THE HAVENS COMMUNITY COUNCIL

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# FULL COUNCIL MEETING

**7th NOVEMBER 2022 – BROAD HAVEN VILLAGE HALL – 7.30pm**

**MINUTES**

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

Cllr. H. Jones Cllr. V. Grey

Cllr. S. Bell Cllr. G. Bevan

Cllr. S. Reynolds

**In Attendance:** Gareth Havard (Clerk), Mr Baker (Item 5(3))

Item 4(i) – Applicant and representatives plus members of the public.

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

County Cllr. P. Morgan, Cllr. M. Burch, Cllr. E. Kother and B. Grey.

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

None disclosed.

**3. 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 4th October 2022 were received and adopted as a correct record. A minor amendment was noted to correct an inaccuracy regarding the attendance of a Mrs Baker.

**4. Planning Consultation:**

(i) **NP/22/0424/FUL** Ringstone, Broad Haven SA62 3JP

It was noted that HCC had received a request from PCNPA on Oct 20th to comment on amended plans for this application. It was also noted that this application had attracted much local interest and HCC finds itself in a difficult position when delivering a consultation response. It must be noted that this position was not helped by the request to comment on amended plans in PCNPA’s letter of Oct 20th. This letter, when requesting comment, inferred that the amendments were material to the original consultation response given at a previous meeting (Sept 6th 2022) where a narrow majority decision was made to support the application. It transpires that the amended plans were not material and HCC would question why they were asked to re-visit this application. It was acknowledged that a material change to plans should prompt re-consultation but this does not appear to be the case in this instance.

This said, the Chair gave equal opportunity to all interested parties present to comment on the application despite a risk of repeating debate heard at the Sept 6th meeting. Members of the Community Council were invited to comment on the amended plans. Two comments were made: (i) the proposed plans give rise to an over-sized development, and (ii) confirmation was sought (and given) from the architect that the boundary walls shown on the amended plans maintain existing distances from adjacent properties.

The Clerk was requested to relay these comments to PCNPA and, in doing so, HCC would respectfully request, as a learning outcome, that where amended plans are returned to consultees for comment in future, it is (i) highlighted what amendments have been submitted, and (ii) made clear what is expected of the consultee in response.

(ii) **NP/22/0591/FUL** Overhaven House, Blockett Lane, Little Haven SA62 3UH

Members considered the proposals exaggerated and it was **resolved** not to support this application.

(iii) **NP/22/0590/FUL** Driftwood Lodge, Hasguard Cross, Little Haven SA62 3SJ

No local objections were noted, and it was **resolved** to support this application.

(iv) **NP/22/0600/FUL** Land South of Haroldston Hill, Haroldston SA62 3NA

No local objections were noted, and it was **resolved** to support this application.

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

***Festive Lighting 2022***– In preparation for the installation of the new festive lights, the Clerk advised that a survey of the column infrastructure in Broad Haven had revealed a necessity to carry out work to conform to electrical regulations. The work would cost approximately £600 and it was **resolved** to proceed. It was also **resolved** to pursue column sponsorship to offset these costs at a rate of £50 per column. The Clerk was asked to liaise with Mostyn Davies for a list of previous sponsors and share this with councillors on the festive lighting working group. Correspondence from Helen Dare was noted regarding a carol singing and festive light switch on for the evening of Sunday, Dec 4th. It was **resolved** to proceed in principle once confirmed with Mostyn Davies and the electrical contractor.

***Councillor Vacancy*** *–* agreed notices had been placed throughout the community with a closing date of 30th November 2022. The Clerk advised no further applications submitted to date.

***St Madoc of Ferns Trust*** *–* the Clerk advised the meeting that Section 139 of the Local Government Act 1972 empowers a Community Council to become a charity trustee should it choose. Members present were unable to give a firm commitment to becoming a trustee of St Madoc of Ferns and it was **resolved** to defer a decision to a future meeting.

***Remembrance 2022 –*** arrangements for a parade along Enfield Road in Broad Haven were noted to be followed by a 2pm service at the War Memorial. In the Chair’s absence, it was **resolved** that a wreath on behalf of HCC would be laid by Cllr Alexander. Members of HCC were invited to participate in the parade.

