Minutes of a Meeting of the Milford Haven Town Council

held at the Council Chamber, Town Hall, Milford Haven

on Monday, 25th July, 2016 at 7:00 pm

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PRESENT

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

The Deputy Mayor (Councillor C. A. Sharp)

 Councillors: A. E. Byrne J. W. Cole

 R. D. Evans E. R. Harries

 A. H. Miles M. P. Rickard

 D. R. Sinnett Mrs. Y. G. Southwell

 G. Woodham MBA (Open) LL.B (Hons)

PRAYERS:

 Prayers were led by Father Edward LeBrun Powell.

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

64. APOLOGIES:

 Apologies for absence were received from Councillors A. W. Eden, R. Gray, S. G. Joseph and Mrs. C. T. Williams. Apologies for absence were not received from Councillors Mrs. J. Hawkins, M. J. Norman and Mrs. C. Stevens.

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

 RESOLVED THAT the Minutes of the Meeting of

 the Milford Haven Town Council held on the

 12th July, 2016, be accepted and that they

 be signed by the Mayor as a true record.

66. INFORMATION FROM THE MAYOR:

 (a) Mayor’s Remarks:

 (i) Town Clerk:

 The Mayor wished the Town Clerk a very happy birthday.

 (ii) “The Good Councillor’s Guide 2012”:

 The Mayor advised that there were copies of “The Good Councillor’s Guide 2012” on the tables in the Chamber. He had not seen this publication before he had attended the One Voice Wales Larger Councils Committee, and had asked for copies for Members of this Council.

 (iii) HMS Pembroke:

 The Mayor read out a letter from the Commanding Officer of HMS Pembroke, in which he thanked the Mayor for his hospitality during the recent visit of HMS Pembroke. The Commanding Officer wrote that over 1,000 people had visited the ship during the short stay and the interest and warmth shown by all was well received by the ship’s company.

 The Commanding Officer commented on the strength of the Sea Cadet unit in town, which was he felt was in no small part due to the leadership and drive of the Mayor in his role as Commanding Officer of the Unit.

 (iv) Diary Dates:

 The Mayor advised that a Service would be held at the Fishermen’s Tribute at 11 am on Friday, 29th July for Josh Winsper, the young fisherman from Cornwall who died in an accident in Milford Docks earlier this year.

 The Mayor said that the Special Meeting with representatives from

 One Voice Wales has been rearranged for 6.30 pm on Monday, 19th September.

 The Mayor stated that his Mayor’s Charity Bingo will be held on 29th August. On the 15th October there is an evening with Ceri Dupree. Tickets are selling extremely quickly for this event.

 (v) Town Centre Regeneration Group Meeting:

 The Mayor said that there were pink slips on the tables in front of Members which stated that a Town Centre Regeneration Group Meeting would be taking place on Tuesday, 26th July in the Council Chamber.

 Councillor Byrne advised that he would not be able to attend this meeting as he was representing this Council at the local One Voice Wales meeting.

 (vi) Bus Shelter in Charles Street:

 The Mayor said that Members would be aware that there has been a lot of discussion recently on social media and in the press relating to the bus shelter in Charles Street.

 The Mayor then read out an email sent earlier that day from Mr. H. Mathias, Transport and Fleet Manager, Pembrokeshire County Council, to Councillor S. G. Joseph in his role as County Councillor for the Central Ward. The Clerk was copied into this email.

 Mr. Mathias wrote that he had visited the bus shelter that afternoon with the Chairman of the Milford Haven Business Circle. Although it had been agreed not to replace the bus shelter because of the level of vandalism, Mr. Mathias had spoken to bus users at the stop and agreed that the facility is clearly needed as in the winter the stop would be exposed to

 the elements.

 Mr. Mathias suggested that the Pembrokeshire County Council should replace the bus shelter on the condition that the Town Council and/or the Business Circle takes on the repair and maintenance.

 Members discussed this proposal.

 A Member asked whether there was an idea of the potential costs in maintaining this bus shelter as it would be helpful to have an indication of what the financial commitment would be.

