

MINUTES OF A MEETING OF FULL COUNCIL
held on 17 July 2025 at 6pm in the Old Wool Market and via video conference

Present	Cllr R Thomas Cllr R Thomas-Turner Cllr D Thomas-Turner Cllr C Black Cllr J Hackett Cllr H Lewis Cllr M Lewis Cllr K Manikonda Cllr T Moses Cllr S Pearce Cllr B Simister Cllr S Thorley	Chairman/Mayor Vice Chairman / Deputy Mayor Sheriff
In attendance	Rev'd Heather Cale V Lewis Camacho E Gear P Guisbourne-Hilton E Gunning D Lawrence Other members of the public	The Mayor's Chaplain Town Clerk/RFO Deputy Town Clerk Chair, Pembrokeshire 50plus Forum (Agenda Item 4 only) Co-option Applicant (until after Agenda Item 5) Facilities Manager (Two until after Agenda Item 5)
County Councillors	Cllr(s) T Evans, T Tudor (until Agenda Item 7)	

2772 The Chairman welcomed everyone to the meeting and invited Reverend Heather Cale to open the meeting with prayer.

2773 Apologies – Cllr(s) P Lewis. **Absent –** Cllr A Brooker.

2774 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
9b (Minute 2781)	Cllr T Moses	Personal	Employed by Pembrokeshire People First (applicant for financial support - PPF Minutes)
10c (Minute 2782c)	Cllr S Pearce	Personal	Employed by VC Gallery (application for financial support)
12a (Minute 2784)	Cllr J Hackett	Personal	Employed by Hywel Dda University Health Board (Re motion to support dialogue to improve facilities at Withybush Hospital)

2775 Questions from Members of the Public
None.

2776 Pembrokeshire 50plus Forum

Mr Guisbourne-Hilton, Chairman of the Pembrokeshire 50+ Forum, provided an overview of the Forum's work representing the Over-50s demographic in the county. He explained that the Forum, established over 20 years ago, meets monthly to discuss issues affecting its members, often with guest speakers. A key focus of his role is to raise awareness of the Forum and working with local organisations to encourage change. Consultations form a significant part of the Forum's activities, particularly in relation to health services and transport.

Several councillors expressed support for the Forum in promoting its work. The Chairman thanked Mr Guisbourne-Hilton for his presentation, following which he left the meeting at 6.23pm.

2777 Co-option of Town Councillor – Prendergast Ward

A written application had been received from Ms Elaine Gunning. The Chairman noted that Ms Gunning, who was present at the meeting, would be invited to speak for up to five minutes and to respond to questions. He advised that questions would be directed through the Chair and that voting would be conducted by secret ballot in accordance with Standing Orders. He also reminded those present that the town council is a non-political body.

Ms Gunning introduced herself, outlining her background and reasons for wishing to join the Council. As part of her statement, she expressed opposition to the Council's earlier co-option of a Reform UK candidate (Cllr S Thorley). She then responded to set questions relating to the role and responsibilities of a councillor, the code of conduct, good governance, availability for council duties, and the importance of acting in the best interests of the whole community.

Voting took place by secret ballot, with ballot slips returned to the Clerk, who remained present in the room to count and confirm the results. The Chairman announced that the outcome was a majority of nine votes against the co-option of Ms Gunning.

Following the result, Ms Gunning asked for a written explanation of the decision and whether she could seek support from the electorate by petition. She was advised that no written explanation could be given due to the nature of a secret ballot and that the petition stage had already passed prior to the co-option process, although the Clerk undertook to re-confirm this point with the Elections Team.

Ms Gunning and two members of the public left the meeting at 6.49pm.

2778 Minutes of previous meeting(s):

a) Annual Meeting of Full Council held on 15 May 2025

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

b) Full Council Meeting held on 19 June 2025

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

c) Emergency Meeting held on 23 June 2025

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

d) Extraordinary Meeting of Full Council held on 26 June 2025

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

2779 Mayor's correspondence and updates

The Mayor reported on engagements attended since May and outlined plans to host Mayor's Parlour visits from September. Thanks were recorded to staff for their contributions to the successful Beating of the Bounds event on 12 July.

2780 1) Planning Applications (Appendix 1)

Council reviewed the planning applications and notifications of decisions received since 13 June 2025.

Resolved:

To approve, without objection, the planning applications and to note the decisions set out in Appendix 1 for the Clerk to notify the Local Planning Authority. Proposed: Cllr D Thomas-Turner. Seconded: Cllr B Simister. All voted in favour.

Cllr M Lewis asked whether planning applications could be reviewed by a committee suggesting the Management, Estates and Strategy (MES) Committee. It was agreed that this was worthy of further consideration.

