THE HAVENS COMMUNITY COUNCIL

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# FULL COUNCIL MEETING

**7th FEBRUARY 2023 – BOWEN MEMORIAL HALL, LITTLE HAVEN – 7pm**

**MINUTES**

**Present:**  Cllr. C. Stephens (Chair) Cllr. C. Alexander

Cllr. H. Jones Cllr. E. Kother

Cllr. V. Grey Cllr. S. Reynolds

Cllr. M. Burch

**In Attendance:** Gareth Havard (Clerk), County Cllr. P. Morgan, B. Grey (Youth Rep) and Mr A. Stirling (left at 7.15pm)

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

Cllrs. G. Bevan, A. Devonald and S. Bell.

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

Cllrs C. Stephens, C. Alexander and S. Reynolds declared a personal interest in Item 6(iii) as management committee members of Broad Haven Village Hall.

**3. To consider Planning Consultation:**

(i) *PCC 22/0837/PA South Cockett, Gilton Lane, Broadway, SA62 3TU*. No objections were noted and it was **resolved** to support this application.

(ii) *PCNPA NP/22/0726/FUL The Barn, South Hill, Talbenny, SA62 3XA*. No objections were noted and it was **resolved** to support this application.

(iii) *PCNPA NP/23/0008/FUL 108, Sandyke Road, Broad Haven, SA62 3JF*. No objections were noted and it was **resolved** to support this application.

**4. 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 9th January 2023 were received and adopted as a correct record.

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

(i) *PCNPA Places for Nature* – further to the presentation received at the January 2023 meeting, Members considered possible areas/projects for this initiative. It was **resolved** that the Clerk make PCNPA aware of the private sale of Haroldston Woods with a recommendation that the acquisition of these woods by PCNPA would form an ideal biodiversity and conservation project for the area. It was also **resolved** that the Clerk advise the PCNPA Rangers that there would be potential project opportunities for the land surrounding Holbrook Road which is subject to the proposed community asset transfer (CAT) ongoing with PCC.

(ii) *Defibrillator* - the Clerk advised that an external cabinet had been purchased and was awaiting installation at Broad Haven Football Club. Once installed, the free defibrillator would then be released by Welsh Government.

(iii) *Church Cemetery Grants* – further to discussion at the January 2023 meeting, the Clerk advised Members that a grant of £200 had previously been made to each of the churches at Haroldston, Talbenny & Walton West. It was noted that this grant was to support cemetery maintenance under Section 214 of the 1972 LGA. It was **resolved** to repeat the grant at £200 for this financial year.

(iv) *St Madoc of Ferns Trust* – the request for HCC to become an ex-officio Trustee of the St Madoc of Ferns Trust was considered. It was **resolved** to politely decline this request at the present time. However, Members did note a commitment to reconsider this matter in the future if/when circumstances were to change.

(v) *Broad Haven Christmas Tree Lights* – further to discussion at the January 2023 meeting, the Clerk shared advice given by Atlantic Electrical Services that the most cost effective option for running power to a Christmas tree in its present location is the status quo ie: use of two IP rated waterproof boxes (one small and one large) which can be switched annually at minimal cost when required.

**6. Finance Matters:**

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

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| --- | --- |
| £290.00 | Cleddau Press Ltd – Community Diary (Feb 2023) |
| £12.00 | Fasthosts Ltd – Jan 2023 Webmail Account Fee |
| £580.00 | Defib Warehouse Ltd – external polycarbonate defibrillator cabinet |
| £422.60 | Clerk Salary (Jan 2023) |
| £105.80 | HMRC PAYE Liability – Jan 2023 |
| £12.00 | Broad Haven Village Hall – Hall Hire Fees |
| £35.00 | Information Commissioner – Data Protection Registration Renewal Fee |

(ii) Quarterly Finance Report – Q4 2022/23 - Having been circulated in advance of the meeting, the Clerk presented a Financial Report to the meeting for the period ended 31st December 2022. 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.

