THE HAVENS COMMUNITY COUNCIL

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# FULL COUNCIL MEETING

**7th MARCH 2023 – BROAD HAVEN VILLAGE HALL – 7pm**

**MINUTES**

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

Cllr. H. Jones Cllr. A. Devonald

Cllr. S. Bell Cllr. S. Reynolds

Cllr. G. Bevan

**In Attendance:** Gareth Havard (Clerk), County Cllr. P. Morgan, B. Grey (Youth Rep) and PC Neil Lees

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

Cllrs. M. Burch, V. Grey and E. Kother.

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

Cllr G. Bevan declared a personal interest in Item 3(i)

Cllrs C. Stephens, C. Alexander and S. Reynolds declared a personal interest in Item 5(1) as management committee members of Broad Haven Village Hall.

**3. To consider Planning Consultation:**

(i) *PCNPA NP/22/0308/FUL Haven Fort Hotel, Little Haven. SA62 3LA.* No further comments arise following the submission of a revised site plan showing the relocation of the single storey barn.

(ii) *PCNPA NP/23/0038/FUL 38 Timber Hill Chalet Park, Haroldston. SA62 3LZ*. 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 7th February 2023 were received and adopted as a correct record.

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

(i) *Broad Haven Village Hall Grant* – further to the decision made at the February meeting to request additional supporting information from the BH Village Hall Management, the Clerk had circulated supporting information in advance of the meeting. It was **unanimously resolved** that a grant of £1,000 be awarded.

(ii) *Defibrillator* - the Clerk advised that the external cabinet had been installed at Broad Haven Football Club and delivery of the defibrillator was now awaited from Welsh Government.

(iii) *Havens Community (Jubilee) Grant Group* – Cllr Reynolds advised that there was nothing substantive to report.

**6. Finance Matters:**

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

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| £350.00 | Cleddau Press Ltd – Community Diary (March 2023) |
| £289.00 | One Voice Wales – 2023/24 Membership Fee |
| £12.00 | Fasthosts Ltd – March 2023 Webmail Account Fee |
| £422.80 | Clerk Salary - Feb 2023 |
| £105.60 | HMRC PAYE Liability – Feb 2023 |
| £278.68 | Clerk Expenses (July 2022 to March 2023) |
| £1,000.00 | Broad Haven Village Hall – Grant |
| £45.00 | Bowen Memorial Hall – Hall Hire Fees |
| £200.00 | St Marys Church, Talbenny – S.214 Cemetery Maintenance Grant |
| £200.00 | Haroldston West Church – S.214 Cemetery Maintenance Grant |
| £200.00 | All Saints Church, Walton West – S.214 Cemetery Maintenance Grant |

(ii) **Grants Policy** – Further to discussion at recent meetings and having been circulated in advance of the meeting, the Clerk presented a draft Grants Policy and Application Form for Members consideration and review. It was noted that the purpose of this Policy was to embed consistency and transparency in to HCC’s consideration of requests for Grants and Distributions from the Trafalgar Car Park Honesty Box. No amendments were proposed by Members to the draft provided and it was **resolved** to adopt this Policy with immediate effect.

(iii) **Play Park Safety Inspection Contract** – the Clerk advised Members that the existing Service Level Agreement (SLA) with Pembrokeshire CC expires annually on 31st March. It was noted that the inspection reports received from PCC under this SLA are infrequent (the most recent being 19th Oct 2022) and cumbersome to understand. A competitively priced alternative to Pembrokeshire CC is offered by Infinity Play Ltd – a locally based playground specialist known to Members following recent repair work to the Broad Haven Play Park. Members acknowledged the high quality of work and flexibility offered by Infinity Play and **resolved** to contract the play park inspection service to Infinity Play from April 2023. The Clerk was requested to implement this switch of provider.

**7. Business Plan Progress:**

The following progress is noted:

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| **2022/23 Projects** | **Value** | **Progress** | **Target Date** |
| Book Shelter | £500 | No progress reported | July 2023 |
| Coffee Mornings | £500 | Planned monthly. First event scheduled for Sat, March 11th | April 2023 |
| Flower Planters | £1,250 | List of planters needing work identified. Topsoil and bedding plants required. | May 2023 |
| **2023/24 Projects** | **Value** | **Progress** | **Target Date** |
| Little Haven Interactive Boards | £1,000 | Contact awaited from Tim Harvatt | Dec 2023 |
| Community Lunches & Transport | £3,440 | Starter event planned for April 2023 followed by regular events from Autumn 2023 onward. | April 2023 |
| King Charles Coronation | £765 | Tree(s) and plaque agreed in principle. Commemorative gift for children to be explored also. | May 2023 |
| Little Haven Festive Lights | £2,000 | Defer until Spring 2023 | Dec 2023 |
| Litter Picking Initiatives | £1,000 | HCC “Litter Pick Day” to be agreed. Police will participate. Diary notice needed to discourage fly tipping of household waste. | April 2023 |
| Broad Haven School to URDD | £1,000 | School approached but will not be participating this year. Item closed. | July 2023 |

**8. Actions arising from Local Government Legislation:**

(i) *Village Halls WiFi* – the Clerk reported that the 4G installation at Broad Haven Village Hall is provisionally planned for the afternoon of March 14th 2023. Total Tech Ltd have advised that a fibre connection is possible at Bowen Memorial Hall at no extra cost and an installation date for this is awaited.

