

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

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**FULL COUNCIL MEETING**

**1<sup>st</sup> APRIL 2025 – IN PERSON AT LITTLE HAVEN VILLAGE HALL, AND ONLINE VIA THE ZOOM  
VIDEOCONFERENCING PLATFORM – 7pm**

**MINUTES**

**Present:**

Cllrs C. Alexander, (vice-Chair), C. Stephens, G. Bevan, K. Sturman, A. Devonald,  
S. Reynolds, V. Grey, E. Kother

**Also in Attendance:**

Peter Horton (Acting Clerk); County Cllr. N. Neumann  
Member of the public – Andy Drumm

**1) Comments of welcome by Chairman**

The meeting was chaired by vice-Chairman C’llr C. Alexander, who welcomed all present to the meeting.

**2) Apologies received**

C’llr H. Jones

**3) Absences without apology**

C’llr S. Bell

**4) Opportunity for members of the public to make representations on tabled agenda items**

Mr. Andy Drumm was present, and wished to make comments on the agenda item concerning the boardwalk. The Chairman agreed to bring this item forward on the agenda, to enable this matter to be covered without unnecessary delay.

**5) Discussion of needed work to Slash Pond boardwalk**

Mr. Andy Drumm mentioned the broken barrier that had been reported, and reported that it had been fixed. The only thing outstanding was a loose timber member. Also, the seat by pergola had been vandalised, but had now been made safe. It would probably need replacing at some point.

C’llr George Bevan had inspected the boardwalk, and reported that quite a lot of work needed doing to ensure its safety for the medium term. He had noted some wobbly posts and rails, and had made a list of his recommendations on what needed replacing / repairing. He had estimated that the timber for this would cost in the region of £650. He felt the boardwalk was safe to use at present, but needed the works carrying out for reasons of ongoing maintenance. He offered to forward this list to Andy Drumm. C’llr Connie Stephens mentioned the lease arrangement, under which the community council was responsible for ongoing maintenance and upkeep.

Following further discussion, Members resolved to close off the seating area, due to concerns over holes in the boarding. C’llr George Bevan undertook to arrange this. C’llr Kevyn Sturman undertook to contact a local carpenter to arrange necessary emergency repairs to the boardwalk.

**6) Declarations of known conflicts of interest**

C’llr George Bevan declared a personal and prejudicial interest in the decision on awarding the grass-cutting contract, as a tenderer for the work.

C’llr Connie Stephens declared a personal but non-prejudicial interest in the awarding of the grass-cutting contract, as one of the tenderers was regularly employed by her for grass-cutting.

C’llr Charlie Alexander declared a personal but non-prejudicial interest in any discussion concerning the Broadway action group, as a member of the group.

**7) Approval of minutes of the March 2025 monthly meeting**

The minutes were approved as drafted (proposer C'llr Sue Reynolds, seconder C'llr Andy Devonald).

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

**Atlantic Drive update**

C'llr Nick Neumann mentioned that he and C'llr Connie Stephens had walked around the area. Openreach had been active in the area, and left some reinstatements in an unsatisfactory condition. They had been contacted about this, and a response was awaited. C'llr Neumann undertook to continue to pursue this as possible.

**Millmoor bus shelter update**

Painting party to be carried out by Members. 12<sup>th</sup> April arranged, at 10am. C'llr George Bevan offered to clean off the shelter with bleach in advance. It was agreed to paint in grey inside, and white outside.

**Book shelter repairs update**

Work scheduled for the following Friday.

**Any update on Boules pit lease**

Lease documentation still with solicitors for review. Clerk to chase up a response.

**Update on concrete base for football pitch bench**

Request still with P.C.C. Clerk to chase up a response.

**Update on community lunches**

It was reported that the recent community lunch held the previous Thursday had been a great success. It had been well-reported on, and there had been around 40+ in attendance. It was mentioned that there would not be a lunch again until the autumn, but possibly another coffee morning before summertime. Members were reminded that community lunches were for all residents of the Havens, regardless of age or status. Clerk to thank Ocean Bar for the excellent catering provided.

**Updates on Community Award scheme**

On hold pending further advertising material being prepared.

**Any update on Broadway Highway improvement scheme**

Pavement works were in hand and going well. Arrangements for the agreed reduction in speed limit were still progressing through administrative channels in P.C.C.

