

MINUTES OF A MEETING OF FULL COUNCIL

held on Thursday 17 September 2026 at 6.00pm at the Old Wool Market and via video conference

Present

Cllr R Thomas-Turner	Chair/Mayor
Cllr A Benson-Davies	Vice Chairman / Deputy Mayor
Cllr D Thomas-Turner	Sheriff
Cllr L Hinksman	
Cllr K Manikonda	
Cllr T Moses	
Cllr J Odlin	
Cllr S Pearce	

In attendance

V Lewis Camacho	Town Clerk/RFO
E Gear	Deputy Town Clerk
D Lawrence	HTC
Rev S Whitmarsh	Mayor's Chaplain (for prayer only)

County Councillors D Bryan, T Evans, A Tinsley (until 8pm), T Tudor and A Wills

Rev S Whitmarsh opened with a prayer before the Chair welcomed everyone to the meeting.

2952 Apologies for absence – Cllr(s) C Black and B Simister. Absent – Cllr(s) K Blake and S Williams

2953 Declarations of Interest from Members

<i>Agenda Item(s)</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
6.5	Cllr J Odlin	Personal	Attends Merlins Bridge Boxing Club occasionally

2954 Questions from Members of the Public None received.

2955 Minutes of Previous Meeting(s)

Resolved: The minutes of the Full Council meeting held on 16 July 2026 were approved as a true record:
Proposed: Cllr S Pearce. **Seconded:** Cllr A Benson-Davies. All voted in favour.

Post meeting note: Although draft minutes had been published on the Council website, the minutes of the Full Council meeting held on 25 June and the Extraordinary Meeting held on 2 July 2026 were inadvertently omitted from the agenda for approval. These minutes will be presented to the October Full Council meeting.

2956 Committees Matters

Minutes & Recommendations

a) Resolved: To confirm the minutes and adopt the recommendations of the MES Committee meeting held on 3 September 2026 (Appendix 1). **Proposed** Cllr T Moses. **Seconded:** Cllr L Hinksman. All voted in favour.

b) Resolved: To confirm the minutes and adopt the recommendations of the PPF Committee meeting held on 10 September 2026 (Appendix 2). **Proposed:** Cllr A Benson-Davies. **Seconded:** Cllr D Thomas-Turner. All voted in favour.

Cllr T Moses, who as the town council youth link, expressed interest in the decision, in principle, to appoint a Junior Sheriff who would also Chair a Junior Council, referring to his experience with the 2-year Cwber Youth project which involved intensive engagement with town and community councils who looked at youth representation on councils. He stressed that there are many considerations which would need to be addressed if the Town Council were to be involved in setting up a Junior Council. He agreed to share the project report with interested members of Council.

2957 County Councillor Updates

Although no County Councillor update item appeared on the agenda, the Chair invited the County Councillors present to raise any matters relating to their wards that they wished to bring to the Council's attention. The updates were received for information only. No decisions were made, and no formal business was transacted in relation to the matters raised. The updates, by ward, included the following matters: issues with inconsistent use of the former Popes Car Lot site (Priory Ward), parking near the school on Scarrowscant Lane (Portfield); and completion of phase one of the mini-roundabout on the Cardigan Road, with phase 2 pending involving a another mini-roundabout which will benefit Prendergast School (Prendergast ward).

2958 Finance Matters

1) Accounts to 31 August 2026

The Council received the Income and Expenditure and Budget Comparison reports to 31 August 2026.

Resolved:

That the Accounts to 31 August 2026 be approved. Proposed: Cllr J Odlin. Seconded: Cllr A Benson-Davies. All voted in favour.

2) Expenditure for Payment

During the August recess, Members of Council were sent the August schedule of payments totalling £54,145.91, including VAT, for review and comment prior to payment. For the record, members were asked to formally ratify the payments made by the Clerk in August.

Resolved:

To ratify the payments made for August totalling £54,145.91, including VAT, and September totalling £32,020.93, including VAT, be approved. Proposed: Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies. All voted in favour.

