

MINUTES OF A MEETING OF FULL COUNCIL
held on 23 January 2025 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 J Brady
 Cllr H Lewis
 Cllr P Lewis
 Cllr K Manikonda
 Cllr D Thomas-Turner
 Cllr R Thomas-Turner

In attendance V Lewis Camacho Town Clerk/RFO
 E Gear Deputy Town Clerk

County Councillors D Bryan, T Evans

Other A Findlay and C Ardran, Web Adept (Agenda Items 1-4 only)
 Member of the Public

2669 The Chairman welcomed everyone to the meeting.

2670 Apologies – Cllrs C Black, J Hackett, T Moses, J Owens, S Pearce, B Simister
Absent – Cllr A Brooker

2671 Declarations of Interest from Members

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

2672 Questions from Members of the Public

There were no questions from the public.

2673 Preview of New Website Design

The Clerk and representatives from Web Adept presented the new website design and navigational features to members of Council. While much new content had been added, there was still more work to do before launch. Additional features needing further development included a new Community page. This is intended to provide useful information on the amenities and services of local organisations available in the town to the frequent visitors to the site as well as to visitors to the town. Having this information in one place was currently lacking. Similarly, with the advertising of town events; the Town Council website has historically focused on providing information on its own Civic and other events, and so there is a gap where currently there is no central place where other events (new or existing) e.g. St David’s Day Parade, the Lantern Parade is held to provide an annual view of “What’s On” in the town. The Clerk is working with the new Town Forum “Town Events” Group, which will include input and representation from wider interested stakeholders going forward, which will assist with this information and hopefully also support avoiding event dates clashes where these are known in advance, including across the County for larger events like carnivals. The Clerk will progress both the Community and Events pages on the Town Council website with the developers to create this content in the most effective way. The aim is to have the site launched by the end of next month (February), which will include a new gov.uk domain and council email addresses for all members of Council.

A Findlay and C Ardran left the meeting at 6.30pm

2674 Minutes of previous meetings:
Full Council meeting held on 19 December 2024

The minutes of the above meeting were accepted as a true record of the meeting.
 Proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

Extraordinary Meeting held on 16 January 2025

The minutes of the above meeting were accepted as a true record of the meeting.
Proposed by Cllr R Thomas-Turner. Seconded by Cllr R Thomas. All voted in favour.

2675 Mayor's correspondence and updates

There were none.

2676 Planning Applications (Appendix 1)

Council reviewed the new planning applications, discharge of conditions consultations, and notifications of decisions received since the date of last Full Council meeting on 19 December 2024. No objections were raised. The Clerk will notify the Planning Authority of this.

2677 Committee Minutes

a) Management, Estates and Strategy (MES) Committee Meeting

Resolved: To accept the minutes and recommendations of the MES Committee meeting held on 7 January 2025 (as attached hereto as Appendix 2). Proposed by Cllr R Thomas-Turner. Seconded by Cllr K Manikonda. All votes in favour.

b) Personnel, Policy and Finance (PPF) Committee Meeting

Subject to a general comment from Cllr H Lewis about the protocol for including 'online' attendance which had been recorded in the latest PPF minutes, and an incorrect reference to Cllr R Thomas-Turner (instead of Cllr R Thomas under Minute 4.2):

Resolved: to accept the minutes and recommendations of the Personnel, Policy and Finance (PPF) Committee meeting held on 9 January 2025 (as attached hereto as Appendix 3). Proposed by Cllr H Lewis. Seconded by Cllr R Thomas. All votes in favour.

2678 Accounts and Expenditure for Payment Approvals

1) The Council received the Income and Expenditure and Budget comparison reports reconciled to 31 December 2024 (the Accounts).

2) Expenditure for December 2024 totalled £35,504.67, including VAT.

Resolved: 1) to approve the Accounts to 31 December 2024.
2) to approve December 2024 expenditure totalling £35,504.67, including VAT, for payment.

Proposed by Cllr R Thomas-Turner. Seconded by Cllr H Lewis. All voted in favour.

2679 Outside Bodies – Appointments and updates

The following updates were noted. Other updates are generally not available where the relevant organisation has not met in the period. There were no changes to appointments.

