Minutes of a Meeting of the Milford Haven Town Council

held at the Council Chamber, Town Hall, Milford Haven

on Thursday, 9th June, 2016 at 6:00 pm

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PRESENT

The Mayor (Councillor W. D. Elliott BA QTS)

The Deputy Mayor (Councillor C. A. Sharp)

Councillors: R. D. Evans R. Gray

E. R. Harries A. H. Miles

M. P. Rickard Mrs. Y. G. Southwell

Mrs. C. T. Williams G. Woodham MBA (Open) LL.B (Hons)

PRAYERS:

Prayers were led by the Mayor’s Chaplain, Father H. Williams.

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The formal Meeting of the Milford Haven Town Council then commenced.

11. APOLOGIES:

Apologies for absence were received from Councillors A. E. Byrne, J. W. Cole, A. W. Eden, Mrs. J. Hawkins, S. G. Joseph, M. J. Norman, D. R. Sinnett and Mrs. C. Stevens.

12. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 25TH APRIL, 2016:

RESOLVED THAT the Minutes of the Meeting of

the Milford Haven Town Council held on the

25th April, 2016, be accepted and that

they be signed by the Mayor as a true record.

13. TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON THE 16TH MAY, 2016:

RESOLVED THAT the Minutes of the Annual Meeting

of the Milford Haven Town Council held on the

16th May, 2016, be accepted and that they be

signed by the Mayor as a true record.

14. INFORMATION FROM THE MAYOR:

(a) Mayor’s Engagements:

Members were informed of the Mayor’s Engagements since 14th April, 2016:

17th May (am) - Welcoming visitors on MV Europa to Milford Haven and

reception with Captain on Board.

17th May (pm) - Special Assembly at Manorbier C/W School.

18th May - Race for Life at the Meads Infant and Nursery School

(also attended by the Deputy Mayor).

19th May - Haverfordwest Mayor Making and Civic Luncheon.

26th May - Port of Milford Haven WAVE Event Meeting.

27th May - Blessing of the new pilot boat ‘St. Davids’ at the

Port of Milford Haven.

27th May - Meeting with Rt. Hon. Stephen Crabb MP relating to BT

Broadband issues in Pembrokeshire (attended by

the Deputy Mayor).

28th May - Milford Haven Town Band Annual Concert at the

Torch Theatre.

4th June - Citizens’ Awards Ceremony at the Town Hall.

5th June - Milford Haven Junior Town Band Summer Concert at

the Johnston Institute.

6th June - Normandy Veterans Service of Remembrance (also

attended by the Deputy Mayor).

8th June (am) - Rotary Club Kids’ Day Out at Folly Farm (also

attended by the Deputy Mayor).

8th June (pm) - Milford Haven Business Circle Meeting at the Torch

Theatre.

(b) Mayor’s Remarks:

The Mayor, Councillor W. D. Elliott BA QTS, advised that, as Members could see from his list of engagements, he has been very busy, and has learned a lot more about other organisations in the town and the amazing work that they do.

The Mayor said that he was extremely proud to present the Citizens and Youth Awards but was disappointed at both the lack of support and lack of apologies from Councillors at both the meeting to discuss the nominations, which was only just quorate, and also the Presentation Evening itself. He considered that this devalues the occasion and said that he hoped that attendance improves throughout the year and Members remember their role as Councillors. He understood that there would be unavoidable clashes in timetables, but it only takes two minutes to apologise.

The Mayor then gave the following dates for Members’ diaries:

Saturday, 11th June - Founders’ Day

Sunday, 12th June - Tree Dedication in the Memorial Gardens

Saturday, 18th June - Mayor’s Civic Service

Saturday, 25th and Sunday, 26th June

- Milford Fish Festival

Saturday, 2nd July – Milford Haven Carnival

The Mayor advised that Carnival is followed by Festivities Week. He has designed a poster promoting Festivities Week, a copy of which was circulated with the Mayor’s Engagements. The Mayor said that he hoped Councillors would support the community to a greater extent.

The Mayor stated that he hoped Members would embrace the trial of the new Meeting structure. He advised that he would be continuing with the precedent of only opening the Mayor’s Parlour after the Monday meeting of the Full Council. On Thursdays he normally attends the Milford Haven Sea Cadets and Royal Marines Cadets, but this week was attending a Founders’ Day event at the British Legion Club.

