref No: 22/1022/PA	Proposal: Replace single storey detached single garage with two storey triple garage with linkage to main house, side extension and fencing to tennis court (partly in retrospect).
Portfield Ward	Innisfree, Dale Road, Haverfordwest, Pembrokeshire, SA61 1HZ
Resolved	Object on design, appearance and materials

Site at	Tesco Stores Ltd, Haverfordwest, Pembrokeshire SA61 1BU
Proposed Development	Variation of Conditions 1 (Hours of delivery) and 2 (Delivery and Service Yard Management Plan) for planning permission 15/1301/PA
Application Reference	21/1106/PA
Planning Inspectorate Appeal Reference	CAS-02252-Q6B4R1
Appeal Start Date	14 March 2023
Applicant's Name	Tesco Stores Limited
Resolved	Written representatives to made by each Councillor

Ref No: 21/1148/PA	Proposal: Variation of Condition 3 (Surface Water) of planning permission 19/0828/PA (Erection of two dwellings)
Prendergast Ward	Land Formerly Part of 23 Bridge Square, Park Road, Haverfordwest, SA61 2PW
Resolved	Conditionally Approved 21-Feb-2023

Ref No: 22/0209/PA	Proposal: Installation of New Walkway Link (North of Castle to Hayguard Lane) and associated works
Castle Ward	Land to the north of Haverfordwest Castle
Notification of Planning Decision	Conditionally Approved 20-Feb-2023

Ref No: 22/0778/PA	Proposal: Extensions to rear and alterations to first floor creating a dormer window
Portfield Ward	181, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DQ
Notification of Planning Decision	Conditionally Approved 24-Feb-2023

Ref No: 22/0315/LB	Proposal: Installation of an Air Source Heat Pump.
Castle Ward	9 Hill Street, Haverfordwest, Pembrokeshire, SA61 1QQ
Notification of Planning Decision	Conditionally Approved 10-Mar-2023

Ref No: 22/0946/PA	Proposal: Erection of open sided single storey roundhouse and outside shelter/healthy hub to provide additional outdoor learning spaces for the community linked to Fenton C P School.
Portfield Ward	Fenton Community Primary School, Jury Lane, Haverfordwest, Pembrokeshire, SA61 1BZ
Notification of Planning Decision	Conditionally Approved 15-Mar-2023

Councillor A Griffiths left the meeting at 6.54pm and returned at 6.56pm.

2339 Committee Minutes

The following minutes were submitted:

a) Minutes of the hybrid meeting of the Management, Estates and Strategy Committee held on Tuesday 7 March 2023 at 6pm in the Old Wool Market

Present	Cllr P Johnson	MES Committee Chairman
	Cllr R Blacklaw-Jones	
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr R Evans	
	Cllr A Griffiths	
	Cllr T Moses	
	Cllr S Pearce	
	Cllr B Simister	
	J Raymond	Town Clerk
Observer	Cllr A Brooker	
	Cllr J Hackett	

Cllr K Jones
 Cllr H Lewis
 Cllr M Lewis
 Cllr J Owens
 Cllr J Twigg

Apologies Cllr G Roberts

MES Committee Vice Chairman

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Updates on the minutes of the last meeting

No updates.

2022-2023 Action Plans

Cemeteries:

St Martins: No updates

Lower Prendergast: No updates.

Upper Prendergast: No updates.

Christmas Lights sub-committee: No updates.

Community Garden: The contract for delivery and placing of soil in the large planters has been completed.

Councillor R Evans and Councillor J Twigg arrived at 6.03pm.

It was agreed to order the soil now for the smaller planters so that the trees to go in. It was hoped that a tree in memory of Baby Calum can be planted there for relocation in the future. The polytunnel will be installed soon.

Councillor T Moses arrived at 6.09pm.

An engagement event will be held at the community garden on Monday 20 March 2023 from 2pm until 6.30pm.

Priory Saltings: No updates.

Sports Pavilion: New door locks have been installed and the replacement lights are awaiting installation.

Events: Draft minutes from the February and March meetings are awaited and will be circulated shortly.

2023-2024 Action Plans

Cemeteries: Tenders are to be issued for repairs to the walls at St Martins and Lower Prendergast, along with replacement of the railings at Upper Prendergast. Maintenance on the left-hand side of St Martins is to be reviewed; it is hoped that this can be at least cutback. Grit bins are to be installed in the two cemeteries. There may be capacity to utilise grass cuttings from the cemeteries in the community garden. All voted to accept the action plan.

Christmas Lights: Town Clerk to engage with the Riverside Shopping Centre Manager regarding the switch on event. All voted to accept the action plan and to note that there is an engagement opportunity for the switch on event and all other events.

Youth Trip to Oberkirch: The youth are in the process of formatting their visit which is planned to take place in May 2024. This is a specific youth project with liaising taking place with the people in the youth club and reaching out to other youth organisations in the town. All voted in favour to accept the plan with the addition that the funds will be spent on deposits in preparation for the May 2024 visit.