Dyfed Powys Police Neighbourhood Watch (DPPNW)	Cllr R Thomas-Turner noted progress with the local group and that a meeting is being arranged at a national level.
New Haverfordwest Regeneration "Town Forum"	The first of a series of dates for a gathering of interested parties wanting to make improvements in the town was held on 15 January at Haverhub,

First meeting held Wednesday 15th January, 10am-12noon Future meetings (all Haverhub): Wednesday 2nd April, 2pm-4pm Thursday 3rd July, 3pm-5pm Saturday 4th October, 10am-12noon	and was well attended. A few breakout groups have led to working groups being established to include addressing empty shops, performing clean ups in the town, and town events. The Clerk and Cllrs Black, Brooker, Moses, and (R) Thomas-Turner attended the event.
Sir John Perrot Trust / William Vawer Trust Last meeting: 23 January 2025 Next meeting: 20 March 2025 (Sir JP Trust only)	Cllr M Lewis provided a brief update on both Trust meetings held earlier in the day.
Haverfordwest Town Museum	Clerk to remove the Town Museum from the list of Outside Bodies as currently there was no-one from the Town Council appointed by the newly established CIO (Charitable Incorporated Organisation).
Former "Town Team" equivalent for the town	Cllr R Thomas-Turner noted that he intended to put his suggestion for a Mayor's Forum in a paper for Council consideration. The Mayor noted that the above new Town Forum is likely to address many of the issues of concern and suggested seeing how the work of that group develops in the first instance.
One Voice Wales Pembrokeshire Area Committee Last meeting: 13 January 2025 (online) Next meeting: 27 March 2025 (OWM)	The Committee met on 13 January. Cllr T Moses attended but was not present to provide an update. The Clerk had circulated a survey issued by the Committee requesting feedback on Area Committees from the Town Council representatives. This was also open to all Councillors to complete by 28 February.
Working Better Together (PCC forum) Next meeting: 25 March 2025 (online)	The meeting on 28 January had been rescheduled to 25 March. Clerk noted that the final recommendations from The Democracy and Boundary Commission Cymru is publishing its Final Recommendations on 29 January. A link to its report will be circulated. Clerk to bring this back to the next Full Council meeting. A link to a report on the Democratic Health of Community and Town Councils had been included in the same email for viewing, together with a request to complete a Wales survey on Research into Community Resilience by 29 January.
Twinning Association Next meeting: AGM February 2025	Cllr R Thomas – confirmed the AGM will be held at the end of February.

2680 **Town Voice – Update on Feed the Community (Cllrs D and R Thomas-Turner)**

Cllr R Thomas-Turner noted that the positive feedback from the feedback forms introduced at the latest event on 16 January. While the events are widely advertised on social media and more recently on the radio, and by putting up posters centrally in the town (which include advance dates) the intention is to canvass the next two events, focussing on other wards. He noted that calendar invites will be extended to Haverfordwest County Councillors to attend. Cllr R Thomas-Turner also noted that an invite had been received from One Voice Wales for him and Cllr D Thomas-Turner to speak at a "Working with Partners to deliver Cost of Living Support to your Community" webinar on 6 February 2025 about Feed the Community.

2681 **Clerk's Report (verbal update)**

The Clerk briefly updated on several areas: the budget / precept for 2025-26 had been submitted to PCC on 20 January, and the focus predominantly now being on completion of the new website, the input / reconciliation of financial information into new Scribe Accounting in readiness for the

financial year end, and the early planning of events for 2025-26. An estimate of the external works is expected for Old Wool Market. A formal response to the Town Council's last correspondence on the Picton Centre lease situation is still awaited from PCC. The Sports Pavilion is back available for hire following the replacement hot water heater system. The Dyfed Schools Cross Country event was held earlier in the week; however, the organising school chose not to book the pavilion and did not manage to secure portaloos as the next alternative. Consequently, there were no toilet facilities for 100+ pupils attending the event at the lower racecourse, which was unsatisfactory particularly as pupils in the past have asked resident houses if they can use their facilities. A last-minute call was made by the organiser to request to use the facilities at the Cricket Club, located on the upper racecourse. The Clerk intends to reach out to the school and the Portfield Recreation Committee to enlist support for better arrangements for the cross-country event in future. Finally, the Clerk had met a couple of times with the band leader of a local town band who are keen to work with the Town Council, which is a very positive step forward for the Town Council's events. A proposal on the latter will be brought to Council in February.

2682 Items for next Agenda

Cllr R Thomas asked for 1) the Portfield Fair and 2) Community Health, including services at Withybush, to be added to the Council's agenda. Clerk to discuss bringing both items to the next meeting of Council with Cllr R Thomas.

2683 Staffing matters

There were no staffing matters.

There being no further business the meeting ended at 7.15pm.

