

THE HAVENS COMMUNITY COUNCIL
CYNGOR CYMUNED THE HAVENS

FULL COUNCIL MEETING

4th OCTOBER 2022 – BOWEN MEMORIAL HALL, LITTLE HAVEN – 7pm

MINUTES

Present:

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

In Attendance:

Gareth Havard (Clerk), County Cllr. P. Morgan, B. Grey (Youth Rep'), Mr Baker and Mr Thomas (Item 4) Mr Webb and Mr & Mrs Norman (Item 7).

1. To accept apologies for absence:

None noted.

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

Cllrs Kother and Reynolds disclosed a personal interest in Item 7 (Planning Consultation) regarding application NP/22/0319/FUL.

Cllr Bell disclosed a personal interest in Item 7 (Planning Consultation) regarding application NP/22/0545/FUL

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 6th September 2022 were received and adopted as a correct record.

4. To receive presentation from St Madoc of Ferns Community Trust:

Mr Baker addressed Members regarding the St Madoc of Ferns Community Trust. It is proposed to set up a CIO (Charitable Incorporated Organisation) who's principal objective would be to preserve Haroldston Church which was closed on 31st July 2022. Mr Baker summarised the charitable objects of the proposed CIO and made a formal request for The Havens Community Council to become an ex-officio Trustee of the CIO to maintain a link with the community. Mr Baker answered Member's questions and confirmed that there were six to seven people who have expressed an interest in becoming a Trustee and it is hoped that the Church of Wales would also become an ex-officio Trustee in due course.

The Chair accepted a request from Mr Thomas to speak. Mr Thomas advised Members that he was a long-standing parishioner of Haroldston and had experience in maintaining older buildings. He also stated that he had, and would continue, to maintain the graveyard at Haroldston Church.

The Chair thanked Mr Baker for his presentation, and it was **resolved** that the Clerk research the implications arising from the request for the Community Council to become an ex-officio Trustee and report back to a future meeting.

5. Matters Arising from previous Minutes:

Festive Lighting 2022 – The Clerk advised that an order had been placed with LITE Ltd and that a 40% deposit is required which will be dealt with under Finance matters. It was also noted that Western Power had submitted an unmetered supply questionnaire for completion by the electrical contractor to support calculation of the energy charges applicable to the festive lights. County Cllr Morgan confirmed that he had received a similar form for the proposed Little Haven installations and would arrange for this to be completed.

S.106 Funding Agreement – further to Cllr Burch's inquiry at the September meeting, the Clerk confirmed that there is a S.106 funding stream of £11,555 available via Pembrokeshire CC. These monies are set aside to fund new and/or repairs to play equipment at Broad Haven. The Clerk confirmed that the recent repairs (cost £5,999 plus VAT) could be funded from the S.106 monies and it was **resolved** that the Clerk make a claim accordingly. It was also noted that the recent repair work had also identified failures to the cargo net and it would require replacement. Two quotes had been received for replacement being £1,675 and £1,371 respectively. It was **resolved** that the Clerk seek a third quote for good governance but would be authorised to place an order at £1,371 if the comparative quote is higher. It was noted that the cargo net replacement would also be eligible for S.106 funding.

CAT Land Lease, Holbrook Road – the Clerk advised that nothing further received from PCC despite chasing emails and voice messages. County Cllr Morgan agreed to expedite with PCC Property Services.

Councillor Vacancy – Pembrokeshire CC had advised that the statutory notice period had expired without the option for an election being exercised by ten local electors, therefore, HCC could now move to fill the vacancy by co-option. Some Members expressed frustration that the co-option process would result in a delay to filling the vacancy. The Clerk advised that co-option could only occur once the statutory notice period had expired. The expiry date was Oct 3rd, 2022, following a 14 day notice period which excluded public holidays and weekends. It was **resolved** to advertise the vacancy on village notice boards, website, social media, and the next edition of the Havens Diary. It was also **resolved** that the Clerk draft a Co-Option Policy for use should casual vacancies arise in the future. Members were advised of the interest of Mr A. Devonald in the vacancy.