The Mayor reminded Members that One Voice Wales asked whether other Councils could be invited to their presentation to the Milford Haven Town Council. One Voice Wales has suggested a date of 12th July, which is the Tuesday before the scheduled Full Council Meeting on Thursday, 14th July. The Mayor asked whether Members would prefer to have two Full Council Meetings that week or to have one Full Council to be held on Tuesday, 12th July.

Members discussed this and it was RESOLVED THAT the Full Council Meeting

scheduled for Thursday, 14th July be moved to Tuesday, 12th July.

A Member apologised for not attending the D-Day Service as he had written the incorrect time in his diary.

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REPORTS ON COMMITTEES

15. SPECIAL MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE:

The Minutes of the Special Meeting of the Public Events Sub-Committee held on the 3rd May, 2016, were moved by the Mayor, Councillor W. D. Elliott BA QTS.

RESOLVED THAT the Minutes of the Special Meeting

of the Public Events Sub-Committee held on 3rd

May, 2016, be approved and adopted.

16. MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE:

The Minutes of the Meeting of the Public Events Sub-Committee held on the 12th May, 2016, were moved by the Mayor, Councillor W. D. Elliott BA QTS.

RESOLVED THAT the Minutes of the Meeting of the

Public Events Sub-Committee held on the 12th

May, 2016, be approved and adopted.

17. APPOINTMENT OF CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE:

Members were advised that it was normal practice for the Chairmen and Vice-Chairman of the Finance and General Purposes and Public Works and Planning Committees to serve a two-year term of office. Councillor Mrs. Y. G. Southwell had served one year as Chairman of the Finance and General Purposes Committee.

RESOLVED THAT Councillor Mrs. Y. G. Southwell

be appointed Chairman of the Finance and General

Purposes Committee for the ensuing year.

18. APPOINTMENT OF VICE-CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE:

The Mayor said that Councillor R. Gray had served one year as Vice-Chairman of the Finance and General Purposes Committee.

RESOLVED THAT Councillor R. Gray be appointed

Vice-Chairman of the Finance and General Purposes

Committee.

19. APPOINTMENT OF CHAIRMAN OF THE PUBLIC WORKS AND PLANNING

COMMITTEE:

The Mayor stated that Councillor E. R. Harries had served one year as Chairman of the Public Works and Planning Committee.

RESOLVED THAT Councillor E. R. Harries be appointed

as Chairman of the Public Works and Planning

Committee for the ensuing year.

20. APPOINTMENT OF VICE-CHAIRMAN OF THE PUBLIC WORKS AND PLANNING

COMMITTEE:

The Mayor advised that Councillor M. P. Rickard had served one year as Vice-

Chairman of the Public Works and Planning Committee.

RESOLVED THAT Councillor M. P. Rickard be appointed

as Vice-Chairman of the Public Works and Planning

Committee for the ensuing year.

21. MEMBERSHIP OF THE ESTABLISHMENT COMMITTEE:

The Mayor said that traditionally the Mayor, Deputy Mayor, Immediate Past Mayor and Chairmen of the two Standing Committees plus two Members from the Standing Committees (in alphabetical order) sit on the Establishment Committee.

The Mayor suggested that during the trial period of bi-monthly Full Councils, the two Councillors normally selected from the Standing Committees could be chosen alphabetically from the Councillors – one from the beginning of the alphabet and the other from the end.

RESOLVED THAT:

(i) if an Establishment Committee Meeting is required

during the trial period of bi-monthly Full Councils,

the membership of the Committee should be as

follows: the Mayor, Deputy Mayor, Immediate

Past Mayor, Chairmen of the two Standing

Committees and two Members of the Council

on an alphabetical basis – one from the beginning

of the alphabet and one from the end of the

alphabet;

(ii) in order to ensure the highest possible attendance

at the Establishment Committee, Members of the

Council are to be encouraged to ensure that if they

are aware that they are unable to attend the

Establishment Committee Meeting, to give

their apologies at the earliest possible opportunity

so that the Clerk can arrange for other Councillors

to be present to ensure that the Committee can

function effectively.

22. CEMETERY REPORT:

RESOLVED THAT the Cemetery Report, as

presented by the Clerk for the months of

April and May, 2016 be accepted. (See

Appendix A).

