

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

**FULL COUNCIL MEETING**

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

**MINUTES**

**Present:**

|                        |                   |
|------------------------|-------------------|
| Cllr. H. Jones (Chair) | Cllr. C. Stephens |
| Cllr. S. Bell          | Cllr. G. Bevan    |
| Cllr. K. Sturman       | Cllr. A. Devonald |
| Cllr. E. Kother        |                   |

**Also in Attendance:**

Peter Horton (Locum Clerk), County Cllr. N. Neumann

**1. Introduction:**

The Chair opened the meeting and welcomed all present to the meeting.

**2. Public Participation in business of the meeting**

There were no members of the public in attendance.

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

Cllrs. V. Grey, S. Reynolds, C. Alexander

**4. Absences without apology**

None

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

C'llr George Bevan declared a personal and prejudicial interest in any discussion on letting the community grass-cutting contract.

**6. To approve and sign minutes of the January 2025 monthly meeting of the Council:**

The minutes were approved as written (proposer C'llr K. Sturman, seconder C'llr G. Bevan).

**6b. To approve and sign minutes of the E.G.M. held on 22<sup>nd</sup> January 2025**

The minutes were approved as written (proposer C'llr K. Sturman, seconder C'llr G. Bevan).

**7. To receive an update on Broadway road safety**

C'llr N. Neumann had no significant updates to report. One resident had complained that she had not been notified of the public meeting held recently, and had been met individually afterwards. The scheme was now scheduled to proceed as agreed, with an anticipated start within the next few weeks.

C'llr C. Alexander had submitted some questions on behalf of the Broadway Residents' Action Group, as follows :

- When was the speed limit due to be reduced, and could it be reduced to 20mph rather than the 30mph proposed? C'llr Neumann responded that the process of timing for the alteration in speed limit was constrained by P.C.C. timetables for establishing traffic orders. A reduction to 20mph would be difficult to impossible to achieve, as P.C.C. had indicated that their view was that 30mph was the appropriate speed limit for this location, and this was what had been agreed in the recent meeting.
- Who has ownership of and responsibility for the bus shelter in Broadway? C'llr Neumann thought it was probably owned by P.C.C., but undertook to make enquiries.

**8. To receive a report from the County Councillor**

- (i) C'llr Neumann had attended a budget seminar in P.C.C. recently. Projected figures were not encouraging, with an increase in council tax of between 7.5% and 16% possible, and around 8-9% most likely.
- (ii) The Little Haven slipway had finally been cleared. C'llr Neumann was trying to establish clear lines of communication and responsibility for this, to avoid similar problems and delays on future occasions.

**9. Finance Matters**

**a) Payments for approval**

|                                |   |          |
|--------------------------------|---|----------|
| P Horton (January pay)         | : | £ 156-40 |
| HMRC (PAYE tax for above)      | : | £ 39-00  |
| Total Tech (INV-14474)         | : | £ 84-00  |
| Cleddau Press (invoice 017695) | : | £ 235-00 |
| Sally Bell (reimbursement)     | : | £ 17-65  |
| Jackie Thomas (final pay)      | : | £ 401-94 |

(NOTE : this payment subject to her agreement / prior return of all equipment and documentation).

|  |   |             |
|--|---|-------------|
| HMRC (Jackie Thomas PAYE)                                      | : | £ 136-60    |
| Fasthosts  | : | As invoiced |
| S.C. Havard (charitable donation in lieu of Gareth Havard pay) | : | £ 840-10    |
| Lite (Invoice 571295)  | : | £3520-87    |
| Seaview Mini Market (purchases for coffee mornings)            | : | £ 78-35     |
| Audit Wales (2018/19 audit fee)                                | : | £ 225-75    |
| Audit Wales (2022/23 audit fee)                                | : | £ 448-83    |

All the above payments were approved by Members (proposer C'llr A. Devonald, seconder C'llr S. Bell).

**b) Income received**

£147-08 Honesty Box receipts  
£4010-21 VAT reclaim.  
£1058-26 Bench repayment  
£ 50-00 W.I. (for Christmas lights)  
£ 93-75 Bank interest  
£ 300-00 Broad Haven Caravan Park

**c) Bank balances**

|            |                           |
|------------|---------------------------|
| £18,152-31 | Current Account           |
| £25,462-07 | Funds for Purpose Account |

**10. Planning Application consultations received:**

**NP/24/0543/FUL** – Two Story rear extension; Location: 39, St Brides Road, Little Haven, Haverfordwest, Pembrokeshire, SA62 3UN – No comments.

**NP/24/0688/FUL** – Conversion of loft space to habitable room and toilet; Location: 7 Millmoor Cottages, Broad Haven, Haverfordwest, Pembrokeshire, SA62 3JH – No comments.

**NP/25/0001/FUL** – Proposed Cattle Unit; Location: Haroldston Farm, Haroldston Hill, Broad Haven, Haverfordwest, Pembrokeshire, SA62 3NB – No comments.

**NP/25/0006/FUL** – Retention of existing property as seasonal holiday accommodation; Location: 27 Timber Hill Chalet Park, Broad Haven, Haverfordwest, Pembrokeshire, SA62 3LZ – No comments.

**NP/25/031/FUL** – Rear extension to create a larger conservatory; Location: 22, Swanswell Close, Broad Haven, Haverfordwest, Pembrokeshire, SA62 3LW – No comments.

