

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

**FULL COUNCIL MEETING**

**9<sup>th</sup> JANUARY 2023 – BROAD HAVEN VILLAGE HALL – 7.30pm**

**MINUTES**

**Present:**

Cllr. C. Stephens (Chair)  
Cllr. H. Jones  
Cllr. S. Bell  
Cllr. M. Burch

Cllr. C. Alexander  
Cllr. G. Bevan  
Cllr. A. Devonald

**In Attendance:**

Gareth Havard (Clerk), County Cllr. P. Morgan and J. Stirling.  
PCNPA Rangers Sewell and Taylor (left at 7.55pm)

**1. To accept apologies for absence:**

Cllrs. V. Grey, E. Kother and S. Reynolds.

**2. To disclose personal or pecuniary interests in items of business listed below:**

Cllr G. Bevan declared a personal and pecuniary interest in Item 14 and left the meeting prior to consideration of the grass cutting contract.

**3. PCNPA – Local Places for Nature Funding:**

PCNPA Rangers Vicky Sewell and Chris Taylor appraised Members of local places for nature funding opportunities for the area. Examples of projects throughout south Pembrokeshire were given with a view to identifying appropriate projects for The Havens which could access this funding. It is hoped that funding packages would be available from March 2023 and the PCNPA Rangers would work with HCC to develop an application plan. The Chair inquired whether this funding could be used to support the work of the Friends of BH School in establishing an outdoor learning area. It was noted that an application plan needed to be in place by the end of February 2023 and it was **resolved** that Vicky Sewell would forward a follow up email to the Clerk for onward circulation to Members so that local ideas could be captured as soon as possible.

**4. To approve and sign minutes of the previous meeting of the Council:**

Having been circulated in advance of the meeting, minutes of the Full Council meeting held on 6<sup>th</sup> December 2022 were received and adopted as a correct record.

**5. Election of Vice Chair:**

Cllr H. Jones was nominated by Cllr M. Burch and seconded by Cllr G. Bevan. There were no other nominations. Cllr Jones accepted the nomination and was duly **elected** Vice Chair.

**6. Matters Arising from previous Minutes:**

The Clerk advised that the application to Welsh Government for a free defibrillator had been successful. As previously agreed, the intention is for this to be located at Broad Haven Football Club and Cllr Grey is liaising accordingly. It was noted that the application was conditional on HCC funding the purchase and installation of a suitable cabinet and it was **resolved** that the Clerk proceed to organise this.

**7. Consider Annual Grants to Local Churches:**

It was noted that the 2022/23 budget provided for donations to local churches for the purposes of cemetery maintenance under s.214 of the 1972 Local Government Act. It was **resolved in principle** to make donations but the Clerk was requested to identify prior year donations and report back to the February 2023 meeting to confirm recipients and values.

**8. Finance Matters:**

(i) It was **resolved** that payments be authorised as follows:

£290.00	Cleddau Press Ltd – Community Diary (Jan 2023)
£350.00	Havens Community Allotments – TCP Honesty Box Distribution
£500.00	Friends of Broad Haven School – TCP Honesty Box Distribution
£500.00	Broad Haven Play Group – TCP Honesty Box Distribution
£350.00	Little Haven & Talbenny Amenities Assoc – Annual Grant
£12.00	Fasthosts Ltd – Dec 2022 Webmail Account Fee
£422.80	Clerk Salary (Dec 2022)
£105.60	HMRC PAYE Liability – Dec 2022

**(ii) 2023/24 Budget & Precept**

Having been circulated in advance of the meeting, a detailed draft budget discussion document was considered by Members. The draft budget was broadly accepted subject to the following amendments:

- A provision of £1,200 for legal fees
- A provision of £1,000 to support maintenance of the Splash Pond area
- A provision of £2,500 of additional funding to be transferred to the Funds for Purpose account to support repair/replacement of equipment at Broad Haven Play Park.