(ii) *Environment Act (2016) Section 6 Duty* – the Clerk advised Members that there is a statutory duty under this legislation for HCC to “*embed the consideration of biodiversity and ecosystems into their early thinking and business planning, including any policies, plans, programmes and projects as well as their day to day activities*”

A report must be published to state what has been done to comply with the duty. The first report was due in December 2019 and revisited every three years thereafter. Members recognised that external support would be needed to satisfy these requirements. County Cllr Morgan agreed to contact Andy Drumm to request support to collaborate with the Clerk to prepare a draft Section 6 Report for consideration by Council at a future meeting.

**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 a donation by the PCNPA Charitable Trust was considered and politely **declined.**

(b) Members attention was drawn to the Independent Remuneration Panel Wales 2023 Report. The Clerk shared a summary of the mandatory and discretionary elements of the Report and how they would apply to Members of HCC. It was **resolved** that the Clerk circulate the Report and place on the April 2023 meeting agenda for more detailed consideration.

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

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

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

*Havens Diary Adverts* – the Clerk requested support from Members to discontinue Diary adverts where payments for 2022 editions were still outstanding. This was agreed.

*Haroldston Woods* – it was noted that there is local interest in the private sale of Haroldston Woods. It was agreed to place this topic on the agenda for the April meeting and to invite Mr Meanwell along to supply supporting information.

*Completion of Audit –* the Clerk advised that correspondence had been received from Audit Wales post publication of the agenda for this meeting. A Notice of Completion of the Audit for the year ended 31st March 2022 was noted with an unqualified opinion. The Chair welcomed this confirmation. This matter will be placed on the agenda for the April meeting accordingly.

