

**MINUTES OF A MEETING OF FULL COUNCIL**  
**held on 18 July 2024 at 6pm in the Old Wool Market and via video conference**

---

**Present**

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

**In attendance**

V Lewis Camacho	Town Clerk
E Greear	Deputy Town Clerk

**Observers**                      Member of the public

**2581 Apologies**

Cllrs A Brooker and P Lewis.

**2582 Declarations of Interest from Members**

<b><i>Agenda Item</i></b>	<b><i>Member</i></b>	<b><i>Interest</i></b>	<b><i>Nature of interest</i></b>
10 – Minute Ref 2591	Cllr R Thomas	Personal	Trustee, Haverfordwest Museum

**2583 Questions from Members of the Public**

There were no questions from the public.

**2584 Minutes of previous meeting(s):**

**Full Council meeting held on 20 June 2024**

**Extraordinary meeting held on 27 June 2024**

- a) The minutes of the Full Council meeting held on 20 June 2024 were accepted as a true record of the meeting.
- b) Update on minutes of Full Council meeting held on 20 June 2024:
  - i) *Minute 2562* – Clerk confirmed that the bunting would need to be taken down separately to the putting up of the Christmas lights. It was therefore recommended, and agreed by Council, to revert to the original plan to take the Summer bunting down at the end of September.
  - ii) *Minute 2570 b)* – A meeting between Pembrokeshire County Council (PCC), the Town Council and the Showmen’s Guild to discuss an alternative location for the Portfield Fair is being held on 6 August 2024. A request for a meeting with William Bramble, CEO of PCC and the Mayor, to discuss town opportunities is to be arranged.
- c) The minutes of the extraordinary meeting had not been circulated and therefore held over for approval at the next Full Council meeting.

**2585 Mayor’s correspondence and updates**

The Mayor had attended the Mayoral Civic Services of Fishguard and Goodwick on 6 July and of Milford Haven on 13 July 2024.

**2586 Planning Applications (Appendix 1)**

Council reviewed the new planning application received since the date of last Full Council meeting on 20 June 2024. No objections were raised. Council also noted the Planning Decisions and other Notifications received since the date of the last meeting.

## 2587 Committee Minutes

- a) **Management, Estates and Strategy (MES) Committee Meeting**
- b) **Personnel, Policy and Finance (PPF) Committee Meeting**

Noted that the scheduled meetings of MES and PPF in July had been held due to the Clerk taking annual leave. It had been agreed that any items which needed to be brought to Full Council would be included on the July Full Council agenda. These items and other updates were included in the Clerk's report (Item 13 on the agenda), which the Chair then invited the Clerk to take the Council through, thereby bringing this agenda item forward.

## 2588 Clerk's report

The key items from the Clerk's report were noted as:

Staffing	Emma Gear had now joined as Deputy Town Clerk. Groundman/Caretaker position interviews had taken place earlier in the day. A recommendation for appointment to be covered under Staffing Matters (Item 16 on the agenda).
Member and Staff Training	Training completed by Cllrs C Black, J Brady, D Thomas-Turner, R Thomas-Turner and the Clerk was noted.
Sports Pavilion	Issue with the water heating system being addressed and longer-term options for replacement was being considered.
Priory Saltings	Clearing of pathways around the meadow area and repairs to benches and damaged fencing being undertaken by Groundsman. Users are complimenting on upkeep generally. Seasonal difficulties experienced with obtaining quotes to replace boardwalk. Looking at options for Groundsmen (on appointment of additional resource) to price up materials for installation of new board walk and fitting of steps handrailing for Council to consider taking work in-house. Signage to be progressed by Clerk. Deputy Clerk progressing boardwalk insurance claim.
St Martin's Cemetery	The agreed restoration of the back wall in the lawn area, which had blown through water ingress during winter months, was underway. Contractor asked to quote for repair to outer wall (St David's Road facing) following vehicle impact damage in April for claim from the driver's insurance company.
Picton Centre Lease	Report on District Valuation of Picton Centre, commissioned by PCC to be discussed under Agenda Item 15.
Website	Kick-off meeting held with new website partner on 11 July. Application for new gov.uk domain name to be made. Estimated timescale for new website 8-12 weeks but aim is to reduce this. Clerk to email Members to provide biographical details and photo (latter to also be used on new photo ID cards).
Scribe Accounting	Deputy Clerk starting to build new system, with primary focus on new budget headings. Work to commence on Cemetery Management and Bookings modules during August recess.
IT	Established Windows 11 not compatible with all three desk top computers, whereas laptops are of sufficient spec. Therefore, laptops to be used in place of desk top computers using existing monitor/keyboard set up. Apart from small upgrade to Microsoft Office 365 subscription to enable use of basic applications on all laptops, cost impact