3) Festival of Remembrance – Friday 6 November 2026 to be held at HHVCS

The Clerk referred to plans to bring back the town's Festival of Remembrance and order of events, including musical, choral and poetic contributions noting that representatives from the Household Cavalry would be attending the Festival and the Sunday Remembrance Service at the Cenotaph on 8 November along with the 14 Signal Regiment, cadets, etc. During the week leading up to the Festival an exhibition will take place in St Mary's Church where the Remembrance Display first presented for VE/VJ80 in 2025 would be on display and a Roll of Honour/Book of Remembrance, subject to grant funding. Other activities would also form part of the exhibit. The Clerk noted the budget items to date include the hire of the HHVCW venue (and for rehearsal). A request was made to allow a budget of £1,000 to include other contingency items.

Resolved:

To approve a budget of £1,000 for the Festival of Remembrance on 6 November 2026. Proposed: Cllr R Thomas-Turner. Seconded: Cllr S Pearce. All voted in favour.

4) Grant Funding Applications

4.1 Festival of Remembrance – St Marys Church WW 1&2 Exhibit, including heating, Roll of Honour and Choral Accompanist support at Festival (Tier 2).

Resolved:

To approve a grant payment to St Mary's Church in the amount of £1,850. Proposed: Cllr A Benson-Davies. Seconded: Cllr B Simister. All voted in favour.

5) Merlins Bridge Amateur Boxing Club – Annual Event (Tier 2)

Cllr J Odlin declared an interest in the Boxing Club noting that he occasionally trained there. He remained in the meeting and took part in the discussion and vote.

Resolved:

To approve a grant payment to Merlins Bridge Amateur Boxing Club in the amount of £3,000. Proposed: Cllr A Benson-Davies. Seconded: Cllr S Pearce. All voted in favour.

The Clerk reminded Members of their obligation under the Council's Code of Conduct to declare any interest in this organisation or event (and indeed any ticketed event put on by a third party which the council financially supports) if offered a free ticket, that this is declared by submitting the relevant form to the Clerk.

2959 Outside Bodies – Appointments and Updates from Council Representatives

Except for the following, no substantive updates were noted.

1) Community Governor nomination requests were received from Fenton, Prendergast, St Mark's and Waldo Williams schools. Noted that Cllr S Pearce had expressed interest in becoming a Community Governor for Prendergast CP School prior to receipt of an official nomination request, which was approved by Council on 16 July 2026, which was noted. Cllr R Thomas-Turner expressed interest at the meeting to be a Community Governor at Fenton CP School.

Resolved:

That Cllr R Thomas-Turner be nominated by the Council for appointment as a Community Governor of Fenton CP School, subject to the approval and appointment process of the school's governing body. Proposed: Cllr A Benson-Davies. Seconded: Cllr S Pearce. All voted in favour, except for Cllr R Thomas-Turner who did not vote in respect of his own nomination.

2) Working Better Together (WBT). Several members attended the recent online WBT meeting which covered themes around community resilience, access to funding, improved communication with PCC, and supporting communities to become more self-sufficient and prepared for future challenges. Funding opportunities aside, the key take away was Emergency Planning which the Clerk will look at and bring an item to Council in due course.

3) Anti-Racism Action Plan (ARAP). Cllr R Thomas-Turner spoke of the Race Council Cymru Welsh Music Awards. County Cllr A Tinsley noted that her Assistant Manager at The Hive Youth Centre was selected in the Top 15 of musicians.

2960 Mayor's Correspondence and Updates

1) The Mayor's updated report setting out civic and other engagements was noted. The report provided highlights since 31 July including August Civic Week and the Town Carnival. The week's events were well attended in Garth, Priory, Castle and Prendergast wards and were followed by the Mayor's Bingo to raise funds for SNAP Specialist Play, the Mayor's chosen charity, on the Friday evening and the Carnival on the Saturday.

4) Updates on Mayoral Initiatives – Reading is FUNdamental Autumn 2026

The programme has been rolled out to schools across Haverfordwest and encourages children to read five books and complete five short book reports, with submissions being completed by 6 November. The aim is to encourage a love of reading and recognise the achievements and efforts of young people across our town.