23. PLANS:

RESOLVED THAT the recommendations of

the Chairman of the Public Works and Planning

Committee in respect of the planning applications detailed on Pages 1 and 2 of the attached report

(see Appendix B) be approved.

24. APPLICATION FOR A NEW PREMISES LICENCE:

RESOLVED THAT the recommendation of the

Chairman of the Public Works and Planning

Committee in respect of the application for

a new premises licence be approved (see

Appendix C).

25. ADOPTION OF REVISED MODEL CODE OF CONDUCT:

A Member said that all relevant authorities are required by law by 26th July, 2016, to adopt the revised Model Code of Conduct.

The Member said that, as part of that process, the Monitoring Officer of the Pembrokeshire County Council provided a training session in the Town Hall, which was poorly attended by Councillors, which is disappointing given the importance of the Code of Conduct.

The Member emphasised that ignorance of the Code of Conduct is no defence. Training courses are still available and he suggested that those Members who have not attended training should try to do so for their own benefit.

Members discussed the adoption of the revised Model Code of Conduct and it was

RESOLVED THAT the Milford Haven Town Council adopts the revised Model Code of Conduct.

26. INDEPENDENT REMUNERATION PANEL FOR WALES:

An email was received from the Independent Remuneration Panel for Wales informing Members that it is a statutory requirement that all Councils publish and report annually to the Independent Remuneration Panel for Wales on allowances and expenses payable to community and town councillors by 30th September each year.

A pro forma was attached that could be used in order to comply with this requirement.

The Mayor said that any payments would also be recorded on the Council’s website.

The Mayor reminded Members that if they wish to opt out of receiving an allowance they had to contact the Clerk in writing either by email or letter. Otherwise, the cheques would be available at the next Full Council Meeting.

RESOLVED THAT:

(i) the information from the Independent Remuneration

Panel for Wales be received;

(ii) Members are to advise the Clerk by Friday, 24th

June, if they do not wish to receive the allowance.

27. 70A – 80A CHARLES STREET, MILFORD HAVEN:

Members discussed a letter from Dr. S. P. Jones, Director of Development, Pembrokeshire County Council regarding 70A – 80A Charles Street.

Members considered that Dr. Jones’ letter reiterates the information of which they were in receipt at the last Full Council Meeting and was not a satisfactory answer to the points that were raised in this Council’s letter.

RESOLVED THAT a letter be written to Dr.

S. P. Jones, Director of Development,

Pembrokeshire County Council, stating

that there appears to be a misunderstanding

of the Town Council’s position and his

letter emphasises that point.

28. DISPOSAL OF LAND OWNED BY THE PEMBROKESHIRE COUNTY COUNCIL:

An email was received from Mr. D. Fitzsimon, Head of Planning, Pembrokeshire County Council, in which he explained that all land and property owned by Pembrokeshire County Council is subject to continuous Strategic Asset Review. Any land and property which is deemed surplus to requirements by the Council’s Director of Development is normally, dependent upon value, presented to Cabinet and recommended for disposal. Once formally declared surplus, an appropriate schedule of marketing is devised by the Council’s Property Team. This can involve sale by Private Treaty, Auction or Private Tender; depending upon the nature of the land and the particular circumstances.

In virtually every case, the land or property is offered on the open market either by the Council’s Property Team or Agents, if instructed. All land and property which is available for sale and to let is advertised on Pembrokeshire County Council’s Property website.

In limited circumstances, land may be offered directly to a housing association in order to secure affordable housing which is one of the Council’s key priorities, but the Housing Association will pay full market value.

Mr. Fitzsimon said that the land relating to Planning Application No. 15/1231/PA (land north of Milford Haven School, Thornton Road) was not offered to private developers. The disposal of the land to Pembrokeshire Housing Association met several of the Council’s key objectives; namely the delivery of affordable housing, the delivery of housing to meet the requirement outlined within the Local Development Plan and the generation of a capital receipt at full market value.

RESOLVED THAT the information be received.

29. CLOSURE OF PATH AT POINTFIELDS, HAKIN, MILFORD HAVEN:

Members discussed an email from Mr. D. Thomas, Head of Highways and Construction, Pembrokeshire County Council, in which he advised that there has not been any movement to resolve this issue.

Mr. Thomas explained that the stretch of public footpath is currently under a permanent closure order issued by Pembrokeshire County Council in the interests of public safety following a landslip some two years ago.

