THE HAVENS COMMUNITY COUNCIL

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# FULL COUNCIL MEETING

**6th DECEMBER 2022 – BOWEN MEMORIAL HALL, LITTLE HAVEN – 7pm**

**MINUTES**

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

Cllr. H. Jones Cllr. V. Grey

Cllr. S. Bell Cllr. G. Bevan

Cllr. S. Reynolds Cllr. E. Kother

Cllr. M. Burch

**In Attendance:** Gareth Havard (Clerk), County Cllr. P. Morgan and A. Devonald

Item 4(ii) – Applicant.

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

Cllr. G. Bevan and B. Grey.

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

Cllrs Stephens, Reynolds & Alexander declared a personal interest in Item 10(2) as members of the Broad Haven Village Hall Committee.

Cllr Bell declared a personal interest in Item 7 as the Treasurer to Friends of Broad Haven School.

Cllr Grey declared a personal interest in Item 8 as a member of the Little Haven & Talbenny Amenities Association.

**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 7th November 2022 were received and adopted as a correct record.

**4. Councillor Co-Option:**

Mr Andrew Devonald was co-opted to the existing single vacancy. A Declaration of Acceptance of Office was signed in the presence of the Clerk. Cllr Devonald was formally co-opted and participated in the remaining business of the meeting.

**5. Planning Consultation:**

(i) **NP/22/0617/FUL** 34 Timber Hill Chalet Park, Broad Haven. SA62 3LZ

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

(ii) **NP/22/0341/FUL** Bryn Estrys, Walton Hill, Little Haven. SA62 3UE

Members noted correspondence from PCNPA regarding recently submitted amended plans for this application. It was noted that HCC had provided a substantive response to the original application in July 2022. It was **resolved** that no further comments arise.

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

None raised.

**7. Applications for Honesty Box Funds Distribution:**

In advance of consideration of the specific applications received, Members debated the level of financial detail required to support applications. It was **resolved** that a minimum of three months bank statements would be expected. It was also **resolved** to require successful organisations to provide the Clerk with copies of invoices to support the utilisation of fund awards within three months of the date of receipt of the distribution amount. The Clerk was requested to draft an Honesty Box Distribution Policy for clarity.

Distributions in principle, subject to the above provisions, were awarded as follows:

(i) £350 was awarded to The Havens Community Allotments and Gardens

(ii) £500 was awarded to Friends of Broad Haven School

(iii) £500 was awarded to Broad Haven Play Group

**8. Annual Grant to Little Haven & Talbenny Amenities:**

It was **resolved** to award £350 to support the Little Haven & Talbenny Amenities Association.

**9. Finance Matters:**

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

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| --- | --- |
| £400.00 | Cleddau Press Ltd – Community Diary (Dec 2022) |
| £3,607.27 | LITE Ltd – 60% balance of Year 1 Festive Lighting Agreement |
| £1,645.20 | Playground Repairs Ltd – supply and install replacement cargo net at BH Play Park |
| £165.00 | PRAg Ltd – Nordman Fir 15ft Christmas Tree |
| £249.00 | Currys Group Ltd – ASUS Vivobook 15.6” Laptop for Havens Diary team |
| £92.38 | Currys Group Ltd – JABRA 510 Bluetooth Speakerphone |
| £88.50 | Homebase – Christmas Tree String Lights (Outdoor use) |
| £422.80 | Clerk Salary (Nov 2022) |
| £105.60 | HMRC PAYE Liability – Nov 2022 |
| £700.00 | Pembrokeshire CC – Cleaning & Renovation to BH War Memorial |
| £2,879.88 | Pembrokeshire CC – Recharge of May 2022 Local Election costs |
| £750.00 | B Jones Electrical – Remedial compliance work to BH Columns for Festive Lights |
| £160.00 | Atlantic Electrical Services – Install weatherproof cabinet for BH Xmas Tree Lights |

(ii) **2023/24 Budget & Precept**

Having been circulated in advance of the meeting, a detailed budget discussion document was considered by Members.

It was noted that there were a number of items/projects originally provided for in the 2022/23 Budget that had not been delivered as yet. Following review, it was **resolved** to proceed with (a) Annual grants to Village Halls, and (b) Donations to local Churches.

Cllr Kother also agreed to further explore a book swap shelter and report back to the January 2023 meeting.

A range of new projects for consideration in the 2023/24 budget were also discussed. It was **resolved** to shortlist those most likely to be deliverable in the forthcoming year. Items shortlisted were:

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| --- | --- |
| Interactive Information Boards – The Point, LH | Community Lunches (to include transport) |
| Commemoration of King Charles Coronation | Festive Lighting – Little Haven |
| 2023 URDD in Llandovery (support BH School) | Litter Picking Initiatives |

Members were also appraised of a letter from Pembrokeshire CC (PCC) advising of the scrutiny of the public convenience budget which ***could*** result in the closure of the public toilets at Broad Haven (north side) and Little Haven. PCC currently provide these conveniences at an annual cost of £16,599. However, HCC may be forced to consider funding this provision to avoid closure. Clearly, should this occur, it would result in a significant increase to the local precept payable by the Havens community. It was **resolved** to defer further consideration until the January 2023 meeting when more information should be available from PCC.

