

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

**FULL COUNCIL MEETING**

**4<sup>th</sup> JULY 2023 – BROAD HAVEN VILLAGE HALL – 7pm**

**MINUTES**

**Present:**

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

Cllr. C. Stephens  
Cllr. S. Reynolds

**In Attendance:** Gareth Havard (Clerk), County Cllr. P. Morgan,

**1. To accept apologies for absence:**

Cllrs C. Alexander, M. Burch, A. Devonald and V. Grey

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

Cllr Stephens declared a personal interest regarding Item 4(i)

**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 6<sup>th</sup> June 2023 were received and adopted as a correct record.

**4. To consider Planning Matters:**

(i) *PCNPA NP/23/0314/FUL 56 Atlantic Drive, Broad Haven. SA62 3JB.*  
No objections were noted, and it was **resolved** to support this application.

**5. Matters Arising from previous Minutes:**

(i) *Haroldston Woods* – as requested at the June meeting, the Clerk had contacted Mr Meanwell and it was confirmed that a public meeting was the preferred way forward. It was **resolved** that HCC would host a public meeting in mid-September, a date and venue to be confirmed.

(ii) *Clerk Recruitment* – it was noted that three applications had been received and interviews would take place on Thursday, July 13<sup>th</sup> 2023. The interview panel would consist of Cllrs Jones, Alexander, Reynolds and Stephens. The current Clerk confirmed a flexibility to support a full handover to the replacement Clerk (once appointed) and, in the meantime, would arrange for the Council's financial records to be shared with Audit Wales for the statutory external audit.

(iii) *PCNPA Local Nature Plan* – Further to discussion at the June meeting, it was confirmed that Members were happy to attend a bespoke meeting to consider the draft Plan prepared by PCNPA Rangers. A target date of early October was agreed with a firm date and venue to be confirmed at the September Council meeting. The Clerk was asked to re-circulate the Draft Plan for Member's information.

## 6. Finance Matters:

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

£300.00	Cleddau Press Ltd – Community Diary (July 2023)
£10.11	Seaview Mini Market – Coffee morning supplies
£36.55	Cllr Alexander – Reimburse Coronation & Coffee morning supplies
£12.00	Fasthosts Ltd – July 2023 Webmail Account Fee
£6.52	Fasthosts Ltd – July 2023 50GB extra mailbox storage capacity
£59.99	Microsoft Corporation – renewal of annual MS365 subscription
£422.60	Clerk Salary – June 2023
£105.80	HMRC PAYE Liability – June 2023
£145.99	Clerk – reimburse out of pocket expenses for period 8/3/23 to 4/7/23
£467.50	Bevan Lawn Care – grass cutting contract
£558.00	NO BUTTS Co – 3 person Stonehenge seat for Jubilee Grant Project
£90.11	Rosemarket CC – Locum Clerk fees regarding June 2023 Meeting
£44.00	Broad Haven Village Hall – Hall Hire Charges for HCC Meetings
£45.00	Bowen Memorial Hall – Hall Hire Charges for HCC Meetings
£283.60	Total Tech Ltd – WiFi Installation Costs to BH and LH Village Halls
£84.00	Total Tech Ltd – Monthly WiFi Contract – June 2023

(ii) Quarterly Finance Report – the Clerk presented a Financial Report to the meeting for the quarter ended 23<sup>rd</sup> June 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.

## 7. Business Plan Progress:

The following progress is noted:

2022/23 Projects	Budget Value	Progress	Target Date
Book Shelter	£500	In progress, Cllrs Reynolds and Kother will report back to Sept 2023 meeting.	July 2023
Coffee Mornings	£500	Next event scheduled to resume in September. Cllr Reynolds will share photos in a Diary article to promote the events.	May 2023
Flower Planters	£1,100	Cllr Bevan reported all planters except two are stocked and a schedule of planters will be circulated for reference. Chair suggested community groups are asked to support next year.	May 2023