 Another Member said that the bus shelter has been vandalised before and would be vandalised again. He questioned whether this Council would be responsible for any injury sustained by someone using the bus shelter.

 Another Member asked whether there was any possibility of obtaining

 funding for a bus shelter.

 RESOLVED THAT this issue is to be expedited and

 referred to TREAT for further investigations and

 recommendations on how this matter is to be taken

 forward in as positive a way as possible.

 (b) Mayor’s Engagements:

 Members were informed of the Mayor’s Engagements since 13th July, 2016:

 13th July - Milford Haven School Community Afternoon Tea and Cheque Presentations *(also attended by the Deputy Mayor)*

 13th July PM - Milford Haven Business Circle Meeting

 13th July PM - Meads Infant & Nursery School Leavers Concert at the Torch Theatre *(also attended by the Deputy Mayor)*

 13th July PM - "Oh Hello!", Carry On production at the Torch Theatre *(also attended by the Deputy Mayor)*

 14th July - Milford Haven Junior School Leavers Concert *(also attended by the Deputy Mayor)*

 15th July - Milford Marina 25th Anniversary Party *(also attended by the Deputy Mayor)*

 15th July - Razor Bill performance at the Lord Nelson Hotel *(also attended by the Deputy Mayor)*

 16th July - WAVE Event at Pembrokeshire Yacht Club

 17th July - Neyland Civic Service and Mayoral Lunch

 19th July - Milford Haven Junior School Leavers Concert *(attended by the Deputy Mayor)*

 20th July - Mayor's Curry Night Fundraiser at the Taj Mahal, Charles Street

 21st July AM - Meeting at the Town Hall with Mr. M. White, Head of Regeneration, Pembrokeshire County Council

 21st July PM - One to One Stakeholders meeting with the Deputy Chief Executive Officer of the Port of Milford Haven

 21st July PM - 102.5 Radio Pembrokeshire Business Awards 2016 at the Milford Marina *(also attended by the Deputy Mayor)*

 23rd July - Milford Haven Fire Station Open Day *(also attended by the Deputy Mayor)*

 23rd July - Milford Haven Round Table Beer Festival at the Milford Marina *(also attended by the Deputy Mayor)*

 24th July - Narberth Civic Service and Mayoral Lunch *(also attended by the Deputy Mayor)*

67. CEMETERY MAINTENANCE AND LAND ACQUISITION GROUP:

 The Minutes of the Meeting of the Cemetery Maintenance and Land Acquisition Group held on 18th July, 2016, were moved by the Chairman, Councillor E. R. Harries.

 (a) Minute 63 – Site Inspection of Cemetery:

 A Member observed that these Minutes have a number of recommendations with financial implications. He considered it important that a full costing and budgetary exercise be carried out in relation to the Cemetery sooner rather than later so that Members are in an informed position as to proposals as to how any work is to be funded.

 A Member questioned whether the increase in fees had deterred people from being interred in Thornton Cemetery and asked whether it would be possible for the Clerk to provide burial figures to date and for the last two years.

 The Chairman said that the Members who attended this particular meeting were mindful of costs and came to these recommendations after a great deal of consideration. The Committee is asking for quotations and is not committed to them.

 RESOLVED THAT:

 (i) once the quotations have been received,

 the Clerk will provide a comprehensive

 report looking at the whole issue of the

 Cemetery for Members’ consideration;

 (ii) subject to the above, the Minutes of the Cemetery Maintenance and Land Acquisition

 Group held on 18th July, 2016, be approved

 and adopted.

68. CEMETERY REPORT:

 RESOLVED THAT the Cemetery Report, as

 presented by the Clerk for the month of

 June, 2016 be approved. (See Appendix A).

69. 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, 2 and 3 of the attached report

 (see Appendix B) be approved.

 (a) Planning Application No. 16/0332/PA – Change of use from Call Centre to Gymnasium (D2) on part of first floor at Suite 19 Office Cedar Court, Havens Head Business Park, Milford Haven:

 RESOLVED THAT the Milford Haven Town Council

 recommends that this planning application be

 approved. Concern is expressed, however, over

 the fact that change of use has been implemented

 prior to planning permission being granted. Every

 effort should be made to avoid retrospective

 planning applications.

