

MINUTES OF A MEETING OF FULL COUNCIL
held on 22 February 2024 at 6pm in the Old Wool Market and via video conference

Present

Cllr J Owens	Chairman / Mayor
Cllr M Lewis	Vice Chairman / Deputy Mayor
Cllr C Black	
Cllr J Brady	
Cllr H Lewis	
Cllr P Lewis	
Cllr T Moses	
Cllr S Pearce	
Cllr B Simister	
Cllr R Thomas	
Cllr R Thomas Turner	

In attendance V Lewis Camacho Town Clerk

Observers Members of the public

2492 Apologies

Apologies for absence were received from Cllrs J Hackett and Kevin Jones and noted from Cllr A Brooker.

2493 Declarations of Interest from Members

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

2494 Questions from Members of the Public

There were no questions from the public.

2495 Minutes of previous meeting(s)

a) Full Council meeting held on 25 January 2024

The minutes were accepted as a true record.

b) Updates on the minutes of the Full Council meeting held on 25 January 2024

Minute No. 2481 – Updates on Full Council meeting held 21 December 2023

- i) The Sheriff's robes and chain have not been returned for safekeeping at the Old Wool Market.
- ii) An extension to the 2024-25 Precept submission dated was granted to 14 February 2024 and it was submitted by that date.

Minute No. 2485 – Terrence Higgins Trust Memorial Garden

Noted that the Trust had withdrawn their request to move the garden from Chelsea Flower Show to the town, having decided it was going to be too costly to do so. A picture of Terrence Higgins, which is displayed at St. Fagans Museum in Cardiff, had been sent to the Council as a thank you.

Minute No. 2486 – Priory Saltings

Item on the agenda.

Minute No. 2487 – Community Garden – Lottery Funding Completion Report.

Report was submitted.

Minute No. 2488 – Outside bodies and updates

Cllr P Lewis noted that the Bridge Meadow Trust needed to approve the vacancy he had agreed to fill on the Cleddau Reaches Project at its next meeting.

c) Extraordinary meeting held on 13 February 2024

The minutes were accepted as a true record. There were no updates.

2496 Mayor's correspondence and updates

Mayor noted that it had been a quiet period since the last meeting therefore there were no updates.

2497 Planning Applications

Council noted the new applications received since the date of last meeting on 25 January 2024:

Ref No: 22/1174/PA	Ground floor rear extension
Ward: Garth	94, City Road, Haverfordwest SA61 2RR
Resolved	No objections

Ref No: 23/0810/PA	Replace window openings
Ward: Castle	Old Grove House, 95, Hill Street, Haverfordwest SA61 1QL
Resolved	No objections

Ref No: 23/0797/PA	Replacement Window Openings
Ward: Castle	Flat 1, 8 Upper Market Street, Haverfordwest SA61 1QA
Resolved	No objections

Ref No: 23/0799/PA	Replacement Window Openings
Ward: Castle	17-19, Holloway, Haverfordwest SA61 2JL
Resolved	No objections

Ref No: 23/0868/PA	Proposed New Dwelling
Ward: Portfield	Cuckoo Corner, 144, Haven Road, Haverfordwest SA61 1DP
Resolved	No objections subject to draining concerns being remedied

Ref No: 23/0830/PA	Demolish existing conservatory and erection of new extension
Ward: Prendergast	58, Lindsay Park, Haverfordwest SA61 2QP
Resolved	No objections

Ref No: 23/0912/PN	Prior Notification of an intention by Ateb Group. This is not an application for planning permission, but is an opportunity for the County Council to consider whether it wishes to seek to influence the design and siting of the proposed development.
Ward: Castle	The Grove, St Thomas Green, Haverfordwest SA61 1QW
Resolved	No objections

Ref No: 23/0914/PN	Prior Notification of an intention by Ateb Group. This is not an application for planning permission, but is an opportunity for the County Council to consider whether it wishes to seek to influence the design and siting of the proposed development.
Ward: Portfield	Haverfordwest Community Education Centre, Dew Street, Haverfordwest, SA61 1ST
Resolved	No objections

Council noted the Planning Decision received since the date of last meeting on 25 January 2024:

Ref No: 23/0721/PA	Change of use (retrospective) of outbuilding to a residential unit
Ward: Castle	13B, Market Street, Haverfordwest
Notification of Planning Decision	Conditionally approved on 31 January 2024

2498 Committee Minutes

Resolved: To confirm the minutes as a true record and accept the recommendations of the Management, Estates and Strategy Committee meeting held on 6 February 2024 (attached hereto as Appendix 1). All voted in favour.