6. Finance Matters:

(i) It was **resolved** that payments be authorised to settle invoices listed as follows:

£350.00	Cleddau Press Ltd – Community Diary (Oct 2022)
£2,404.85	LITE Ltd – 40% deposit re Festive Lighting Lease Agreement
£7,198.29	Playground Repairs Ltd – repairs to Broad Haven Play Park
£422.80	Clerk Salary (Sept 2022)
£105.60	HMRC PAYE Liability – Sept 2022
£885.00	Bevan Lawn Care – Grass Cutting Contract
£16.00	Broad Haven Village Hall – Hire Fees

(ii) The Clerk presented a Financial Report to the meeting for the period ended 30th September 2022. 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. Discussion followed during which Members questions were addressed by the Clerk. In acknowledgment of the resolution made at the September 2022 meeting, it was **resolved** to allocate £2,500 of the 2022 Honesty Box receipts towards the cost of festive lighting. Furthermore, it was **resolved** that the balance of 2022 Honesty Box receipts would be distributed to local good causes upon receipt of appropriate applications. The Clerk was requested to prepare a notice for the November edition of the Havens Diary to this effect.

7. Planning Consultation:

- (i) **NP/22/0319/FUL** 7, Holbrook Close, Broad Haven. SA62 3JE
The Chair invited Mr & Mrs Norman to summarise their objections to this proposal. Following discussion, Members considered that the proposal represents over-development of a property which is not in character with surrounding properties. The use of this property as a substantial commercial holiday let raises several material concerns to include noise, an impact on amenity for neighbours and car parking constraints when the property is occupied by a capacity of the advertised number of people. Members were also concerned by the applicant's apparent disrespect for the planning system as this is the second retrospective application to be considered for this property. It was **resolved** not to support this application.
- (ii) **22/0444/PA** Cream Pots Touring Site, Broadway. SA62 3TU
The Clerk shared correspondence from a neighbouring property with Members containing an objection. Following consideration, it was **resolved** to support the application in principle with a proviso that a landscaping planning condition be put in place to enlarge and reinforce the screening hedges between Cream Pots Touring Site and Little Fenton Farmhouse.
- (iii) **NP/22/0530/FUL** 25, Holbrook Road, Broad Haven. SA62 3HZ
No local objections were noted, and it was **resolved** to support this application.
- (iv) **NP/22/0545/FUL** 42, Atlantic Drive, Broad Haven. SA62 3JB
No local objections were noted, and it was **resolved** to support this application.

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

- (i) *Hybrid Meeting Technology* – further to discussion at the September meeting, the Clerk advised that a search for alternative meeting venues with WiFi facilities had proved unsuccessful. It was agreed that the preference would be to continue to use the two village halls in Little Haven and Broad Haven if possible. It was noted that the minimum requirement of the legislation was that remote attendees should be able to “*hear and be heard*” Consequently, as an interim step, it was **resolved** that the Clerk be given authority to purchase a suitable Bluetooth enabled conference call speaker and microphone at a cost of circa £80. It was also **resolved** to investigate the feasibility and indicative costs of installing WiFi in both village halls as a longer-term solution. The Clerk was asked to follow up and report back to a future meeting.
- (ii) *Annual Report* – the legislation requires publication of an Annual Report for the year ended 31st March 2022. The Clerk volunteered to draft a Report for review but requested support from Members to finalise as the period reported upon is prior to the Clerk's employment start date.
- (iii) *Training Plan* – the Clerk reminded Members that the legislation requires publication of a formal Training Plan by 5th November 2022. It was noted that the Clerk had circulated a self-assessment training matrix which could form the basis of a formal Plan. It was **resolved** that Members complete the matrix and return to the Clerk to collate a Plan for review at the November meeting.

9. Amendments to Standing Orders:

The Clerk advised Members that the existing Standing Orders required an update to reflect provisions of the above Local Government & Elections (Wales) Act 2021. It was **resolved** that the Clerk draft the necessary amendments and circulate to Members for review.

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** and noted that:

(i) Correspondence requiring a decision regarding the quotation for a replacement cargo net had been dealt with under Item 5 on this Agenda.

(ii) A request from the Friends of Broad Haven School for a donation from the Trafalgar CP Honesty Box would be deferred per the resolution in Item 6(ii), and

(iii) Consultation feedback would not be provided on items contained in the October 2022 schedule

Members were invited to contact the Clerk should they require further information/detail of specific items of correspondence included in the October 2022 schedule.