Community Garden: All voted in favour to accept the action plan.

Events: The action plan will be updated by the sub-committee and considered at a future meeting for acceptance.

Resolved **2023-2024 Action Plans for Cemeteries, Christmas Lights, Youth Trip to Oberkirch and Community Garden were accepted**

Maintenance of the website and social media

Members of the Task and Finish Group will hold a meeting next Friday.

Items for next agenda

- Health and Safety at Old Wool Market

With no further business to consider, the meeting was at 7.06pm.

b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Tuesday 9 March 2023 at 6pm in the Old Wool Market

Present	Cllr M Lewis Cllr J Brady Cllr A Buckfield Cllr J Hackett Cllr H Lewis Cllr J Owens Cllr J Twigg J Raymond	PPF Committee Chairman Chairman of Council / Mayor - Ex-officio PPF Committee Vice Chairman Town Clerk
Observer	Cllr P Johnson	
Apologies	Cllr A Brooker Cllr K Jones	

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
Financial Support	Councillor J Twigg	Personal	HTC appointed Member on the Portfield Recreation Committee and Haverfordwest Racecourse (Public Park) Trust
Financial Support	Councillor A Buckfield	Personal	HTC appointed Member on the Portfield Recreation Committee and Haverfordwest Racecourse (Public Park) Trust
Financial Support	Councillor J Owens	Personal	HTC appointed Member on the Portfield Recreation Committee

Update of the previous meeting

No updates.

Accounts to 31 January 2023

Resolved

Accounts to 31 January 2023 were accepted

Policies and Procedures

i. Volunteer Policy

Deferred for more information to be obtained.

Financial Support

i. Portfield Recreation Committee – Service Level Agreement

The Committee made a written request to be considered for a service level agreement (SLA). It was agreed that initial discussions commence to ascertain the requirements of the agreement between three Members of the Committee and our appointed representatives – Councillor's M Lewis, J Owens, J Twigg.

ii. Haverfordwest Racecourse (Public Park) Trust – Service Level Agreement

The Trust made a written request to be considered for a service level agreement (SLA). It was agreed that initial discussions commence to ascertain the requirements of the agreement between three Members of the Trust and our appointed representatives – Councillor's M Lewis, J Owens, J Twigg. It was also agreed that the request to meet the cost of their insurance policy is considered alongside the SLA.

iii. Viking Explorer Scout Unit

The application requested a donation of £500.00 for one member of the unit to take part in the 25th World Scout Jamboree in South Korea. It was proposed that no donation be given and if any member from Haverfordwest wishes to attend, then that application would be considered. There were no seconders. Another proposal was made to donate the sum of £100.00 under the Local Government Act 2000 Section 2 as the member attends the Welsh school in Haverfordwest and intends to disseminate the information there.

Resolved

Portfield Recreation Committee – Discussions to take place to ascertain requirements with appointed Members from both organisations. HTC appointed representatives – Councillor M Lewis, Councillor J Owens, Councillor J Twigg

Haverfordwest Racecourse (Public Park) Trust – Discussions to take place to ascertain requirements of a Service Level Agreement with appointed HTC representatives – Councillor M Lewis, Councillor J Owens, Councillor J Twigg

Viking Explorer Scout Unit – Financial donation of £100.00 is given

Staffing Matters

No recommendations made.

Items for next agenda

No items for next agenda.

The meeting closed at 6.42pm.

Resolved

The minutes of the Management, Estates and Strategy Committee meeting held on 7 March 2023 were accepted as a true record

All were in agreement to add the names of the appointed representatives to the resolutions under Financial Support.

Resolved

The minutes of the Personnel, Policy and Finance Committee meeting held on 9 March 2023 were accepted as a true record with the amendments

2340 Nominations to Office for the 2023-2024 Civic Year

- a) Chairman of Council / Mayor Elect**
- b) Deputy Chairman of Council / Deputy Mayor**
- c) Sheriff Elect**

Councillor M Lewis called Standing Order 18a as a point of order. He stated that Councillor's Pearce, Evans, Brooker and Griffiths were pre-determined with their support for another nomination which should be accepted in the future, as it has to be decided if it is expedient as noted in Standing Order 1c.

Councillor Brooker proposed that nominations be accepted, seconded by Councillor Pearce.

Councillor Evans proposed that Council considers it expedient to accept other nominations for the position of Mayor.

Councillor Twigg wished to make an amendment that the four named Councillor's in their predisposed way must leave the meeting. Mayor does not have the power to grant that request.

Standing Order 7a was called as a point of order by Councillor M Lewis that the four named Councillors are obstructing the business.

Councillor M Lewis proposed that Councillor's Pearce, Evans, Brooker and Griffiths are asked to leave the meeting.