Resolved: 1) To confirm the minutes as a true record and accept the recommendations of the Personnel, Policy and Finance (PPF) Committee meeting held on 8 February 2024 (attached hereto as Appendix All voted in favour.

Resolved: Following receipt of a supporting letter for their application, Sea Cadets to be made a grant award of £500. Proposed by Cllr J Owens, seconded by Cllr M Lewis. All voted in favour.

2499 Priory Saltings

The Clerk had not received a response from the insurer on the risk assessment. The claim for the damage to board walk will be submitted to the insurer. The Clerk and Cllr T Moses had attended a meeting of the Cleddau Reaches Project that day during which the board walk and improvements were discussed. A quote for this work from an existing groundwork contractor had been obtained by the Clerk.

Cllr P Lewis asked who was responsible for the route beyond the board walk which runs under the bridge and along the river to the Priory Ruins. Cllr Moses noted that there are multiple owners which is an issue for the Cleddau Reaches Project in terms of developing that area. The Clerk also noted that the route is not currently registered as a public right of way and that PCC Legal team intend to address this. A discussion ensued with regard to where the boundaries of Council's responsibilities from the Saltings stopped, and in relation to the step improvements leading down to the board walk area, which were still the subject of debate. Cllr M Lewis proposed until such time responsibilities are established the Council block access from the top of the steps, noting that there is an alternative walking route down to the town meanwhile. This was seconded by Cllr R Thomas. A majority voted in favour, 2 were against and 1 abstained.

Resolved: To block access from top of steps at Prior Saltings leading towards Priory Ruins.

2500 Nominations for Chair of Council/Mayor, Deputy Chair/Deputy Mayor Elect, and Sheriff Elect

Cllr J Owens reminded Council that pursuant to Standing Order (1), Cllr M Lewis, Deputy Mayor, had confirmed his willingness to accept the office of Mayor, therefore no nominations for this appointment are requested. Therefore, Nominations for Deputy Chair/Deputy Mayor Elect and Sheriff only should be returned to the Clerk before the 12 Noon deadline on 6 March 2024.

2501 Terms of Reference for Committees, Sub-Committees and Task and Finish Groups

Cllr P Lewis raised the matter of support for the Clerk with the outstanding activities which Council planned and/or agreed to have completed in the current financial year to include the Pavilion height barrier and gates (replacement), cemetery wall (St Martin's) and railing repairs (Upper Prendergast cemetery), van branding, some moderate improvements to facilities at Old Wool Market, and the summer bunting for the town. Cllr J Owens proposed that the Task & Finish Group comprising Cllrs J Hacket, R Thomas and Peter Lewis provide this support as required by the Clerk, noting that

some of this work was more advanced than others. This was seconded by Cllr R Thomas-Turner. All voted in favour.

Resolved: **Task & Finish Group to support the Clerk in completing outstanding and other items with intention to arrange/complete as far as possible in the current financial year.**

Resolved: **Terms of Reference for Committees, Sub-Committees and Task and Finish Groups were accepted.**

2502 Review of Council’s obligations under the Well-being of Future Generations (Wales) Act 2015/Annual Reporting and future planning.

The Clerk discussed looking at the skills of current Council members to support ongoing projects and in doing so identifying any skill gaps needed which would help with future co-options of members on to Council. Noted that this information is currently lacking on the Council’s website which the Clerk wished to address. It was suggested that a special meeting of Council is held to draw these elements together and to include a refresher on the Council’s obligations under the Wellbeing of Future Generations (Wales) Act 2015 (WFGA) as soon as possible. This would support improving longer term planning aspirations of the Council. This meeting to be held around a meeting of the Personnel, Policy and Finance Committee.