11. Grounds Maintenance Contract Tender:

The Clerk reported that it was unclear from existing Council records as to when the current grounds maintenance contract expired. The consensus view was that it should be renewed from April 2023. It was acknowledged that the specification of work to be included in the contract was subject to significant change if/when land associated with the CAT Land Lease for the Holbrook Road area were to be incorporated. Due to these uncertainties, it was **resolved** to tender the existing grass cutting contract for a 12-month period from April 2023 and deal with the CAT Land Lease separately when more information becomes available. The Clerk was requested to draft a specification of work and place notices (to include the November edition of the Havens Diary) inviting tender submissions.

12. Consider Footpath Extension to Broad Haven Play Park Area:

Cllr Burch relayed a request from residents for the existing tarmac pathway to be extended to link up with the Croft Road and Holbrook Road entrances to this green space. It was noted that this land is currently owned by Pembrokeshire CC but forms part of the land associated with the proposed CAT Land Lease. It was **resolved** to defer consideration of this matter until more progress has been made with the CAT Land Lease.

13. Any Other Business (for Information):

Remembrance Parade 2022 – Cllrs Stephens and Grey informed the meeting of plans for a Remembrance Day parade along Enfield Road, Broad Haven on Sunday, November 13th to be organised by Mr Andy Grey. The parade would progress to the War Memorial. It was noted that the War Memorial was in urgent need of maintenance and Cllr Bevan agreed to undertake. The Clerk was requested to liaise with Andy Grey regarding a wreath on behalf of HCC.

Atlantic Drive Signage – Cllr Bell inquired whether progress had been made on this matter. County Cllr Morgan confirmed that this was in hand with Pembrokeshire CC.

The meeting closed at 9.15pm

Appendix 1

Correspondence Register

October 2022
Meeting

Date Received	Category	Sender	Topic	Summary of Content
31/08/2022	Consultation	Pembrokeshire CC	Green Infrastructure	Invitation to consult on green infrastructure
05/09/2022	Consultation	Hywel Dda CHC	COVID	Invitation to participate in survey regarding
14/09/2022	Consultation	One Voice Wales	Fairer Council Tax	Request to submit feedback to OVW to col
16/09/2022	Consultation	One Voice Wales	Digital Skills	Survey on digital capacity and capability ac
12/09/2022	Decision	Friends of BH School	Donation Request	Request for donation from Trafalgar CP Ho
26/09/2022	Decision	Playground Repairs Ltd	Cargo Net Replacement	Quotation to replace cargo net at Broad Ha
31/08/2022	Information	Swansea University	Circular Economy	Invitation to participate in CEIC Programme
02/09/2022	Information	One Voice Wales	Fraud / Scams	Information on courier fraud
02/09/2022	Information	Wales Community Food	Newsletter	Wales Community Food Distribution News
02/09/2022	Information	One Voice Wales	Training	September Training Modules
05/09/2022	Information	Versus Arthritis	Arthritis	Versus Arthritis online awareness event
05/09/2022	Information	One Voice Wales	Climate Change	Information on "Its for Them" campaign to
05/09/2022	Information	Paul Davies (Cohesion)	Hate Awareness	Invitation to Hate Crime Awareness week s
05/09/2022	Information	Pembrokeshire CC	Working Together	Online Zoom Seminar invitation
07/09/2022	Information	One Voice Wales	Diversity in Public Life	Notice of December events to address barr
13/09/2022	Information	Pembrokeshire CC	Pets for Prizes	Information to Councils discouraging pract
15/09/2022	Information	Play Wales	Newsletter	September e-bulletin
21/09/2022	Information	One Voice Wales	Spaces for Nature	Save the date for community resilient spac
21/09/2022	Information	One Voice Wales	Training	Sept & Oct Training Modules
22/09/2022	Information	Hywel Dda CHC	Child Healthcare	Publication of Report "Has your child been
22/09/2022	Information	One Voice Wales	Recruitment	Vacance for Clerk to Pendine Community C
22/09/2022	Information	Pembrokeshire CC	St Davids Awards	WG letter encouraging nominations for 20
23/09/2022	Information	One Voice Wales	Fraud / Scams	Information on energy scams
23/09/2022	Information	Paul Davies (Cohesion)	Hate Awareness	Awareness information on Young People a