

THE HAVENS COMMUNITY COUNCIL
CYNGOR CYMUNED THE HAVENS

FULL COUNCIL MEETING

2nd MAY 2023 – BROAD HAVEN VILLAGE HALL – 7.20pm

MINUTES

Present:

Cllr. C. Stephens	Cllr. C. Alexander
Cllr. H. Jones (Chair)	Cllr. M. Burch
Cllr. S. Bell	Cllr. S. Reynolds
Cllr. G. Bevan (Remote)	Cllr. V. Grey
Cllr. E. Kother	Cllr. A. Devonald

In Attendance: Gareth Havard (Clerk), County Cllr. P. Morgan,
Mr J. Garner, Ms O. Cassidy, Mr & Mrs D. Havard and Mr A. Drumm

1. **To accept apologies for absence:**
County Cllr P. Morgan and B. Grey (Youth Rep)
2. **To disclose personal or pecuniary interests in items of business listed below:**
None disclosed.
3. **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 4th April 2023 were received and adopted as a correct record.
4. **Public Speaking:**
The Chair invited Ms O. Cassidy to utilise public speaking time to address Members. Ms Cassidy asked a range of questions regarding the status of The Havens Carnival Committee. Cllr Burch responded in brief by confirming that the Carnival Committee had effectively disbanded due to a lack of local support leaving a balance of circa £2.5k in a Carnival Committee bank account. It was emphasised that the Carnival Committee is a separate organisation to HCC and to make progress it was **agreed** that Cllr Burch would liaise with Ms Cassidy independently to provide further information.
5. **To consider Planning Matters:**
 - (i) *Land North East of Marine Parade, Broad Haven.* Pre-application consultation. Members noted that the developer's agents (Asbri Planning) had circulated letters to residents inviting pre-application consultation. It was noted that receipt of these letters had been sporadic. It was also noted that the developers (Mill Bay Homes) were hosting a public meeting on Thurs, May 18th 2023 regarding this development. The Clerk advised that HCC had received a formal invitation from Asbri Planning to submit pre-application consultation the deadline for which is stated as 26th May 2023. However, following a conversation with Asbri Planning, the Clerk has secured an extension to this deadline to allow HCC to consider this development at its 6th June meeting. This would allow local opinion arising at the public meeting set for 18th May to be considered by Members. The Chair invited comments from members of the public present (Mr Garner, Mr & Mrs Havard). All expressed concerns regarding the environmental impact of this development along with the need for a significant upgrade to sewage and drainage infrastructure to service these additional homes.

(ii) *PCNPA NP/23/0164/S73 Lower Hill Cottage, Broad Haven. SA62 3JP.* No objections were noted, and it was **resolved** to support this application to extend time for commencement until 12th July 2026.

6. Actions arising from Local Government Legislation:

(i) *Village Halls WiFi* – the Clerk reported that installation is still awaited. The Clerk continues to expedite with Total Tech Ltd. Members noted their disappointment at these unexplained delays.

(ii) *Environment Act (2016) Section 6 Duty* – Members received a detailed presentation from Andy Drumm which both explained the statutory duty placed upon HCC by this legislation and provided a draft S.6 Report for councillors to review and engage with. The Chair thanked Mr Drumm for his considerable time and energy in preparing the presentation and supporting documents. It was **resolved** that the next steps would be:

- The Clerk to circulate the presentation and accompanying draft documents to Members for their review, questions, and suggested amendments.
- The product of this review to result in an updated draft Section 6 Report for consideration and adoption at the next meeting on 6th June.

7. Matters Arising from previous Minutes:

(i) *Haroldston Woods* – as requested at the previous meeting in April, the Chair and Clerk had met with Mr Andrew Mock and the Clerk advised Members as follows: there is a permissive path agreement between Mr Mock and PCNPA covering a section of path to the southern area of the woods. This agreement expires in 2033. As a status quo, Mr Mock is happy to continue to grant these permissive rights going forward but reserves the right to review the situation should ownership of Haroldston Woods change.

