

THE HAVENS COMMUNITY COUNCIL

Clerk/RFO: J Thomas email: clerk@havenscommunities.org.uk Tel: 01646 839271

FULL COUNCIL MEETING

4 June 2024 Broad Haven Village Hall – 7pm

MINUTES

PRESENT:

In Person: Cllrs H Jones (Chair), C Alexander (Vice-Chair), S Bell, G Bevan, A Devonald, S Reynolds and C Stephens.

To accept apologies for absence

Apologies for absence were received from Cllrs V Grey, L Kother and K Sturman

2. Declarations of Interest:

Item 5: Planning Application – 35 Holbrook Road, Broad Haven

Cllr S Bell declared a personal interest by virtue of her husband having done work for the owner of the property.

Cllr S Reynolds declared a personal interest by virtue of living opposite the property.

The Chair advised that Item 5: Planning Application would be discussed first due to the owner of the property attending the meeting.

3. Planning Application:

a. ***NP/24/0175/FUL – Proposed Rear first floor extension, extended garage and reconfigured driveway/parking at 35 Holbrook Road, Broad Haven, Haverfordwest SA62 3HZ***

The Chair invited the owner of the property to present the planning application who explained the application to the Cllrs. In response to a question from Cllr C Stephens, the Clerk confirmed that no comments had been received in relation to the application and the Cllrs **resolved** to support the application

[The Owner of the property then left the meeting]

4. To approve Minutes from the Meeting held on: 7 May 2024.

Moved by Cllr S Reynolds; Seconded by Cllr A Devonald

RESOLVED

That the Minutes of the meeting held on **7 May 2024** be approved as a correct record.

In response to a concern raised by Cllr C Stephens regarding the playpark inspections, the Clerk explained that the Community Council had instructed Infinity Play to provide the inspections and that PCC had been advised by the former Clerk in 2023 that they were not renewing the contract with PCC. The inspection that PCC had carried out had not been authorised by the Community Council and therefore had not been paid for, PCC had been informed of this.

In response to a further concern raised by Cllr C Stephens regarding the payment to the former Clerk and the authorisation of the payment, the Clerk explained that the Chair had spoken with the former Clerk and was advised that a payment of £25.04 remained outstanding and the Clerk processed this payment immediately as had been discussed at the meeting.

5. Play Park Quotation

Cllr G Bevan highlighted what had and had not been completed at the play park and the Clerk agreed to send details of the original quotation.

6. New Councillor Appointment process

The Cllrs discussed the application process for new Councillors and agreed that any vacancies would be advertised requesting a letter of application explaining why they were interested in the post and what they could bring to the Council and to the Community.

7. Member Allowances 2023/24

Cllrs agreed that allowance payments would be made retrospectively in March of each year, i.e. for 2023/24, payment to be made in March 2024.

8. Staffing Committee

In the absence of Cllr K Sturman, Chair of the Staffing Committee, this agenda item was deferred to the next meeting.

9. Appeals Committee

In response to a request from the Chair regarding a model Terms of Reference for an Appeals Committee, the Clerk agreed to research this through One Voice Wales.

10. Website/Email

In the absence of Cllr K Sturman, this agenda item was deferred to the next meeting.

11. Playgrounds Inspection Contract

As noted earlier in the meeting, the playgrounds inspection contract had been agreed with Infinity Play.

12. Honesty Box Grant Application

Cllrs were advised that one application form request had been received which would be reviewed in September.

13. Weed Spraying

Cllrs confirmed that there had been no further instances of weed spraying by PCC.

14. Atlantic Drive Path damage

The damage caused had now been fixed by PCC.

15. Marine Road Planters

Cllrs discussed the planters confirming that there were seven planters in total and the Clerk agreed to contact a representative from the Allotments and to continue with the poster to 'adopt-a-planter'.

16. Bus Shelter

Cllr Bevan advised that it was likely that the Holbrook Road Bus Shelter tender would be split into two and Cllrs noted the need for the clear Perspex sheet to ensure visibility of the arrival of the bus. Cllr Bevan agreed to work with the Clerk on putting a bidding document together.

17. Millmoor Way Bus Shelter

In response to a further discussion, it was **agreed** that the Clerk would contact PCC regarding the painting of the Millmoor Way bus shelter in addition to the application for the Community Payback scheme agreed at the previous meeting.

18. Trafalgar Terrace

The Clerk **agreed** to chase up a response from the landowners regarding the review of Knotweed on Trafalgar Terrace.

