

THE HAVENS COMMUNITY COUNCIL
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FULL COUNCIL MEETING

**2nd DECEMBER 2025 – IN PERSON AT BROAD HAVEN VILLAGE HALL, AND ONLINE VIA THE ZOOM
VIDEOCONFERENCING PLATFORM – 7pm**

MINUTES

Present:

Cllrs Howard Jones (Chairman), Andy Devonald, George Bevan, Liz Forster, Chris Oliver.

Also in Attendance:

Peter Horton (Clerk); County Cllr. N. Neumann

1) **Comments of welcome by Chairman**

The Chairman welcomed all present to the meeting

2) **Apologies received**

C'llrs Charlie Alexander, Viv Grey, Sally Bell, Liz Kother, Kevyn Sturman

3) **Absences without apology**

None

4) **Opportunity for members of the public to make representations on tabled agenda items**

Two local residents in attendance wished to express support for the application ref. NP/25/0629/FUL, one being the applicant, and the other a close neighbour.

5) **Declarations of known conflicts of interest**

C'llr Howard Jones declared a personal and prejudicial interest in planning application ref. NP/25/0663/FUL, as the applicant was a close family member.

6) **Approval of minutes of the November monthly meeting**

The Chairman had received a message from someone affected by the recent spate of burglaries in the community. They took issue with the minute record stating that items had been returned to the owners, as they personally had not had items returned to them. Members noted this, but were content that the draft minutes were an accurate record of what had been stated in the meeting. As such, the minutes were approved as a true record, and held for signature by the Chairman (proposer C'llr Liz Forster, seconder C'llr Chris Oliver).

7) **Matters Arising from previous meetings, and not covered under tabled agenda items**

- Atlantic Drive update

No update available.

- Ownership of land / benches behind Millmoor Way bus shelter

C'llr Nick Neumann had received confirmation from P.C.C. that the benches were not P.C.C.-owned. Agenda item to be tabled for January to discuss possible acquisition of the benches by H.C.C.

- Update on arrangements for festive lighting sponsorship / switch on of lights

Switch-on of lights scheduled for 6pm on Sunday 7th December. It was confirmed that the Christmas tree was up in Broad Haven, with arrangements in hand for lighting to be added shortly. Regarding the Christmas tree in Broadway, it was reiterated that arrangements for lighting had been left with the residents' group to arrange for this year, with H.C.C. to consider assisting with arrangements for 2026.

- Any update on new website provision

The Clerk confirmed that changeover of the Clerk email address was well advanced. Members were reminded to notify the Clerk on an individual basis when they were ready to switch their own personal / Fasthosts email address to the new gov.uk one.

- Update on situation with long-term parking in Slash Pond Car Park

Members were informed that P.C.C. had placed notices on the van, requiring its removal. The notice had some days to run, after which it was expected that P.C.C. would remove the van, if this had not been done by the owner.

- Update on order for new noticeboard

Noticeboard order in hand with Norman Industries. Clerk to chase up expected delivery date.

8) Accounts

- Payments for approval

Cleddau Press (INV-19902)	:	£ 280-00
Total Tech (INV-16473)	:	£ 84-00
Clerk (salary November 2025)	:	As per contract
HMRC (PAYE tax / N.I. contributions on clerk salary):	:	As per contract
Hugo Fox (direct debit website December)	:	£ 23-99
Hugo Fox (direct debit emails December)	:	£ 29-99
Broad Haven Hall (INV-1514)	:	£ 40-00
George Bevan (grass-cutting)	:	£ 168-00
Howard Jones (reimbursement for RBL wreath)	:	£ 20-00
Viv Grey (reimbursement for refreshments)	:	£ 13-23

The above payments were approved by Members (proposer C'llr Liz Forster, seconder C'llr Chris Oliver).

- Income received

Honesty box income	:	£ 152-11
Festive lighting sponsorship	:	£ 750-00

- Balances held in community council accounts on 30th November 2025

Current account	:	£13803-34
Deposit account	:	£25240-82

- External audit of 2024/25 accounts

Members noted that the account audit had been completed, with an unqualified approval. Clerk to arrange to publicise the conclusion of audit notice online and in the community noticeboard.

9) Planning

- Planning consultations for discussion :

NP/25/0625/DOC - Proposal: Discharge condition relating to Ecological Enhancement Measures of appeal decision approval; Location: Cambrian House, Settlands Hill, Little Haven, Haverfordwest, Pembrokeshire, SA62 3LA – No comment.