Resolved: Clerk to bring a proposal to MES Committee for Planning application reviews and the determining responses to the Local Planning Authority to be undertaken by a committee (with and without delegated authority) for consideration. Proposed: Cllr M Lewis. Seconded: Cllr D Thomas-Turner. All voted in favour.

2) Delegation(s) to Town Clerk for Planning Review by Council during August Recess

a) Planning

Resolved: Clerk to circulate planning applications/decisions received up to 15 August for the Chairman of Council to liaise with Members and co-ordinate comments for the Clerk to return Council's responses to the Local Planning Authority to stay within the statutory consultation periods. Proposed: Cllr R Thomas-Turner. Seconded: Cllr T Moses. All voted in favour.

a) Expenditure – Payments List

Resolved: Clerk to circulate payments list for August 2025 to Members for comment subject to final review by the Chairman of Council and Chairman (or failing him Vice Chairman) of PPF Committee before payments are made by the Clerk. Proposed: Cllr B Simister. Seconded: Cllr M Lewis. All voted in favour.

3) Waiting Restrictions Proposals – Variation 31 - Stepney Terrace, Prendergast Ward (PCC Notice 25 June 2025)

Noted by Council only.

4) Review of Litter Bin – Baring Gould Way, Garth Ward (not Castle Ward as listed on agenda) due to misuse (PCC Notice 8 July 2025).

Noted by Council only.

2781 Committees – Minutes & Recommendations (Appendices 2 & 3)

Resolved: To accept the minutes and recommendations of the MES Committee meeting held on 3 July 2025 (attached hereto as Appendix 2). Proposed Cllr R Thomas-Turner. Seconded: Cllr C Black. All voted in favour.

Resolved: To accept the minutes and recommendations of the PPF Committee meeting held on 10 July 2025 (attached hereto as Appendix 3). Proposed by Cllr M Lewis. Seconded by Cllr D Thomas-Turner. All voted in favour, excluding Cllr Tom Moses who declared Personal interest in grant to Pembrokeshire People First.

2782 Finance matters

a) Accounts and Expenditure for Payment Approvals

a) The Council received the Income and Expenditure and Budget comparison reports reconciled to 30 June 2025 (the Accounts).

b) Expenditure for payment

The expenditure for July, as set out in the payment list for approval, totalled £72,724.64 (before grant payments approved at this meeting. Including grant payments £83,291.84).

Resolved:

a) To approve the Accounts to 30 June 2025; and

b) To approve expenditure for payment in July totalling £83,291.84, including VAT.

Proposed: Cllr R Thomas-Turner. Seconded: Cllr John Hackett. All voted in favour.

c) Tier 2 Grant Funding Applications:

Council considered grant applications received from 1) Get the Boys A Life (GTBAL); and 2) The VC Gallery.

Resolved:

Grant payments to be made to:

1) GTBAL (£1,500) Proposed: Cllr D Thomaas-Turner. Seconded: Cllr B Simister. All voted in favour; and

2) The VC Gallery (£3,000). Proposed: Cllr R Thomas-Turner. Seconded: Cllr J Hackett. All voted in favour.

2783 Outside Bodies – Appointments and updates

Updates were noted. The following changes to appointments were agreed. Clerk to notify the Clerk of the relevant Committee/Trust accordingly.

Resolved:

1) Cllr M Lewis to be removed as HTC representative of Portfield Recreation Committee, noting the remaining (five) HTC representatives as: Cllrs P Lewis (Committee Chair), B Simister, A Brooker, R Thomas (also Mayor of the Day) and S Thorley. Proposed: Cllr D Thomas-Turner. Seconded: Cllr B Simister. All voted in favour.

Resolved:

2) Cllr R Thomas-Turner to represent HTC on both the Sir John Perrot Trust and the William Vawer Trust, making up the total of five HTC representatives, plus the Mayor as: Cllrs M Lewis, R Thomas (Trust Vice Chair and HTC Mayor of the Day), P Lewis, K Manikonda, and B Simister. Proposed: Cllr M Lewis. Seconded: Cllr B Simister. All voted in favour.

2784 Town Voice – to consider, raise or respond to any matters on behalf of the town

a) Motion to support the MP/MS in their dialogue with Hywel Dda Health Board to improve Facilities at Withybush Hospital (Cllr R Thomas)

Cllr R Thomas referred to the motion presented which was for the town council to support its MP and MS in their dialogue with the Hywel Dda Health Board to improve the facilities at Withybush Hospital, and in doing so wishing that the Health Board recognise the ongoing

concerns of the people of Pembrokeshire, with its growing population. He noted the distance which patients need to travel for treatment and the stress and concerns this has on them. The impact on immediate family and their wellbeing. Cllr Thomas felt that as the local authority closest to the people, town councils should not accept the recent statement of the Welsh Health Secretary, that there are too many hospitals in Wales. The Health Board would respectfully be asked to consider all these issues in their decision-making. Councillors were reminded to complete the current Hywel Dda consultation running to the end of August 2025.

