THE HAVENS COMMUNITY COUNCIL
CYNGOR CYMUNED THE HAVENS

FULL COUNCIL MEETING

4th MARCH 2025 – IN PERSON AT BROAD HAVEN VILLAGE HALL, AND ONLINE VIA THE ZOOM VIDEOCONFERENCING PLATFORM – 7pm

MINUTES

Present:
Cllrs. H. Jones (Chair), C. Stephens, C. Alexander, G. Bevan, K. Sturman, A. Devonald, S. Reynolds, V. Grey

Also in Attendance:
Peter Horton (Acting Clerk); County Cllr. N. Neumann

1) Comments of welcome by Chairman
The Chairman welcomed all present to the meeting.

2) Apologies received
C'llrs S. Bell, E. Kother

3) Absences without apology
None

4) Opportunity for members of the public to make representations on tabled agenda items
There were no members of the public present.

5) Declarations of known conflicts of interest
C'llr George Bevan declared a personal and prejudicial interest in any discussion on awarding of the grass-cutting contract, as a potential tenderer for the work.
C'llr Sue Reynolds declared a personal but non-prejudicial interest in planning application ref. NP/25/0074/FUL, as a neighbour of the applicant.
C'llr Connie Stephens declared a personal and prejudicial interest in planning application ref. NP/25/0066/FUL, as a personal friend of a neighbour of the applicant.
C'llr Howard Jones declared a personal but non-prejudicial interest in planning application ref. NP/25/0066/FUL, as the applicant was a neighbour of a relative.
C'llr Charlie Alexander declared a personal but non-prejudicial interest in any discussions about the Broadway Community Orchard, as a party directly involved in the project.

6) Approval of minutes from February 2025 monthly meeting
The minutes were approved as written (proposer C'llr George Bevan, seconder C'llr Andy Devonald).

7) Matters Arising from previous meetings, and not covered under tabled agenda items

Weed spraying update
C'llr Nick Neumann had raised concerns over recent chemical use in weed control with P.C.C. A substantive response was still awaited to these concerns. C'llr Neumann confirmed his intention to chase this up, and mentioned that he would be seeking written assurances that chemicals would not be used in the community for weed-killing in the future. He had been informed that the contract with One Stop had apparently made no mention of chemicals, thus raising further questions over the reason for their use.

Atlantic Drive update
C'llr Nick Neumann had no specific updates to provide. However, Members had noted recent activity in Atlantic Drive, though the exact nature of this was unknown. C'llr Neumann undertook to look into what was happening on the site, and to continue to seek undertakings and action from P.C.C.

Millmoor bus shelter update

C'llr Connie Stephens had been into the Probation Office again about this matter. However, she had learned that these requests were now dealt with elsewhere, not locally. For this reason, Members were of the view that forming a working party of volunteers to complete the work might be a quicker and more effective way of getting the work completed.

Book shelter repairs update

In hand with C'llr George Bevan. He undertook to let Members know in advance of work commencing, so that the books could be removed first.

Any update on Boules pit lease

Lease documentation had been received from P.C.C., and was currently with Eaton-Evans and Morris Solicitors for review.

Update on concrete base for football pitch bench

The Clerk had examined the lease documentation, which said that permission would be required from P.C.C. to put in a bench slab. Clerk to make the request to P.C.C.

Update on community lunches

Scheduled for 27th March 2025, commencing at 12 Noon, in the Ocean Café. It was confirmed that the event was currently advertised in the Community Diary.

Updates on Community Award scheme

In hand with C'llr Howard Jones, who was awaiting a final poster design to promote the scheme.

8) Accounts

Payments for approval

B. Jones Electrical (INV 10185 for festive electrical work)	:	£ 950-00
George Bevan (INV-1848 for concrete works) :	:	£ 465-80
Cleddau Press (INV 017793 for Havens Diary)	:	£ 235-00
Total Tech (INV-14665)	:	£ 84-00
Clerk (February pay)	:	As per agreement
HMRC (PAYE tax)	:	As per agreement
Clerk (incidental expenses, January - March 2025)	:	£ 67-28
Hugo Fox (direct debit for website February)	:	£ 23-99
Hugo Fox (direct debit for website March)	:	£ 23-99
Infinity Play (playpark inspections 2024/25)	:	£ 780-00
One Voice Wales (annual membership subscription)	:	£ 320-00

The above payments were approved by Members (proposer C'llr Sue Reynolds, seconder C'llr Charlie Alexander).