	is minimal. Existing "Admin" laptop currently used for hybrid meetings, will be freed up for use by Facilities Manager.
Old Wool Market	Front office occupied by Clerks had been painted prior to carpet being fitted. Vinyl flooring also now installed in both sets of toilets, the cleaning cupboard and upstairs kitchen - achieving a fresher work and meeting space for small investment.
Sheriff's Association 2024 AGM & Conference – 27-29 September	Arrangements finalised with Association and Booking Form sent out (by Association) to delegates. Current and past Haverfordwest Sheriffs to be contacted by Clerk inviting them to pay membership if they wished to attend. Next Task & Finish Group meeting agreed: Friday 26 July at 4.30 p.m.
Business Planning	Clerk to contact Members for views / input on short/medium/long term planning to support formulation of longer-term strategic plan in September ahead of budget setting.
Correspondence	Thank you from Pembrokeshire Outdoor Schools (PODS) received in the form of a Press Release (16 July) referencing HTC and other town and community council support.
Other	Summer Bunting, Portfield Fair alternative location meeting with PCC, and Mayor's request for meeting with W Bramble, as already mentioned.

**Resolved:** **To accept the Clerk's report and update on current matters.**

#### 2589 Beating of the Bounds

Council reviewed and approved the final arrangements and related expenditure, which was within budget, for the event being held on Sunday 21 July 2024. All voted in favour.

**Resolved:** **Arrangements and expenditure for Beating of the Bounds on 21 July 2024 were approved.**

#### 2590 Christmas lights re-tender and membership of Sub-Committee

The Clerk noted that the paperwork for the tender of the contract for erecting/taking down the Christmas lights, which would follow the previous tender format, was in progress. She noted the vacancy on the Christmas Lights Sub-Committee following Cllr K Jones stepping down from Council, and recommended this be filled by another member of Council. Current membership comprised Cllrs C Black and J Hackett only. Cllr M Lewis offered himself to fill this vacancy, unless another member of Council wished to join the Sub-Committee. No other members volunteered to put their name forward.

**Resolved:** **Cllr M Lewis to be added to membership of Christmas Lights Sub-Committee with immediate effect.**

#### 2591 Outside Bodies – Appointments and updates

Bridge Meadow Trust Haverfordwest (HTC Sole Trustee)	All Councillors. Next meeting September 2024 including AGM.
Cleddau Reaches Project (PCC led)	Next meeting scheduled for August.
CWBR Youth Project (and other Youth Projects)	Cllr T Moses noted end of his secondment (therefore specific reference to CWBR Youth Project can be removed).

Flagship Heritage Attraction (FHA) – PCC led	Cllr R Thomas-Turner provided a brief update on the Castle Outdoor Event space and correspondence from Ted Sangster, Chair.
Haverfordwest Business Circle	No update
Haverfordwest Pool Trust	Cllr B Simister attending the next meeting on 22 July.
Haverfordwest Racecourse (Public Park) Trust (HRPPT)	No update.
Haverfordwest Skate Park	No update.
One Voice Wales – Pembs Area Committee	Meeting hosted at Old Wool Market on 11 July. Cllr T Moses attended. The Community Council Boundary Review Consultation was discussed. Other agenda items: OVW training, cost of living crisis, and Local Places for Nature Fund.
PCC – Working Better Together Seminars	Next online meeting is 23 July 2024 which the Clerk will attend.
Portfield Recreation Committee (PRC)	All weather surface pathway and adaptation of kissing gates to enable disabled access in progress at Lower Racecourse completed and been well received by residents.
Sir John Perrot / William Vawer Trust(s)	Sir John Perrot Trust met at OWM earlier in the day albeit Cllr R Thomas noted there were no relevant items about which to update the Town Council on.
Haverfordwest Town Museum	Cllr R Thomas noted meeting held with solicitors in relation to establishing new CIC.
Town Team (former name for reference only)	Cllr R Thomas-Turner is establishing new forum with PCC Officers post elections but to be managed by HTC.
Twinning Association	Cllr R Thomas – no update.