Recorded vote:

In favour: Councillor's Brady, M Lewis, H Lewis, Twigg, Jones, Owens, Hackett.

Against: Councillor's Brooker, Roberts, Blacklaw-Jones, Griffiths, Pearce, Buckfield, Moses, Evans.

Abstained: Councillor's Simister, Johnson.

Resolved

Councillor Pearce, Evans, Brooker and Griffiths are not asked to leave the meeting

Councillor Moses left the meeting at 7.30pm and returned at 7.33pm.

Two members of the public stood up and spoke without permission from the Chairman / Mayor.

Councillor Twigg asked for an amendment to the proposal from Councillor Evans, to support nominations for Deputy Mayor.

Mayor stated that the amendment cannot negate the proposal.

Councillor Twigg called Standing Order 7a as a point of order against the Mayor for obstructing the business.

Standing Order 6e – "An amendment is a proposal to remove or add words to a motion. It shall not negate the motion." – the amendment cannot be accepted. Also, Standing Order 29e that the Chairman's decision is final.

Councillor Blacklaw-Jones left at 7.52pm and returned at 7.54pm.

Recorded vote for the proposal that Council considers it expedient to accept other nominations for the position of Mayor.

For: Councillor's Roberts, Blacklaw-Jones, Evans, Griffiths, Pearce, Brooker, Moses, Buckfield.

Against: Councillor's Brady, M Lewis, H Lewis, Twigg, Simister, Jones, Owens, Hackett, Johnson.

Abstain: No Councillor.

Resolved **That Council does not consider it expedient to accept other nominations for the position of Mayor**

It was agreed to take a ten-minute break at 8pm.

Councillor Blacklaw-Jones and Roberts left the meeting at 8.02pm.

Meeting resumed at 8.08pm.

The nomination for Councillor Owens to be appointed as Mayor-Elect was considered. The ballot was in favour for Councillor Owens to be appointed as Mayor-Elect for 2023-2024, with nine votes in favour, six against and no abstentions.

Resolved **Councillor J Owens is appointed as Mayor-Elect for the 2023-2024 civic year**

Councillor M Lewis and Councillor S Pearce were nominated for the position of Deputy Mayor-Elect. The vote was in favour to appoint Councillor M Lewis.

Resolved **Councillor M Lewis is appointed as Deputy Mayor-Elect for the 2023-2024 civic year**

Councillor A Brooker and Councillor H Lewis were nominated for the position of Sheriff-Elect. The vote was in favour to appoint Councillor A Brooker.

Resolved **Councillor A Brooker is appointed as Sheriff-Elect for the 2023-2024 civic year**

2341 Civic Events

a) Annual Meeting / Mayor Making Civic Event

Resolved **Mayor-Elect and Town Clerk given plenary power to agree the spend for the event within the £3,500 budget allocated**

b) The Coronation of His Majesty The King

The event is to be organised by the Events Sub-Committee from funds within their action plan which has not been fully approved by Council yet. The revised action plan will be considered by committee in April, in the meantime it was agreed to give plenary power for £10,000 of the allocated budget of £30,000 for the event.

Resolved **Events Sub-Committee given plenary power to spend £10,000 of their allocated £30,000 budget on the coronation event**

2342 Community Garden

The grant funder has approved the spend for a compost toilet and a pond.

Resolved **Town Clerk given plenary power to spend the remainder of the funding and budget on the Community Garden set up**

2343 Updated Legislation

a) Independent Remuneration Panel for Wales – Annual Report February 2023

The report will be considered by the Personnel, Policy and Finance Committee when updating the Allowances and Expenses Policy.

2344 Outside Bodies**a) Consider appointments**

See updates.

b) Updates

CWBR – Update given. Details of recent project to be reported back.

Haverfordwest Business Circle: Invitation for all to attend an upcoming meeting.

Haverfordwest Racecourse (Public Park) Trust: Section 106 Funding is positive news. Meeting to consider service level agreement to be held.

Haverfordwest Twinning Association: A youth organisation is interested in attending the proposed visit.

Sir John Perrot Trust: The trust supports any application to occupy Foley House made by Adams Bucketful of Hope.

Resolved

Appointments and updates from Outside Bodies were accepted

2345 Accounts for payment

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

Resolved

February 2023 accounts totalling £37,689.71 including VAT were approved for payment and receipts totalling £3,930.54 excluding VAT were accepted

2346 Old Wool Market

Resolved

Funding Officer C Atherton is appointed at a cost of £1,000 per month

2347 Picton Centre

The Solicitors acting for both parties are to be chased for completion.

2348 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

M James and all members of the public left the meeting at 8.57pm.

Resolved

The minutes and recommendations of the Staffing Sub-Committee were accepted:

Recruit a full time Deputy Town Clerk with a review of the position at six months and withdraw the Administration Officer posts from recruitment

2349 Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 9.14pm

Chairman of Council / Mayor	Signed
Proper Officer / Town Clerk	Signed
Date	