Resolved:

Council to support its MP and MS in their dialogue with the Hywel Dda Health Board to improve the facilities at Withybush Hospital. Cllr R Thomas and the Clerk to issue letters to all Town Councils, Hywel Dda Health Board and Welsh Health Secretary. Proposed: Cllr R Thomas-Turner. Seconded: Cllr C Black. All voted in favour, excluding Cllr J Hackett who declared Personal interest in Hywel Dda Health Board.

2785 Clerk's Report, including correspondence (verbal update)

a) VJ80 Anniversary

Clerk requested approval to allocate budget from the Town Events budget for the VJ80 Anniversary on 15th August to put on light refreshments after the Church Service at St David's Church, Prendergast, which will be preceded by a commemorative service at the World War II gates adjacent to the Cenotaph on the same day.

Resolved:

To allocate £350 budget to VJ80 Anniversary on 15 August 2025. Proposed: Cllr M Lewis. Seconded: Cllr R Thomas-Turner. All voted in favour.

b) One Voice Wales Constitution and Governance Framework

Correspondence shared with Members from Lyn Cadwallader, Chief Executive, setting out the need for OVW to revisit their constitution to ensure they remain sound and robust while being flexible to adapt to change. A copy of the new constitution had been provided with a proposal to adopt this at a OVW Extraordinary meeting on 3 September 2025 at 4 p.m. Under the existing constitution, 20% of the OVW membership must attend for the meeting to take place. Cllrs T Moses and R Thomas-Turner both expressed interest in attending on behalf of HTC.

Resolved:

Cllrs T Moses and R Thomas-Turner (either or both) to attend OVW Extraordinary meeting (hybrid) on 3 September 2025 representing HTC. Clerk to notify OVW accordingly. Proposed: Cllr D Thomas-Turner. Seconded: Cllr R Thomas. All voted in favour.

c) Riverside Library

Council noted courtesy email from M Cavanagh, Head of Cultural, Leisure, Tourism and Registration Services at PCC, making Council aware that the Library Service had been successful with an external funding bid to Welsh Government to make some improvements to the library. This would primarily involve access gates within the library (as part of steps to manage antisocial behaviour issues), plus improvements to the children's library, Wi-Fi printing functionality and to the visitor information section. These works would take place in November and be subject to a closure period between 10 and 21 November (timing could change). Clerk to inquire further about access gates and to understand the situation regarding anti-social behaviour.

2786 Picton Centre Occupancy

Resolved:

The letter from Price & Son solicitors to be sent to PCC requesting confirmation of intentions in relation to occupancy and entering a lease. Proposed by Cllr M Lewis. Seconded: Cllr R Thomas-Turner. All voted in favour.

2787 Staffing Matters

The Staffing Sub-Committee meeting held on 19 June 2025 had approved the Deputy Clerk's Contract, adopting the model template used for the Clerk's contract.

Resolved

To approve the decisions of the Staffing Committee on 19 June 2025. Proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

The Clerk noted that the candidate who had been offered the role of Sergeant at Mace had accepted.

There being no further business the meeting ended at 8.25pm.

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date

APPENDIX 1

New Applications/Consultations and Other Notifications Received Since 13 June 2025

Ref No: 25/0231/AD	Advertisement
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	17-19, Riverside Quay, Haverfordwest, Pembrokeshire, SA61 2LJ Grid Reference: 195518.24-215788.844 Last Date for Determination: 6 Aug 2025

Ref No: 25/0186/PA	Demolition of existing entrance porch and front glazing elevation. Construction of 2 storey entrance structure
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY	Pembrokeshire College, Caradogs Well Road, MERLINS BRIDGE Haverfordwest, Pembrokeshire, SA61 1S Grid Reference: 194462.864-214596.279 Last Date for Determination: 7 Aug 2025

Ref No: 25/0209/PA	Removal of twin peak roof and replaced with attic truss.
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY	Bank House, 59, Slade Lane, Haverfordwest, Pembrokeshire, SA61 2HT Grid Reference: 195055.561-216326.787 Last Date for Determination: 13 Aug 2025