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

(i) *Training Policy & Plan* – having been circulated in advance of the meeting, the Clerk presented a draft document to Members for approval. It was **resolved** to adopt the Policy & Plan. It was noted that training provision would be included in the 2023/24 budget and that the legislation places an onus on councillors to personally identify and attend training courses and review this Plan on an annual basis.

(ii) *Village Halls WiFi* – the Clerk reported that, following research, it was unclear whether HCC was eligible for Welsh Government grant support. Consequently, it was **resolved** that it would be more expedient to fund installation at both Broad Haven Village Hall and Bowen Memorial Hall, Little Haven at the Dyfed Telecom quoted cost of £399 per building. The Clerk was requested to formally follow up this proposal with the respective Village Hall management committees.

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

**11. 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.

**Resolved:**

(i) Items requiring a decision are dealt with elsewhere on this Agenda, and

(ii) Consultation feedback would not be provided on items contained in the December 2022 schedule

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

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

*January 2023 Meeting* – due to the New Year holiday period, it was agreed to defer the January 2023 meeting from Tuesday, January 3rd to Monday, January 9th. The meeting would commence at 7.30pm.

The meeting closed at 9.10pm

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| **Appendix 1**  **The Havens Community Council** | | |  |  |  |
| **Correspondence Register** | | **December 2022 Meeting** | |  |  |
|  |  |  |  |  |  |
| **Date Received** | **Category** | **Sender** | **Topic** | **Summary of Content** | **Response Deadline** |
| 18/11/2022 | Consultation | West Wales Care | Care & Repair | Invite to consult on older people and independent living in the community | 10/12/2022 |
| 10/11/2022 | Consultation | Play Wales | Playful Childhoods | Invite to participate in online survey regarding playful childhoods website | 21/11/2022 |
| 10/11/2022 | Consultation | Preseli Cares | Preseli Cares Changemaker | Invitation to participate in survey & become a "Changemaker" in Preseli access to Care initiative | 05/12/2022 |
| 11/11/2022 | Consultation | Welsh Government | Second Homes Council Tax | Consultation on draft regulations to extend exceptions to second home premiums | 22/12/2022 |
| 17/11/2022 | Consultation | One Voice Wales | Second Homes Council Tax | Consultation on draft regulations to extend exceptions to second home premiums | 07/12/2022 |
| 25/11/2022 | Consultation | Pembrokeshire CC | Wellbeing Plan | Launch of consultation on PSB Draft Wellbeing Plan | 17/02/2023 |
| 24/11/2022 | Consultation | One Voice Wales | Welsh Language | Call for evidence on future of Welsh speaking communities | 16/12/2022 |
| 25/12/2022 | Decision | Jen Sterling | Funding Request | Application for award of funds to Little Haven & Talbenny Amenities | 06/12/2022 |
| 15/11/2022 | Decision | Friends of BH School | Honesty Box Distribution | Application for award of funds from Honesty Box | 06/12/2022 |
| 24/11/2022 | Decision | BH PlayGroup | Honesty Box Distribution | Unspecified request for funds | 06/12/2022 |
| 24/11/2022 | Decision | Patrick Hellings | Honesty Box Distribution | Application for award of funds from Honesty Box | 06/12/2022 |
| 14/11/2022 | Information | Welsh Government | 2021-22 Financial Accounts | Confirmation of delays to audit completion arising from treatment of Infrastructure Assets | N/A |
| 22/11/2022 | Information | Paul Davies (Cohesion) | 3rd Sector Health & Wellbeing | 3rd Sector Health & Wellbeing Newsletter | N/A |
| 24/11/2022 | Information | CC Peter Morgan | 7 Holbrook Close | Copy of email requesting referral of 7 Holbrook Close to PCNPA Committee | N/A |
| 14/11/2022 | Information | One Voice Wales | Bullying & Harrassment | Publication of updated guidelines regarding Bullying & Harrassment in Councils | N/A |
| 04/11/2022 | Information | WCFD | Community Food Distribution | WCFD Newsletter in support of food hubs | N/A |
| 21/11/2022 | Information | Volunteering Matters | Community Volunteers | Request to promote/participate in community volunteer scheme in Pembrokeshire | 31/12/2022 |
| 27/10/2022 | Information | One Voice Wales | Decarbonisation | Link to WLGA Decarbonisation Masterclass series | N/A |
| 01/11/2022 | Information | One Voice Wales | Defibrillators | Information on free pad replacement and defibrillator maintenance | N/A |
