Minutes of a Meeting of the Milford Haven Town Council

held at the Council Chamber, Town Hall, Milford Haven

on Monday, 27th February, 2017 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: J. W. Cole A. W. Eden

 R. D. Evans R. Gray

 E. R. Harries Mrs. J. Hawkins

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

 Mrs. C. Stevens Mrs. C. T. Williams

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

 Ms. F. K. Galliford (Milford Haven Town Council Secretary)

 TO RECEIVE MR. S. THORNTON, REFINERY PUBLIC AFFAIRS MANAGER, AND MR. W. JAMES, PUBLIC AFFAIRS ASSISTANT, VALERO ENERGY LIMITED, PEMBROKE REFINERY

 The Mayor, Councillor W. D. Elliott BA QTS, welcomed Members to this evening’s Meeting. He then welcomed Mr. S. Thornton, Refinery Public Affairs Manager, and Mr. W. James, Public Affairs Assistant, Valero Energy Limited, Pembroke Refinery, to the Meeting. Mr. Thornton and Mr. James thanked the Mayor for his welcome and Members for their attendance.

 Mr. Thornton stated that Pembroke Refinery has been an important part of the community for over fifty years. He announced that Valero plans to construct a simple cycle cogeneration (steam and electricity) unit located at the Pembroke Refinery. This proposed unit will produce a nominal 45 megawatt electricity – MWe – from a natural gas-fired combustion turbine generator (CTG). The proposed unit will also produce superheated steam in a heat recovery steam generator (HRSG) for use in refinery operations.

 Pembroke Refinery is competing against other refineries along the Atlantic Coast in the United States of America, where the cost of electricity is approximately two to three times less than that of the United Kingdom. Driving the cost of energy down is essential to secure the future of Pembroke Refinery, and the refinery is actively searching for ways to be self-sufficient and to reduce the cost of its operations.

 The project that Valero is proposing will produce a nominal 45MW of electricity from a natural gas-fired combustion turbine generator (CTG) which is based on a site within the current refinery boundary on land presently occupied by workshops and ancillary operational infrastructure, most notably the piping work for Valero’s existing boilers.

 Following the passage of the Planning (Wales) Act 2015, Valero’s proposed project will qualify as a Development of National Significance (DNS).

 Valero aims to engage most positively and proactively with all key stakeholders and the aim of these consultations will be to help shape the project before any final application is submitted. This will be in line with the requirements of the Planning (Wales) Act.

 The power generated by the CHP unit will be used for two express purposes. The CHP Unit will primarily look to provide the entirety of Pembroke Refinery’s needs of approximately 43MWe, with an estimated maximum capacity of 49.9MWe. There may be times when Valero will export small volumes of electricity to the local distribution network, although this is principally for reliability as opposed to profitability purposes.

 The CHP unit is of a relatively small scale within the established context of Pembroke Refinery and the other industrial developments on the Milford Haven Waterway. Necessary environmental assessments will optimise the design in full consultation with statutory consultees to minimise effects on both local people and the environment.

 A Member enquired about the number of additional jobs that can expect to be created. Mr. Thornton responded that approximately 200 – 220 construction jobs will be created.

 Another Member asked whether the planned CHP unit will be similar to the one utilised by the Murco Refinery in Milford Haven. Mr. James answered that this is the case, and well-developed technology will be deployed.

 A Member queried whether a Planning Application would be submitted. Mr. Thornton confirmed that an Application to the Planning Inspectorate would be submitted by the end of April 2017.

 Mr. James then confirmed that robust studies into the environmental impact of the project will be conducted. Valero is working closely with such organisations as Cadw (the Historic Environment division of the Welsh Government).

 A Member stressed the importance of keeping members of the community informed.

 Mr. James advised that he and Mr. Thornton have been visiting local Community and County Councils to introduce themselves and explain the project. A website detailing their proposals will shortly be up and running, and public open days are anticipated for April / May 2017.

 A Member requested clarification as to the employment possibilities. Mr. Thornton advised that the construction jobs will be sub-contracted. The local labour market will be used where possible to fill these skills. Furthermore, it is more expensive to bring in skills from outside the area.

 A Member asked whether there had been any safety concerns at other sites. Mr. Thornton and Mr. James answered that there had been no safety concerns and that safety was a paramount concern. Mr. James continued by stressing continuing cooperation with Health and Safety departments.

 Mr. Thornton advised that the design is unlikely to be made bigger in the future, as there are designated borders to consider.

 Another Member queried whether there is a risk of any job losses once the project is up and running. Mr. James answered that this is not a risk. Pembroke Refinery is the largest private sector in Pembrokeshire, and much care is taken over employees.