2023/24 Projects	Budget Value	Progress	Target Date
Little Haven Interactive Boards	£1,000	Tim Harvatt confirms ongoing discussion with National Trust. Feedback from both National Trust and PCNPA awaited.	Dec 2023
Community Lunches & Transport	£3,440	To be resumed in Autumn 2023	Oct, 2023
King Charles Coronation	£765	Four trees planted and commemorative gifts distributed. Remaining tree to be planted on approach to LH car park.	May 2023
Little Haven Festive Lights	£2,000	Column infrastructure work will cost £210 per column. <b>Resolved</b> that Cllr Bell will pursue quotes to lease 6 features (as per BH set-up). LH Amenities Committee to be consulted before costs committed.	Dec 2023
Litter Picking Initiatives	£1,000	No further progress. Cllr Bevan will report back to Sept 2023 meeting with update.	April 2023

## 8. 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 Lyndon Roberts for the support of HCC to start informal junior football sessions at Broad Haven Football pitch. The initiative is supported, and it was **resolved** to share Mr Roberts' email with Cllr Grey (Secretary of Broad Haven FC).

(b) Correspondence from PCNPA regarding the planting of 70<sup>th</sup> Anniversary commemorative trees was noted. It was **resolved** that the Clerk contact PCNPA to express an interest in this scheme.

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

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

**9. Broad Haven Play Area:**

The Clerk reminded Members of several medium and low risk repairs arising from the recent Operational Inspection carried out by Infinity Play in April 2023. A subsequent quotation for the remedial work required to mitigate all these risks was shared with Members. It was noted that the total was £25,828. The Clerk also shared guidance from Infinity Play which did not advise taking any immediate action to restrict use of the equipment as long as the current situation is closely monitored. Members noted that the routine inspection reports occurring under the existing agreement with Infinity Play should highlight any deterioration. It was further recommended by Infinity Play that a firm decision on which repairs to prioritise should be deferred until the results of the annual inspection (due in July) are known. The Clerk advised that a comparative quote from Adventure Playgrounds Wales Ltd is also awaited.

**10. Slash Pond Fencing Repairs:**

Members noted that a significant length of the perimeter timber fencing along the boundary of the Slash Pond and Trafalgar Terrace needed repair. The Clerk shared quotations with the meeting. The quotations provided costs for replacement of the whole length (138 metres) and minimum replacement of rotten posts. It was **resolved** to accept the quotation from Jonathan Thomas Fencing to replace the whole length of fencing as a more cost-effective long-term solution. It was also **resolved** to approach the Support the Boardwalk group to explore any opportunities to share costs of repairing this boundary fence.

**11. Any Other Business (for Information):**

*Footpath Broad Haven Football Pitch to Slash Pond* – Cllr Bevan reported that although PCC had attended to cut back the lower levels of vegetation from this pathway, there remained growth at chest/head height. County Cllr Morgan agreed to follow up with PCC.