Resolved: **Clerk to arrange special Council meeting around PPF meeting to progress Councillor skill sets/refresher training on WFGA.**

2503 Outside Bodies – Appointments and updates

Bridge Meadow Trust Haverfordwest	Clerk working on convening Trustee/Annual meeting
Cleddau Reaches Project	Meeting attended by Cllr T Moses and Clerk same day
CWBR Youth Project (and all other youth projects) / Youth Forum	Cllr R Thomas-Turner due to attend meeting but this had been cancelled at short notice. Opportunity to support their Public Relations.
Flagship Heritage Initiative	Cllr R Thomas-Turner had attended meeting which discussed erecting a statue in the town utilising sourced grant funding.
Haverfordwest Business Circle	No update
Haverfordwest Pool Trust	Cllr B Simister: no update. Meeting clash with Portfield Recreation Committee meeting.
Haverfordwest Racecourse (Public Park) Trust	No meeting held due to Secretary being indisposed
Haverfordwest Skate Park	Cllr T Moses liaising regarding financial assistance to support floodlighting costs. Discuss with Clerk
One Voice Wales – Pembs Area Committee	Cllr J Owens: next meeting being hosted at Old Wool Market on 7 April
PCC – Working Better Together Seminars	Next online meeting 26 March 2024
Portfield Recreation Committee (PRC)	Cllr P Lewis: Meeting held on 5 February. Voted in as Chair. S106 alterations to improve racecourse was discussed.
Sir John Perrot / William Vawer Trust(s)	Cllr M Lewis had attended meeting which discussed grant proposal for local charity, which did not meet the criteria.
Haverfordwest Town Museum	Cllr P Lewis: No update. Pop up Museum at Riverside due to be opened by Mayor on 28 March.

Town Team	Cllr R Thomas-Turner engaged with former stakeholders. He'd asked them to attend next Castle Surgery on 14 March at Haverhub. Uniform services to be asked to attend also.
Twinning Association	Cllr J Owens: AGM held on 6 February.

Resolved: **Appointments and updates to Outside Bodies were accepted.**

2504 PCC Response – County of Pembroke (Various Roads) (Speed Limits) Amalgamation Order 2023 (Amendment No. 1) Order 2024 – Statutory Consultation.

Cllr J Owens noted one of the problem areas, being the stretch of road before Portfield Gate, was expected to return to 40 mph. Meanwhile, the statutory consultation was running between 14 February to 6 March and Council had posted it on its social media page.

2505 Expenditure for Payment

The Clerk noted that information from Edge Accounting system enabled costs rechargeable to PCC during their occupancy of the Picton Centre to date is being sent to Council's solicitors to be paid simultaneous to the lease being signed before the end of the financial year. Cllr P Lewis asked about the £13,000 library funding and if this was the final year under the agreement with Council.

All voted in favour of approving the accounts for payment in February 2024 totalling £10,687.75 (inclusive of VAT)

Resolved: **February 2024 payments totalling £10,687.75 including VAT were approved for payment.**

2506 Items for next agenda

Cllr R Thomas-Turner noted that he was keeping an open dialogue with the Clerk on the development of the Wales Anti-Racism Action plan at a local level, which he wished to bring before Council in due course.

Cllr T Moses left the meeting at 7.40 pm.

2507 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 the meeting at 7.45 pm

Resolved: **Staffing Sub-Committee to be held on 27 February 2024 at 12:30 pm to progress staffing matters in relation to both groundsman and administration resource, and vacancies for a Mace Bearer and Sword Bearer.**

With no further business to consider, the meeting ended at 7.55 pm.

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

APPENDIX 1

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 6 February 2024 at 6pm in the Old Wool Market

Present Cllr J Owens Chairman of Council / Mayor - Ex-officio
Cllr P Lewis
Cllr S Pearce MES Committee Vice-Chairman
Cllr R Thomas-Turner
Cllr T Moses

In attendance Vanessa Lewis Camacho Town Clerk

Apologies Cllr C Black, Cllr B Simister (MES Committee Chairman)

Observers Cllr R Thomas
Member of the public

In the absence of Cllr B Simister the meeting agreed that Cllr P Lewis, who was present in person, to Chair the meeting.

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 matters arising from minutes of the last meeting held on 9 January 2024 (approved by Full Council on 25 January 2025)

The Clerk has provided a summary report to Council covering Agenda items 3 and 4. The following items were discussed in more detail.