 (b) Planning Application No. 16/0378/PA – Renewal of Planning Permission for a Temporary Agricultural Workers Caravan at Barretts Hill, Neyland Road, Steynton, Milford Haven:

 RESOLVED THAT the Milford Haven Town Council

 recommends that this planning application be

 approved, permanency, however, has to be avoided.

 (c) Planning Application No. 16/0385/PA – Bedroom extension at 16 Hayston Avenue, Hakin, Milford Haven:

 RESOLVED THAT the Milford Haven Town Council

 recommends that this planning application be

 approved.

70. PROPOSED PART TIME A4076 STEYNTON ROAD – PROPOSED PART-TIME 20 MPH SPEED LIMIT:

 Members discussed an email from the Assistant Engineer, Transportation, Atkins Global, in which he attached a drawing showing the extent of the proposed part time 20 mph speed limit on A4076 Steynton Road outside Milford Haven School, which Atkins Global is designing on behalf of the South Wales Trunk Road Agent.

 The proposed order is required as part of the Welsh Government’s ‘Safe Routes to Trunk Road Schools’ initiative and aims to enhance the safety of the trunk road at school drop off/pick up times; reinforce driver expectation of the likely presence of children, and encourage safe and active travel to school.

 The Assistant Engineer asked for comments and, if in support of the proposal, a reply indicating support, as this is required as part of the Traffic Regulation Order application.

 A Member considered that, in the interest of road safety, the proposed section of where the 20 mph speed limits are to be implemented should be extended as far as Lidl supermarket in Great North Road.

 Another Member queried whether there was any limit on the distance that can be imposed within the Traffic Regulation Order.

 RESOLVED THAT the Assistant Engineer, Transportation,

 Atkins Global, be advised that the Milford Haven

 Town Council endorses the proposal and asks

 whether it would be possible if the proposed part

 time 20 mph route could be extended as far as Lidl

 supermarket.

71. DRAFT LOCAL GOVERNMENT (WALES) BILL AND EXPLANATORY MEMORANDUM:

 Members gave consideration to the Draft Local Government (Wales) Bill and Explanatory Memorandum. The object of the Draft Bill is to complete the programme of Local Authority mergers and set out a new and reformed legislative framework for Local Authority democracy, accountability, performance and elements of finance. It will also establish a statutory Public Services Staff Commission.

 RESOLVED THAT the documentation be received.

72. NEW 3-16 WELSH MEDIUM SCHOOL IN HAVERFORDWEST:

 Councillor G. Woodham MBA (Open) LL.B (Hons) wished it recorded that he would not be participating in this debate as, in his role as County Councillor, this matter will be debated at a Pembrokeshire County Council meeting.

 A letter was received from the Director for Children and Schools, Pembrokeshire County Council, which stated that, from 1st September, 2018, a new all through 3-16 school for boys and girls on a site at Withybush Road, Haverfordwest, will be established, which will be maintained by Pembrokeshire County Council. The language category of the school will be Welsh Medium (WM) for the 3-11 element and Bilingual AB (2A) for the 11-16 element.

 A Member expressed his concerns regarding this new School.

 RESOLVED THAT the information be received.

73. PROUD OF MILFORD HAVEN:

 Members discussed an application for funding from the Milford Haven Business Circle for the funding of the ‘Proud of Milford Haven’ initiative.

 RESOLVED THAT:

 (a) a donation of £388 be made for the purchase of

 two banners at £140, logo vinyls at £144 and

 500 leaflets at £100;

 (b) these funds are to be taken from the monies set aside

 for Town Regeneration.

 *This donation is to be made in accordance with the Milford Haven Town Council’s powers under Section 144 of the Local Government Act 1972.*

74. NAME BADGES FOR TOWN COUNCILLORS AND TOWN COUNCIL STAFF:

 The Mayor said that he had asked for this item to be put on the Agenda as he had attended St. David’s Civic Service where name badges were worn.