5) Connecting the Community – the Mayor and Sheriff continue to work with new and returning stakeholders to ensure that the programme can once again provide opportunities for residents to come together, access practical support and enjoy activities during the autumn and winter months. This year a pilot scheme to make transport available in Haverfordwest wards for individuals with accessibility issues will be in place working with PACTO. Additional sponsors to the Town Council include Specsavers Haverfordwest and other local organisations who help provide food and a variety of other services. The 2026-27 dates have been published. The first event is during school half-term on Thursday, 29 October at 2.30pm at Haverhub.

2961 Town Voice – Matters Affecting Haverfordwest

1) Haverfordwest Business Rates Pilot - No update.

2) Haverfordwest Skatepark – CCTV installation and transfer of electricity account to the Town Council

The Clerk noted the upgrade to the CCTV by Dyfed Powys Police (DPP) had been undertaken. However, the transfer of the electricity account operated by PCC to the Town Council has not occurred, causing delay to Council's ability to enter into an agreement with DPP and to fund energy provision for the lights and CCTV at the Skatepark. The Clerk is also looking into the possibility of setting up a new utility account meanwhile for the lights and CCTV to be operational as a matter of urgency.

3) Civic Representation at the Opening of Major Infrastructure Projects within Haverfordwest – Letter to CEO/Leader of Pembrokeshire County Council

The Clerk noted that an invitation extended to all members of the Town Council to attend the new Transport Interchange opening on Friday 18 September had circumvented the draft letter included in the pack. The letter is intended to encourage the leaders of the County Council to invite The Mayor and other members to attend and be part of significant events in Haverfordwest while recognising the project undertaken by PCC. Related to this request, the Mayor wished to highlight that PCC and other organisations should be made aware that they may also invite the Sheriff to attend their events in future, noting that in other towns with a Sheriff there was an option to book the Sheriff.

Resolved:

To edit the letter to PCC to acknowledge the invitation received from PCC to the Town Council to attend the Transport Interchange Opening and to encourage further collaboration at such events ongoing. Proposed: Cllr A Benson-Davies. Seconded: Cllr S Pearce. All voted in favour.

4) Anti-social behaviour affecting Town Council assets

The Clerk noted the impact of anti-social behaviour at the Bridge Meadow Play area, where a bench had been destroyed, and to the Council's notice board located outside Picton House. The County Councillors present suggested that all incidents are also notified to PCC (contact provided) so that these feed into the quarterly meetings held between PCC and Dyfed Powys Police.

2962 Clerk's Report

The report included agenda items not considered at the July Full Council meeting due to the meeting becoming inquorate.

1) Councillor request for leave of absence under Section 85 of the Local Government Act 1972

Resolved:

To approve a leave of absence for Cllr C Black under Section 85 of the Local Government Act 1972 for a period of six months from 16 July 2026 due to personal circumstances, with the position to be reviewed at the end of that period if required. Proposed: Cllr D Thomas-Turner. Seconded: Cllr J Odlin. All voted in favour.

2) Christmas Lights Sub-Committee planning meeting held with Contractor

The Clerk noted the decisions taken by the Christmas Lights Sub-Committee, with delegated authority to make decisions on the provision, maintenance and installation of Christmas lights within the approved budget, following a meeting with the Town Council's installation contractor on 16 July in order for the contractor, by early September, to:

- 2.1 Prepare a costing to install an automatic light switch on facility to include a timer to enable the lights to be turned off overnight. Noting that the previous contractor had its own system which had been removed on change of contractor.
- 2.2 Provide the Town Council with the meterage of lights to enable the town council to apply for a non-metered MPAN number, which is required to cover the cost of electricity provision.
- 2.3 Provide the town council with information on the Christmas lights which are not re-useable and a plan for this season's installation to ensure adequate light provision from the purchase or hire of new lights and decorations, as appropriate; and
- 2.4 That the Clerk is authorised to order a larger Christmas tree (c. 25ft) to be located on Castle Square and for replacement decorative lights to be sourced to accommodate this.