(iii) Annual Grants to Broad Haven and Little Haven Village Halls

The Clerk shared correspondence from Broad Haven Village Hall management committee requesting financial support. A copy of recently audited accounts was also provided. Discussion followed regarding previous decisions on the award of such grants. Some Members expressed a preference that financial support should be given to specific projects as opposed to a general award toward running costs – this being consistent with recent distributions from the Trafalgar Car Park Honesty Box. It was **resolved** to allocate an award to Broad Haven Village Hall of £1,000 in principle but request project details in support. It was noted that a formal application from the Bowen Memorial Hall was awaited. The Clerk was requested to liaise with Edna Davies accordingly.

**Post Meeting Note:** There was an action placed on the Clerk at the December 2022 meeting to prepare a Grant Policy for HCC to adopt going forward. Discussion above further highlighted this need, and the Clerk will present a draft to the March 2023 meeting for review/adoption.

**7. Business Planning**

Further to proposals at the January 2023 meeting, Members considered a business plan with the aim of allocating Councillors and target delivery dates to projects identified in the 2023/24 Budget. It was also noted that there were some projects identified in the 2022/23 budget which also required delivery. Consequently, a Business Plan was agreed as follows:

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| --- | --- | --- | --- |
| **2022/23 Projects** | **Value** | **Councillor(s)** | **Date** |
| Book Shelter | £500 | Kother | July 2023 |
| Coffee Mornings | £500 | Stephens, Reynolds & Alexander | April 2023 |
| Flower Planters | £1,250 | Burch, Bevan & Jones | May 2023 |
|  |  |  |  |
| **2023/24 Projects** | **Value** | **Councillor(s)** | **Date** |
| Little Haven Interactive Boards | £1,000 | Stephens | Dec 2023 |
| Community Lunches & Transport | £3,440 | Stephens, Reynolds & Jones | April 2023 |
| King Charles Coronation | £765 | Alexander | May 2023 |
| Little Haven Festive Lights | £2,000 | Bell, Alexander, Devonald, Jones | Dec 2023 |
| Litter Picking Initiatives | £1,000 | Bevan & B.Grey | April 2023 |
| Broad Haven School to URDD | £1,000 | Clerk | July 2023 |

**8. Actions arising from Local Government & Elections (Wales) Act 2021:**

(i) *Village Halls WiFi* – it was noted that formal permission to proceed with this project had been received from Broad Haven Village Hall and Bowen Memorial Hall committees. The Clerk shared quotations for the installation, monthly costs and support packages with Members. Following consideration, it was **resolved** to award the contract to Total Tech Ltd.

(ii) *Annual Report* – having been circulated in advance of the meeting, it was **resolved** to accept the draft Report as prepared by the Clerk. In accordance with legislation, the 2022 Annual Report will be uploaded to the HCC website. It was also agreed to share the Report on the HCC social media page.

**9. 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 for HCC to intervene to enforce motorist’s respect for dropped kerbs in Broad Haven was considered. It was noted that the obstruction of a dropped kerb is a parking offence. It was **resolved** that the Clerk (i) raise with local Dyfed Powys Police community officers, and (ii) respond to Ms Maclean (complainant).

(b) A request for Community Officers from Dyfed Powys Police to attend HCC monthly meetings was considered. It was recognised that this would be an opportunity to foster liaison with the neighbourhood policing team and it was **resolved** to accept the offer to attend future meetings.

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

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

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

*King Charles Coronation* – the Chair invited Members to give some thought to appropriate low key commemoration ideas for formal consideration at the March 2023 meeting.

*Jubilee Grant Update* – Cllrs Reynolds and Grey provided a very brief update. A more formal report would be provided at the March 2023 meeting when more information is expected to be available.

*Atlantic Drive Planters –* Cllr Kother relayed an offer from a Ms Hopewell to maintain the flower planters in the Atlantic Drive area. Members welcomed the offer and Cllr Kother would liaise accordingly.