NP/25/0629/FUL; Proposal: Extensions to dwelling and erection of a detached garage
Location: Belmont Farm, Broad Haven, Haverfordwest, SA62 3LD – Support.

NP/25/0655/FUL; Proposal: Replacement of existing front balcony with new balcony, slightly longer and in new materials and glass balustrade; Location: 65, Puffin Way, Broad Haven, Haverfordwest, SA62 3HP – Support.

[NOTE – C'llr Howard Jones left the room at this point, due to a conflict of interest in relation to the following planning application. The meeting chairmanship was taken on by C'llr George Bevan]

NP/25/0663/FUL; Proposal: First floor, single storey extension which provides access via walkway to elevated rear garden/patio area and associated works; Location: 21, Ceinfryn, Wesley Road, Little Haven, Haverfordwest, Pembrokeshire, SA62 3UJ – Support.

[NOTE – C'llr Howard Jones returned to the room at this point, and resumed chairmanship of the meeting]

10) Correspondence received

- 01) P.C.C. – Reminder on grit bins – noted.
- 02) P.P.S. Pembrokeshire – Operational playground inspection report – noted.
- 03) Solicitor – Draft boules pit land lease document – dealt with in agenda item 12 below.

- 04) Local resident – Comments on possible acquisition of Slash Pond freehold – dealt with in agenda item 4 below.
- 05) Audit Wales – Notification of conclusion of audit of 2024/25 accounts – dealt with in ‘Accounts’ above.
- 06) Local resident – support for planning application ref. NP/25/0629/FUL – dealt with in ‘Planning’ above.
- 07) P.P.S. Pembrokeshire – Quotation for maintenance work at playpark – quotation approved (proposer C’lir George Bevan, seconder C’lir Andy Devonald).
- 08) Sally Bell – Request for dispensation to step back temporarily from council business due to personal circumstances – deferred for discussion prior to Any Other Business at end of meeting.

11) County Councillor report

Planning enquiries. Enquiries and requests for support / advice had been occupying much of C’lir Neumann’s time during the previous month.

Flooding issues. Flooding caused by recent heavy rainfall had caused some issues with reliability of refuse collections in the community. Other issues, such as mechanical breakdowns and staff absences, had also added to this problem.

C’lir Nick Neumann and Andy Drumm had met officers from the P.C.C. Pollution Team in County Hall, to understand their role. This had been a useful meeting.

Resurfacing in Little Haven. The ongoing resurfacing work had created some issues with access for some residents, but was well in hand.

Governors’ meeting in school. A meeting had taken place recently.

P.C.C. budget setting. The process for this was now under way.

12) Discussion of draft boules pit land lease documentation received from P.C.C.

The draft boules pit lease had been received back from the solicitor. Apart from an incorrect entry for the H.C.C. correspondence address, the draft lease appeared to be acceptable. It was confirmed that the capital costs of the boules pit project would not incur any costs for H.C.C., with costs for the community council being confined to ongoing maintenance costs.

Members agreed to approve the lease, subject to correction of the correspondence address, and confirmation from the solicitor that she was not aware of any issues of concern (proposer C’lir George Bevan, seconder C’lir Chris Oliver). Clerk to inform the solicitor accordingly.

13) Discussion / approval of Biodiversity Enhancement report for community council

Andy Drumm mentioned that Ant Rogers of P.C.C. had suggested putting the Slash Pond project forward for recognition by the Welsh Government, under a new national initiative to recognise small natural areas that are not officially designated, so that they count towards Wales’ global nature conservation commitment to conserve 30% of all freshwater, terrestrial and marine areas by 2030. He asked for the community council’s support for the application to be formally agreed, as this was needed to progress the application. Members approved the submission of this application (proposer C’lir Chris Oliver, seconder C’lir Liz Forster). It was understood that the landowners (Raymond Brothers) had also been approached for their agreement.

Regarding the biodiversity report, it was agreed that Andy Drumm would send this to the Clerk as soon as possible, for circulation to all Members, in advance of consideration for approval in the January meeting. In the meantime, Clerk to inform the W.G. that the report was expected to be published in January.

Members wished to record their thanks to Andy Drumm for the considerable work and expertise invested by him in preparing the report.