3) 2025–26 Audit Wales Basic Audit Submission (July)

Noted that following the Town Council submitting its 2025-26 Audit on 7 July 2026, the necessary Notice(s) to electors to inspect the accounts for the year ended 31 March 2026 had been published at Old Wool Market and on the website together with the Annual Return filing and related documents.

4) 2025-26 Annual Report (defer to October)

The Clerk advised that due to priority being given to multiple Civic Week events held in August and consequential annual leave taken in September, that the work on the 2026 annual report had been delayed.

5) Other Current Items/updates:

5.1 Current councillor vacancies (as at 1 September) as published, were noted.

5.2 Civic Week & Carnival (9-15 August) / Upcoming Events

Cllr R Thomas-Turner commented briefly on the success of Civic Week and the Carnival. The number of carnival floats had doubled compared to the prior year. This aspect alone makes up a significant part of the cost of the putting on the carnival.

Upcoming town council events were noted:

- Mayor's Civic Opening of The Portfield Fair on Wednesday 30 September 6pm (location to be confirmed)
- Halloween Event(s) – Saturday 31 October (approval to release budget requested)
- Festival of Remembrance – Friday 6 November with Remembrance Sunday Service at the Cenotaph on 8 November to include attendance by representatives of the Household Cavalry, Knightsbridge Barracks
- Christmas Lights Switch On – Saturday 29 November, followed by Santa Sleigh Run and associated Christmas Card and Residential and Town Centre Window Display competitions (further consideration to be given to finalising Christmas events)
- Christmas Carol Service -Monday 14 December 2026 at 7pm, St Mary's Church.

Resolved:

To approve release of £6,000 budget for Halloween Events(s) to Pure West Radio and to defer

finalising Christmas event detail to October Full Council meeting. Proposed: Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies. All voted in favour.

5.3 Clerk noted attendance at CloudyIT Seminar which included an introduction on CoPilot for Business, an upgrade to the version current used, and GoMeetings – end to end meeting administration software which the Clerk is exploring further with a view to bringing a recommendation to Council.

Resolved: **To approve a moderate increase in the monthly subscription to upgrade two licences for the Clerks to access CoPilot Business. Proposed: Cllr D Thomas-Turner. Seconded: Cllr J Odlin. All voted in favour.**

2963 Staffing

All voted in favour of exercising the provisions of the PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Resolved: **That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted the Press and Public be excluded from the meeting**

Members of the public left the meeting at 8.30 pm.

The Clerk and member of Council present discussed a paper produced by the Clerk on Council Day-to-Day Working Arrangements, Roles and Governance Boundaries.

Resolved: **All members of Council to be further invited to feedback comments on the paper and for it to be brought to the PPF Committee.**

2964 Date of next meeting

Thursday, 15 October 2026, 6.00pm at Old Wool Market

There being no further business the meeting ended at 9.02pm.

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date

APPENDIX 1

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Thursday 3 September 2026 at 6pm at the Old Wool Market

Present	Cllr B Simister	Committee Chair
	Cllr R Thomas-Turner	Mayor (Ex-Officio Member)
	Cllr L Hinksman	
	Cllr K Manikonda	
	Cllr T Moses	
	Cllr S Pearce	
In attendance	V Lewis Camacho	Town Clerk
	D Lawrence	Facilities Manager
	Cllr D Thomas-Turner	Sheriff

Cllr B Simister took the chair and welcomed everyone to the meeting.

1. Apologies for absence: Cllr C Black.

2. Declarations of interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
None			

3. Matters arising from the minutes of the last meeting

The minutes of the meeting held on 2 July 2026 together with the recommendations to Full Council were approved at the Full Council meeting held on 16 July 2026. There were no matters arising.

4. Review of Planning Applications

The Committee ratified the planning applications and planning decision and withdrawal notifications received since 2 July 2026 that had been circulated to Members and reviewed during the August recess in lieu of a formal meeting. It also approved new Planning Applications Ref No(s) 26/0322/PA and 26/0290/PA without objection (See Appendix).

