

**THE HAVENS COMMUNITY COUNCIL  
CYNGOR CYMUNED THE HAVENS**

(Clerk/RFO Helen Godfrey, Rock House, 26, Marine Road, Broad Haven, SA62 3JS)

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<http://www.pembstcc.co.uk/the-havens-community-council>

**THE MINUTES OF THE MEETING HELD ONLINE  
1 September 2020, AT 7.00 PM**

**PRESENT**

Cllrs. Mark Burch (Chair), Charlotte Alexander (Vice Chair), Gillian Collins, Peter Morgan, Carys Spence, Connie Stephens, and Helen Godfrey (Clerk/RFO).

**APOLOGIES**

Cllrs. Sue Reynolds, Liz Kother, Matthew Ford, Joan Phillips, and Dai Faulkner

**ADOPT MINUTES FROM PREVIOUS MEETING**

The minutes were verbally confirmed and adopted as a true record of the meetings held on the 2<sup>nd</sup> June & 7<sup>th</sup> July 2020. This was approved by Cllr. Charlie Alexander and seconded by Cllr. Carys Spence.

**DECLARATION OF INTEREST**

None.

**MATTERS ARISING**

None.

**AGENDA ITEMS**

**Role of Chair/ Clerk/ Councillors**

Documents to include Code of Conduct for members of Local Authorities in Wales and Good Councillors Guide 2017 were sent out prior to the meeting for all Havens Community Councillors to review and read.

**Data Protection Policy**

Two Data Protection Policies were sent out with the agenda. No additional comments were noted. The Clerk will proofread and cross reference the documents and resend out prior to the next meeting in view of adopting on 6 October.

**Social Media Policy**

Two social media policies sent out with the agenda, a copy of the adopted policy (2019) was also located and sent out. Cllr. Gill Collins noted that the adopted policy covers all the points in the other two documents and feels that no amendments are required. Seconded by Cllr. Charlie Alexander.

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### **Feasibility Study (Pathway between Broadway and Broad Haven)**

The Havens Community Council have received additional information regarding a pre application for the proposed housing development above the old chalet fields. A suggestion has been made for a footpath to be created between Broadway and the entrance junction of the new estate which will then lead through to Broadhaven.

Cllr. Carys Spence noted that this would need to be put forward to the owners of the development land: the Raymond Brothers as soon as possible, and prior to the pre application being submitted. The Clerk was requested to contact the developers with the proposal.

### **Reopening of Play Park**

The play park has successfully reopened; however, the signage has been damaged by the weather and anti-social behaviour. Three companies have been sourced to make more permanent signage (3mm aluminium). The required signage was discussed, and a decision was reached regarding the quantities and designs required. There was a concern relating to the changing regulations and ensuring that the purchased signage remained relevant for as long as possible. There may be an additional cost regarding installation of the signage

### **Residents Only Signage and Residents Parking Permits**

The Clerk received an additional two complaints during August from local residents in relation to being unable to park outside of their properties due to the number of visitors parking in the streets close to the beach and not using the designated car parks available. A suggestion was made for signage stating, 'residents only'.

The Clerk contacted Pembrokeshire County Council and received a response stating that under the relevant traffic regulations there is no reference to 'residents only' signage and therefore there would be no way of enforcing this because of the inability to identify whether the owners of the vehicles were residents.

Other tools sometimes used are 'resident parking' schemes, which are charged for schemes and are used in conjunction with other on-street restrictions to promote parking for residents only. However, a resident parking scheme may not be viable for these locations and it would need to be ascertained as to whether there is any appetite from residents for such a scheme to be instigated as there are cost implications.

The Clerk was asked to add a notice to The Havens Community Diary and The Haven Community Facebook page updating the residents and requesting feedback regarding whether anyone would like to pursue a charged 'residents parking' scheme in their area.

If residents want to follow up a 'residents parking' scheme, the Clerk will contact Pembrokeshire County Council and request them to follow up.

### **Cloud Storage**

A Cloud Storage account has been set up by the Clerk and shared with the Chair to ensure that a central access point for all Community Council information is available. This is also to be shared with the Vice Chair Charlie Alexander. Access to the Cloud account will be reviewed annually.

### **Residents Permits for Trafalgar Car Park**

No further concerns have been received following the easing of the lockdown. This item will be revisited if any additional complaints are raised.

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### **Atlantic Drive Footpaths**

Once physical meetings recommence an invitation will be extended to Pembrokeshire County Council Estates Officer, David Davies, to attend a Havens Community Council meeting.

### **Leased Land Parcels**

There are four parcels of land leased by the Community Council:

1. The Play Park which is leased at a cost of £1.00 per annum. This lease was renewed in 2005 with a tenure of 25 years
2. Football pitch
3. Splash Ponds
4. Trafalgar Terrace Car Park

It was noted that the lease for the play park only has another 5 years to run and will need renewing as soon as possible.