In addition, further to discussion at the December 2022 meeting regarding Pembrokeshire CC's scrutiny of the public convenience budget, it was **resolved** that HCC could not justify the precept increase required to accept the significant ongoing maintenance costs associated with the facilities at Broad Haven (north side) and Little Haven. The Clerk was requested to respond to PCC accordingly.

After taking account of the above items, and carefully considering the levels of general and ear marked reserves, it was unanimously **resolved** to accept the 2023/24 Budget and set the Precept at £24,700 noting that this represented a Precept reduction of circa 10% on the previous year.

**9. Actions arising from Local Government & Elections (Wales) Act 2021:**

(i) *Village Halls WiFi* – the Clerk reported that the respective Village Hall management committees had been approached for permission to proceed with the installations. An alternative quotation from local firm, Total Tech Ltd was also awaited for comparison purposes.

(ii) *Annual Report* – the Clerk advised that work is still underway to finalise an Annual Report for the year ended 31<sup>st</sup> March 2022.

**10. Correspondence:**

The Clerk had circulated a schedule of correspondence in advance of the meeting. The schedule (see Appendix 1) categorised correspondence into that requiring: (i) decision, (ii) consultation response and (iii) for information only.

It was **resolved** that:

(i) A request to advertise the 2023 Tour of Pembrokeshire cycle event locally would be supported.

(ii) A request to make a donation to the Wales Air Ambulance Charity would be politely declined.

(ii) Consultation feedback would not be provided on items contained in the January 2023 schedule

Members were invited to contact the Clerk should they require further information/detail of specific items of correspondence included in the January 2023 schedule.

**11. Clerk Temporary Employment Contract:**

By mutual agreement, it was **resolved** to extend the Clerk's temporary contract for a further 6 months to expire on 7<sup>th</sup> July 2023.

**12. Business Planning Policy:**

Cllr M. Burch highlighted that a number of projects arising from the previous year's budget had not been fully delivered and proposed that HCC consider adopting a more formal approach to delivering projects identified within the 2023/24 Budget. The Chair reminded Members that the previous year had been very difficult for HCC due to the post pandemic environment and the challenges associated with the absence of a permanent Clerk. It was acknowledged that the delivery of projects is a Council wide responsibility and it was **resolved** that a standard monthly agenda item be set for Business Planning commencing at the February 2023 meeting with a view to setting up a skeleton plan of projects and target delivery dates.

**13. Any Other Business (for Information):**

*St Madoc of Ferns* – Members are conscious that a definitive decision regarding a request for HCC to become an ex-officio Trustee is yet to be made. The Clerk was requested to include on the agenda for the February 2023 meeting.

*BH Christmas Tree* – It was noted that a longer-term solution is needed to manage the electricity supply to the Christmas tree lights. The Clerk was requested to follow up and report back to a future meeting.

**14. Grass Cutting Contract:**

The Clerk advised Members that two tenders had been submitted for renewal of the grass cutting contract. The contract period was for 12 months. It was noted that both Tenders were opened in the presence of at least two councillors plus the Clerk. Following proper consideration, it was **resolved** that a 12 month contract be awarded to Bevan Lawncare.