Priory Saltings – the Clerk read out the email exchange with insurers who had confirmed that the measures described by the Clerk which Council were taking to mitigate risk and ensure the safety of the public would allow for the Public Liability coverage to continue. Insurers had not wished to have sight of the latest (or previous) Risk Assessment but did state that a copy needed to be stored as in the event of a claim it may be requested. The measures the Clerk discussed with the insurers included:

- 1) installing signage (highlighting slip/trip hazards resulting from uneven/muddy surfaces and users enter at their own risk) at Clay Lane entrance and at North end of the board walk (Priory ruins entrance);
- 2) improving the surface using Gravel/hardcore in the area of the former board walk; and
- 3) maintaining the gravel/hardcore on the steps leading down to the board walk area, rectifying the one riser which is not parallel to the other risers at the base of the steps; and adding a handrail (albeit the latter was deemed to be an improvement not necessary for steps in similar settings).

The Clerk had also established that, under the policy, the board walk was insured as an ‘additional item’ and therefore the Council could submit a claim for its replacement. Council discussed the potential for increased premiums as a result of making an insurance claim versus not making a claim. The general consensus was that a claim for the board walk should be pursued.

Cllr T Moses proposed that signage is installed and the site is re-opened as soon as possible, while the other improvements are made. This was seconded and put to a vote with a result of 2 voted for and 2 voted against the proposal. Using his casting vote as Chair of the meeting, Cllr P Lewis, confirmed that the matter be brought to the Full Council meeting on 22 February 2022. Meanwhile the Clerk would speak again with insurers in pursuance of making a claim and to try to establish if the insurer would be happy for the site to be re-opened once signage is installed and while the other improvements (above) are being implemented.

Recommendation:	Priory Saltings to be added to agenda for the Full Council meeting on 22 February 2024. Clerk to report back on contact with insurer/board walk claim
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Sports Pavilion – Clerk confirmed that quotations are being obtained to replace the height restriction barrier in the car park (following approval at Full Council on 25 January 2024).

Old Wool Market (OWM) Development – no update other than general paintwork, immediate repairs and other improvements being carried out to make the offices more welcoming and comfortable for staff and members of the public attending the offices for meetings. More needs to be done to improve Council's meeting facilities as a priority.

Recommendation:	OWM Task & Finish Groups (T&FG) to meet as soon as possible and to bring a recommendation to Full Council
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Civic and other town events, including 2024 National Sheriff's Association AGM (being hosted by Council in Haverfordwest end-September 2024) – the Sheriff's AGM T&FG had met on 31 January. Cllr P Lewis proposed that updates are brought to Personnel, Policy and Finance (PPF) Committee meetings. This was seconded by Cllr R Thomas, who is leading this T&FG. Cllr S Pearce noted contact made by a jousting event provider, which Cllr R Thomas noted the T&FG had considered.

Recommendation:	Updates on the T&FG to be brought to PPF (not MES) Committee meetings
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Terrence Higgins Trust Memorial Garden – options for a suitable location for the garden were being discussed, including at the Upper Racecourse, and in conjunction with Pembrokeshire County Council (PCC). Cllr T Moses suggested making contact Hywel Dda Health Board in case there was potential to include the garden at a Withybush green location. Cllr J Owens noted that Scolton Manor was also being considered. She requested that if Councillors had any further suggestions to bring firm proposals back to Council. Cllr T Moses then proposed that all opportunities are therefore explored and brought to the Full Council meeting on 22 February. This was seconded. All voted in favour.

Recommendation:	Councillors to follow up opportunities and to bring firm offers to Full Council Meeting on 22 February 2024
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Cllr R Thomas-Turner left the meeting at 6.30 p.m.

Further updates on matters relating to:

- a) **Christmas Lights Sub-Committee** – had not yet met.
- b) **Cemetries** – up-to-date quotations are being sought for repair works to the damaged wall at St Martin's cemetery, the railings and the Upper and Lower Prendergast cemeteries, and additional equipment for the groundsmen. Heras fencing had been removed from St Martin's cemetery.
- c) **Community Garden** – the completion and expenditure report had been submitted to the National Lottery Heritage Fund and the second and final tranche of the funding had been received. Cllr J Owens acknowledged, and relayed thanks on behalf of the Council, for the work by Vanessa Rawsthorne in bringing this matter to a conclusion. Cllr S Pearce noted the half-term event at the Garden on Friday 16th February which had been posted on the Council's social media page.
- d) **The Picton Centre** – the Clerk had responded to solicitors on the few points raised by PCC on the lease. A list of items of expenditure incurred by Council since PCC occupancy on 1 April 2022, which will be recovered from PCC at completion, is being drawn up, using information now being accessed from Edge Accounting system.
- e) **Website and Social Media pages** – efforts are being made to improve the Council's website.