Ref No: 25/0264/PA	Variation of condition 2 (approved plans) of planning permission ref. 23/0243/PA (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) to allow the installation of a landmark creative waymarker.
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Public realm space located between Riverside Library Haverfordwest, and the new Western Quayside building now occupied by Waldo Williams Loungers Grid Reference: - Last Date for Determination: 26 Aug 2025
Ref No: 25/0106/LB	Replacement of existing windows
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Priory Court, Winch Lane, Haverfordwest, Pembrokeshire, SA61 1UL Grid Reference: 195563.845-215156.687 Last Date for Determination: 11 Aug 2025

Discharge of Condition Consultation

None

APPENDIX 2

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Thursday 3 July 2025 at 6pm in the Old Wool Market

Present	Cllr B Simister Cllr R Thomas Cllr C Black Cllr T Moses Cllr R Thomas-Turner	(in the Chair) Chairman of Council / Mayor – Ex-officio
In attendance	V Lewis Camacho E Gear D Lawrence Cllr D Thomas-Turner	Town Clerk Deputy Town Clerk Facilities Manager

1. Apologies for absence received from Cllr S Thorley. Absent: Cllr(s) K Manikonda and S Pearce.

2. Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
None			

3. Matters arising from the minutes of the last meeting

The minutes of the Committee's meeting held on 5 June 2025 and recommendations made to Full Council had been approved at the Full Council meeting held on 19 June 2025.

4. Appointment of Vice Chairman

Cllr R Thomas-Turner proposed and Cllr T Moses seconded the appointment of Cllr C Black as Vice-Chairman. All in favour.

5. Actions and updates from Clerk's report

The Committee discussed the updates set out in the Clerk's report. The following items were discussed:

Havergardd/Community Garden	Clerk noted contact from V Moller, Grwp Resilience about extending lease of the Community Garden. See Recommendation 1
Sports Pavilion / Lower Racecourse Car Park	ANPR camera was being installed on 7 July. Emma Gear noted Clerks looking into an annual maintenance contract for CCTV system. Cllr B Simister commented on the speed bump when exiting the main gate and whether it was hindering exit on to a busy road. See Recommendation 2.
Picton Centre	Clerk had made contact with Council's solicitors with regard to drawing up a letter. See Recommendation 3.
Old Wool Market	A small fridge was being ordered for use in the Mayor's Parlour using the Mayor's expense allowance. The Mayor noted a few items which appear to be missing from the inventory following the move from Picton House, one of which may be at the Archives. A committee size meeting table was being sourced. See Recommendation 4.
Bridge Meadow (Maintenance)	Dan Lawrence provided update on rat issue. See Recommendation 5.

Notice Boards	The three notice boards in Garth Ward (Trafalgar Road, Fleming Crescent & Gerald Road/Top Peggys Lane) discussed as well as prioritising the notice board located in the former Wilco's car park in Castle Ward. See Recommendation 6.
Portfield Fair	Clerk arranging meeting with relevant parties at PCC with Showmen's guild to secure location, ideally St Thomas' Green for October 2025. An update will be brought to Full Council Meeting on 17 July 2025.
Town Events	Clerk confirmed Pure West Radio will be providing an update to Full Council (potentially on Thursday 24 July before Bridge Meadow Trust Meeting).

Recommendation 1	Clerk to look into lease arrangement and speak to Cllr S Pearce in first instance. Proposed: Cllr R Thomas-Turner. Seconded Cllr C Black. All in favour.
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Recommendation 2	Groundsmen and other Member users to monitor speed bump on existing car park for a month and to review at September MES meeting, whether to move it further inside the gate. Proposed: Cllr R Thomas-Turner. Seconded: Cllr R Thomas. All in favour.
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Recommendation 3	Clerk to instruct Council solicitors to draft a firm letter to PCC to prompt a response for review by Full Council at its meeting on 17 July 2025. Proposed: Cllr R Thomas-Turner. Seconded: Cllr C Black. All in favour.
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Recommendation 4	Clerk to ask Havershed if a table could be made for the Mayor's Parlour. Proposed: Cllr R Thomas-Turner. Seconded Cllr C Black. All in favour.
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Recommendation 5	Clerk to send letter to Retail Park Stores to ask for information on their experience in terms of rat infestation and to seek support in finding a solution. Follow up to be brought to Bridge Meadow Trust Meeting Agenda. Proposed: Cllr R Thomas-Turner. Seconded: Cllr T Moses. All in favour.
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Recommendation 6	Clerk to: 1) Seek to clean up all three notice boards in Garth through volunteer group. Source consensus within the ward on the use of the notice boards in Fleming Crescent and Peggys Lane to establish if any could be relocated. 2) Prioritise replacing notice board in Wilcos car park speaking with Norman Industries, Havershed in first instance. Proposed: Cllr R Thomas-Turner. Seconded: Cllr T Moses. All in favour.
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6. Items for next agenda

None.