The meeting closed at 9.14pm

**Appendix 1**  
**The Havens Community Council**  
**Correspondence Register     January 2023 Meeting**

Date Received	Category	Sender	Topic	Summary of Content
12/12/2022	Consultation	PCC	Choice Homes Allocation	Invitation to consult on PCC Choice Homes
09/12/2022	Consultation	Paul Davies (PCC)	Evaluation Public Health	Invitation to share consultation appeal
06/12/2022	Consultation	Police Commissioner	Police Funding	Invitation to consult on 2023/24 police
05/12/2022	Decision	Wales Air Ambulance	Community Council Appeal	2022/23 Community Funding Appeal
31/10/2022	Decision	Tour of Pembrokeshire	Cycle Tour of Pembrokeshire	Request to support 2023 Tour of Pem
16/12/2022	Information	PCNPA	Christmas Greetings	Christmas Greetings from Pembs Coa
19/12/2022	Information	PCC	Christmas Greetings	Christmas Greetings from Pembs CC
19/12/2022	Information	PCC	Contact Information	Update to contact information for Per
30/11/2022	Information	Welsh NHS Confederation	Cost of Living Webinar	Notice of Webinar & access links
06/12/2022	Information	CWBR	CWBR Youth Project	Information & Video on Youth engage
13/12/2022	Information	Fasthosts Webmail	Data Centre Relocation	Notice of relocation of Data Centre fo
16/12/2022	Information	One Voice Wales	Draft Wellbeing Plan	Circulation of Pembs Public Services B
09/12/2022	Information	Welsh Government	Election Reform	Invitation to consult on Election Refor
08/12/2022	Information	One Voice Wales	e-Newsletter	December 2022 OVW e-newsletter
08/12/2022	Information	One Voice Wales	e-Newsletter	Social Farms & Gardens Winter e-new
13/12/2022	Information	Play Wales	e-Newsletter	December 2022 e-bulletin
14/12/2022	Information	One Voice Wales	e-Newsletter	December 2022 Older Peoples Comm
15/12/2022	Information	Hywel Dda CHC	e-Newsletter	Latest Hywel Dda CHC Newsletter link
20/12/2022	Information	One Voice Wales	Food Poverty Grants	Information regarding application pro
09/12/2022	Information	One Voice Wales	Green Awards	Invitation for nominations for 2022 G
05/12/2022	Information	Lorraine Dawson	Havens Community Grant Group	Update/Notes arising from meeting h
15/12/2022	Information	Patrick Hellings	Honesty Box Grant	Provision of 3 months bank statemen
16/12/2022	Information	BH Play Group	Honesty Box Grant	Provision of 3 months bank statemen
12/12/2022	Information	PCC	Keep Warm, Keep Well	Information on Pembs Keep Warm, Ke
23/12/2022	Information	PCC	Keep Warm, Keep Well	Update on Pembs Keep Warm, Keep V
20/12/2022	Information	One Voice Wales	Outdoor Connection Funding	Capital Funding opportunity for outdo
14/12/2022	Information	One Voice Wales	Payroll Saving Schemes	Information on Payroll Savings Schem
09/12/2022	Information	One Voice Wales	Pembs Area OVW Committee	Notice of next onlineOVW Area Meet
19/12/2022	Information	Play Wales	Publications	Summary of 2022 Play Wales Publicat

07/12/2022	Information	Paul Davies (PCC)	Recruitment Vacancy	Vacancy for Ukranian speaker for TAF
16/12/2022	Information	One Voice Wales	Recruitment Vacancy	Vacancies for appointments to various
16/12/2022	Information	One Voice Wales	Recruitment Vacancy	Vacancy for WG Deputy Director Equa
30/11/2022	Information	One Voice Wales	Seaweed Farming	Press Release from Seaweed Farming
08/12/2022	Information	One Voice Wales	Single Use Plastic Legislation	Infographic support to new Single Use
16/12/2022	Information	One Voice Wales	Training Schedule	Training Modules and Schedule 2023
13/12/2022	Information	Paul Davies (PCC)	Transport Disruption	Information on TfW Strike Disruption
06/12/2022	Information	One Voice Wales	Welsh Air Ambulance	Information on proposed rstructure to
06/12/2022	Information	Play Wales	Winter Programme	Notice of winter free online events pr
21/12/2022	Information	Golley Slater	Winter Viruses	Keep Wales Safe information on wint
09/12/2022	Information	Paul Davies (PCC)	Winter Warm Programme	Referral information and application p
14/12/2022	Information	Paul Davies (PCC)	Working Better Together	Notice of next online meeting - Feb 1