**Resolved:** **To note the updates to outside bodies representation. Clerk to circulate Community Council Boundary Review Consultation link to members of Council.**

## **2592 Accounts and Approval of Expenditure for Payment**

Council received the income and expenditure and budget comparison reports had been reconciled to 30<sup>th</sup> June 2024 a couple of days prior to the meeting. Noted that not all Councillors would have had a chance to review these reports in detail. Therefore, the members were invited to direct any questions on the accounts to the Clerk after the meeting, as appropriate.

Expenditure for June 2024 totalling £30,539.08, including VAT, was approved for payment.

**Resolved:** **June 2024 expenditure totalling £30,539.08, including VAT, was approved for payment.**

## **2593 Town Voice – Matters on behalf of the Town**

### **Hywel Dda University Health Board correspondence on loss of beds at Worthybush General Hospital, dated 28 June 2024**

Council considered the correspondence from the Health Board providing an update on the loss of beds during the Reinforced Autoclaved Aerated Concrete (RAAC) works and the measures being taken to secure the required beds. Separately, Council discussed the monitoring of plans to close Worthybush General Hospital. Clerk agreed to circulate the link to the Hywel Dda Board meetings to members of Council.

**Resolved**

**To note correspondence from Hywel Dda University Health Board dated 28 June 2024. Clerk to circulate link to the Health Board's meetings to members of Council.**

**2594 Staffing Matters**

**2595 Council Property matters, including Picton Centre Lease**

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 7.00 pm.

**Resolved:**

**Clerk to write to offer preferred candidate Groundsman/Caretaker position.**

**Clerk to engage with RK Lucas for current rental and freehold valuation of the Picton Centre.**

**Mayor to discuss status of Picton House at meeting to be requested with William Bramble, CEO, PCC.**

With no further business to consider, the meeting ended at 7.10 pm.

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

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

**Date** .....

## APPENDIX 1

### Planning Applications received since last Full Council meeting

Ref No: 24/0084/L	Alterations to front of building
Link to Planning Portal	<a href="https://planning.agileapplications.co.uk/pembrokeshire/application-details/41305">https://planning.agileapplications.co.uk/pembrokeshire/application-details/41305</a>
Ward: <b>CASTLE</b>	32, High Street, Haverfordwest, Pembrokeshire, SA61 2DA
Ref No: 24/0271/PA	Rear two storey extension
Link to Planning Portal	<a href="https://planning.agileapplications.co.uk/pembrokeshire/application-details/41510">https://planning.agileapplications.co.uk/pembrokeshire/application-details/41510</a>
Ward: <b>CASTLE</b>	54, Barn Street, Haverfordwest, SA61 1TG
Ref No: 24/0181/PA	Retrospective development of existing building into a residential residence.
Link to Planning Portal	<a href="https://planning.agileapplications.co.uk/pembrokeshire/application-details/41411">https://planning.agileapplications.co.uk/pembrokeshire/application-details/41411</a>
Ward: <b>PRENDERGAST</b>	20, Market Street, Haverfordwest, Pembrokeshire, SA61 1NH
Ref No: 24/0286/PA	Refurbishment and extension of the Quayside Building to form multi-functional community spaces and extension to bar building to create first floor terrace.
Link to Planning Portal	<a href="https://planning.agileapplications.co.uk/pembrokeshire/application-details/41521">https://planning.agileapplications.co.uk/pembrokeshire/application-details/41521</a>
Ward: <b>CASTLE</b>	12, Quay Street, Haverfordwest, Pembrokeshire, SA61 1AA
Ref No: 24/0174/PA	Change of use from A1 shop to Financial & professional Services A2
Link to Planning Portal	<a href="https://planning.agileapplications.co.uk/pembrokeshire/application-details/41403">https://planning.agileapplications.co.uk/pembrokeshire/application-details/41403</a>
Ward: <b>CASTLE</b>	London House, Market Square, Fishguard, Pembrokeshire, SA65 9HA
Ref No: 24/0292/LB	Refurbishment and extension of the existing Quayside building to form multi-functional community spaces. Creation of new public realm associated with new entrance onto the quayside. Extension of the existing bar building to create a new first floor with terrace. Reconfiguration of levels within the existing courtyard.
Link to Planning Portal	<a href="https://planning.agileapplications.co.uk/pembrokeshire/application-details/41522">https://planning.agileapplications.co.uk/pembrokeshire/application-details/41522</a>
Ward: <b>CASTLE</b>	12, Quay Street, Haverfordwest, Pembrokeshire, SA61 1AA
Ref No: 24/0036/PA	Creation of a multi-purpose entertainment and events venue within the Inner Ward area and associated works
Link to Planning Portal	<a href="https://planning.agileapplications.co.uk/pembrokeshire/application-details/41249">https://planning.agileapplications.co.uk/pembrokeshire/application-details/41249</a>
Ward: <b>CASTLE</b>	Inner Ward, Haverfordwest Castle, Haverfordwest, SA61 2EF Note: date for determination extended to 19 <sup>th</sup> July 2024 for HTC consideration.

