

THE HAVENS COMMUNITY COUNCIL
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FULL COUNCIL MEETING

7th MARCH 2023 – BROAD HAVEN VILLAGE HALL – 7pm

MINUTES

Present:

Cllr. C. Stephens (Chair)
Cllr. H. Jones
Cllr. S. Bell
Cllr. G. Bevan

Cllr. C. Alexander
Cllr. A. Devonald
Cllr. S. Reynolds

In Attendance:

Gareth Havard (Clerk), County Cllr. P. Morgan, B. Grey (Youth Rep) and PC Neil Lees

1. To accept apologies for absence:

Cllrs. M. Burch, V. Grey and E. Kother.

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

Cllr G. Bevan declared a personal interest in Item 3(i)

Cllrs C. Stephens, C. Alexander and S. Reynolds declared a personal interest in Item 5(1) as management committee members of Broad Haven Village Hall.

3. To consider Planning Consultation:

(i) PCNPA NP/22/0308/FUL Haven Fort Hotel, Little Haven. SA62 3LA. No further comments arise following the submission of a revised site plan showing the relocation of the single storey barn.

(ii) PCNPA NP/23/0038/FUL 38 Timber Hill Chalet Park, Haroldston. SA62 3LZ. No objections were noted and it was **resolved** to support this application.

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 7th February 2023 were received and adopted as a correct record.

5. Matters Arising from previous Minutes:

(i) *Broad Haven Village Hall Grant* – further to the decision made at the February meeting to request additional supporting information from the BH Village Hall Management, the Clerk had circulated supporting information in advance of the meeting. It was **unanimously resolved** that a grant of £1,000 be awarded.

(ii) *Defibrillator* - the Clerk advised that the external cabinet had been installed at Broad Haven Football Club and delivery of the defibrillator was now awaited from Welsh Government.

(iii) *Havens Community (Jubilee) Grant Group* – Cllr Reynolds advised that there was nothing substantive to report.

6. Finance Matters:

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

£350.00	Cleddau Press Ltd – Community Diary (March 2023)
£289.00	One Voice Wales – 2023/24 Membership Fee
£12.00	Fasthosts Ltd – March 2023 Webmail Account Fee
£422.80	Clerk Salary - Feb 2023
£105.60	HMRC PAYE Liability – Feb 2023
£278.68	Clerk Expenses (July 2022 to March 2023)
£1,000.00	Broad Haven Village Hall – Grant
£45.00	Bowen Memorial Hall – Hall Hire Fees
£200.00	St Marys Church, Talbenny – S.214 Cemetery Maintenance Grant
£200.00	Haroldston West Church – S.214 Cemetery Maintenance Grant
£200.00	All Saints Church, Walton West – S.214 Cemetery Maintenance Grant

(ii) **Grants Policy** – Further to discussion at recent meetings and having been circulated in advance of the meeting, the Clerk presented a draft Grants Policy and Application Form for Members consideration and review. It was noted that the purpose of this Policy was to embed consistency and transparency in to HCC's consideration of requests for Grants and Distributions from the Trafalgar Car Park Honesty Box. No amendments were proposed by Members to the draft provided and it was **resolved** to adopt this Policy with immediate effect.

(iii) **Play Park Safety Inspection Contract** – the Clerk advised Members that the existing Service Level Agreement (SLA) with Pembrokeshire CC expires annually on 31st March. It was noted that the inspection reports received from PCC under this SLA are infrequent (the most recent being 19th Oct 2022) and cumbersome to understand. A competitively priced alternative to Pembrokeshire CC is offered by Infinity Play Ltd – a locally based playground specialist known to Members following recent repair work to the Broad Haven Play Park. Members acknowledged the high quality of work and flexibility offered by Infinity Play and **resolved** to contract the play park inspection service to Infinity Play from April 2023. The Clerk was requested to implement this switch of provider.

