Minutes of a Meeting of the Milford Haven Town Council

held at the Council Chamber, Town Hall, Milford Haven

on Monday, 17th October, 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

 A. W. Eden R. Gray

 E. R. Harries Mrs. J. Hawkins

 A. H. Miles D. R. Sinnett

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

PRAYERS:

 Prayers were led by Father Edward Le Brun Powell.

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

116. MRS. M. P. PRITCHARD:

 The Mayor asked Members to stand in memory of a recently deceased past Mayor of Milford Haven, Mrs. M. P. Pritchard.

117. APOLOGIES:

 Apologies for absence were received from Councillors R. D. Evans, S. G. Joseph, M. J. Norman, M. P. Rickard, Mrs. Y. G. Southwell, Mrs. C. Stevens and Mrs. C. T. Williams.

118. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 26TH SEPTEMBER, 2016:

 RESOLVED THAT the Minutes of the Meeting of

 the Milford Haven Town Council held on the

 26th September, 2016, be accepted and that they

 be signed by the Mayor as a true record.

119. INFORMATION FROM THE MAYOR:

 (a) Mayor’s Engagements:

 Members were informed of the Mayor’s Engagements since 27th September, 2016:

 28th September - Meeting with the Port of Milford Haven

 30th September (am) - Milford Haven Junior School Macmillan

 Coffee Morning (attended by the Mayor’s

 Consort and the Deputy Mayor)

 30th September (pm) - Port of Milford Haven Sail Simulator Opening

 (attended by the Mayor’s Consort)

 1st October (pm) - West Wales Brass Band Contest at Fishguard

 Secondary School in support of the Milford Haven Junior Town Band (also presented

 prizes at the engagement)

 1st October (pm) - Visit to a West Wales District Training

 Weekend at Fishguard Sea Cadet Unit in

 support of the Milford Haven Sea Cadets and

 Royal Marines Cadets

 5th October - Guest Night at the Torch Theatre for “The

 Woman in Black”

 6th October - Opening the 4th Annual Milford Haven School

 Exhibition at the Town Hall

 12th October - Milford Haven Business Circle Meeting at the

 Torch Theatre

 13th October - Opening of the Michaelmas Fair and Reception

 at the Pembroke Town Hall

 13th October - Milford Haven School Quiz Night (attended by

 the Deputy Mayor)

 15th October (am) - Bungee off the Bridge (the Mayor’s Consort

 participated by jumping off the Cleddau Bridge

 in aid of the Mayor’s Charity Fund)

 15th October (pm) - The Mayor’s Charity Night – An Evening with

 Ceri Dupree at the Pill Social Centre

(b) Hubberston and Hakin Community Centre:

 The Mayor, Councillor W. D. Elliott BA QTS, said that County Councillor Mrs. V. Stoddart had sent an email inviting Town Councillors interested in serving on the CIO - Charitable Incorporated Organisation – which is now registered with the Charity Commissioners – to attend the next meeting which will be held at 6:30 pm on Thursday, 17th November. The aim of this Group is to take over the Hubberston and Hakin Community Centre on behalf of the community.

 Councillor R. Gray is already a CIO Trustee and Councillors A. E. Byrne and E. R. Harries have also volunteered.

(c) “Stokey” Lewis VC - Commemoration Service:

 The Mayor reminded Members that a Service of Thanksgiving and Commemoration in honour of the 100th anniversary of “Stokey” Lewis VC receiving the Victoria Cross for outstanding valour in the face of the enemy will be held in the Memorial Gardens at 11:00 am on Saturday, 22nd October.

 The Mayor said that he hoped Members would be able to attend this Service if available. A representative from the Royal Welsh Regiment would be in attendance.

 A Member drew the Mayor’s attention to an article in today’s “Daily Express” in which a tribute was paid to Mr. Lewis VC.