 A Member said that it was very late in the term of this Council and he did not think it would be politic to implement name badges at this stage.

 RESOLVED THAT this issue is to be referred

 to the meeting to consider the Precept for

 further discussion.

75. WELL-BEING SURVEY FROM THE PEMBROKESHIRE COUNTY COUNCIL:

 An email was received from the Pembrokeshire County Council, which stated that public service providers across West Wales are working together to assess the state of well-being of local people and communities, now and for the future. Views were requested by completing a Well-being Survey.

 RESOLVED THAT:

 (i) the information be received;

 (ii) Members are to complete the Well-being Survey

 on an individual basis, if they wish to do so.

76. CELEBRATING THE ANNIVERSARY OF ROALD DAHL’S 100TH BIRTHDAY ON 13TH SEPTEMBER:

 A letter was received from Value Independence in which the writer explained, that as part of the anniversary of Roald Dahl’s 100th birthday celebrations on 13th September, they have invited other businesses/groups in the area to join them to make this a community event. Their plan is if other businesses can either dress their windows or place a Roald Dahl character outside, they can create a Treasure Hunt selling Treasure Hunt sheets to encourage footfall into and around the town, and raise money for a trip for their clients and for the Roald Dahl Charity.

 RESOLVED THAT:

 (i) the Town Council supports this celebration

 through the means of social media;

 (ii) the Clerk is to speak to the Chairman of the

 Milford Haven Business Circle to suggest that

 representatives from Value Independence

 be invited to the Town Centre Regeneration

 meeting to be held the next evening for them

 to meet like-minded individuals who might offer

 support to this initiative.

77. STATEMENT OF INCOME:

 RESOLVED THAT the Statement of Income

 for the first quarter April to June 2016 be

 received.

78. SUMMARY OF EXPENDITURE:

 RESOLVED THAT the Summary of Expenditure

 for the first quarter April to June 2016 be

 received.

79. FINANCIAL ASSISTANCE:

 (a) Review of Grant Application Form:

 A Member said that Councillors would recall that discussions recently focused

 on whether organisations applying for grant aid are genuinely in need of such financial assistance and whether accounts should be produced. It was decided to refer this matter to this evening’s meeting for discussion.

 RESOLVED THAT the following amendments

 be made to the Grant Application Form and the

 application process:

 (i) on the front page underneath the words “Please

 complete in dark ink and BLOCK CAPITAL

 LETTERS or type” – the following is to be inserted

 “Please ensure that all boxes are completed”;

 (ii) the Clerk is to return any forms with uncompleted

 boxes with the request that all boxes are completed;

 (iii) on the last page added to bullet point 4 “To meet

 this requirement, organisations are requested to

 provide either their most recent set of audited

 accounts or a recent bank statement dated to no

 more than six months’ prior to the date of the

 grant application, and any other financial

 information that would support this application”;

 (iv) a follow up form is to be devised that captures

 a grant made for £150 and above;

 (v) a new bullet point 10 be created stating that -

 “Organisations that receive a grant of £150 and

 above will be required to complete an evaluation

 form which will be sent out approximately six months

 after the grant has been awarded. Failure to

 complete an evaluation form precludes you from

 being considered for a future grant application”;

 (vi) the Mayor is to be given plenary powers to check

 the grant application form after the Clerk has

 amended it.

 (b) Applications for Financial Assistance:

 RESOLVED THAT the following decisions be made

 in relation to the applications for financial

 assistance:

 (i) Milford Haven Music Festival - £250

 Councillor Mrs. Y. G. Southwell declared a personal interest in this issue

 as she is a member of the Milford Haven Music Festival Committee.

 *This donation is to be made in accordance with the Milford Haven*

 *Town Council’s powers under Section 144 of the Local Government Act 1972.*

 (ii) Milford Haven Swimming Squad - £150

 *This donation is to be made in accordance with the Milford Haven Town Council’s powers under Section 137 of the Local Government Act 1972.*

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