*Dog Fouling –* Cllr Kother raised awareness of this recurring problem. Members fully acknowledged the anti-social consequences. The Clerk was requested to arrange publication of a regular notice in the Havens Community Diary

The meeting closed at 8.25pm

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| **Appendix 1**  **The Havens Community Council** | |  |  |  |
| **Correspondence Register** | **February 2023 Meeting** | |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Date Received** | **Category** | **Sender** | **Topic** | **Summary of Content** | **Response Deadline** |
| 18/01/2023 | Consultation | One Voice Wales | Environment & Climate Change | Climate Change Adaptation Survey | 10/02/2023 |
| 10/01/2023 | Consultation | Welsh Government | Public Commemoration | Consultation on published guidance on public commemoration | 21/02/2023 |
| 24/01/2023 | Consultation | Welsh Government | TAN15 | Consultation on TAN15 Development, flooding and coastal erosion | 17/04/2023 |
| 31/01/2023 | Consultation | Welsh Government | TAN15 | Consultation on TAN15 Development, flooding and coastal erosion | 17/04/2023 |
| 07/01/2023 | Consultation | Julie Shirley | Youth Councils | Research study on success rates of youth councils | 03/02/2023 |
| 04/01/2023 | Decision | Esdale Maclean | Abuse of Dropped Kerbs | Concerns over parking abuses of dropped kerbs in Broad Haven | 07/02/2023 |
| 19/01/2023 | Decision | BH Village Hall | Annual Grant | Application for funding from HCC | 07/02/2023 |
| 17/01/2023 | Decision | Dyfed Powys Police | Community Policing | Offer to attend HCC monthly meetings | 07/02/2023 |
| 12/01/2023 | Decision | Total Tech Ltd | Village Halls WiFi | Quote for installation and supply contract | 07/02/2023 |
| 09/01/2023 | Decision | Edna Davies | WiFi Bowen Memorial Hall | Confirmation of agreement for HCC to fund and install WiFi | 07/02/2023 |
| 30/01/2023 | Decision | BH Village Hall | WiFi Broad Haven Hall | Agreement in principle with follow up queries | 07/02/2023 |
| 12/01/2023 | Information | One Voice Wales | Allotments | Free training on setting up and running allotments | 20/01/2023 |
| 17/01/2023 | Information | Public Ombudsman | Appointments | Notice of recent appointments to Ombudsman Governance roles | N/A |
| 10/01/2023 | Information | One Voice Wales | Area Committee | Notice of OVW Pembs Area Committee Meeting | 16/01/2023 |
| 17/01/2023 | Information | One Voice Wales | Area Committee | Slides from Pembs Area OVW Meeting | N/A |
| 23/01/2023 | Information | One Voice Wales | Area Committee | Minutes of Pembs Area OVW Meeting | N/A |
| 23/01/2023 | Information | Ystadau Cymru | BSc Real Estate | Notice of degree courses in Real Estate run by University of Wales | N/A |
| 26/01/2023 | Information | Welsh Government | Carbon Literacy | Notice of carbon literacy courses available to asset managers | 08/03/2023 |
| 10/01/2023 | Information | Pembrokeshire CC | Clerk Contact | New Clerk details for Jeffreyston CC | N/A |
| 30/01/2023 | Information | Dyfed Powys Police | Crime Commissioner Conference | Invitation to Annual Crime Commissioner Conference | 03/03/2023 |
| 17/01/2023 | Information | One Voice Wales | CWBR Youth Projects | CWBR Youth Projects Update and links | N/A |
| 10/01/2023 | Information | Welsh Government | Democratic Engagement | Launch of democratic engagement grants | N/A |
| 03/01/2023 | Information | One Voice Wales | Green Energy Awards | Notice of nominations for REGEN Green energy awards | 20/01/2023 |