Income received

Seaview Minimarket (refund of incorrect invoice)	:	£ 78-35

Balances held in community council accounts at 28/02/25

Current account	:	£12,367-42
Deposit account	:	£25,162-07

9) Planning

Planning application consultations received

NP/25/0016/FUL - Proposal: Creation of new detached garage and off-street parking with associated landscaping to front of property, creation of new dormer to rear west roof slope and replacement rooflights, as well as extension to utility room; location: Seascape, Settlands Hill, Little Haven, Haverfordwest, Pembrokeshire, SA62 3LA – Members agreed to support the application.

NP/25/0066/FUL - Proposal: Existing shed replaced with summerhouse for holiday let accommodation; Location: 19a, Wesley Road, Little Haven, Haverfordwest, Pembrokeshire, SA62 3UJ – [NOTE – C'llr Connie Stephens left the room during discussion of this application]. Members agreed to object to the application, with concerns over parking and access, and impact on traffic.

NP/25/0074/FUL - Rear first floor extension. Extended garage and reconfigured driveway/parking; Location: 35, Holbrook Road, Broad Haven, Haverfordwest, Pembrokeshire, SA62 3HZ – Members agreed to support the application.

C'llr Nick Neumann undertook to check with P.C.N.P.A. their protocol for putting up site notices to publicise planning applications, as some concerns were expressed over the apparent lack of consistency in this matter.

10) Correspondence received

01) P.C.C. - Lease documentation for Playpark land – dealt with in 'Matters Arising' above.
02) St. Madoc's Community Group - message of thanks for recent Honesty Box grant – noted.
03) P.C.C. - Documentation in connection with Broadway Community Orchard - dealt with in agenda item below.
04) Local resident - concerns over recent weed-killing activities in community – dealt with in ' Matters Arising' above.
05) ASBRI - Response to pre-application response sent in concerning proposed Millbay Homes development – noted. Clerk to place the document on the website for public information. Link to the document available at https://www.hugofox.com/community/the-havens-community-council-20768/millbay-planning-proposals/ for a limited time.
06) P.C.C. - Notification of forthcoming temporary road closure, St. Brides Road, 12th March 2025, for one day – noted.
07) P.C.N.P.A. - response to various queries over Little Haven car park – noted, and C'llr Nick Neumann mentioned that all issues seemed to have been satisfactorily resolved.
08) PPS Pembrokeshire - Quotations for playpark inspections in Broad Haven - dealt with in agenda item below.
09) Outgoing Clerk - Message concerning outstanding staffing matters - dealt with in agenda item below.
10) Celtic Windows - Quotation for replacement of missing pane at bus shelter by White Railings - dealt with in agenda item below.
11) National Grid – Request for submission re. festive lighting usage – Clerk to speak with Gareth Havard / C'llr Sally Bell regarding the matter.

11) Discussion of Broadway road safety scheme status

C'llr Nick Neumann mentioned that, though there had been some delay in commencing the scheme, it was expected to start imminently. The traffic order required to implement the reduction in speed limit to 30mph was currently going through the administrative and consultation process.

12) Discussion of Broadway Community Orchard

Members noted that the trees had been planted. Paperwork for the Places for Nature grant had been received and returned signed by the Clerk. It was confirmed that the Broadway Community Group would be responsible for maintaining, weeding, etc. of the area, with H.C.C. solely covering grass-cutting arrangements. Members felt that something needed to be put in writing to establish this. Clerk to draft an agreement with any necessary assistance from C'llr Charlie Alexander.