7. Business Plan Progress:

The following progress is noted:

2022/23 Projects	Value	Progress	Target Date
Book Shelter	£500	No progress reported	July 2023
Coffee Mornings	£500	Planned monthly. First event scheduled for Sat, March 11 th	April 2023
Flower Planters	£1,250	List of planters needing work identified. Topsoil and bedding plants required.	May 2023

2023/24 Projects	Value	Progress	Target Date
Little Haven Interactive Boards	£1,000	Contact awaited from Tim Harvatt	Dec 2023
Community Lunches & Transport	£3,440	Starter event planned for April 2023 followed by regular events from Autumn 2023 onward.	April 2023
King Charles Coronation	£765	Tree(s) and plaque agreed in principle. Commemorative gift for children to be explored also.	May 2023
Little Haven Festive Lights	£2,000	Defer until Spring 2023	Dec 2023
Litter Picking Initiatives	£1,000	HCC "Litter Pick Day" to be agreed. Police will participate. Diary notice needed to discourage fly tipping of household waste.	April 2023
Broad Haven School to URDD	£1,000	School approached but will not be participating this year. Item closed.	July 2023

8. Actions arising from Local Government Legislation:

(i) *Village Halls WiFi* – the Clerk reported that the 4G installation at Broad Haven Village Hall is provisionally planned for the afternoon of March 14th 2023. Total Tech Ltd have advised that a fibre connection is possible at Bowen Memorial Hall at no extra cost and an installation date for this is awaited.

(ii) *Environment Act (2016) Section 6 Duty* – the Clerk advised Members that there is a statutory duty under this legislation for HCC to “*embed the consideration of biodiversity and ecosystems into their early thinking and business planning, including any policies, plans, programmes and projects as well as their day to day activities*”

A report must be published to state what has been done to comply with the duty. The first report was due in December 2019 and revisited every three years thereafter. Members recognised that external support would be needed to satisfy these requirements. County Cllr Morgan agreed to contact Andy Drumm to request support to collaborate with the Clerk to prepare a draft Section 6 Report for consideration by Council at a future meeting.

9. 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 for a donation by the PCNPA Charitable Trust was considered and politely **declined**.

(b) Members attention was drawn to the Independent Remuneration Panel Wales 2023 Report. The Clerk shared a summary of the mandatory and discretionary elements of the Report and how they would apply to Members of HCC. It was **resolved** that the Clerk circulate the Report and place on the April 2023 meeting agenda for more detailed consideration.

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

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

10. Any Other Business (for Information):

Havens Diary Adverts – the Clerk requested support from Members to discontinue Diary adverts where payments for 2022 editions were still outstanding. This was agreed.

Haroldston Woods – it was noted that there is local interest in the private sale of Haroldston Woods. It was agreed to place this topic on the agenda for the April meeting and to invite Mr Meanwell along to supply supporting information.

Completion of Audit – the Clerk advised that correspondence had been received from Audit Wales post publication of the agenda for this meeting. A Notice of Completion of the Audit for the year ended 31st March 2022 was noted with an unqualified opinion. The Chair welcomed this confirmation. This matter will be placed on the agenda for the April meeting accordingly.

The meeting closed at 8.25pm

Appendix 1
The Havens Community Council
Correspondence Register March 2023 Meeting