**Any update on new website provision**

The Gov.uk domain name was still awaited. The Clerk mentioned some problems with non-availability of monthly invoices.

**Update on white railings bus shelter repairs**

The replacement panel had been installed.

**Update on arrangements for playpark inspections**

Arrangements were in place for PPS to carry out the monthly operational inspections in both playparks, and to arrange the annual inspections. P.C.N.P.A. had outlined their requirements for routine inspections. Clerk to forward relevant emails on this to C'llr Nick Neumann, for his information, and to confirm with P.C.N.P.A. if the frequency of routine inspections could be reduced to take account of the operational inspections being carried out. Clerk to forward routine inspection checklist proforma to C'llr George Bevan. C'llr Bevan undertook to carry out routine inspections on both playparks, and pass confirmatory emails / completed checklists to Clerk for filing / forwarding to P.C.N.P.A. Clerk to ask PPS for their planned schedule for operational inspections, and pass this information to C'llr Bevan on receipt.

**Signing of amended standing orders approved in March meeting**

Chairman to sign after meeting.

**9) Accounts**

**Payments for approval**

Clerk (salary for March 2025)	:	As per agreement
Member allowance 2024/25	:	£ 208-00
Hugo Fox (direct debit for website, April)	:	£ 23-99
Clerk (reimbursement for SSD drive [ratification])	:	£ 60-97
Total Tech (broadband provision)	:	£ 84-00
Cleddau Press (community diaries)	:	£ 235-00
Zurich Municipal (additional insurance premium)	:	£ 150-26
J. Thomas (final pay settlement)	:	£ 1130-44
J. Thomas (final expenses settlement)	:	£ 107-80
HMRC (PAYE tax / NI month 12)	:	£ 192-02

The above payments were approved (proposer C'llr George Bevan, seconder C'llr Andy Devonald).

**Income received**

Honesty box income : £ 334-17

**Balances held in community council accounts at end of March 2025**

Current account : £ 8868-32

Deposit account : £25503-69

**Interim end of year financial statement**

The interim end of year financial statement of accounts had been circulated to all Members. The contents were noted. Final end of year accounting statement to be presented to the A.G.M.

**10) Planning**

**Application consultations received**

**24/1060/PA** - The construction of a steel framed building in order to provide sufficient secure storage on the caravan park; Site Address: Cream Pots Touring Caravan & Camping Site, BROADWAY, Haverfordwest, Pembrokeshire, SA62 3TU – Support.

**11) Correspondence received**

- i) Landscapes of Change – Notification of planned Japanese Knotweed eradication work around Slash Pond – noted.
- ii) P.C.N.P.A. – Message outlining requirements for playpark inspections at P.C.N.P.A. playpark in Broad Haven – dealt with in 'Matters Arising' above.
- iii) P.C.C. – Acknowledgement of message sent in requesting consent to place bench in Playpark – noted.
- iiii) SPF Grant programme – Information on their grant programme – C'llr Nick Neumann informed Members that the application window had only been open for around a week, and was now closed.
- v) P.C.C. – Response to query concerning weed-killing in community – noted.
- vi) P.C.C. – Confirmation that community council does not have responsibility for contacting landowners in cases of highway encroachment, but is encouraged to do so where possible – noted.
- vii) Seaview Minimarket – Concerns over possible problems with forthcoming Year 11 school beach party – C'llr Nick Neumann mentioned that the matter was under active consideration by P.C.C. Licensing Department, and also Dyfed Powys Police. A meeting between all stakeholders was planned, to try and pre-empt problems. It was recognised that more pro-active measures were called for in order to avoid problems experienced on previous occasions.
- viii) Zurich – Insurance quotation to cover play equipment and festive lighting – dealt with in agenda item 17 below.
- ix) Raymond Bros – Offer to transfer Slash Pond land to community council – Agenda item to be tabled for discussion in May.
- x) Infinity Play – Operational playground inspection report – noted.
- xi) Pembrokeshire Triathlon Club – Queries concerning forthcoming triathlon event – Members were supportive. Clerk to acknowledge, and convey support of community council.