The meeting closed at 8.35pm

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

Date Received	Category	Sender	Topic	Summary of Content
13/06/2023	Consultation	One Voice Wales	Connectivity	Wales Connectivity Survey for inter
01/06/2023	Consultation	One Voice Wales	EMRTS Review	Consultation on Emergency Medico
24/05/2023	Consultation	One Voice Wales	Future Generations	Invite to complete survey on impac
12/06/2023	Consultation	Pembs CC	Hywel Dda Childrens Services	Consultation invitation
20/06/2023	Consultation	Welsh Government	Older People Commissioner	Consultation on extension of term
20/06/2023	Consultation	Welsh Government	Procurement Bill	Consultation on Procurement Bill
23/06/2023	Consultation	Pembs CC	Strategic Equality	Consultation on 2024-28 Strategio
28/05/2023	Decision	Barry Bardsley	Broad Haven Play Area	Email to advise of intermittent jam
25/06/2023	Decision	Infinity Play	Broad Haven Play Area	Quotation for repair works arising
24/05/2023	Decision	Barrie Jones Electrics	Festive Lights	Quotation for festive light infrastr
09/06/2023	Decision	Cllr C Alexander	Junior Football - Broad Haven	Request for HCC to support BH res
09/06/2023	Decision	PCNPA	Tree Planting 70th Anniversary	Request for HCC to participate in c
06/06/2023	Information	One Voice Wales	20mph Speed Limits	Communications & Engagement T
12/06/2023	Information	20sPlenty	20mph Speed Limits	June 2023 Newsletter
21/06/2023	Information	One Voice Wales	20mph Speed Limits	Invitation to virtual summit on 20
19/06/2023	Information	One Voice Wales	Area Committee	Notice of Pembrokeshire Area OV
26/06/2023	Information	One Voice Wales	Audit Process 2022/23	Guidance on 2023 Wales Audit Pro
06/06/2023	Information	Adplay Wales	Broad Haven Play Area	Information regarding play surfac
25/06/2023	Information	Infinity Play	Broad Haven Play Area	Inspection Reports
05/06/2023	Information	Pembs CC	Carers Week	Raise awareness of Carers Week 2
25/05/2023	Information	Welsh Government	Climate Change	Climate Change Bulletin for May 2
31/05/2023	Information	One Voice Wales	Community Funding	Information on UK Government Co
12/06/2023	Information	Pembs CC	CWBR Graffiti Art	Invitation to CWBR Graffiti Art Exh
15/06/2023	Information	Welsh Government	Infrastructure (Wales) Bill 2023	Update regarding Infrastructure (W
25/05/2023	Information	One Voice Wales	Innovative Practice Conference	Agenda and papers for 2023 OVW
22/06/2023	Information	Pembs CC	Long Course Weekend 2023	Information on Long Course Week
25/05/2023	Information	Les Reohorn	MillBay Homes Development	Copy of resident PAC submission t
26/05/2023	Information	Esdale Maclean	MillBay Homes Development	Copy of resident PAC submission t

26/05/2023	Information	David Meanwell	MillBay Homes Development	Copy of resident PAC submission t
18/06/2023	Information	Asbri Planning	MillBay Homes Development	Confirmation of receipt and due c
12/06/2023	Information	One Voice Wales	Model Standing Orders	Updated version of Model Standin
23/06/2023	Information	NRW	Nature based SuDS solutions	Funding opportunities regarding S
05/06/2023	Information	One Voice Wales	Nature Partnership	Information on Pembrokeshire Na
31/05/2023	Information	PCNPA	Newsletter	Pembrokeshire Coast Charitable T
01/06/2023	Information	Play Wales	Newsletter	Play Wales e-bulletin for June 202
06/06/2023	Information	Play Wales	Newsletter	Play Wales Briefing
26/06/2023	Information	PAVS	Newsletter	PAVS Third Sector Support Newsle
21/06/2023	Information	Pensions Regulator	Pensions Auto Enrolment	Confirmation of Re-declaration of
08/06/2023	Information	Planning Aid Wales	Planning	Training Opportunity - Community
05/06/2023	Information	Welsh Government	Privacy Notice	Updated Privacy Notice regarding
30/05/2023	Information	One Voice Wales	Recruitment	Vacancy - Digital Project Manager
30/05/2023	Information	One Voice Wales	Recruitment	Vacancy - Clerk to Hayscastle CC
31/05/2023	Information	One Voice Wales	Recruitment	Vacancy - Clerk to Neyland TC
13/06/2023	Information	One Voice Wales	Recruitment	Vacancy - Clerk to Sceddau CC
15/06/2023	Information	Welsh Government	Recruitment	Vacancies - Care Inspectorate Wal
15/06/2023	Information	Play Wales	Recruitment	Vacancy - Admin Assistant
19/06/2023	Information	One Voice Wales	Recruitment	Vacancy - Clerk to Neyland TC
20/06/2023	Information	Welsh Government	Recruitment	Vacancy - Board Associate Welsh I
20/06/2023	Information	Pembs CC	Recruitment	Vacancies - ICT Apprenticeship Prog
16/06/2023	Information	Carmarthen CC	River Stakeholders	Notice of online River Stakeholder
23/06/2023	Information	One Voice Wales	Smoking Litter	Opportunity for subsidised smokin
23/06/2023	Information	One Voice Wales	Training	OVW Training Schedules for June
05/06/2023	Information	Pembs CC	Windrush Day	Funding opportunities regarding V
01/06/2023	Information	Pembs CC	Working Better Together	Notice of bi-monthly online semin