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

APPENDIX 1

New applications/consultations/decision and other notifications received since 19 December 2024

Ref No: 24/0827/AD	Proposal: New ATM Collar to replace existing (see decision notification below – decision appears to have been brought forward)
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	National Westminster Bank, 16-18, High Street, Haverfordwest Pembrokeshire, SA61 2DE Grid Reference: 195288.226-215616.602 Last Date for Determination: 21 January 2025
Ref No: 24/0837/PA	Proposal: Outline permission for one dwelling
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY	Garden Area East of, 59, Uzmaston Road, Haverfordwest, SA61 1UA Grid Reference: 196091.044-215614.734 Last Date for Determination: 23 January 2025
Ref No: 24/0711/PA	Proposal: Solar panels to the main building roof space
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Cleddau Villa, Kiln Road, Haverfordwest, Pembrokeshire, SA61 2JN Grid Reference: 195247.114-215873.546 Last Date for Determination: 10 February 2025
Ref No: 24/0854/PA	Proposal: Modification of approved drainage details (condition 2 of planning permission 24/0036/PA (Creation of a multi-purpose entertainment and events venue within the Inner Ward area and associated works))
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Inner Ward, Haverfordwest Castle, Haverfordwest, SA61 2EF Grid Reference: 195342.261-215724.082 Last Date for Determination: 10 February 2025
Ref No: 24/0877/PA	Proposal: Mobile classroom
Link to Planning Portal	Please click here to view application documents.
Ward: PORTFIELD	Fenton Community Primary School, Jury Lane, Haverfordwest Pembrokeshire, SA61 1BZ Grid Reference: 194744.446-215431.166 Last Date for Determination: 17 February 2025

Ref No: 24/0914/PA	Proposal: Change of use of ground floor (vacant shop) to residential
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	12, Dew Street, Haverfordwest, Pembrokeshire, SA61 1NJ Grid Reference: 195172.951-215505.998 Last Date for Determination: 04 March 2025

Discharge of Condition Consultation None

Notification of Planning Decisions

Ref No: 24/0682/PA	Respite care facility (Use Class C2) and associated works.
Ward: PORTFIELD	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire, SA61 1BS
Grid Reference:	194410.255-215135.237
Notification of Planning Decision	Conditionally Approved Date decided: 16 December 2024 Please click here to view the application documents

Ref No: 24/0725/DC	Discharge of condition 3 (biodiversity enhancement) of planning appeal decision ref: CAS-03470-VOW4F7
Ward: CASTLE	6-7, Castle Square, Haverfordwest, Pembrokeshire, SA61 2AB
Grid Reference:	195451-215676
Notification of Planning Decision	Part Refused – Part Approved Date decided: 16 December 2024. Please click here to view the application documents

Ref No: 24/0084/LB	Alterations to front of building.
Ward: CASTLE	32, High Street, Haverfordwest, Pembrokeshire, SA61 2DA
Grid Reference:	195339.869-215637.673
Notification of Planning Decision	Conditionally Approved Date decided: 19 December 2024. Please click here to view the application documents

Ref No: 24/0827/AD	New ATM Collar to replace existing.
Ward: CASTLE	National Westminster Bank, 16-18, High Street, Haverfordwest, Pembrokeshire, SA61 2DE
Grid Reference:	195288.226-215616.602
Notification of Planning Decision	Conditionally Approved Date decided: 16 January 2025. Please click here to view the application documents

Ref No: 24/0777/AD	Advertisement Consent for 1no. fascia sign (externally illuminated) and 1no. projecting sign (internally illuminated).
Ward: CASTLE	6-7, Castle Square, Haverfordwest, Pembrokeshire, SA61 2AB
Grid Reference:	195451-215676

Notification of Planning Decision	Part refused (projecting sign)/ Part approved (fascia sign) Date decided: 15 January 2025. Please click here to view the application documents
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Ref No: 19/1251/DC	Discharge of Conditions 2 (details of the gates), 3 (Construction environmental management plan (CEMP)) and 4 (external lighting) of Planning Permission 19/0808/PA (Variation of condition 2 (amended plans) of planning permission 17/1209/PA (Change of use to a community hub and alterations to building)).
Ward: CASTLE	12, Quay Street, Haverfordwest, Pembrokeshire, SA61 1AA
Grid Reference:	195507.931-215593.818
Notification of Planning Decision	Part refused / Part approved Date decided: 17 January 2025. Please click here to view the application documents

APPENDIX 2

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 7 January 2025 at 6pm in the Old Wool Market

Present	Cllr B Simister	MES Committee Chairman
	Cllr M Lewis	Chairman of Council/ Mayor – Ex-Officio
	Cllr C Black	
	Cllr K Manikonda	
	Cllr T Moses	
	Cllr S Pearce (joined 6.06pm)	
	Cllr R Thomas-Turner	
V Lewis Camacho	Town Clerk	
D Lawrence	Facilities Manager	

Apologies (Item 1) Cllr P Lewis

Observers Cllr H Lewis
Cllr D Thomas-Turner
Member of the public

The Chair welcomed everyone to the meeting.

