THE HAVENS COMMUNITY COUNCIL

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# FULL COUNCIL MEETING

**9th JANUARY 2023 – BROAD HAVEN VILLAGE HALL – 7.30pm**

**MINUTES**

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

Cllr. H. Jones Cllr. G. Bevan

Cllr. S. Bell Cllr. A. Devonald

Cllr. M. Burch

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

PCNPA Rangers Sewell and Taylor (left at 7.55pm)

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

Cllrs. V. Grey, E. Kother and S. Reynolds.

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

Cllr G. Bevan declared a personal and pecuniary interest in Item 14 and left the meeting prior to consideration of the grass cutting contract.

**3. PCNPA – Local Places for Nature Funding:**

PCNPA Rangers Vicky Sewell and Chris Taylor appraised Members of local places for nature funding opportunities for the area. Examples of projects throughout south Pembrokeshire were given with a view to identifying appropriate projects for The Havens which could access this funding. It is hoped that funding packages would be available from March 2023 and the PCNPA Rangers would work with HCC to develop an application plan. The Chair inquired whether this funding could be used to support the work of the Friends of BH School in establishing an outdoor learning area. It was noted that an application plan needed to be in place by the end of February 2023 and it was **resolved** that Vicky Sewell would forward a follow up email to the Clerk for onward circulation to Members so that local ideas could be captured as soon as possible.

**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 6th December 2022 were received and adopted as a correct record.

**5. Election of Vice Chair:**

Cllr H. Jones was nominated by Cllr M. Burch and seconded by Cllr G. Bevan. There were no other nominations. Cllr Jones accepted the nomination and was duly **elected** Vice Chair.

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

The Clerk advised that the application to Welsh Government for a free defibrillator had been successful. As previously agreed, the intention is for this to be located at Broad Haven Football Club and Cllr Grey is liaising accordingly. It was noted that the application was conditional on HCC funding the purchase and installation of a suitable cabinet and it was **resolved** that the Clerk proceed to organise this.

**7. Consider Annual Grants to Local Churches:**

It was noted that the 2022/23 budget provided for donations to local churches for the purposes of cemetery maintenance under s.214 of the 1972 Local Government Act. It was **resolved in principle** to make donations but the Clerk was requested to identify prior year donations and report back to the February 2023 meeting to confirm recipients and values.

**8. Finance Matters:**

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

|  |  |
| --- | --- |
| £290.00 | Cleddau Press Ltd – Community Diary (Jan 2023) |
| £350.00 | Havens Community Allotments – TCP Honesty Box Distribution |
| £500.00 | Friends of Broad Haven School – TCP Honesty Box Distribution |
| £500.00 | Broad Haven Play Group – TCP Honesty Box Distribution |
| £350.00 | Little Haven & Talbenny Amenities Assoc – Annual Grant |
| £12.00 | Fasthosts Ltd – Dec 2022 Webmail Account Fee |
| £422.80 | Clerk Salary (Dec 2022) |
| £105.60 | HMRC PAYE Liability – Dec 2022 |

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

Having been circulated in advance of the meeting, a detailed draft budget discussion document was considered by Members. The draft budget was broadly accepted subject to the following amendments:

* A provision of £1,200 for legal fees
* A provision of £1,000 to support maintenance of the Splash Pond area
* A provision of £2,500 of additional funding to be transferred to the Funds for Purpose account to support repair/replacement of equipment at Broad Haven Play Park.

In addition, further to discussion at the December 2022 meeting regarding Pembrokeshire CC’s scrutiny of the public convenience budget, it was **resolved** that HCC could not justify the precept increase required to accept the significant ongoing maintenance costs associated with the facilities at Broad Haven (north side) and Little Haven. The Clerk was requested to respond to PCC accordingly.

After taking account of the above items, and carefully considering the levels of general and ear marked reserves, it was unanimously **resolved** to accept the 2023/24 Budget and set the Precept at £24,700 noting that this represented a Precept reduction of circa 10% on the previous year.