| 25/12/2022 | Information | One Voice Wales | Energy Priority Service | Information regarding priority energy register for vulnerable groups | N/A |
| 15/11/2022 | Information | One Voice Wales | Finance & Governance | Update to OVW Finance & Governance model toolkit | N/A |
| 31/10/2022 | Information | Welsh Government | Fuel Support Scheme | Information & Toolkit regarding Welsh Govt Fuel Support Scheme | N/A |
| 14/11/2022 | Information | Welsh Government | Fuel Support Scheme | Links to digital handbooks regarding fuel rights and financial help for families | N/A |
| 07/11/2022 | Information | One Voice Wales | Innovative Practice | Notice of online 2022 Innovative Practice Conference | 08/12/2022 |
| 16/11/2022 | Information | One Voice Wales | Keep Wales Tidy | Limited availability of starter packages for bus stops, toilets or transport interchanges | 26/11/2022 |
| 11/11/2022 | Information | One Voice Wales | Keep Warm, Keep Well | Launch of Keep Warm, Keep Well in Pembrokeshire initiative | N/A |
| 11/11/2022 | Information | Wales CHC | Living with COVID | Publication of Wales CHC Report "Is NHS getting better living with COVID?" | N/A |
| 08/11/2022 | Information | Welsh Government | Local Government Workshop | Notice of Local Govt Workshop events with focus on democracy and diversity | 11/11/2022 |
| 22/11/2022 | Information | Paul Davies (Cohesion) | Milford Ukrainian Hub | Notice of fortnightly Ukrainian Social Gatherings in Hakin | 23/11/2022 |
| 03/11/2022 | Information | One Voice Wales | NALC Clerk Salary | Notice of NALC national agreement for increase to Clerk salary scales with effect 1st April 2022 | N/A |
| 29/11/2022 | Information | One Voice Wales | Nature Hub | Online nature hub event | 05/12/2022 |
| 01/11/2022 | Information | Pembrokeshire CC | New Clerk Update | Notice of new Clerk for Clunderwen CC | N/A |
| 16/11/2022 | Information | Play Wales | Newsletter | November 2022 e-Bulletin | N/A |
| 21/11/2022 | Information | One Voice Wales | Outdoor Connections | Information on funding to support outdoor activities benefitting older people | 28/11/2022 |
| 27/11/2022 | Information | Hywel Dda CHC | Paediatric Services | Press Release / Briefing on future paediatric services | N/A |
| 24/11/2022 | Information | Welsh Government | Pension Credit Uptake | Online summit to encourage uptake of pension credit | 08/12/2022 |
| 10/11/2022 | Information | Preseli Cares | Preseli Cares | Invitation to workshop event | 24/11/2022 |
| 01/11/2022 | Information | One Voice Wales | Recruitment | Vacancy for Chief Regional Officer to Welsh Government | 21/11/2021 |
| 11/11/2022 | Information | Jeffreyston CC | Recruitment | Vacancy for Clerk at Jeffreyston CC | 01/01/2023 |
| 22/11/2022 | Information | Paul Davies (Cohesion) | Recruitment | Vacancy for Mid & SW Wales Training & Engagement Officer | 16/12/2022 |
| 24/11/2022 | Information | One Voice Wales | Recruitment | Vacancies Care Inspectorate Wales Support Officers (10) | 29/11/2022 |
| 28/11/2022 | Information | One Voice Wales | Recruitment | Vacancy for Deputy Director Tackling Poverty | 12/12/2022 |
| 22/11/2022 | Information | Paul Davies (Cohesion) | Regional Carers | Launch of regional carers website | N/A |
| 11/11/2022 | Information | One Voice Wales | Resilient Spaces for Nature | Resource pack to support Community Councils to build resilient places for nature | N/A |
| 22/11/2022 | Information | Pembrokeshire CC | Resourceful Communities | Invite to event at Haverhub on Thurs, Dec 8th | 08/12/2022 |
| 14/11/2022 | Information | Andrew Gardner | Ringstone Planning | Letter of update regarding the family's intentions to challenge this application vigorously | N/A |
| 16/11/2022 | Information | Welsh Government | S.137 Expenditure Limit | Notice of 2023-24 S.137 Limit at £9.93 per elector | N/A |
| 27/10/2022 | Information | One Voice Wales | Together For Change | Notice of autumn events for community wellbeing actions for change | 08/12/2022 |
| 01/11/2022 | Information | One Voice Wales | Training | Schedule of training events - Nov & Dec 2022 | 31/12/2022 |
| 18/11/2022 | Information | Planning Aid Wales | Training | Planning training opportunities | 06/03/2023 |
| 31/10/2022 | Information | One Voice Wales | War Memorials | Notice of War Memorial Trust workshop in Llanelli | 08/11/2022 |
| 25/10/2022 | Information | Pembrokeshire CC | Warm Spaces | Information regarding PAVs grant funding to 3rd sector community buildings | 09/11/2022 |
| 29/11/2022 | Information | Pembrokeshire CC | Working Better Together | Online seminar invitation | 12/12/2022 |
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