In reviewing the planning application Ref No 26/0719/AD the Committee raised, and subsequently filed, a formal objection to the proposed installation of a digital 48-sheet advertising billboard at Character Kitchens and Bathrooms, Magdalene Street, Merlins Bridge, Haverfordwest.

The objection was made on the grounds of visual amenity and potential impacts on highway safety.

Resolved:

1) To ratify and approve, without objection, all planning applications save for planning application Ref No 26/0719/AD and to note the notifications of planning decisions as listed in the Appendix.

2) To ratify and approve the actions of the Clerk in notifying the Local Planning Authority of the Committee's decisions in lieu of a formal meeting in August.

3) That the Clerk notify the Local Planning Authority of the two current planning applications approved at this meeting, without objection.

Proposed: Cllr B Simister. Seconded: Cllr L Hinksman. All voted in favour.

5. Actions, updates, and recommendations from Clerk's report

Cemeteries – The Clerk and Facilities Manager briefed the Committee on the formal five yearly memorial stone testing undertaken at the cemetery during August which resulted in approximately 60 memorials identified as requiring attention. Warning was provided to grave owners by publishing notices in the cemetery some two months prior to the testing, and a process is now being undertaken to notify those whose graves are affected by the testing in writing. Some (c. 40) gravestones have been supported with a stake to prevent any risk of their falling or causing damage to anyone, while others have been marked for review in a year's time. It was noted that the same testing had already been undertaken at St Martin's Cemetery by a third party prior to the Town Council's staff being trained to perform this in-house. A follow up exercise to review the graves by staff would be undertaken in due course. No recommendation by the Committee was required.

Community Garden – Cllr S Pearce invited members to attend an apple picking activity at Orchard Mawr on 4 September which would be followed with an Open Day involving an apple juicing activity on 12 September 2026. He noted that the extreme dry weather conditions and lack of water on site had impacted the beds and the events put on this summer. The Clerk advised that discussions regarding renewal of the Community Garden lease, due in early 2027, would need to commence shortly.

Priory Saltings – A quote is being obtained to perform the annual meadow cut which is expected to address much of the bramble growth at the same time, which would be brought to Council for approval. The presence of two homeless tents was also noted.

Sports Pavilion – The Picnic at the Prior event during Civic week had made good use of the Pavilion and Lower Racecourse with the consent of the Portfield Recreation Committee. The exposure on the CCTV ANPR camera had recently been adjusted as it wasn't properly capturing number plates. A proposal to look at an opportunity for a food van to be present in the car park was raised by the Clerk which Members agreed was worth exploring and agreed to put forward any contacts they had for initial research to be carried out prior to bringing a proposal to Council.

Picton Centre – Contact by interested parties and requests to hire the centre are coming in steadily. This involves co-ordination by office and facilities staff to ensure that the space is open and closed before and after each booking, made tidy and for bins and recycling to be cleared in between bookings and scheduled fortnightly cleans. However, this is manageable at this stage. The Clerk also acknowledged that the Picton Centre Working Group site visit to agree winter works will shortly be arranged.

Bridge Meadow maintenance – The Clerk noted that during Civic Week an expression of interest had been submitted (by the prescribed deadline) to the Pembrokeshire Nature Partnership for grant funding (c £18,000) to support the development of the lower training pitch area into a meadow. The application included the acquisition of a trailer for the new larger mower purchased by Town Council under a Service Level Agreement with the Bridge Meadow Trust specific to maintaining the entire area and additional insulated storage containers to house the additional mower and equipment. It was noted that the application was similar to a previous submission to the Pembrokeshire Nature Partnership which, for administrative reasons, had not been processed by PNP at the time.

A request for grass clippings had been made by the Community Garden Committee, and the Facilities Manager would be liaising with them to organise delivery to the garden.

Town Improvements – The Summer Bunting had been taken down. Work on new Notice Boards and Salt Bins needs to be progressed.