## Notification of Planning Decisions since the last meeting

Ref No: 23/0123/DC	Discharge of Condition 3 (Biodiversity Enhancement) of planning permission 23/0070/PA (Eight rapid electric vehicle charging stations with associated equipment).
Ward: <b>PRENDERGAST</b>	Bridge Meadow Lane, Haverfordwest, SA61 2EX
Notification of Planning Decision	Unconditionally Approved on 03 May 2024. Date decided: 18 June 2024 <a href="#">Please click here to view the application documents</a>
Ref No: 24/0098/PA	Erection of replacement plant, enclosure and associated works at the existing operational Aldi.
Ward: <b>PRENDERGAST</b>	Aldi Foodstore, Salutation Square, Haverfordwest, Pembrokeshire
Notification of Planning Decision	Conditionally Approved on 01 May 2024. Date decided: 19 June 2024 <a href="#">Please click here to view the application documents</a>
Ref No: 24/0096/PA	Retrospective application to retain Garage/Store building within curtilage
Ward: <b>PRIORY</b>	6 Nether Edge Drive, Haverfordwest, SA61 1ED
Notification of Planning Decision	Conditionally Approved on 30 April 2024. Date decided: 21 June 2024 <a href="#">Please click here to view the application documents</a>
Ref No: 24/0028/PA	Change of use from office and flat into two flats
Ward: <b>CASTLE</b>	5, Dark Street, Haverfordwest, Pembrokeshire, SA61 2DS
Notification of Planning Decision	Conditionally Approved on 11 May 2024. Date decided: 28 <sup>th</sup> May 2024 <a href="#">Please click here to view the application documents</a>
Ref No: 24/0056/PA	Redevelopment of Portfield School including demolition of the existing Portfield Lower School, a masterplan for the campus, the redevelopment of the new primary school building, refurbishment works to the existing sixth form block and associated works.
Ward: <b>PORTFIELD</b>	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire
Notification of Planning Decision	Conditionally Approved on 9 May 2024. Date decided: 03 July 2024 <a href="#">Please click here to view the application documents</a>
Ref No: 24/0194/AD	Retrospective installation of 1x 42 inch LCD media screen size-860(W)x2160(H)mm Screen size-530(W)x930(H) mm 3nos x 1250mm x 700mm flag pole signs, overall 3350mm in height
Ward: <b>PORTFIELD</b>	Tesco Stores Ltd, Haverfordwest, Pembrokeshire, SA61 1BU
Notification of Planning Decision	Conditionally Approved on 22 <sup>nd</sup> May 2024. Date decided: 11 <sup>th</sup> July 2024 <a href="#">Please click here to view the application documents</a>
Ref No: 24/0178/PA	Variation of Condition 2 (Approved plans) of planning permission 20/0813/PAA (Residential development for 20 Units - 141, Portfield, Haverfordwest, Pembrokeshire, SA61 1DY).
Ward: <b>PRIORY &amp; PORTFIELD</b>	141, Portfield, Haverfordwest, Pembrokeshire, SA61 1DY
Notification of Planning Decision	Conditionally Approved on 17 <sup>th</sup> May 2024. Date decided: 11 <sup>th</sup> July 2024 <a href="#">Please click here to view the application documents</a>