7. Date of next meeting

The next scheduled meeting will be held on Thursday 4 September 2025 at 6pm

With no further business to consider, the meeting closed at 5.23pm

APPENDIX 3

Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 12 July 2025 at 6pm in the Old Wool Market

Present	Cllr J Hackett Cllr R Thomas Cllr M Lewis Cllr P Lewis Cllr D Thomas-Turner	PPF Committee Chair Chairman of Council / Mayor - Ex-officio
In attendance:	V Lewis Camacho E Gear Cllr B Simister Cllr R Thomas-Turner Member of the public	Town Clerk Deputy Town Clerk

The Chairman welcomed everyone to the meeting.

8. Apologies for absence –Cllr H Lewis. Absent - Cllr A Brooker.

2. Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
None			

3. Appointment of Vice-Chairman

Cllr P Lewis proposed and Cllr John Hackett seconded the appointment of Cllr M Lewis as Vice-Chairman of the Committee. All in favour.

4. Matters arising from the minutes of the last meeting

The minutes of the Committee meeting held on 12 June 2025 and recommendations made to Full Council were approved at the Full Council meeting held on 19 June 2025.

5. Financial Matters

5.1 Review of Bank Reconciliation, Income and Expenditure and Budget Comparison

The Committee reviewed the Bank Reconciliation, I&E and Budget Comparison to 30 June 2025 (the Accounts) and had the opportunity to ask questions for response by the Clerks.

Cllr P Lewis noted an inconsistency in the budgeted expenditure figure in the YTD summary of I&E showing £56,000 under OWM Insurance (Code 165) which the Deputy Clerk confirmed should have been the OWM Maintenance (Code 166) line immediately below it, which would be corrected.

The Accounts will be provided to the Full Council at its meeting on 17 July 2025 for approval.

Recommendation	To accept the Accounts to 30 June 2025. Proposed by Cllr M Lewis. Seconded by Cllr D Thomas-Turner. All in favour.
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5.2 Applications for financial assistance

1) The Committee considered a Tier 1 Application for £457.20 in support of skip hire received from the Haverfordwest Allotments and Cottage Gardens Association (HACGA).

Recommendation	That a grant for £457.20 is made to the HACGA. Proposed: Cllr M Lewis. Seconded: Cllr D Thomas-Turner. All in favour.
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- 2) The Committee considered a Tier 2 Application for £2,600 from Pembrokeshire People First (PPF) towards the purchase of equipment to support ongoing work with individuals with learning disabilities and/or autism in Haverfordwest.

Recommendation	That a grant for £1,500 is made to PPF. Proposed by Cllr P Lewis and seconded by Cllr D Thomas-Turner. All in favour.
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- 5.3 The Committee considered a Tier 2 Application for £5,000 from SNAP Specialist Play for purchase of a van transport equipment for mobile pop up play workshops in the community, providing greater benefit to more rural areas where transport is a barrier.

Recommendation	That a grant for £4,110 (being 50% of the total project cost of £8,229 which would cover insurance, maintenance, tax/MOT costs for 1 year) is made to SNAP Specialist Play. Proposed by Cllr M Lewis. Seconded by Cllr D Thomas-Turner. All in favour.
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6. Policy

No items for consideration.

7. 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

The Member of the public and Deputy Clerk left the meeting at 6.35 pm.

1) Sergent at Mace Vacancy

The Staffing Sub-Committee had met immediately before the meeting to receive feedback and recommendation from a sub-set of its members to offer the position to the candidate they had interviewed on Tuesday 10 July to fill the vacancy of Mace Bearer.

Recommendation	To offer the position of Sergent at Mace to the candidate interviewed on 10 July. Proposed: Cllr M Lewis. Seconded: Cllr D Thomas-Turner. All in favour.
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2) Deputy Clerk Appraisal

The Clerk confirmed that following a satisfactory appraisal on Wednesday, 11 July at which targets for 2025-26 were set, the Clerk had recommended that the Deputy Clerk's salary move up one NJC Spinal Column Point with effect from 1 April 2025.

Recommendation	That the Deputy Clerk's salary be increased the equivalent of one NJC Spinal Column Point increase with effect from 1 April 2025 is approved. Proposed: Cllr D Thomas-Turner. Seconded: Cllr M Lewis. All in favour.
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8. Items for next agenda

None.

9. Date of next meeting

Thursday 11 September 2025, 6pm at Old Wool Market

With no further business to consider, the meeting closed at 6.45pm