(d) New Year’s Eve Mayor’s Charity Night Dinner and Dance:

 The Mayor said that he was hosting a New Year’s Eve Charity Night. He requested that anyone wanting more information should contact the Secretary. The Mayor indicated that there are a limited number of tickets for the event, which are selling well.

REPORTS ON COMMITTEES

120. SOCIAL MEDIA GROUP:

 The Minutes of the Meeting of the Social Media Group held on 26th September, 2016, were moved by the Mayor, Councillor W. D. Elliott BA QTS.

 (a) Discussion on Town Councillors’ Email Addresses:

 A Member said he was unsure of some of the terms used in these Minutes and asked whether there could be an explanatory footnote in future Minutes. The Mayor agreed that there would be.

 Another Member said that he thought it was an excellent idea for Town Councillors to have a Town Councillor email address with the domain “milfordhaventowncouncil.co.uk” as it could be easily linked into their own email accounts. He considered that there should be some guidance and training, if necessary, to Councillors on the appropriate use of the Town Council domain email.

 The Mayor explained that the new email addresses could be accessed through an online server or Members could access the email via their smartphones, tablets or laptops.

 Another Member asked that every precaution be taken to protect confidentiality.

 The Mayor replied that as it was an email address, Councillors would be responsible for their own confidentiality; however, an appropriate use policy would be put in place.

 Another Member thought it was an excellent idea and using a Town Council email address would appear more professional and be of great benefit to her in her role as a Town Councillor.

 RESOLVED THAT:

 (i) all Councillors are to be offered Town Council domain

 email addresses;

 (ii) with the caveat that if a Councillor does not

 regularly check his/her email, it would be better

 not to take an email with the Town Council domain,

 because it could lead to disappointment when

 constituents try to contact him/her and do not receive

 a response;

 (iii) training is provided on the appropriate use of the

 Town Council email domain.

 It was RESOLVED THAT, subject to the

 above, the Minutes of the Social Media Group

 held on 26th September, 2016, be approved and

 adopted.

121. PLANNING APPLICATION 16/0568/PA – ERECTION OF A CLASS A (FOOD AND DRINK) DRIVE-THRU COFFEE SHOP, ACCESS, LANDSCAPING, PARKING AND ANCILLARY WORKS AT LAND OFF QUAY STORE, VICTORIA ROAD, MILFORD HAVEN:

 The Mayor declared a personal interest in this issue as he is a member of the Milford Waterfront Advisory Board.

 Councillor G. Woodham MBA (Open) LL.B (Hons) declared a personal interest in this issue as he is an employee of the Torch Theatre, which neighbours this development.

 The Chairman of the Public Works and Planning Committee, Councillor E. R. Harries, said that as soon as he became aware that there was contention around this particular item, and as a response was to be made to the Pembrokeshire County Council some days prior to this meeting, he had requested the Clerk to contact the Pembrokeshire County Council to seek an extension to that deadline, which was granted.

 The Chairman said that he was given to understand that a petition had been submitted to this Council opposing this application.

 The Mayor replied that a petition had not been formally received by this Council. There was an online petition which has 127 supporters, who have all made comments as why they do not believe the coffee shop should be there, but no reference is made as to any planning reasons as to why the development should not take place.

 A Member said that he had been approached by people who were in support of the application and who felt that any businesses bringing jobs into the town was positive.

 Another Member referred to the impact this development would have on coffee shops in Charles Street. He raised traffic concerns due to the location of the development and the problems arising from the disposal of litter.

 Another Member said that Councillors should restrict themselves to valid planning objections. As far as he is aware, competition is not a valid planning objection, and however Members may feel as a Council, they cannot respond on that basis.

 Another Member said that he would like to see that site developed as it is an eyesore.

 The Chairman of the Public Works and Planning Committee said that this Council’s reactions to planning applications must be based entirely on planning grounds and the implementation of planning law. If this Council does not apply these criteria it will lose credibility. Having indicated that this is a contentious issue in the eyes of some people it is essential that this application is dealt with on planning grounds and nothing else. He said that it might be claimed that this application is against the amenity of the area. He passes the site every day and it is a disgrace. This planning application is credible on planning grounds and will also serve to change this disgraceful site to something of which Milford Haven can be visually proud.