The meeting closed at 8.25pm

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

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| **Date Received** | **Category** | **Sender** | **Topic** | **Summary of Content** | **Response Deadline** |
| 06/02/2023 | Consultation | PCC - Paul Davies | Black History Wales 2023 | Invitation from Race Council Cymru for contributions | 20/02/2023 |
| 01/02/2023 | Consultation | One Voice Wales | Defibrillators | Request to complete Defibrillator Census information | 01/04/2023 |
| 16/02/2023 | Consultation | One Voice Wales | King New Year Honours 2024 | Request for nominations for 2024 New Year Honours | 31/03/2023 |
| 20/02/2023 | Consultation | PCNPA | LDP2 / SPG Consultation | Invitation to consult on Supplementary Planning Guidance | 26/05/2023 |
| 03/02/2023 | Consultation | Welsh Government | Outdoor Education Bill | Invitation to consult on Outdoor Education (Wales) Bill | 17/03/2023 |
| 24/02/2023 | Consultation | PCC - Elieze Hinchcliffe | Pembrokeshire Town & CCs | Have Your Say survey regarding future of Town & CCs in Pembs | 31/03/2023 |
| 17/02/2023 | Consultation | One Voice Wales | Training Needs | Training Needs Survey in conjunction with SLCC | 28/03/2023 |
| 28/02/2023 | Consultation | One Voice Wales | Wales Adventure Tourism | Survey to measure economic and social value of adventure tourism | 31/03/2023 |
| 21/02/2023 | Decision | PCNPA | Charitable Trust Request | Request for HCC to award grant to PCNPA Charitable Trust | N/A |
| 09/02/2023 | Decision | One Voice Wales | Environment Act Section 6 | Reminder of Section 6 Duty for T&CCs | 07/03/2023 |
| 20/02/2023 | Decision | One Voice Wales | Environment Act Section 6 | Reminder of Section 6 Duty for T&CCs | 07/03/2023 |
| 09/02/2023 | Decision | Infinity Play | Playground Inspection | Quotation for Playground Inspections at BH Play Park | 07/03/2023 |
| 27/02/2023 | Decision | IRPW | Remuneration Report 2023 | Determinations of IRPW as affects HCC Members | 07/03/2023 |
| 28/02/2023 | Information | Pensions Regulator | Auto Enrolment | Auto enrolment seminar | 14/03/2023 |
| 10/02/2023 | Information | One Voice Wales | Biodiversity | Online launch of Dwr Cymru Biodiversity Report | 16/02/2023 |
| 01/02/2023 | Information | Play Wales | Childrens Play | Notice of forthcoming free regional events | N/A |
| 03/02/2023 | Information | Welsh Government | Childrens Play | Publication of Ministerial Review of Play Report | N/A |
| 09/02/2023 | Information | Play Wales | Childrens Play | Playful Places Publication | N/A |
| 09/02/2023 | Information | PCC - Elieze Hinchcliffe | Clerk Update | New Clerk details for Scleddau CC | N/A |
| 24/02/2023 | Information | PCC - Housing CLO | Community Engagement | Engagement Event - Tudor Place Development @ Tiers Cross | 27/02/2023 |
| 31/01/2023 | Information | One Voice Wales | Community Health Council | Notice of launch of "Llais" to replace CHCs in Wales | N/A |
| 17/02/2023 | Information | One Voice Wales | Cyber Awareness | Cyber Awareness training for councillors leaflet | N/A |
| 14/02/2023 | Information | PCSO Adam Thomas | Dropped Kerb Obstruction | PCC Civil Parking Enforcement guidelines | N/A |
| 17/02/2023 | Information | URDD | Financial Support | Request for financial assistance | N/A |
| 10/02/2023 | Information | PAVS | Fuel Support | Information on fuel assistance for LPG and Oil | N/A |
| 14/02/2023 | Information | One Voice Wales | Healthy Working Wales | Awareness leaflet for work of CYFLE Cymru | N/A |
| 01/03/2023 | Information | Play Wales | IPA Cymru | Launch of International Play Association Wales | N/A |
| 31/01/2023 | Information | Zurich | King Charles Coronation | Guidance on public events insurance | N/A |
| 01/03/2023 | Information | Royal British Legion | King Charles Coronation | Information on decorations available from RBL Shop | N/A |
| 06/02/2023 | Information | Welsh Government | National Forest | Introduction on National Forest Woodland Liaison Team | N/A |
| 12/02/2023 | Information | Hywel Dda | Newsletter | Hywel Dda CHC Newsletter | N/A |
| 13/02/2023 | Information | Planed | Newsletter | CWBR Youth Planed Newsletter | N/A |
| 15/02/2023 | Information | WCFD | Newsletter | Wales Community Food Distribution Newsletter | N/A |
| 15/02/2023 | Information | Play Wales | Newsletter | Play Wales e-bulletin | N/A |
| 16/02/2023 | Information | Play Wales | Newsletter | Play Wales e-bulletin | N/A |
| 24/02/2023 | Information | One Voice Wales | Newsletter | OVW Newsletter / e-bulletin | N/A |
| 24/02/2023 | Information | Hywel Dda | Planned & Urgent Care Hospital | Launch of public consultation on location of new hospital | N/A |
| 01/03/2023 | Information | PCC - Dan Shaw | Police Engagement | Invitation to "Here for You" event run by Police Commissioner | 19/04/2023 |
| 08/02/2023 | Information | OPCC | Policing By Consent | Dyfed Powys Police Commissioner Annual Conference | 03/03/2023 |
| 06/02/2023 | Information | PCC - Paul Davies | Rail Services | Information on replacement rail services during industrial action | N/A |
| 08/02/2023 | Information | Welsh Government | Recruitment | Vacancy - Senior Research Officer | 23/02/2023 |
| 13/02/2023 | Information | One Voice Wales | Recruitment | Vacancy - Clerk to Hook CC | 28/02/2023 |
| 21/02/2023 | Information | PCC - Paul Davies | Recruitment | Vacancy - Hate Crime Case Worker | 15/03/2022 |
| 23/02/2023 | Information | Play Wales | Recruitment | Vacancy - Play Wales Board of Trustees | 17/03/2023 |
| 24/02/2023 | Information | Welsh Government | Recruitment | Vacancies - Rural Payments Wales Division (15 posts) | 08/03/2023 |
| 27/02/2023 | Information | PCC - Geraldine O'Donnell | Shared Prosperity Fund | MS Teams Seminar | N/A |
| 17/02/2023 | Information | Sport & Play Consulting | Sport & Play Consultancy | Consultancy offering | N/A |
| 01/02/2023 | Information | Cllr Peter Morgan | Sunset Italian Restaurant | Update on PCNPA planning liaison regarding advertising boards | N/A |
| 16/02/2023 | Information | One Voice Wales | The Value of Planning | Online event regarding value of planning in Wales | 22/03/2023 |
| 23/02/2023 | Information | Andrea Vaughan | Wildwinds Little Haven | Request for Clerk's support with Dwr Cymru works | N/A |
| 07/02/2023 | Information | PCC - Dan Shaw | Working Better Together | Bi monthly Seminar dates | 15/02/2023 |
| 28/02/2023 | Information | Thanks for 20 | 20mph Speed Limits | Information regarding the "20s Plenty For Us" campaign in Wales | N/A |