**11. Correspondence received**

- a) Infinity Play – Routine playpark inspection report – Clerk to make enquiries with P.P.S. regarding obtaining quotations for both playparks as soon as possible.
- b) Eaton-Evans and Morris – Update on situation with boules pit lease – dealt with in agenda item 17 below.
- c) P.C.C. – E-bike proposals – Members were generally in favour of the concept. C’Ilr Neumann to arrange a site meeting with P.C.C. with any interested Members free to attend.
- d) Boundary Commission – details of final report on proposed boundary changes to take effect in 2027 – noted.
- e) Welsh Water – Response to pre-application consultation submission for Millbay Homes site – noted. C’Ilr Neumann reiterated his previous comments to the effect that they should sort out existing problems before entertaining new development. However, D.C.W.W. had said there was sufficient capacity in Walton West S.T.W. to cope with the proposed development. Members were unconvinced by this.
- f) Audit Wales – Notification of completion of 2023/24 audit – Clerk had placed notice on webpage. Agenda item for March to address changes needed to standing orders.

**12. Staffing Update:**

**a. Recruitment process for new clerk.**

C’Ilr K. Sturman confirmed that the new job description documents were almost ready for circulation, with the option of separating the Clerk and financial roles incorporated into the job descriptions drafted.

The Chairman confirmed that nothing had yet been heard from the previous Clerk in response to the message sent out following the January E.G.M.

**b. Discussion of arrangements for Acting Clerk terms and conditions.**

The Chairman confirmed that Gareth Havard was content to step away from involvement, and hand everything over to the current Acting Clerk, who was willing to look after this at least until August if needed, with the possibility of this then becoming a permanent arrangement if amenable to all parties. Members were content with this interim arrangement. Clerk to arrange collection of the council laptop and paperwork from Gareth Havard.

**13. Website/Email/Social Media update**

C’Ilr. K. Sturman confirmed that all was well in hand, with the website almost ready to go live. Documents such as previous minutes, agendas, etc., would need to be transferred from the existing webpage. Clerk to download this from the Pembstcc.co.uk webpage in readiness. Members were encouraged to be alert to submit any suitable photographs of the community that could enhance the website.

**14. Discussion of grit bin provision in community**

C’Ilr S. Bell mentioned that a grit bin had been requested for Atlantic Drive. Members felt there should potentially be consideration to grit bins in various other locations as well. Clerk to check cost, whether or not re-filling would be included in any cost, and table an agenda item for March to discuss further.

**15. Discussion of wild water sauna**

Members were in favour of the idea in principle. However, it was pointed out that the community council did not own or control any of the potential sites that could be used for this. Clerk to respond to say that the community council would support the initiative, did not own or control any of the land involved, and recommend that they contact P.C.C. / P.C.N.P.A. to further the matter.

**16. Update on Insurance**

Eaton-Evans & Morris had passed on an agreement from P.C.C. for the insurance liability to be maintained at £5 million, instead of the £10 million previously stipulated. This was welcomed by Members, as it meant the insurance premium at renewal would not be as high as feared.

**17. Boules Pitch Solicitor update**

All paperwork was currently with the P.C.C. Legal Department. It was hoped that a lease arrangement might now be finalised without much further delay.

**Maintenance.**

**18. Playgrounds Inspection contract**

Dealt with in 'Correspondence' above.

**19. Update on Atlantic Drive**

No update to report.

**20. Discussion of Bus Shelter repairs.**

C'llr G. Bevan reported that rubbers for the Perspex panes were proving difficult to source. Clerk to contact P.C.C. to see if these could be supplied by them.

**21. Discussion of Millmoor Way Bus Shelter**

No change.

**22. Update on Book shelter repairs**

No update to report.

**23. Update on grass-cutting contract**

Members were informed that the grass-cutting contract needed finalising. It was mentioned that the specification might require some minor amendments from the previous year. Chairman and Clerk to liaise over the preparation of an updated document, for approval at the March meeting.

**24. Update on Concrete base for Football Pitch Bench.**

It was pointed out that the existing lease would need to be checked, to see if any restrictions existed on such development. C'llr C. Stephens undertook to see if she had a copy of the lease.

**Projects.**

**25. Update on Community Lunches**

Community lunch arranged for 27<sup>th</sup> March, in the Ocean Bar. C'llr C. Stephens mentioned that this would probably be the last one arranged until the autumn. Preparation of posters, etc., was in hand.

**Miscellaneous**

**26. Update on Predict and Protect Rota**

Members were aware of the need to make any arrangements needed for the 2025 season.

**27. Any necessary discussion of Community Awards**

An offer to make certificates for award winners had been received by the Chairman.

**Meeting Closedown**

**28. Any Other Business.**

**VE80 commemorations.** C'llr C. Stephens had been asked if the community planned any events to commemorate this occasion. It was confirmed that events in the community were planned for 22<sup>nd</sup> – 24<sup>th</sup> April. Agenda item for March to be tabled to discuss any potential community council involvement.

**Landslip alongside St. Brides Road.** Members reported that this was still not fully resolved.

**Apologies for March meeting.** C'llr S. Bell offered apologies for the March meeting.

**29. Date of Next Meeting.**

Tuesday 4 March 2025, Broad Haven Village Hall.

The meeting closed at 8-40 pm