Members noted the above and it was **resolved** to organise a public meeting to gauge local opinion. A date and time would be agreed at the June meeting.

(ii) *Boules Pit Update* – it was noted that progress with the boules pit is contingent upon the completion of the community asset transfer of land from PCC to HCC. The Clerk shared an email from Helen McLeod-Baikie (PCC Property Services) advising that this matter would soon be placed before PCC Cabinet and lease documentation should be drafted before the end of May 2023.

(iii) *Blue Flag Predict & Protect* – Members were reminded that a rota for bathing water quality monitoring was required to cover the period May to September 2023. The Clerk advised that Haven Sports had agreed to monitor May. The Clerk was requested to liaise with local volunteers to establish a rota for the remainder of the season.

8. Finance Matters:

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

£350.00	Cleddau Press Ltd – Community Diary (April 2023)
£349.44	Made By Cooper – Coronation Pin Badges
£12.00	Fasthosts Ltd – May 2023 Webmail Account Fee
£6.52	Fasthosts Ltd – May 2023 50GB extra mailbox storage capacity
£422.80	Clerk Salary - April 2023
£105.60	HMRC PAYE Liability – April 2023
£445.00	Bevan Lawn Care – grass cutting contract
£309.95	Bevan Lawn Care – commemorative Coronation trees (5)
£82.88	David Willicombe – reimburse planter maintenance costs
£628.00	Pembrokeshire CC – Play Park Inspections Agreement 2022/23
£514.65	YHA England & Wales – Community Lunch Provision
£443.44	Zurich Municipal – Insurance Renewal 2023/24

(ii) Quarterly Finance Report – Having been circulated in advance of the meeting, the Clerk presented a Financial Report to the meeting for the year ended 31st March 2023. The Report consisted of (a) a bank reconciliation statement showing balances of the current account and the Funds for Purpose account, plus (b) an analysis of actual income and expenditure as compared to budgeted income and expenditure. Members questions were invited, and it was **resolved** to accept the Report.

(iii) Accounting Statements & Governance Statement – having been circulated in advance of the meeting, the Clerk presented the Annual Accounting Statements and Governance Statement to the meeting for the year ended 31st March 2023. Questions were invited and it was subsequently **resolved** that they both be approved and signed by the Chair.

9. Business Plan Progress:

The following progress is noted:

2022/23 Projects	Value	Progress	Target Date
Book Shelter	£500	Mr Mock has politely declined to donate a telephone kiosk. No further updates reported.	July 2023
Coffee Mornings	£500	Next event scheduled 20 th May. To be hosted in Broad Haven again as Hall in Little Haven booked. Donations towards costs will be accepted if offered.	May 2023
Flower Planters	£1,250	Allotment group reimbursed £83. No further updates reported.	May 2023
2023/24 Projects	Value	Progress	Target Date
Little Haven Interactive Boards	£1,000	No further updates provided.	Dec 2023
Community Lunches & Transport	£3,440	Inaugural event held 26 th April 2023 at Broad Haven Youth Hostel. Very successfully attended by 50 residents. Cost £429 ex VAT. Next event Autumn 2023	October 2023
King Charles Coronation	£765	Trees purchased (£310). Commemorative pin badge gift for children also purchased (£291). Chair to attend school on May 5 th to present.	May 2023
Little Haven Festive Lights	£2,000	Electrical assessment of column infrastructure complete. Awaiting quote for work. Motifs to be selected.	Dec 2023

Litter Picking Initiatives	£1,000	Cllr Bevan has contacted Keep Wales Tidy. Agreed to invite KWT to June meeting to follow up.	April 2023
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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.

(a) A request from a resident to improve pedestrian access to the bus shelter at junction of B4341 and Croft Rd, Broad Haven was considered. It was acknowledged that the work would only require a couple of paving slabs to be laid and it was **resolved** that Bevan Lawn Care carry out the work as a safety initiative.

(b) Correspondence from Pembrokeshire Triathlon was noted, it was **resolved** to support a request to PCNPA to licence a community car parking day for this event.