Civic and other events – a fuller update will be brought to Full Council however the next event - the opening of Portfield Fair on 30 September 2026, with the use of Perrots Road Car Park yet to be confirmed, was noted. Subsequent Town Council Events included Halloween (31 October) and the Festival of Remembrance (6 November) and Sunday Service (8 November) and Civic Carol Service (14 December) were also noted.

Recommendations to Full Council

Other than the updates and the potential for future proposals to be brought to the Committee, no formal recommendations were made by the Committee at this meeting.

6. Items for next agenda

None raised.

7. Date of next meeting

Thursday 1 October 2026, 6.00pm, Old Wool Market.

The meeting closed at 8.10pm

APPENDIX 1

New Applications/Consultations and Other Notifications Received Since date of last meeting on 2 July 2026

Ref No: 26/0243/PA	WC Alterations
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Haverfordwest Library, 20, Swan Square, Haverfordwest, SA61 2AN Grid Reference: 195432.842-215807.431 Last Date for Determination: 27 August 2026 NB Decision has been made on this – 10 August 2026

Ref No: 26/0216/PA	OUTLINE APPLICATION (ACCESS CONSIDERED) FOR THE ERECTION OF SINGLE DETACHED DWELLING AND ALTERATION OF EXISTING ACCESS AND DRIVE ONTO HAVEN ROAD - RE-SUBMISSION FOLLOWING REFUSAL OF 25/1097/PA
Link to Planning Portal	Please click here to view application documents.
Ward: PORTFIELD	Land Rear of Wyncote, Dale Road, Haverfordwest, Pembrokeshire, SA61 1HZ Grid Reference: 193970.937-215336.355 Last Date for Determination: 25 September 2026 (this has been extended)

Ref No: 26/0257/PA	Demolition of the existing jet wash and bin store and extension to the existing petrol filling station's sales building (to include a hot food takeaway), installation of kitchen extraction equipment, new bin store and associated forecourt works.
Link to Planning Portal	Please click here to view application documents.
Ward: PRENDERGAST	Morrisons Petrol Filling Station, Bridge Meadow Lane, Haverfordwest, SA61 2EX Grid Reference: 195421.457-216050.553 Last Date for Determination: 2 September 2026

Ref No: 26/0067/PA	Construction and operation of a micro battery storage project - (amended information) <i>This is an amendment to the previous application which HTC supported. The amendment adds bug boxes and some additional tree planting.</i>
Link to Planning Portal	Please click here to view application documents.
Ward: PRENDERGAST	On verge at corner where Withybush Rd meets fishguard Rd, Haverfordwest, SA62 4BL Grid Reference: 195960.134-217215.211

	Last Date for Determination: 8 September 2026
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Ref No: 26/0719/AD	LED Billboard
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY	Parry & Blockwell Ltd, Magdalene Street, MERLINS BRIDGE, Haverfordwest, SA61 1JJ Grid Reference: 194724-214503 Last Date for Determination: 9 September 2026

Ref No: 26/0319/PA	Conversion of existing garage to provide ground floor bedroom and WC
Link to Planning Portal	Please click here to view application documents.
Ward: GARTH	27, Primrose Drive, Haverfordwest, Pembrokeshire, SA61 2GB Grid Reference: 195018.097-216909.975 Last Date for Determination: 30 September 2026

Ref No: 26/0322/PA	Car Park
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Haverfordwest Community Education Centre, Dew Street, Haverfordwest, Pembrokeshire, SA61 1ST Grid Reference: 195073.596-215454.103 Last Date for Determination: 30 September 2026

Ref No: 26/0290/PA	Car Park
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	The Grove, St Thomas Green, Haverfordwest, Pembrokeshire, SA61 1QW Grid Reference: 195110.04-215228.881 Last Date for Determination: 4 October 2026

Ref No: 26/0330/PA	Loft Conversion with Dormer Window
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	58, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DX Grid Reference: 193988.615-215390.698 Last Date for Determination: 6 October 2026