 Another Member said that the people that he has spoken to are, in the main, fully in favour of this development. He pointed out that 127 signatures of a population of about 14,000 is not a significant amount.

 Another Member referred to safety concerns regarding the proximity of the development to the cliff face. He then referred to responses from other consultees which were available on the Pembrokeshire County Council website.

 RESOLVED THAT the Milford Haven Town Council

 recommends that this application be approved, but

 would stress the following:

 (i) concerns were expressed over vehicular and pedestrian

 safety;

 (ii) safety concerns were expressed regarding the proximity

 of the proposed application to a cliff face;

 (iii) satisfactory measures need to be put in place to dispose

 of litter discarded by consumers.

122. PRE-PLANNING APPLICATION CONSULTATION FOR A MOBILE PHONE BASE STATION INSTALLATION AT CTIL\_208025\_VF\_12822\_TEF\_050787\_TFL BROADBAND MAST AT REAR OF MILFORD HAVEN RUFC, PICTON ROAD, MILFORD HAVEN:

 Members discussed a letter from Clarke Telecom Limited in which the writer explained that Vodafone is in the process of progressing a suitable site within the area of Milford Haven for a radio base station. The purpose of the letter is to seek Members’ views of the proposal before any planning submission is made.

 The location of the proposed site is required to provide new 4G coverage for Vodafone and improved 2G/3G services. It will also enable Telefonica to provide a new 4G service and improved 2G/3G services within the Milford Haven community.

 Other site options that were considered and then discounted are as follows:

* Greenfield – at BDS St Lawrence Hill, Hakin, Milford Haven.

*Site provider has not responded to any enquiries*

* Greenfield Port Engineering, St. Lawrence Hill, Hubberston, Milford Haven.

*A site at this location would not reach the target area for coverage*

* Greenfield, Milford Haven RUFC, Picton Road, Hakin, Milford Haven.

*It was deemed that locating another mast in this location without taking into*

*account the re-development of the existing TFL mast would add to the*

*proliferation of in the area.*

* Greenfield, Observatory Hall, Picton Road, Hakin, Milford Haven.

*Given the nature of the building being a Grade I listed building providing an*

*installation on this building would provide significant impact to the character*

*thus it would not be suitable to host an installation here.*

* Unidentified Mast, off Fort Rise, Hakin, Milford Haven.

*Location outside of the search area thus a base station at this location would not*

*be able to provide the required coverage. Also in very close proximity to a school.*

The Local Planning Authority mast register and Clarke Telecom Limited’s records of other potential sites have already been received, the policies in the Development Plan have been considered and the planning history of the site has been examined.

A Member observed that the Clarke Telecom Limited had noted that the location off Fort Rise, Hakin was in very close proximity to a school. This school would be closed shortly and the enhanced mast that was planned would be located even closer to the new school, with the car park being near to the new enhanced mast.

Another Member said that, in today’s modern society, schoolchildren utilise new technology, and in an area where the signal might be poor, any enhancement of the signal would improve access to this technology.

Another Member questioned whether Clarke Telecom Limited had investigated other alternative sites away from residential development and had looked at sharing masts.

 RESOLVED THAT a letter be sent to Clarke

 Telecom Limited, stating that the Milford Haven

 Town Council:

 (i) considers that the proposed radio base station

 will be located too near to the new Hakin Community

 School;

 (ii) and asks whether Clarke Telecom Limited would

 reconsider using the site off Fort Rise, Hakin,

 Milford Haven, or perhaps look at alternative sites

 away from residential developments;

 (iii) and asking whether Clarke Telecom Limited has

 looked at sharing masts.

123. “TIME FOR PAPERLESS?”

 The Mayor said that he had put this on the Agenda.