***Grass Cutting Contract*** – having been circulated in advance of the meeting, a grass cutting specification for contract tender was **accepted**. Correspondence from Mr Whitewright was noted to request inclusion of weed treatment along the pathway to The Point, Little Haven. It was confirmed that this task was already included in a contract between Little Haven Amenities Committee and Bevan Lawn Care.

**6. Finance Matters:**

(i) It was **resolved** that payments be authorised to settle invoices listed as follows:

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| --- | --- |
| £400.00 | Cleddau Press Ltd – Community Diary (Nov 2022) |
| £27.50 | Royal British Legion – Wreath |
| £422.60 | Clerk Salary (Oct 2022) |
| £105.80 | HMRC PAYE Liability – Oct 2022 |
| £220.00 | Bevan Lawn Care – Grass Cutting Contract |

(ii) The Clerk advised that a VAT126 claim had now been submitted for the year to March 2022 and a payment of £8,597.73 had been received from HMRC.

(iii) Preliminary discussion took place regarding the 2023/24 Budget and Precept. Draft working papers were shared with Members with electronic versions to follow by email. The Clerk advised the meeting that levels of financial reserves currently in place would require careful justification before setting the 2023/24 Precept. Members were invited to submit discretionary budget proposals to the Clerk for inclusion in a more detailed draft document for consideration at the December 6th meeting.

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

(i) *Standing Orders* – having been circulated in advance of the meeting, it was **resolved** to adopt the amended version of Standing Orders.

(ii) *Training Plan* – the Clerk reported that not all councillor training self-assessment forms had been submitted. Consequently, a formal training plan has not yet been published.

(iii) *Annual Report* – the Clerk advised that work is underway to prepare the Annual Report for the year ended 31st March 2022.

(iv) *Hybrid Meeting Equipment* – following receipt of an activated business debit card, the Clerk confirmed this equipment could now be purchased online.

(v) *Village Halls WiFi* – the Clerk reported that surveys had been completed by Dyfed Telecom to assess potential 4G signal strength at both Broad Haven and Bowen Memorial Halls. Dyfed Telecom were confident that suitable speeds could be achieved to accommodate remote meeting technology such as Microsoft Teams using 4G. It was noted that further survey work is required to establish whether a fibre connection is feasible at either Hall. This will determine the most effective long-term solution and whether HCC would be eligible for Welsh Government grant support. The Clerk was asked to follow up and report back to the December meeting.

**8. 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.

Decisions:

(i) Further to correspondence from One Voice Wales, it was **resolved** to make an application to Welsh Government for funding of an additional defibrillator to be located at Broad Haven football club. It was noted that the funding package would provide the defibrillator, but the relevant storage cabinet and installation would need to be funded by HCC.

(ii) A request to support the 2023 URDD in Carmarthenshire was politely **declined**.

(iii) Consultation feedback would not be provided on items contained in the November 2022 schedule

Members were invited to contact the Clerk should they require further information/detail of specific items of correspondence included in the November 2022 schedule.

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

*The Haven Wellbeing Space* – the Chair reported on her attendance at the launch of The Havens Wellbeing Space event on 24th October. It was acknowledged that this was an excellent initiative which could benefit The Havens community. Members were invited to share awareness of this initiative among constituents.