13) County Councillor report

Blockett Lane. C'llr Nick Neumann had been approached by a local resident asking for a passing place to be formed on Blockett Lane. C'llr Neumann confirmed that he had asked P.C.C. to carry out drain unblocking and necessary repairs and maintenance, but felt that obtaining an undertaking for a new passing place would be difficult to impossible to achieve.
Strawberry Hill. It was confirmed that P.C.C. was understood to be pursuing legal means to get the landowner to deal with the bank collapse that had occurred as a result of the pine tree that had fallen onto the road along with part of the privately-owned bank during the recent storm.
Broadway bus stop ownership. It was confirmed that the bus stop was in P.C.C. ownership. C'llr Nick Neumann undertook to contact P.C.C. about necessary maintenance.

14) Any necessary staffing updates

Clerk job description document. Still in hand with C'llr Kevyn Sturman.
Outgoing Clerk. It was confirmed that the outstanding documentation, etc., had not been returned to the Council. Discussion of any outstanding financial matters deferred until April meeting, for discussion then on condition that the documentation, etc., had been received. Clerk to inform her accordingly.
Data back-up arrangements. Members agreed for the Clerk to purchase a 1Tb external hard drive to use for a stand-alone rolling backup of all community council files.

15) Any necessary discussion of new website provision

C'llr Kevyn Sturman informed Members that the new website was up and running. It had not yet been actively publicised, as the Gov.uk domain name was still awaited.
C'llr Charlie Alexander raised questions about downloading the Fasthosts account emails in advance of the account being closed. Clerk to investigate this, along with the current status of subscription payments.

16) Discussion of arrangements for renewal of playpark inspection contract

Members approved the quotation from P.P.S. Pembrokeshire to carry out inspections at the main playpark, commencing in April (proposer C'llr Kevyn Sturman, seconder C'llr Charlie Alexander). The matter of how to address interim routine inspections was discussed, but no decision reached. Clerk to forward the separate quotation for inspections at the P.C.N.P.A. playpark to C'llr Nick Neumann, for approval from them as playpark owners.

17) Discussion of arrangements for white railings bus shelter repairs

The quotation from Celtic Windows for replacement of the missing pane was accepted by Members in the sum of £190 + VAT (proposer C'llr Sue Reynolds, seconder C'llr George Bevan).

18) Discussion / approval of 2025 season grass-cutting contract arrangements

The draft grass-cutting document had been prepared and circulated. Details were discussed, and minor amendments made as necessary. It was agreed that the tender should be for one year, and advertised on the website, and Facebook page. Clerk to send tender notice to C'llr Charlie Alexander for placing on Facebook, and to C'llr Howard Jones to place in the community noticeboard. Tender cutoff date to be 30th March 2025.

19) Discussion of possible additional grit bin provision in community

It was confirmed that the cost of these from P.C.C. was £180 + VAT, to include refilling of the grit bins up to twice per year. Concerns were expressed by some Members about possible precedents being set that might make it difficult to resist multiple requests at numerous locations in the community if grit bins were provided at other locations. Further discussion deferred until April, with Members to consider in the meantime if further grit bin provision would be merited, and if so, at what locations. C'llr Charlie Alexander raised a question about possible alternative designs being used instead of the normal yellow ones, to preserve the visual appeal of sensitive areas in the community. Clerk to make enquiries about this.

20) Discussion of changes needed to community council Standing Orders

The Clerk had drafted changes to the Standing Orders, to address concerns raised by the external auditor in the 2023/24 accounts audit. Members approved the changes as drafted (proposer C'llr Kevyn Sturman, seconder C'llr Sue Reynolds). Clerk to bring a printed copy of the final document for signature in April.

21) Any necessary discussion of predict and protect rota arrangements needed

Deferred for future discussion.

22) Discussion of possible community council involvement in VE80 commemorative events

C'llr Kevyn Sturman outlined a series of planned events to take place in Little Haven and Broad Haven. He proposed a community council contribution to cover the cost of flags and bunting for these events. Members approved a £100 donation for this purpose, to be taken from the sum set aside for coffee mornings (proposer C'llr Howard Jones, seconder C'llr Connie Stephens).

23) Any other business (for information only)

Growth encroaching onto Highway in various locations. C'llr Kevyn Sturman raised this as a general concern in the community. C'llr Nick Neumann commented that responsibility for this, and for enforcing any measures needed by private landowners, would rest with P.C.C.

The meeting closed at 9-30pm. Next scheduled meeting, Tuesday 7th April, Little Haven Village Hall.