2024-25 Action Plans

The Clerk noted that activity against prior year plans and ongoing action plans were being reviewed as part of the budget/precept work using up-to-date information from the Edge Accounting system. In future years these plans would be developed earlier, in September, ahead of a budget/precept decision-making process in December.

Items for next agenda – none.

The meeting concluded at 6.50 pm.

APPENDIX 2

Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 8 February 2024 at 6pm in the Old Wool Market

Present	Cllr John Hackett Cllr J Brady Cllr K Jones Cllr J Owens Cllr R Thomas	Chairman of Council / Mayor - Ex-officio
In attendance	Vanessa Lewis Camacho	Town Clerk
Apologies	Cllr A Brooker, Cllr H Lewis (PPF Committee Chairman), Cllr M Lewis	
Observers	Cllr P Lewis Members of the Public	

In the absence of Cllr H Lewis, the meeting agreed that Cllr J Hackett, who was present in person, chair the meeting.

Declarations of interest from Members

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

Updates on matters arising from the minutes of the last meeting held on 11 January 2024 (approved by Full Council on 25 January 2024)

2024 National Sheriffs' Association AGM (being hosted by Council in Haverfordwest end-September) – the first meeting of the Task & Finish Group (T&FG) was held on 31 January. Contrary to the agenda (item 3.1), the Management, Estates and Strategy (MES) Committee, which met on 6 February 2024, requested that updates on this event are brought to this Committee. As no update had been provided at MES, Cllr R Thomas provided a brief update on proposed venues for the Friday evening (reception), dinner on the Saturday evening (which will follow the AGM and afternoon tour for up to 130 visiting delegates) and Sunday church service, which concluded the weekend activities. Cllr P Lewis (observer) noted that St Mary's church held the Mayor and Sheriff seats and, with it also being the Mayor's church, it would be ideal for the Sunday service (versus St Martin's church which had been suggested). Cllr R Thomas noted that the next steps will be to write to the National Sheriffs Association to confirm the dates and outline programme. The T&FG will meet on a rolling 4 weekly basis, as required, and will bring its final recommendations to Full Council in due course.

Haverfordwest Civic Society Blue Plaques – the Clerk confirmed she would be arranging to have a further discussion with the Secretary of Society to agree the basis and time period over which financial support from the Council for replacement plaques in the town will be provided.

Update on Accounts since Full Council Meeting on 25 January 2024 and Progress with 2024-25 Budget and Precept preparation

The Clerk confirmed that the accountant had updated the financial information in Edge Accounting system to 31 December 2023 and was in the process of reconciling and validating this. He would continue to input the information for January onwards until further notice. It was anticipated that at the next PPF meeting, the Committee would return to receiving a full set of accounts in an improved format.

The availability of the information had enabled the Clerk to work on an assessment of Council income and expenditure and reserves for the 2024-25 Budget and Precept discussions with a working group of Council (including the Mayor, PPF Chair, Cllrs P Lewis and R Thomas, and the Clerk) which was scheduled to meet the following day. A paper would then be circulated to Council member in advance of the Special Meeting of Full Council called by the Mayor for the purpose of approving the 2024-25 Budget and Precept on Tuesday 13 February 2024 at 6.00 p.m.

Application for Financial Assistance – Sea Cadets & Royal Marines Cadets (Sea Cadets)

Cllr J Owens noted that the Sea Cadets had attended the Beating of the Bounds in 2023 and expressed interest in strengthening their links to the Admiral of the Port of Haverfordwest. It was anticipated therefore that they would wish to attend this year’s event also. After discussion, subject to the Clerk receiving a reference or supporting letter from an organisation based in/or individual living in Haverfordwest to support the Tier 1 grant application submitted for Council to be satisfied that the activities of the Sea Cadets contribute to the wellbeing of the town and its people (given their base was outside of the town but taking into account the wider catchment areas of their volunteers), a grant award of £500 towards the Sea Cadet’s ‘new workshop’ project was proposed by Cllr K Jones and seconded by Cllr J Hackett. Other Committee members voted in favour of this proposal.

Recommendation:	That the Sea Cadets be awarded a grant ward of £500 subject to Council receiving a satisfactory reference or supporting letter as outlined above.
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Items for next agenda:

No new items proposed at the meeting.

Staffing Matters

None at this time, subject to a meeting of the Staffing Sub-Committee.

The meeting closed at 6.18 pm