19. Pedestrian Crossing

Cllr Bevan **agreed** to ensure the pedestrian walkway was clearly visible (by clearing foliage blocking the view) whilst a response was sought regarding the road marking to highlight the pedestrian walkway.

20. Predict and Protect Rota 2024

Cllrs discussed the rota for 2024 and it was **resolved** that an advert would be placed in the Community Diary for assistance with the rota.

21. Councillor Training Plan

Councillors discussed the training development policy and the Clerk provided a training needs analysis for all Cllrs. This would also be emailed along with course availability as received from OVW.

22. Community Awards

The Chair presented an idea to introduce the Community awards but wanted to ensure the right awards were included. It was noted that a presentation could be made at the last Community Lunch of each cycle in March and it was **agreed** that this would be placed on the agenda for September for further discussion.

23. Broadway Road Sign Review

Cllrs discussed the sign and its location and the Clerk **agreed** to request an update on the progress of the replacement sign and to update Cllr Alexander for the Broadway Action Group to also chase.

24. 20mph Link

<https://newsroom.pembrokeshire.gov.uk/news/opportunity-to-request-changes-to-the-20mph-limits-in-pembrokeshire>

Cllrs again highlighted the need for residents to have their thoughts known on the 20mph speed limits.

25. Facebook safeguarding of messages

Cllr Reynolds highlighted the need to ensure the suitability and safeguarding of messages on the FaceBook site. It was **agreed** that HCC did not need a social media Sub-Committee and that any comments that need reviewing would be done so via the Chair, Vice-Chair and Clerk.

26. Footpath from Broadway to Broad Haven

Cllr Stephens highlighted concerns regarding the road near to Longditch Cottage. Councillors discussed the potential for Ateb to assist or for the local landowners to provide land to create a footpath.

Cllr Alexander highlighted the 'walk to school week' that had recently taken place and the concerns on the area together with the need for footpaths and cycle paths in the area. Councillors noted that there was not a safe location for the school bus to stop for the high school and that a group were looking to review the area and the 20mph limits.

27. Projects update:

a. Little Haven interactive boards

The invoice had been received and was approved for payment.

b. Community Lunches

The Clerk advised that the invoice from St Brides had not been received. Councillors discussed the next lunch with a view to restarting in September.

c. Litter picking

No update available.

d. Book Shelter

The book shelter continued to be very well received and the lock had been sorted.

28. Correspondence Report

a. Received

Councillors had received the list of incoming and outgoing correspondence and discussed the sanitation pipe at the RNLI and the Boules Pitch Heads of Terms. Cllrs clarified that the Council had been chasing a conclusion to the Boules Pitch for some time now as they were keen to

ensure the EPG grant was not lost and that the Boules Pitch was provided for the community. Cllrs requested that this item be included on future agendas to receive updates.

Cllrs highlighted the correspondence that had been received noting antisocial behaviour in the town and emphasised the need for any concerns to be reported directly to the Police on either 999 if it was an emergency or on 101.

29. Finance Report:

a. Update on Barclays Account

b. Payments approved as follows:

Salaries	£486.00
HMRC	£122.40
Cleddau Press	£210.00
Total Tech Ltd (12826)	£ 84.00
Fasthosts invoice	£ 8.46 (reimbursed to Clerk)
Total Tech Ltd (13015)	£ 84.00
BH Hall Invoice 1428	£ 17.50
Fasthosts invoice	£ 12.00 (reimbursed to Clerk)
Bevans Lawn Care (1512)	£330.00
Former Clerk	£ 25.04

c. Payments received

Honesty Box	£240.11
Honesty Box	£229.65

d. Balance on accounts

Total £56204.71

30. Internal Auditor

The Clerk presented the Letter of Engagement for the Internal Auditor which was approved and signed at the meeting.

31. Date of Next Meeting – It was agreed that the date of the next meeting will be Tuesday 2 July 2024 at Little Haven Village Hall at 7pm.

32. Any Other Business

Cllr Bell acknowledged that the sea front lights had been on all day and advised that she would contact LITE as the incorrect date had been given to LITE. Cllr Bell advised that an RCSD was out by the Ocean and that an invoice would be provided from LITE for approximately £80 for the replacement.

Cllrs discussed the damaged wooden bollards on the promenade outside the Ocean Café and the Bike rack and it was **resolved** that the Clerk would contact National Parks.

The meeting ended at 2046hrs

Chair:

2 July 2024