Item 2 - Declarations of interest from Members

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

Item 3 – Appointment of Vice-Chairman

The Chair asked for nominations for Vice-Chairman for the ensuing year. Cllrs C Black and R Thomas-Turner proposed their own appointments. These were seconded by Cllrs K Manakonda and Tom Moses, respectively. The appointment was put to the vote. Cllr R Thomas Turner asked for a recorded vote. The results were as follows:

Appointment of Cllr C Black	Votes in favour from Cllrs C Black, Tom Moses
Appointment of Cllr R Thomas-Turner	Votes in favour from Cllrs K Manikonda, B Simister, R Thomas-Turner

Recommendation	Cllr R Thomas-Turner is appointed Vice-Chairman of MES Committee for the remainder of civic year 2024-25
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Item 4 – Minutes of the last meeting 3 December 2024

The meeting was inquorate.

Item 5 - Actions and updates, as set out in the Clerk's report

The Committee noted the updates contained in the Clerk's report pertaining to cemeteries (replacement gate at St Martin's Cemetery due to complete this month), Priory Saltings (new boardwalk complete), Sports Pavilion (replacement water heating system work complete), Picton Centre lease (formal response awaited from PCC, meanwhile prudent rental income adjustment included in 2025-26 budget), Old Wool Market (stonemason review of external walls undertaken/estimate of costings awaited to include the more urgent works), Christmas Lights (stock reliability issues during Christmas 2024, meeting with existing contractor and Christmas Lights Sub-Committee being scheduled and to plan tender), Civic and other events (see Action Plans Recommendation). Some ongoing actions have been included in 2025-26 MES Action Plans.

Item 6 – MES 2025-26 Action Plans and Budget

The Committee reviewed the following Action Plans containing draft budgets for 2025-26 and beyond, to support allocation of reserves to cover future events, planned projects and for the medium and longer-term maintenance of the Council's buildings and estates (including cemeteries).

MES Action Plans 2025-26

- Civic and Other Events
- Christmas Lights and Switch On Event
- Town Improvements
- Cemeteries: St Martin's, Upper/Lower Prendergast
- Sports Pavilion & Upper/Lower Racecourses
- Priory Saltings
- Old Wool Market
- Picton Centre
- Community & Communications (website & social media)

The Committee discussed the maintenance of the Picton Centre and the likelihood that the windows and doors and roof would require replacement / repairs in the medium-term. Similarly, the building and maintenance needs within the Council's estate (including its cemeteries) have been considered and included within reserves earmarked for that purpose. However, at the appropriate time, the Council would be mindful to seek grants for building works and or projects where possible.

The Committee discussed town improvements including bunting (a tender would take place for the installation of the summer bunting in 2025), floral displays and provision of salt bins which required further consideration by Council.

The Committee also considered the discussion at the last Full Council Meeting with Pure West Radio about putting on additional events in the town. It was agreed to recommend to Council that such additional events include a Carnival, Beer Festival, and Family Fun Day and that sufficient budget should be allocated in 2025-26 to ensure that these events are as successful as possible. The Committee also recognised the potential for local businesses to sponsor these events, if they prove successful.

The Clerk noted that the Council would also be supporting VE80 Day on 8 May and the proposed budget was discussed for that event.

Recommendation	To Include an increase in Town Events 2025-26 budget to support putting on additional events in 2025 including VE80 Day (May), Carnival (July), Beer Festival (June), and a Family Fun Day (August) such events totalling £27,000. Proposed by Cllrs R Thomas-Turner and C Black. All voted in favour.
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Recommendation	Subject to minor revisions, the MES Action Plans for 2025-26 are approved. Proposed by Cllr R Thomas-Turner and seconded by Cllr C Black. All voted in favour.
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Item 7 - Items for next agenda

None

Item 8 – Next scheduled meeting – 4 February 2025, 6 p.m. at Old Wool Market

With no further business to consider, the meeting ended at 6.56pm.