The meeting closed at 9.25pm

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| **Appendix 1** | | | | | |  | |  | |  | |
| **Correspondence Register** | | | | **November 2022** | |  | |  | |  | |
|  | |  | |  | |  | |  | |  | |
| **Date Received** | **Category** | | **Sender** | | **Topic** | | **Summary of Content** | | **Response Deadline** | |
| 20/10/2022 | Consultation | | Boundary Commission | | Constituency Changes | | Report showing proposed constituency boundary changes | | 15/11/2022 | |
| 04/10/2022 | Consultation | | Welsh Government | | Digital Skills | | Reminder to respond to consultation request | | 07/10/2022 | |
| 12/10/2022 | Consultation | | Welsh Government | | Electoral Reform | | Invitation to consult on electoral administration and reform | | 10/01/2023 | |
| 14/10/2022 | Consultation | | One Voice Wales | | IRPW Draft Report | | Invitation to consult on response to Draft IRPW 2023 Report | | 16/11/2022 | |
| 19/10/2022 | Consultation | | One Voice Wales | | Sustainable Farming | | Invitation to consult on Welsh Govt sustainable farming scheme | | 31/10/2022 | |
| 27/09/2022 | Decision | | One Voice Wales | | Defibrillator Funding | | Application for Welsh Govt Funding Packages | | 01/11/2022 | |
| 18/10/2022 | Decision | | URDD | | May 2023 Eisteddfod | | Request for donation to support URDD in Carmarthenshire 2023 | | 01/11/2022 | |
| 24/10/2022 | Information | | Pembrokeshire CC | | 3rd Sector Wellbeing | | Health & Wellbeing News from PAVS | | N/A | |
| 20/10/2022 | Information | | Play Wales | | Adult Learners Week | | Awareness campaign for Adult Learners week | | N/A | |
| 04/10/2022 | Information | | Pembrokeshire CC | | Casual Vacancy HCC | | Confirmation that petition from 10 local electors not actioned. HCC can move to co-option | | N/A | |
| 14/10/2022 | Information | | One Voice Wales | | Community Assets | | Publication of Report on Community Assets | | N/A | |
| 03/10/2022 | Information | | Pembrokeshire CC | | Electoral Register | | Promotional campaign to encourage electoral registration participation | | 30/11/2022 | |
| 18/10/2022 | Information | | One Voice Wales | | Fraud | | Information regarding use of Welsh language in fraud activity | | N/A | |
| 20/10/2022 | Information | | Zurich | | Insurance Guidance | | Guidance on Fire work risk management | | 05/11/2022 | |
| 06/10/2022 | Information | | Welsh Government | | IRPW Draft Report | | IRPW Draft 2023 Report | | N/A | |
| 24/10/2022 | Information | | Pembrokeshire CC | | Milford TC | | Updated address for Milford Haven TC | | N/A | |
| 25/10/2022 | Information | | Golley Slater | | Minor Health | | Welsh Govt information regarding managing minor health concerns between local GP and Pharmacy | | N/A | |
| 14/10/2022 | Information | | Play Wales | | Newsletter | | October 2022 e-Bulletin | | N/A | |
| 04/10/2022 | Information | | One Voice Wales | | OVW/SLCC Conference | | Notice of 2022 Online Joint Conference | | 09/11/2022 | |
| 06/10/2022 | Information | | One Voice Wales | | Place for Nature | | Closing date for applications for Keep Wales Tidy nature packages | | 21/11/2022 | |
| 10/10/2022 | Information | | Sport & Play Consulting | | Play Consultancy | | Information regarding independent consultancy to support paly area development | | N/A | |
| 21/10/2022 | Information | | Pembrokeshire CC | | Poverty Research | | Invitation for participants for poverty research programme | | 10/11/2022 | |
| 04/10/2022 | Information | | One Voice Wales | | Ramblers Assoc | | Access campaign information | | N/A | |
| 24/10/2022 | Information | | Pembrokeshire CC | | Recruitment | | Vacancies for West Wales Care Partnership Stakeholder Reps | | 18/11/2022 | |
| 25/10/2022 | Information | | Rudbaxton CC | | Recruitment | | Clerk Vacancy | | 04/11/2022 | |
| 28/09/2022 | Information | | Royal British Legion | | Remembrance 2022 | | Information regarding RBL outdoor Tommies | | 01/11/2022 | |
| 03/10/2022 | Information | | One Voice Wales | | Resilient Places for Nature | | Online Event | | 27/10/2022 | |
| 11/10/2022 | Information | | One Voice Wales | | Training | | October 2022 Training Schedule | | 31/10/2022 | |
| 18/10/2022 | Information | | One Voice Wales | | Training | | Oct - Dec 2022 Training Schedule | | 31/12/2022 | |
| 14/10/2022 | Information | | Royal British Legion | | Veterans Grants | | Information regarding veterans grant scheme funding | | N/A | |
| 17/10/2022 | Information | | One Voice Wales | | Video Software | | Notice of change from Starleaf to Zoom | | N/A | |
| 18/10/2022 | Information | | One Voice Wales | | Warm Wales Grants | | Information regarding grants available to Town & CCs to improve 3rd sector community buildings | | 09/11/2022 | |
| 05/10/2022 | Information | | One Voice Wales | | Wellbeing Future Generations | | Publication of 2022 Stakeholders Report regarding Wellbeing Future Generations | | N/A | |