Legally, although the Pembrokeshire County Council maintains this footpath, it does not own the land over which the footpath is located. The Pembrokeshire County Council’s obligation to maintain the footpath only extends to maintaining the surface to an appropriate standard. There is no requirement on the Pembrokeshire County Council to carry out extensive engineering works, which may well cost in excess of £250,000. In the current financial situation the Pembrokeshire County Council cannot spend public money on this when the obligation to carry out work rests elsewhere.

Discussions have been held with Welsh Water, who have now stabilised their main so that the risk of a failure has been minimised.

Mr. Thomas advised that soon as agreement is reached with those responsible for the manner and funding of the repair works and the work is subsequently completed satisfactorily, then the Council will look into the viability of reinstating the surface of the path. Until then, the path must remain closed on the grounds of safety.

A Member said that he had asked for this issue to be placed on the Agenda. He is approached daily by people who are most anxious for that path to be reinstated.

Another Member referred to Mr. Thomas’s email and questioned whether it would be possible to find out who are those responsible for the manner and funding of the repair works.

RESOLVED THAT a letter is written to Mr. D. Thomas,

Head of Highways and Construction, asking for

confirmation as to who is responsible for the manner

and funding of the repair works in order that this

Council, should it wish to do so, can make representations

to the appropriate bodies.

30. LETTER FROM RT. HON. S. CRABB MP REGARDING THE EUROPEAN SULPHUR EMISSION CONTROL AREA:

A letter was received from the Rt. Hon. S. Crabb MP in which he responded to the Council’s query regarding the European Sulphur Emission Control Area.

The Rt. Hon. S. Crabb MP advised that decisions relating to international maritime

agreements are made by the UK Department for Transport as powers in this area are not devolved. He does not think it would be helpful, therefore, to raise this issue with the Welsh Government.

The Rt. Hon. S. Crabb MP has written to the UK Minister responsible for those matters on this Council’s behalf. He would be happy to write again to the Minister should Members have any further specific points they would like raised.

RESOLVED THAT the letter be received.

31. HM THE QUEEN’S 90TH BIRTHDAY CELEBRATIONS:

(a) Advice from One Voice Wales:

RESOLVED THAT the advice from Dr. D. Morgan,

Development Officer, One Voice Wales, be received.

(b) Applications for Financial Assistance:

The Mayor advised that at a previous Meeting of the Public Events Sub- Committee Members discussed the two applications for financial assistance that had been received at that time. A Member questioned whether this Council could make donations to businesses and the Clerk was asked to seek advice from One Voice Wales. As can be seen by the correspondence from One Voice Wales, the Council can make these donations under the powers of Well-being and Section 137.

The Mayor said that there is currently approximately £1,000 remaining in the

Public Events Budget.

A Member said that he had envisaged making donations to support local street parties and effectively none of these applications are that. He considered that the application form should include a section asking for details of the event.

RESOLVED THAT a donation of £50 is to be

made to each of the following organisations:

(i) Friends of St. Katharine and St Peter’s Church

Councillor Mrs. Y. G. Southwell declared a personal interest as she is the Chair of the Friends of St. Katharine and St. Peter’s Church.

Councillor Mrs. C. T. Williams declared a personal interest as she is on the Committee of the Friends of St. Katharine and St. Peter’s Church.

(ii) Happy Days Childcare

(iii) Milford Haven Business Circle

The Mayor, Councillor W. D. Elliott BA QTS, declared a personal interest, as in his role as Mayor, he has been appointed by this Council as its representative on the Milford Haven Business Circle.

Councillor G. Woodham MBA (Open) LL.B (Hons) declared a personal interest, as he is Business Manager of the Torch Theatre who are members of the Milford Haven Business Circle.

(iv) Royal British Legion Branch and Club, Milford Haven

Councillors Mrs. Y. G. Southwell and Mrs. C. T. Williams abstained from voting.

*These donations are to be made in accordance with the Milford Haven Town Council’s powers to promote or improve Economic, Social or Environmental Well- Being under the Local Government Act 2000.*

It was FURTHER RESOLVED THAT, if similar events

take place in the future, consideration be

given to amending the application form so the

applicant has to give more information regarding

the planned activities.

32. SCHEDULE OF ACCOUNTS:

RESOLVED THAT the Schedule of Accounts,

as presented by the Clerk for the months of

April and May 2016, in the sum of £66,552.74

be accepted and approved for payment.

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