14) Discussion of possible acquisition of Slash Pond, including any necessary discussion of feedback from public walk-in session on Tuesday 18th November

A public walk-in session had been held on November 18th, in Broad Haven Hall. This had attracted about 25 attendees, including councillors in attendance. Members felt there was a need to reach more people if possible, in order to get as wide a picture as possible of the overall view of local residents. To this end, a survey document had been prepared by the Clerk. This was considered by Members. Members felt that an additional space on the form offering respondents to complete name and address contact details if they wished to do so would be good. Clerk to add this to the form, and circulate to all Members. It was thought the form could be distributed in the forthcoming Community

Lunch, be placed in the Community Diary, online on social media channels, and wherever else Members felt was appropriate.

C'llr Chris Oliver asked whether the lease payments had been made. Members were unsure of this. C'llr Nick Neumann commented that the council would be advised to try and reach a final decision on the matter no later than February.

Clerk to send further holding message to Raymond Brothers to provide an update on the community engagement process.

15) Discussion of implementation of Community Award scheme

Members had received some information on schemes in other authorities, such as St. David's City Council, which had a well-established scheme. C'llr Nick Neumann to arrange to put C'llr Howard Jones in touch with the St. David's C.C. Clerk, to discuss details of their scheme. Members were content to leave the matter with C'llr Howard Jones to progress.

16) Discussion / review of Community Council Training Plan

The revised training plan had been circulated round to Members. Members resolved to adopt this (proposer C'llr Andy Devonald, seconder C'llr Liz Forster).

C'llr Nick Neumann undertook to circulate a recent email received, with a useful induction guide for new councillors.

Clerk to circulate email to invite Members to nominate courses they would be interested in attending. Agenda item to be tabled for January to discuss detailed arrangements.

17) Any necessary discussion of arrangements for forthcoming community lunches

The Christmas Community Lunch was scheduled for 11th December. This had been widely advertised, and all arrangements were well in hand.

18) Discussion of arrangements for possible replacement of Croft Road bus shelter

C'llrs Howard Jones and George Bevan had visited the site to inspect and discuss the best way forward. It was anticipated that a draft proposal would be completed within the next week or so, that could then be used as the basis for seeking quotations for the work needed. The aim would be to get this completed as soon as possible, possible in January / February 2026.

19) Discussion of defibrillator provision and associated training arrangements

Defibrillator purchase. A quotation for new unit and cabinet of around £1500 had been obtained. It was confirmed that consent would be needed from the Broad Haven Hall Committee to place the cabinet on the wall of the hall. Members approved purchase of the defibrillator and cabinet subject to prior consent for the siting on the village hall. (Proposer C'llr Andy Devonald, seconder C'llr Chris Oliver). Clerk to speak to C'llr Charlie Alexander about obtaining consent, and then to order up the defibrillator and cabinet if the consent was forthcoming.

Defibrillator training. Clerk to seek suitable dates from C'llr Charlie Alexander, for possible training in February, preferably on Saturday morning and Tuesday evening, in Broad Haven Hall. Once dates obtained, Clerk to seek to confirm arrangements for training.

Ref. Agenda item 10 'Correspondence', correspondence item 08

Members considered the dispensation request from C'llr Sally Bell listed in 'Correspondence' above, and agreed unanimously to approve this (proposer C'llr Chris Oliver, seconder C'llr Liz Forster).

20) Any other business (for information only)

Public participation in meetings. Agenda item to be tabled for January to clarify a protocol for handling unauthorised interruptions in meetings by members of the public.

Recent public meetings. C'llr Andy Devonald apologised for having missed the recent walk-in session concerning the Slash Pond, due to unavoidable circumstances. However, he voiced support for the community council in the efforts having been made to communicate widely on the issue, and felt that criticism from certain members of the public on perceived lack of effective communication by the community council was completely unjustified.

Annual budget setting process. C'llr Liz Forster asked about the process for budget-setting for the next financial year. It was explained that the Clerk would prepare and circulate a draft budget well in advance of the January meeting. Members could request amendments to the draft in advance of the

meeting if they wished to do so, as well as forward to the Clerk any non-regular items they wished to be incorporated into the draft budget. The final draft would then be discussed in full in the January meeting, and agreed subject to any final amendments made. This process would also inform the setting of the precept for the 2026/27 financial year, which would also take place in the January meeting.

Grass-cutting contract for 2026. C'llr Liz Forster asked what the process was for the grass-cutting contract for 2026. It was explained that this would not be done in conjunction with the budget-setting process in January, but later as a separate exercise.

The meeting closed at 8-45pm. Next scheduled meeting, Tuesday 6th January 2026, Little Haven Village Hall.