Notifications of Planning Decisions

Ref No: 26/0067/AD	Advertisement
Ward: CASTLE	2, Perrots Road, Haverfordwest, Pembrokeshire, SA61 2HD
Grid Reference:	195262-215912
Notification of Planning Decision	Conditionally Approved Date decided: 1 July 2026 Please click here to view the application documents

Ref No: 26/0082/PA	Installation of replacement telecommunications apparatus and ancillary equipment.
Ward: CASTLE	Haverfordwest Ate - Trs, Perrotts Avenue, Haverfordwest, Dyfed, SA61 2DY
Grid Reference:	195169.461-215688.709
Notification of Planning Decision	Refused Date decided: 30 June 2026 Please click here to view the application documents

Ref No: 26/0082/PA	Change of use from shop to a beauty/aesthetics clinic (Sui generis).
Ward: PRIORY	60A, Cartlett, Haverfordwest, Pembrokeshire, SA61 2LH
Grid Reference:	195954.491-215730.195
Notification of Planning Decision	Conditionally Approved Date decided: 3 July 2026 Please click here to view the application documents

Ref No: 26/0066/PA	Two storey extension
Ward: GARTH	8, Falcon Road, Haverfordwest, Pembrokeshire, SA61 2UE
Grid Reference:	194456-215793
Notification of Planning Decision	Conditionally Approved Date decided: 13 July 2026 Please click here to view the application documents

Ref No: 26/0129/PA	First floor extension
Ward: GARTH	13, Primrose Drive, Haverfordwest, Pembrokeshire, SA61 2GB
Grid Reference:	195090.206-216924.991
Notification of Planning Decision	Conditionally Approved Date decided: 20 July 2026 Please click here to view the application documents

Ref No: 26/0228/NM	Non material amendment to planning permission 24/0682/PA for respite care facility (Use Class C2) and associated works to vary condition 3 (external materials) and remove condition 4 (roof materials)
Ward: PORTFIELD	Portfield Special School, Portfield, Haverfordwest, SA61 1BS
Grid Reference:	194313.964-215118.85

Notification of Planning Decision	Conditionally Approved Date decided: 27 July 2026 Please click here to view the application documents
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Ref No: 26/0243/PA	Wc Alterations
Ward: CASTLE	Haverfordwest Library, 20, Swan Square, Haverfordwest, SA61 2AN
Grid Reference:	195432.842-215807.431
Notification of Planning Decision	Conditionally Approved Date decided: 10 August 2026 Please click here to view the application documents

Withdrawal Notifications

None

APPENDIX 2

Minutes of the hybrid meeting of the Personnel, Policy, and Finance (PPF) Committee held on Thursday 10 September 2026 at 6.00pm at the Old Wool Market

Present: Cllr J Odlin PPF Committee Chairman
Cllr A Benson-Davies Deputy Mayor Elect
Cllr D Thomas-Turner Sheriff

In attendance: V Lewis Camacho Town Clerk
E Gear Deputy Town Clerk

Cllr J Odlin took the Chair and welcomed everyone to the meeting.

1. **Apologies for absence** – Cllr(s) R Thomas-Turner. Absent: Cllr S Williams

2. **Declarations of interest from Members**

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
None			

3. **Matters arising from the minutes of the last meeting**

The Minutes of the meeting held on 9 July 2026 together with the recommendations to Full Council were approved at the Full Council meeting held on 16 July 2026. The following matters arising were noted:

Recommendation 3 -The quote for the commercial dishwasher as a raised machine for the Picton Centre required revisiting as the supplier had not got the brief correct.

Recommendation 6 – the review by the Clerk of new employment contracts for staff and appraisals still needed to take place and a subsequent meeting of the Staffing Sub-Committee arranged.