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

(i) *Village Halls WiFi* – the Clerk reported that the respective Village Hall management committees had been approached for permission to proceed with the installations. An alternative quotation from local firm, Total Tech Ltd was also awaited for comparison purposes.

(ii) *Annual Report* – the Clerk advised that work is still underway to finalise an Annual Report for the year ended 31st March 2022.

**10. 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.

It was **resolved** that:

(i) A request to advertise the 2023 Tour of Pembrokeshire cycle event locally would be supported.

(ii) A request to make a donation to the Wales Air Ambulance Charity would be politely declined.

(ii) Consultation feedback would not be provided on items contained in the January 2023 schedule

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

**11. Clerk Temporary Employment Contract:**

By mutual agreement, it was **resolved** to extend the Clerk’s temporary contract for a further 6 months to expire on 7th July 2023.

**12. Business Planning Policy:**

Cllr M. Burch highlighted that a number of projects arising from the previous year’s budget had not been fully delivered and proposed that HCC consider adopting a more formal approach to delivering projects identified within the 2023/24 Budget. The Chair reminded Members that the previous year had been very difficult for HCC due to the post pandemic environment and the challenges associated with the absence of a permanent Clerk. It was acknowledged that the delivery of projects is a Council wide responsibility and it was **resolved** that a standard monthly agenda item be set for Business Planning commencing at the February 2023 meeting with a view to setting up a skeleton plan of projects and target delivery dates.

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

*St Madoc of Ferns* – Members are conscious that a definitive decision regarding a request for HCC to become an ex-officio Trustee is yet to be made. The Clerk was requested to include on the agenda for the February 2023 meeting.

*BH Christmas Tree* – It was noted that a longer-term solution is needed to manage the electricity supply to the Christmas tree lights. The Clerk was requested to follow up and report back to a future meeting.

**14. Grass Cutting Contract:**

The Clerk advised Members that two tenders had been submitted for renewal of the grass cutting contract. The contract period was for 12 months. It was noted that both Tenders were opened in the presence of at least two councillors plus the Clerk. Following proper consideration, it was **resolved** that a 12 month contract be awarded to Bevan Lawncare.

