

THE HAVENS COMMUNITY COUNCIL CYNGOR CYMUNED THE HAVENS

(Clerk/RFO Christine Lewis, The Farmhouse, Broadway, Broad Haven, SA62 3HX)
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THE MINUTES OF THE MEETING HELD AT BOWEN MEMORIAL HALL, LITTLE HAVEN, 1 MAY 2018, AT 7 PM

PRESENT

Mark Burch(Vice Chair), Peter Morgan (County Cllr), Joan Phillips, Carys Spence, Connie Stephens, Ian Whitby (Chair), Christine Lewis (Clerk/RFO).

MEMBERS OF THE PUBLIC

Michael Bool (The Royal)

APOLOGIES

Cllrs Charlotte Alexander, David Faulkner, Matthew Ford, Will Griffiths, Susan Reynolds, Katie Millar (Youth Representative).

ADOPT MINUTES FROM PREVIOUS MEETING

The minutes were signed by Cllr Ian Whitby (Chair), as a true record of the meeting held on the 3 April 2018.

DECLARATION OF INTEREST

There were no declarations of interest declared.

MATTERS ARISING

Tenders for French Drain and Footpath

Three tenders were received for each of the above proposed projects. These were opened by the Clerk and presented to the Chair for discussions. Both tenders were awarded to Messrs G D Harries and the Clerk was asked to write to all other parties thanking them for their time.

Enhancing Pembrokeshire Fund Proposals

The Council suggested that the Trafalgar Terrace Car Park could bring in additional funds for the Community if it were tarmac and the Clerk was asked to look into whether this, together with the above two projects could be put forward for the Enhancing Pembrokeshire Fund.

All Wales Award / Tourism Grant

The Clerk put forward two further grant opportunities that were available and asked Councillors to look at the criteria and put forward some proposals.

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Cllr Mark Burch [Chair]

Football Club Terms and Conditions

The Clerk was asked to make further enquiries as to who was organising the Football Club and write to advise them that the Council would not be renewing the lease on the field if the Club did not attend the June meeting.

Battle's Over - A Nation's Tribute 11 November 2018

The Clerk advised that Haverfordwest Town Council had put together a full day of events to commemorate the end of World War I on the 11 November 2018 and that this would be advertised throughout Haverfordwest..

Walton Road Development Update

Councillor Connie Stephens updated the meeting on the above project and advise that there had been some damage to a water pipe which has been leaking for some time.

There has been no information through regarding a footpath which the Council understood was one of the conditions of the planning permission. The Clerk was asked to make some enquiries regarding this.

Haven Fort Hotel/106 Proposal

A pre application meeting was held with Hayston Planning who outlined the proposed development plans for the Haven Fort Hotel. This was attended by both Councillors and local residents. The Council was advised that Hayston Planning has submitted a request for the Section 106 infrastructure payment to be waived in view of the fact that the purchasers were saving an old building.

AGENDA ITEMS

Election of Chair and Vice Chair

Cllr Joan Phillips proposed that Vice Chair, Mark Burch move to the office of Chair and Cllr Ian Whitby seconded. Cllr Carys Spence proposed that Cllr Ian Whitby take up the office of Vice Chair and Connie Stephens seconded. Both Mark and Ian accepted the posts. Cllr Mark Burch chaired the remainder of the meeting.

Review of Standing Orders and Internal Controls

The Clerk circulated the up to date Standing Orders and Internal Controls for comments and/or amendments. No amendments were put forward and Cllr Ian Whitby proposed these were adopted and Cllr Mark Burch (Chair) seconded.

Annual Return for the Year End 31 March 2018

The Clerk advised that the Annual Return had now been received. It was agreed to appoint Joan Scarratt for the Internal Audit which will be held on the 19 May.

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Cllr Mark Burch [Chair]

IRP Councillor's Expenses

The Clerk circulated a memorandum regarding the Independent Remuneration Panel's mandated and non mandated expenses. Councillors were asked to advise the Clerk in writing whether they wished to apply for the mandated expenses at the end of the year.

Boardwalk/Slashpond Bins

The Council was advised that Pembrokeshire County Council would no longer be arranging to empty the bins situated at the Picnic Area on the Boardwalk. It was agreed that as the Community Council were unable to take on this service the Clerk should contact the STB Group to see if they can arrange for the bins to be emptied. If they are also unable to take on the service it was proposed that the bins should be removed and a sign displayed asking visitors to take their rubbish home and recycle it.

GDPR Data Audit

The Clerk advised Councillors that the new General Data Protection Regulations come into effect on the 25 May 2018. To meet the legal requirements The Havens have now been registered with the ICO and Councillors were asked to make a list of any personal data held on their computer, together with the date it was obtained. They were also asked to sign a form confirming that the data was stored in a safe and secure manner, had been checked for accuracy, will not be shared with a third party and will be deleted as soon as no longer required.

One Voice Wales Area Committee Member

As members of One Voice Wales Councillors are entitled to name up to two Councillors to represent the Council at regional committee meetings. The Clerk asked those interested to advise her in due course.

Parking on The Point pavement

There have been a number of complaints with photographs showing up to three cars at a time parked on the access area to the Point. This area has traditionally been a no parking area with Loading Only limited to 10 minutes. The Clerk passed these on to Pembrokeshire County Council who advised that a bollard would again be installed to ensure safe access for visitors to the area.

Storm Gate Operating Procedures

The Operating Procedures were reviewed and discussed by Councillors present and it was agreed that in the event of storms being predicted, particularly during periods of high tide, the gates would remain closed until the bad weather subsided.

Clerk/RFO Updated Contract of Employment

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Cllr Mark Burch [Chair]

NALC (National Association of Local Councils) circulated an Employment Briefing giving details of the 2018/2019 National Salary Awards to be implemented from 1 April 2018. They also advised that details of a further award for 2019/2020 will be issued later this year. The Clerks Contract of Employment was amended to reflect these changes.

Beach Check

Cllrs Joan Phillips and Connie Stephens joined Nathan Miles, Natural Resources Wales, for this year's beach check. Cllr Connie Stephens reported that during the check treated sewage was pouring at Walton Road plant.

Planning Applications

There were no planning application consultancies this month.

Finance Expenditure

Clerks' April Salary £430.58 plus Expenses	489.08	
Cleddau Press May Issue	227.00	
Down to Earth STB Project Invoice DTE 527	2577.00	
Zurich Insurance	422.02	
MPH Hire Measuring Wheel	6.00	
Bowen Memorial Hall	1000.00	
Fasthosts Email	12.00	
HMRC (Jan-Mar)	163.90	
Office Furniture Online - Notice Board	184.80	
TOTAL	£5081.80	

Finance Income

April Precept Payment	9750	
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Payments authorised by Cllrs Phillips and RFO C Lewis

END OF MEETING

There being no further business to discuss the meeting closed at 8.30 pm.

THESE MINUTES ARE SUBJECT TO CONFIRMATION AT THE MEETING TO BE HELD ON 5 JUNE IN THE BROAD HAVEN VILLAGE HALL.

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Cllr Mark Burch [Chair]