 He had observed that the Pembrokeshire County Council had recently “gone paperless”. The Mayor had noticed the time the Secretary took to put the Agenda packs together and considered that it would be much easier to send the Council’s Agenda packs electronically.

 The Mayor said that he had provided information on a 2-in-1 computer, as if Members decided to purchase these, they would be able to access and highlight documentation in meetings, and the device could be used either as a laptop or a tablet.

 A Member said that he would like to look at costings, such as paper and postage, before discussing this issue. He explained that the Pembrokeshire County Council has 60 Members and a significant amount of meetings. The responsibility is on the County Councillors themselves to purchase a method of downloading and viewing Minutes and Agenda packs. If the Town Council were to purchase devices, the responsibility on the Council would be to continually update the hardware which would perhaps be obsolete in 2 to 3 years. The Town Council could, therefore, enter into costs which may not justify pursuing this initiative.

 Another Member said that he collected his paper copies from the Town Hall.

 A Member who is also a County Councillor said that he would provide the Clerk with details of who to contact in the Pembrokeshire County Council for further information on how their paperless system works. If County Councillors want paper copies they have to pay a set fee.

 Another Member said that she would much prefer receiving documentation on an iPad or laptop instead of reams of paper.

 RESOLVED THAT this issue be referred to

 the Social Media Group for further discussion.

 Councillor E. R. Harries left the meeting at this point.

124. IRPW DRAFT ANNUAL REPORT CONSULTATION – FEBRUARY 2017:

 Members discussed the Independent Remuneration Panel for Wales’ Draft Annual Report for 2017-2018.

 RESOLVED THAT this be discussed at the meeting to

 consider the Precept requirements for 2017-2018.

125. ONE VOICE WALES:

 (a) Agenda for the Meeting of the Larger Councils’ Committee to be held on Wednesday, 19th October, 2016:

 RESOLVED THAT the Agenda for the Meeting of

 the Larger Councils’ Committee to be held on

 Wednesday, 19th October, 2016 be received.

 (b) Minutes of the Meeting of the Larger Councils’ Committee held on Wednesday, 13th April, 2016:

 RESOLVED THAT of the Meeting of the Larger

 Councils’ held on Wednesday, 13th April, 2016,

 be received.

126. FINANCIAL REGULATIONS:

 RESOLVED THAT the Financial Regulations be approved

 and adopted.

127. CHRISTMAS DONATIONS 2016:

 The Deputy Mayor, Councillor C. A. Sharp, declared a personal interest in this issue, in case an organisation of which he was a member applied for funding under this budget heading.

 Members discussed the following Notice published at Christmas 2015: “this Council has a budget of £1,400 available for Christmas celebrations, the average donation will be £100, and Members will particularly welcome applications from those who have not previously applied”.

 RESOLVED THAT:

 (i) the Notice is to remain unchanged for Christmas 2016.

 Members then made amendments to the General Donations application form to make it more suitable for Christmas Donations.

 (ii) the amended application form is to be made available for

 applicants requesting Christmas donations.

128. FINANCIAL ASSISTANCE:

 (a) Grant Evaluation Form for Voluntary Organisations:

 The Mayor said that he had devised this Grant Evaluation Form, which anyone receiving a grant of £150 or more was expected to complete six months after receiving a donation from the Milford Haven Town Council or after completion of the project.

 RESOLVED THAT, subject to the insertion of a

 column headed “number of beneficiaries” the Grant

 Evaluation Form be approved and adopted.

 (b) Application for Financial Assistance from The Royal British Legion (Milford Haven

 Branch):

 RESOLVED THAT:

 (i) a donation of £100 be made to The Royal British Legion

 as contribution to the buffet after Saturday’s Service to

 Commemorate the 100th Anniversary of Mr. H. W. Lewis

 VC receiving the Victoria Cross;

 (ii) these funds are to be taken from the Public Events

 Budget.

 *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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