### **Festive Lights**

Cllr. Charlie Alexander has reviewed the costings from last year and put together a breakdown of costs. Cllr. Sue Reynolds has sourced several local contractors who are to be approached and asked to tender this year. The Clerk will write up the tender letter in preparation for the tendering process.

Cllr. Matthew Ford is to confirm the arrangements generally made with Little Haven.

### **Football Pitch and Drainage Works**

No update available, to be carried forward to the next meeting. Bevan Grass were successful in tendering for the 'one off' cutting of the children's football pitch, however it has been requested that this is completed once the football clubs lawnmower has been repaired to enable them to keep on top of the ongoing maintenance.

### **Expenditure Approvals**

To be carried forward to next meeting to receive views of Councillors unable to attend this evenings meeting.

### **Second Bank Account**

A second bank account has been opened by the Clerk to hold 'Funds for Purpose'. The following 'statutory contingency' sums of money were transferred into this from the main account:

1. £5,000.00 - Reserve for elections
2. £1,500.00 – Councillor expenses
3. £4,000.00 – General reserve

A decision is to be made at the next meeting to ascertain how much additional money is to be transferred into the Funds for Purpose account for future maintenance and replacement of playground equipment.

### **Moorings – Little Haven Beach**

The Clerk contacted PCNPA to seek advice following several complaints received from residents regarding the increasing number of moorings laid down on Little Haven Beach.

An initial letter was sent to all holders of the moorings politely requesting that for the 'good of all' the removal of the said moorings by 17<sup>th</sup> August 2020. All, bar two of the moorings were removed and this was fed back to PCNPA who followed up by making informal contact with the remaining

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individual via an intermediary. They have been verbally assured that the mooring will be lifted and removed by no later than the end of September.

#### **Street Maintenance**

Contact has been made with PCC regarding the drains blocked with sand, awaiting a response.

#### **Lease re: Slash Ponds**

The documents drawn up by Morgan La Roche Solicitors relating to the renewal of the lease was sent to all Councillors prior to the meeting. The lease will amalgamate the two parcels of land: Trafalgar Terrace Car Park and the Slash Ponds for a tenure of 25 years at an annual cost of £100.00 per annum. Following a short discussion, the Clerk was asked to contact the solicitors to request completion.

#### **Anti-Social Behaviour**

A number of concerns were raised towards the end of lockdown regarding anti-social behaviour to include large gatherings on the beach, littering, 'boy' racers, camping on the coastal path and the bottle bank (in the car park) being used as a urinal.

The Community Police have contacted the Clerk on a couple of occasions over the summer period to offer their support and to remind all that they are available either by dialling 101 or by filling in a form on the Dyfed Powys website.

#### **Clock on wall in Little Haven**

A Request has been made by a Local Resident to have the clock replaced on the wall of the café in Little Haven. County Cllr. Peter Morgan is awaiting a response as to whether the current owner of the café will grant permission for a replacement clock to be installed.

#### **Planning Applications**

<b>NP/20/0359/S73</b>	<b>Application Type: Variation/Removal</b>  <b>Williamston Farm, Broad Haven, Haverfordwest, Pembrokeshire, SA62 3LD</b>	<b>Supported</b>
<b>NP/20/0347/FUL</b>	<b>Application Type: Full</b> <b>Alterations to dwelling and single storey rear extension (partially retrospect)</b> <b>16, Sandyke Road, Broad Haven, Haverfordwest, SA62 3JL</b>	<b>Supported</b>

#### **Finance Expenditure**

Clerks Salary June	£745.76
Clerks Salary July	£606.72
Fasthost Emails - July	£12.00
Fasthost Emails - August	£12.00

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**Finance Income**

Havens Diary Adverts	£1301.00
Honesty Box	
Second Precept August 2020	£9,833.00

**ANY OTHER BUSINESS**

- A notice is to be added to the Facebook page and the October Havens Community Diary regarding monies available from the proceeds of the Honesty Box
- A representative from the Raymond Brothers met with the Clerk and the Chair during August to review the Japanese Knotweed around the Splash Ponds – this will be treated during September as part of ongoing annual treatment
- Contact has been made with Tiers Cross Community Council requesting reimbursement of some of the costs relating to the bus shelter at Rosehill
- Information has been received from One Voice Wales regarding meetings being held in public places i.e. village halls. This information is to be forwarded by the Clerk to all Councillors to develop a robust coVid policy to ensure the safety of all when physical meeting recommence

**END OF MEETING**

There being no further business to discuss the meeting closed at 20.10

**THESE MINUTES ARE SUBJECT TO CONFIRMATION AT THE MEETING TO BE HELD ON 6 OCTOBER 2020 IN BROAD HAVEN VILLAGE HALL OR VIA AN ONLINE PLATFORM.**

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Cllr Mark Burch [Chair]