The meeting closed at 9.14pm

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

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| --- | --- | --- | --- | --- | --- |
| **Date Received** | **Category** | **Sender** | **Topic** | **Summary of Content** | **Response Deadline** |
| 12/12/2022 | Consultation | PCC | Choice Homes Allocation | Invitation to consult on PCC Choice Homes Policy | 21/12/2022 |
| 09/12/2022 | Consultation | Paul Davies (PCC) | Evaluation Public Health | Invitation to share consultation appeal regarding public health | 31/01/2023 |
| 06/12/2022 | Consultation | Police Commissioner | Police Funding | Invitation to consult on 2023/24 police funding levels | 08/01/2023 |
| 05/12/2022 | Decision | Wales Air Ambulance | Community Council Appeal | 2022/23 Community Funding Appeal | 09/01/2023 |
| 31/10/2022 | Decision | Tour of Pembrokeshire | Cycle Tour of Pembrokeshire | Request to support 2023 Tour of Pembrokeshire cycle event | 09/01/2023 |
| 16/12/2022 | Information | PCNPA | Christmas Greetings | Christmas Greetings from Pembs Coast National Park | N/A |
| 19/12/2022 | Information | PCC | Christmas Greetings | Christmas Greetings from Pembs CC | N/A |
| 19/12/2022 | Information | PCC | Contact Information | Update to contact information for Pembs Town & CCs | N/A |
| 30/11/2022 | Information | Welsh NHS Confederation | Cost of Living Webinar | Notice of Webinar & access links | 16/01/2023 |
| 06/12/2022 | Information | CWBR | CWBR Youth Project | Information & Video on Youth engagement with Town & CC's | 16/12/2022 |
| 13/12/2022 | Information | Fasthosts Webmail | Data Centre Relocation | Notice of relocation of Data Centre for hosting HCC email | N/A |
| 16/12/2022 | Information | One Voice Wales | Draft Wellbeing Plan | Circulation of Pembs Public Services Board Draft Wellbeing Plan | N/A |
| 09/12/2022 | Information | Welsh Government | Election Reform | Invitation to consult on Election Reform White Paper | 04/01/2023 |
| 08/12/2022 | Information | One Voice Wales | e-Newsletter | December 2022 OVW e-newsletter | N/A |
| 08/12/2022 | Information | One Voice Wales | e-Newsletter | Social Farms & Gardens Winter e-newsletter | N/A |
| 13/12/2022 | Information | Play Wales | e-Newsletter | December 2022 e-bulletin | N/A |
| 14/12/2022 | Information | One Voice Wales | e-Newsletter | December 2022 Older Peoples Commissioner newsletter | N/A |
| 15/12/2022 | Information | Hywel Dda CHC | e-Newsletter | Latest Hywel Dda CHC Newsletter link | N/A |
| 20/12/2022 | Information | One Voice Wales | Food Poverty Grants | Information regarding application process for Food Poverty Grant | N/A |
| 09/12/2022 | Information | One Voice Wales | Green Awards | Invitation for nominations for 2022 Green Awards | 20/01/2023 |
| 05/12/2022 | Information | Lorraine Dawson | Havens Community Grant Group | Update/Notes arising from meeting held Nov 29th 2022 | N/A |
| 15/12/2022 | Information | Patrick Hellings | Honesty Box Grant | Provision of 3 months bank statements as requested | N/A |
| 16/12/2022 | Information | BH Play Group | Honesty Box Grant | Provision of 3 months bank statements as requested | N/A |
| 12/12/2022 | Information | PCC | Keep Warm, Keep Well | Information on Pembs Keep Warm, Keep Well initiative | N/A |
| 23/12/2022 | Information | PCC | Keep Warm, Keep Well | Update on Pembs Keep Warm, Keep Well initative | N/A |
| 20/12/2022 | Information | One Voice Wales | Outdoor Connection Funding | Capital Funding opportunity for outdoor spaces for older people | 27/01/2023 |
| 14/12/2022 | Information | One Voice Wales | Payroll Saving Schemes | Information on Payroll Savings Schemes to support employees | N/A |
| 09/12/2022 | Information | One Voice Wales | Pembs Area OVW Committee | Notice of next onlineOVW Area Meeting | 16/01/2023 |
| 19/12/2022 | Information | Play Wales | Publications | Summary of 2022 Play Wales Publications | N/A |
| 07/12/2022 | Information | Paul Davies (PCC) | Recruitment Vacancy | Vacancy for Ukranian speaker for TAF Support Worker | 09/01/2023 |
| 16/12/2022 | Information | One Voice Wales | Recruitment Vacancy | Vacancies for appointments to various Wales Public Bodies | 12/01/2023 |
| 16/12/2022 | Information | One Voice Wales | Recruitment Vacancy | Vacancy for WG Deputy Director Equality, Poverty | 16/01/2023 |
| 30/11/2022 | Information | One Voice Wales | Seaweed Farming | Press Release from Seaweed Farming Alliance | N/A |
| 08/12/2022 | Information | One Voice Wales | Single Use Plastic Legislation | Infographic support to new Single Use Plastics legislation | N/A |
| 16/12/2022 | Information | One Voice Wales | Training Schedule | Training Modules and Schedule 2023 | 31/03/2023 |
| 13/12/2022 | Information | Paul Davies (PCC) | Transport Disruption | Information on TfW Strike Disruption during Dec 22 & Jan 23 | N/A |
| 06/12/2022 | Information | One Voice Wales | Welsh Air Ambulance | Information on proposed rstructure to Wales Air Ambulance | N/A |
| 06/12/2022 | Information | Play Wales | Winter Programme | Notice of winter free online events programme | N/A |
| 21/12/2022 | Information | Golley Slater | Winter Viruses | Keep Wales Safe information on winter viruses | N/A |
| 09/12/2022 | Information | Paul Davies (PCC) | Winter Warm Programme | Referral information and application packs | 31/01/2023 |
| 14/12/2022 | Information | Paul Davies (PCC) | Working Better Together | Notice of next online meeting - Feb 15th 2023 via Zoom | 15/02/2023 |
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