| 12/01/2023 | Information | Paul Davies CCC | Homelessness & Housing | Launch of new support forum | 16/01/2023 |
| 09/01/2023 | Information | BH Playgroup | Honesty Box Grant | Provision of three months bank statements as requested | N/A |
| 11/01/2023 | Information | Golley Slater | Keep Wales Safe | Keep Wales Safe information on winter viruses | N/A |
| 18/01/2023 | Information | PCC | Keep Warm, Keep Well | Update on Pembs Keep Warm, Keep Well initative | N/A |
| 30/01/2023 | Information | Hywel Dda CHC | Latest Reports | Publication and links to latest Hywel Dda CHC Reports | N/A |
| 17/01/2023 | Information | Play Wales | Newsletter | January 2023 Play Wales e-bulletin | N/A |
| 30/01/2023 | Information | PCC | Operation Nightingale | Press Release and appeal for volunteers to support Nightingale | N/A |
| 16/01/2023 | Information | PAVS | Outdoor Connections | Reminder for outdoor connections funding packages | 27/01/2023 |
| 11/01/2023 | Information | Pembrokeshire Lido | Pembrokeshire Lido Project | Launch of briefing document booklet | N/A |
| 30/01/2023 | Information | Dragon Play | Play Equipment | Information regarding services offered by Dragon Play | N/A |
| 30/01/2023 | Information | Play Wales | Play Spaces | Notice of Play Wales Webinar on Play Spaces | 23/03/2023 |
| 10/01/2023 | Information | One Voice Wales | Recruitment | Vacancies - Public Appointments to Welsh Govt bodies | 27/01/2023 |
| 11/01/2023 | Information | One Voice Wales | Recruitment | Carers Trust freelance independent assessors | 06/02/2023 |
| 17/01/2023 | Information | One Voice Wales | Recruitment | Vacancy - Clerk to Llangwm CC | 07/02/2023 |
| 26/01/2023 | Information | Welsh Government | Recruitment | Vacancy - assistant commercial property lawyer | 20/02/2023 |
| 20/01/2023 | Information | Andrew Gardner | Ringstone, Broad Haven | Summary of objections and copy of FOI request to PCNPA | N/A |
| 20/01/2023 | Information | Andrew Gardner | Ringstone, Broad Haven | Correction to scale objection | N/A |
| 20/01/2023 | Information | Andrew Gardner | Ringstone, Broad Haven | Comment on Officer recommendation and HCC response | N/A |
| 24/01/2023 | Information | Andrew Gardner | Ringstone, Broad Haven | Summary of objections and copy of draft submission to PCNPA | N/A |
| 24/01/2023 | Information | Andrew Gardner | Ringstone, Broad Haven | Copy of further submission to PCNPA on scale of proposal | N/A |
| 25/01/2023 | Information | Andrew Gardner | Ringstone, Broad Haven | Gardner appointed Architect observations/conclusions | N/A |
| 25/01/2023 | Information | Western Telegraph | Ringstone, Broad Haven | Request for HCC comment regarding objector's allegations | N/A |
| 26/01/2023 | Information | Andrew Gardner | Ringstone, Broad Haven | Comment and copy of PCNPA site meeting minutes | N/A |
| 12/01/2023 | Information | Paul Davies CCC | Rough Sleepers | Launch of new rough sleeping support scheme | N/A |
| 11/01/2023 | Information | Pembrokeshire CC | Soup Nights | launch of soup nights on a Thursday evening throughout January | 26/01/2023 |
| 03/01/2023 | Information | One Voice Wales | Training | Training Schedule & Bursary information | 31/03/2023 |
| 05/01/2023 | Information | National Grid | Unmetered Supply Certificate | Unmetered supply certificate for Broad Haven festive lights usage | N/A |
| 27/01/2023 | Information | One Voice Wales | Utility Aid | Information on Energy broker for the T&CC Sector | N/A |
| 18/01/2023 | Information | One Voice Wales | WISERD Conference | Wales Institute Social Economic Development Conference 2023 | 28/06/2023 |