[NOTE – C'llr Liz Kother entered the meeting at this point, with apologies for her late arrival]

**12) County Councillor report**

Nothing to report beyond matters separately minuted above.

**13) Discussion of risk assessments (including approval of updated financial risk assessment, and discussion of arrangements for carrying out community council asset risk assessment)**

**Financial risk assessment.** Members accepted the financial risk assessment prepared by the Clerk.  
**Asset risk assessment.** Clerk to complete, accompanied by a member to assist with locating the assets. Agenda item to be tabled for May to discuss any actions required from both risk assessments.

**14) Approval of 2024/25 annual report**

Community lunches to be added to the list of achievements. Subject to this addition, the annual report was approved by Members (proposer C'llr Kevyn Sturman, seconder C'llr Viv. Grey). Clerk to arrange to publish the report on the website.

- 15) **Discussion of problem with dog mess in playpark**  
C'llr George Bevan had noted much dog mess around the playpark during a recent visit. It was noted that the existing signage around the playpark did not actually exclude dogs from the playpark. C'llr George Bevan to check on what signage was required, and let Members know, in order that arrangements could be made to order these as needed. Some councillors also commented on the prevalence of dog-fouling in other community areas, such as on Walton Hill and along the Front in Broad Haven.
- 16) **Discussion of arrangements for recovered 'Little Haven' sign**  
Deferred for discussion in May meeting.
- 17) **Discussion of need for updating community council insurance cover**  
Agreed as per Zurich quotation, and payment / formal approval covered in 'Accounts' above.
- 18) **Discussion of Broadway Community Orchard / signing of maintenance agreement between community council and residents' group**  
Clerk to circulate agreement to all Members, and re-agenda for approval / signature in May.
- 19) **Any necessary staffing updates**  
Job description on hold pending need to advertise the Clerk post.  
Microsoft Office – Clerk to obtain a Microsoft 365 subscription for the community council computer.  
Following a lengthy discussion, the previous Clerk's final pay settlement was agreed as recommended by the Chairman (proposer C'llr Viv Grey, seconder C'llr Liz Kother).
- 20) **Discussion / approval of 2025 season grass-cutting contract arrangements**  
[NOTE – C'llr George Bevan left the room during discussion of this item]  
Three quotations had been received, from Bevan Lawncare, F.J. Groundworks, and Stephen Dockerty. Following discussion, Members resolved to accept the quotation from Bevan Lawncare (proposer C'llr Viv Grey, seconder C'llr Liz Kother). It was noted that, though Bevan Lawncare had not submitted the lowest quotation, the difference between his quotation and the lowest one was minimal.
- 21) **Discussion of possible additional grit bin provision in community**  
Re-agenda for discussion in September. Members to consider locations where it was felt grit bins might be beneficial, in advance of the September meeting.
- 22) **Any necessary discussion of predict and protect rota arrangements needed**  
Clerk to contact the local businesses / individuals who had assisted previously, to ask if they would be willing to assist again in the 2025 season.
- 23) **Discussion of possible community council involvement in VE80 commemorative events**  
C'llr Kevyn Sturman mentioned planned events over the long weekend from Friday 9<sup>th</sup> May.  
Arrangements were in hand for these events to be advertised by poster once finalised.
- 24) **Discussion of Independent Remuneration Panel determinations for 2025/26 year**  
Members resolved to retain optional allowances for approval if and when this was deemed appropriate through the year (proposer C'llr Kevyn Sturman, seconder C'llr Andy Devonald).
- 25) **Any other business (for information only)**  
**Viewpoint area on road to Talbenny.** C'llr Andy Devonald had been contacted about reported human & animal excrement, rubbish, urinating, etc., in the car park. Agenda item to be tabled for May meeting to discuss the ongoing problem. Clerk to research ownership of the area in advance.  
**External audits.** C'llr Connie Stephens mentioned an article in the Welsh national press reporting comments from the Auditor General for Wales, regarding the poor standard of accounts submitted by a substantial minority of town and community councils, and whether or not community councils were offering good value for money.

**May meeting.** Members were reminded that this would include the 2025 A.G.M., and that C'llr Howard Jones had indicated that he would be stepping down as Chairman.

The meeting closed at 9 pm. Next scheduled meeting, 6<sup>th</sup> May 2025, Broad Haven Village Hall.