APPENDIX 3

Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 9 January 2025 at 6pm in the Old Wool Market

Present

Cllr H Lewis	PPF Committee Chair
Cllr M Lewis	Chairman of Council / Mayor - Ex-officio (online)
Cllr J Hackett	PPF Committee Vice Chairman
Cllr J Brady	
Cllr J Owens	Joined at 6.04pm
Cllr R Thomas	
Cllr D Thomas-Turner	

In attendance:

V Lewis Camacho	Town Clerk
E Gear	Deputy Town Clerk
Cllr B Simister	
Cllr R Thomas Turner	
Member of the public	

Absent Cllr A Brooker

The Chair welcomed everyone to the meeting.

1. Apologies for absence – none.

2. Declarations of interest from Members

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

3. Matters arising from the minutes of the last meeting held on 5 December 2024

The minutes of the meeting held on 5 December 2024 and recommendations were approved by Full Council on 19 December 2024. The following updates were noted:

The National Consultation on implementing the infrastructure (Wales) Act 2024 and the Consultation on the PCC Local Development Plan 2	Cllr D Thomas-Turner had completed the PCC consultation in a personal capacity.
Unity Trust Bank – New Account	Clerk noted that for the time being this would not be pursued as similar account charges would apply. Quality of services and charges by existing bank would continue to be monitored.
HACGA and Havergardd Grant payments	Pending receipt of bank details.
Combined Choirs - VE Day Commemoration Concert	HTC support for concert confirmed. Meeting held with concert organisers and Royal British Legion to begin plan for VE80 Day on 8 May 2025.

4. Financial Matters

4.1 Review of Income and Expenditure and Budget Comparison

The Committee noted that the Accounts to 30 November 2024 were approved on 19 December 2024 by Full Council. Due to the Christmas break the accounts to 31 December 2025 were not yet available. For the next agenda item, the accounts to 30 November 2024 were used in the YTD comparisons.

4.2 Consideration of Draft 2025-26 PPF Committee Action Plan and Budget

The Committee reviewed the Draft Budget for 2025-26 financial year, which had been prepared to easily identify the budget areas of responsibility of the PPF and MES Committees. The Clerk took the Committee through the proposed 2025-26 budget line by line, which has been reviewed against 2024-25 income and expenditure. The Committee discussed the Picton Centre both in terms of future income and allocating sufficient reserves to upgrade the building's windows and doors and maintain the roof in future years. It noted that the Management, Estates and Strategy (MES) Committee had met earlier in the week and had reviewed and approved for recommendation to Full Council the MES Action Plans for 2025-26 and beyond. The Clerk discussed the proposed Action Plan for PPF which would include the relevant budget areas in the proposed 2025-26 budget as well as set out the Committee's business so that it is more closely aligned with its terms of reference for setting of future agendas. This would be presented to the next PPF Committee.

The Committee reviewed the proposed earmarked reserves for 2025-26 which reflected expenditure that had been committed by Council during 2024-25 but which is not expected to be paid until the next financial year, and areas where the Council should be allocating additional funds to cover future events, planned projects and for the longer-term maintenance of its buildings and estates (which included the cemeteries). The latter is in addition to the existing reserves for the expected works to the Town Council's office building at Old Wool Market. It was noted that a quotation for the exterior stonework to OWM had been requested to determine the approximate cost, to start to plan the project and complete the more urgent works.

The Clerk noted that a column showing the revised 2024-25 Budget to 31 March 2025 would be included in the draft budget to better forecast the 'year-end' position. This would confirm the amount of underspend during the year and confirm an increase in general reserves. A detailed review of the reserves position would therefore be performed as part of the 2025-26 Budget approval by Full Council.

The Committee noted that the Notice of meeting / agenda for the extraordinary meeting of the Full Council to be held on Thursday 16 January to approve the 2024-25 budget and precept for 2024-26 would be issued on 10 January 2025 and include an updated 2025-26 Budget. The County Council had set the tax base for the area at Band 'D' equivalent of 5,116.28. Subject to the final review of the proposed budget and comments from Full Council, the Committee would not recommend any increase to the Council's precept for 2025-26.

Recommendation	Subject to a final review at the Full Council meeting to approve the 2025-26 budget, that no increase in the Council's precept requirement is requested. Proposed by Cllr RThomas-Turner. Seconded by Cllr J Hackett. All voted in favour.
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5. Grant Applications for financial assistance

No applications for financial assistance were received.

6. Review of policies and procedures

No policies were presented to the Committee at this meeting.

7. Staffing Matters

The Committee Chair noted that a meeting of the Staffing Committee would be held as soon as the possible after the current run of budget meetings.

8. Items for next agenda

None.

Next meeting – 6 February 2025, 6 p.m. at Old Wool Market

With no further business to consider, the meeting closed at 6.53pm