(c) It was **resolved** that consultation feedback would not be provided on items contained in the May 2023 schedule

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

11. Traffic Safety – Enfield Road, Broad Haven:

12. Parking Congestion – Atlantic Drive, Broad Haven:

Due to meeting time constraints and an acknowledgment of limited powers held by HCC to directly address the above, the Chair deferred these matters to the June meeting and asked the Clerk to invite a Dyfed Powys Police representative to support discussion.

13. To consider Play Area Inspection Reports:

The Clerk advised that a recent play area inspection report highlighted instances of dog fouling within the play area. It was **resolved** to procure four “No Dogs” signs for each of the entrance gates.

14. Any Other Business (for Information):

Millmoor Way Car Park – it was noted that there were deteriorating standards of upkeep at this car park. The Clerk was requested to write to PCNPA accordingly.

Clerk Resignation – the Clerk reminded Members that his temporary contract is due to expire on 8th July 2023. Although only one month notice is required contractually, having made a difficult decision not to look for an extension to this contract, the Clerk wanted to give HCC as much notice as practicable to begin the replacement process.

The meeting closed at 9.05pm

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

Date Received	Category	Sender	Topic	Summary of Content
06/04/2023	Consultation	Pembrokeshire CC	Licensing	Consultation on review of Gambling
26/04/2023	Consultation	Hywel Dda UHB	New Planned & Urgent Care	Additional consultation dates for new hospital
11/04/2023	Consultation	One Voice Wales	Training	Reminder for Councils to respond
18/04/2023	Decision	Pembrokeshire CC	Blue Flag Predict & Protect	Request for HCC to continue support
06/04/2023	Decision	Holbrook Resident	Bus Stop Safety	Request for paving slabs on approach
26/04/2023	Decision	Oonagh Cassidy	Havens Carnival Committee	Request for HCC to provide information
13/04/2023	Decision	Bluestone Triathlon	Pembrokeshire Coast Triathlon	Support requested to support Cornwall
21/04/2023	Decision	Infinity Play	Play Area Inspections	Routine Play Area Inspection Action
05/04/2023	Information	One Voice Wales	Allotments	Invitation to attend virtual allotment
06/04/2023	Information	Hywel Dda UHB	Appointments	Notice of changes to Board membership
17/04/2023	Information	Pembrokeshire CC	B4341 Broadway	Response regarding HCC letter of objection
18/04/2023	Information	One Voice Wales	Communications Officer	Introduction to Emyr John - new Communications
26/04/2023	Information	Pembrokeshire CC	Crimestoppers	Circulation of Crimestoppers annual report
26/04/2023	Information	Pembrokeshire CC	CT&C Council Survey Results	Publication of survey results arising from
19/04/2023	Information	Pembrokeshire CC	Emergency Plans	Guidance regarding Council plans for
03/04/2023	Information	One Voice Wales	Nature / Environment	Funding opportunities for Tiny Forest
04/04/2023	Information	PCNPA	Nature / Environment	Invitation to host a Puffin Party
20/04/2023	Information	One Voice Wales	Nature / Environment	Invitation to free online eco literacy
04/04/2023	Information	Play Wales	Play	Awareness of National Play Day
03/04/2023	Information	Welsh Government	Recruitment	Vacancy - Senior IT Service Manager
04/04/2023	Information	One Voice Wales	Recruitment	Vacancy - Clerk to Hook Community
05/04/2023	Information	Welsh Government	Recruitment	Vacancy - Head of National Office
06/04/2023	Information	Welsh Government	Recruitment	Vacancies - Disabled People Employment
11/04/2023	Information	Welsh Government	Recruitment	Vacancies - Care Inspectorate Wales
12/04/2023	Information	One Voice Wales	Standing Orders	Notice of OVW intention to provide
31/03/2023	Information	One Voice Wales	Training	Training Event Schedule for April 2023
21/04/2023	Information	One Voice Wales	Training	Training Event Schedule for April & May
05/04/2023	Information	Pembrokeshire CC	Working Better Together	Invitation to seminar event