3. **Financial Matters**

4.1 **Review of Bank Reconciliation, Income and Expenditure and Budget Comparison (the Accounts)**

The Committee reviewed the Accounts to 31 August 2026 and had the opportunity to ask questions. The Accounts will also be presented to Full Council on 17 September 2026 for approval. Noted that duplicate entries relating to income received from multiple day bookings appeared in the reports which the Deputy Clerk would look to switch off for future reports, did not reflect the figures being reported. **See Recommendation 1.**

4.2 **Funding request – ASD Family Help – Neurodivergent Adult Social Group – Tier 2**

The Committee reviewed the Tier 2 Application and agreed to recommend a grant payment of £2,560 to support the establishment of an adult social group in Haverfordwest over the winter. **See Recommendation 2.**

4.3 **Annual Funding Agreement for Quarterly Riverside Market Days – Riverside Shopping Centre Partnership**

The Committee reviewed and agreed the proposal for entering into a Service Level Agreement with Riverside Shopping for the delivery of a programme of town centre market days during 2027, supported by Town Council funding. Consideration would be given to supplementing the annual programme with an Autumn market in 2026 during the period of the Portfield Fair (30 September – 3 October 2026). In addition, the Clerk to bring a proposal to Full Council about making application to PCC for an annual trader's licence to enable the Town Council to facilitate extending the quarterly markets or holding additional trade stall events in the town. **See Recommendation 3.**

4.4 Review of 2027-28 Budget Timetable

Approved for recommendation to Full Council. **See Recommendation 4.**

5. Policy

5.1 Review of the Democracy & Boundary Commission Cymru Statement of Payments to Members during 2025-26

The Committee noted the Statement in advance of publication by 30 September 2026. **See Recommendation 5.**

6 Personnel

6.1 Junior Council and Junior Sheriff Role

The Sheriff and Clerk presented a report for the establishment of a Junior Council for young people who attend schools in Haverfordwest; and for a junior sheriff role to support the Sheriff. The Junior Sheriff to also act as Chair of the Junior Council. The report sought the Committee's recommendation to Council on the principle of both initiatives and for detailed arrangements for each proposal to be developed. **See Recommendation 6.**

6.2 One Voice Wales Innovative Practice Conference on 30 September 2026

It was noted that this conference clashed with the Portfield Fair and so attendance would not be possible this year.

6.3 Training Plan (Staff & Councillors)

The Clerk noted that the Training Plan would be updated as at 30 September and brought to Council for review at the next Full Council meeting.

6.4 2026-27 National Salary Award from 1 April 2026

The Committee noted that the National Joint Council (NJC) for Local Government Services had agreed a 3.3% increase in pay rates applicable from 1 April 2026 to 2027. The annual cost of implementing the NJC pay award across the Council's employees is £4,597. The Clerk noted that provision has been made in the 2026-27 budget for NJC increases.

Recommendation 1	To accept the Accounts to 31 August 2026. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All voted in favour.
Recommendation 2	To approve the payment of a grant of £2,560 to ASD Family Help Proposed: Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies. All voted in favour
Recommendation 3	To approve the principle of supporting a programme of market days in partnership with Riverside Shopping Centre (RSC)with funding of up to £4,500 for the 2027 market programme and authorise the Clerk to draw up and enter into a Service Level Agreement with (RSC) and agree final market dates in consultation with the Mayor and Manager of RSC. In addition, the Clerk to bring a proposal to Full Council to apply for an annual trader's licence to facilitate additional trade stall events in the town. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All voted in favour.
Recommendation 4	Council to approve the 2027-28 Budget Timetable. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All in favour.
Recommendation 5	Council to note the Democracy & Boundary Commission Cymru Statement of Payments to Members during 2025-26. Proposed: Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies. All voted in favour.

Recommendation 6	Council to approve in principle the establishment of a Junior Council and to authorise the Clerk to engage with schools within Haverfordwest regarding participation and the practical arrangements; and the establishment of a Junior Sheriff Role to support the Sheriff and to act as Chair of the Junior Council. The Clerk to also be authorised to obtain cost estimates for a Junior Sheriff robe, regalia and annual commemorative medals for future consideration by Council. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All voted in favour.
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8. Items for next agenda – none noted.

9. Date of next meeting

Wednesday 7 October 2026, 6.00pm, Old Wool Market due to an anticipated lack of quorum on Thursday 8 October 2026. Full Council to approve change of date.

The meeting closed at 7.30pm