Date Received	Category	Sender	Topic	Summary of Content
06/02/2023	Consultation	PCC - Paul Davies	Black History Wales 2023	Invitation from Race Council Cymru f
01/02/2023	Consultation	One Voice Wales	Defibrillators	Request to complete Defibrillator Ce
16/02/2023	Consultation	One Voice Wales	King New Year Honours 2024	Request for nominations for 2024 Ne
20/02/2023	Consultation	PCNPA	LDP2 / SPG Consultation	Invitation to consult on Supplementa
03/02/2023	Consultation	Welsh Government	Outdoor Education Bill	Invitation to consult on Outdoor Edu
24/02/2023	Consultation	PCC - Elieze Hinchcliffe	Pembrokeshire Town & CCs	Have Your Say survey regarding futur
17/02/2023	Consultation	One Voice Wales	Training Needs	Training Needs Survey in conjunction
28/02/2023	Consultation	One Voice Wales	Wales Adventure Tourism	Survey to measure economic and soc
21/02/2023	Decision	PCNPA	Charitable Trust Request	Request for HCC to award grant to P
09/02/2023	Decision	One Voice Wales	Environment Act Section 6	Reminder of Section 6 Duty for T&CC
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09/02/2023	Decision	Infinity Play	Playground Inspection	Quotation for Playground Inspection
27/02/2023	Decision	IRPW	Remuneration Report 2023	Determinations of IRPW as affects H
28/02/2023	Information	Pensions Regulator	Auto Enrolment	Auto enrolment seminar
10/02/2023	Information	One Voice Wales	Biodiversity	Online launch of Dwr Cymru Biodiver
01/02/2023	Information	Play Wales	Childrens Play	Notice of forthcoming free regional e
03/02/2023	Information	Welsh Government	Childrens Play	Publication of Ministerial Review of P
09/02/2023	Information	Play Wales	Childrens Play	Playful Places Publication
09/02/2023	Information	PCC - Elieze Hinchcliffe	Clerk Update	New Clerk details for Scleddau CC
24/02/2023	Information	PCC - Housing CLO	Community Engagement	Engagement Event - Tudor Place Dev
31/01/2023	Information	One Voice Wales	Community Health Council	Notice of launch of "Llais" to replace
17/02/2023	Information	One Voice Wales	Cyber Awareness	Cyber Awareness training for council
14/02/2023	Information	PCSO Adam Thomas	Dropped Kerb Obstruction	PCC Civil Parking Enforcement guidel
17/02/2023	Information	URDD	Financial Support	Request for financial assistance
10/02/2023	Information	PAVS	Fuel Support	Information on fuel assistance for LP
14/02/2023	Information	One Voice Wales	Healthy Working Wales	Awareness leaflet for work of CYFLE
01/03/2023	Information	Play Wales	IPA Cymru	Launch of International Play Associat
31/01/2023	Information	Zurich	King Charles Coronation	Guidance on public events insurance
01/03/2023	Information	Royal British Legion	King Charles Coronation	Information on decorations available
06/02/2023	Information	Welsh Government	National Forest	Introduction on National Forest Woo

12/02/2023	Information	Hywel Dda	Newsletter	Hywel Dda CHC Newsletter
13/02/2023	Information	Planed	Newsletter	CWBR Youth Planed Newsletter
15/02/2023	Information	WCFD	Newsletter	Wales Community Food Distribution
15/02/2023	Information	Play Wales	Newsletter	Play Wales e-bulletin
16/02/2023	Information	Play Wales	Newsletter	Play Wales e-bulletin
24/02/2023	Information	One Voice Wales	Newsletter	OVW Newsletter / e-bulletin
24/02/2023	Information	Hywel Dda	Planned & Urgent Care Hospital	Launch of public consultation on local
01/03/2023	Information	PCC - Dan Shaw	Police Engagement	Invitation to "Here for You" event run
08/02/2023	Information	OPCC	Policing By Consent	Dyfed Powys Police Commissioner A
06/02/2023	Information	PCC - Paul Davies	Rail Services	Information on replacement rail serv
08/02/2023	Information	Welsh Government	Recruitment	Vacancy - Senior Research Officer
13/02/2023	Information	One Voice Wales	Recruitment	Vacancy - Clerk to Hook CC
21/02/2023	Information	PCC - Paul Davies	Recruitment	Vacancy - Hate Crime Case Worker
23/02/2023	Information	Play Wales	Recruitment	Vacancy - Play Wales Board of Trustee
24/02/2023	Information	Welsh Government	Recruitment	Vacancies - Rural Payments Wales D
27/02/2023	Information	PCC - Geraldine O'Donnell	Shared Prosperity Fund	MS Teams Seminar
17/02/2023	Information	Sport & Play Consulting	Sport & Play Consultancy	Consultancy offering
01/02/2023	Information	Cllr Peter Morgan	Sunset Italian Restaurant	Update on PCNPA planning liaison re
16/02/2023	Information	One Voice Wales	The Value of Planning	Online event regarding value of plan
23/02/2023	Information	Andrea Vaughan	Wildwinds Little Haven	Request for Clerk's support with Dwr
07/02/2023	Information	PCC - Dan Shaw	Working Better Together	Bi monthly Seminar dates
28/02/2023	Information	Thanks for 20	20mph Speed Limits	Information regarding the "20s Plent