 Mr. Thornton and Mr. James confirmed that the majority of transportation would take place by sea, with some road traffic. The road system is adequate and there is a full management plan, but issues are not anticipated.

 A Member enthused about the project. He spoke of his delight at the forecasted extra jobs and his support of the stability provided by the self-sufficiency proposals.

 Mr. Thornton and Mr. James then reiterated their plans to reach out to the public. A Member suggested that the Milford Haven Town Council could assist with these plans by disseminating any information via social media platforms.

 The Mayor thanked Mr. Thornton and Mr. James on behalf of all Members for a positive presentation. Mr. Thornton and Mr. James left the Meeting.

 There was then a recess of five minutes. Councillors M. P. Rickard, Mrs. Y. G. Southwell and Mrs. C. T. Williams joined the Meeting at this point.

PRAYERS:

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

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

The Mayor welcomed Mrs. J. Ashley-Jones, Senior Development Officer, Pembrokeshire County Council, to the Meeting, and advised Members that Mrs. Ashley-Jones is the Milford Haven Town Council’s new Link Officer, replacing Mrs. Hambidge, who retired at the end of last year. Mrs. Ashley-Jones was at the Meeting in an observational capacity.

230. APOLOGIES:

 Apologies for absence were received from Councillors A. E. Byrne, S. G. Joseph, A. H. Miles, M. J. Norman, D. R. Sinnett, and the Town Clerk, Mrs. M. L. Galliford.

231. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 30TH JANUARY, 2017:

 RESOLVED THAT the Minutes of the Meeting of

 the Milford Haven Town Council held on the

 30th January, 2017, be accepted and that they

 be signed by the Mayor as a true record.

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232. INFORMATION FROM THE MAYOR:

 (a) Mayor’s Engagements:

 Members were informed of the Mayor’s Engagements since 30th January, 2017:

 30th January - Presentation of Raffle Prize from Valero

 1st February - Consort tour of PATCH HQ

 2nd February - P1 Initial Multi-Agency Planning Meeting at the Port of Milford Haven *(also attended by the Deputy Mayor)*

 5th February - Cheque Presentation from the Round Table

 5th February (pm) - Girl Guides County Awards at the Pavilion, Withybush Showground *(also attended by the Deputy Mayor)*

 7th February - Mayor’s Charity Concert – the Welsh Guards Band at the Torch Theatre

 8th February - Hosted the Trustees and Volunteers Meeting of the Pill Social and Community Centre in the Parlour

 10th February - Meeting with Inspector Elaine Bendle, Dyfed- Powys Police *(also attended by the Deputy Mayor)*

 13th February - PACT Cheese & Crime Evening at Milford Haven Town Hall

 15th February - Town Regeneration Team Meeting

 16th February - Milford Haven Sea Cadets & Royal Marines Cadets Royal Naval Parade & Bi-Annual Inspection *(attended by the Deputy Mayor)*

 20th February - Fishermen’s Tribute Service at Milford Haven Cemetery

 22nd February - Cheque Presentation from the Torch Theatre for Ticket Sales of the Charity Concert

 24th February - Milford Haven Sea Cadets & Royal Marines Cadets Annual Awards Evening *(attended by the Deputy Mayor)*

 27th February - Meeting new Managing Director of Dragon LNG

 (b) Mayor’s Easter Bingo:

 The Mayor advised Members that the Mayor’s Easter Bingo would be taking place on Thursday, 6th April, 2017 at the Pill Social Centre.

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REPORTS ON COMMITTEES

233. SOCIAL MEDIA GROUP:

 A Member expressed concern that he and a number of other Councillors had not been aware of the Social Media Group and Youth Working Group Meetings held on 9th February, 2017. He felt it important that all Councillors were made aware of each Meeting. The Secretary, Ms. F. K. Galliford, advised that all Members will be made aware of future Meetings.

 (a) Minute 225 – Anti-Bullying Initiatives:

 A Member urged caution as to the Council’s approach to this issue. Another Member stated that the local Coroner was aware of this case, and all facts relating to this case would come to light during the forthcoming inquest.

 A Member said that he was very conscious that most media in this country is regulated: e.g. the BBC and Sky. He expressed concerns that social media is very difficult to regulate, and as a result there is a high danger of misinformation being circulated. The Member is anxious to ensure that the Milford Haven Town Council’s social media is accurate and credible. He felt it necessary for the Social Media Group to congregate before disseminating information to determine appropriate content and safeguard against embarrassment.

 A Member of the Social Media Group responded that this was not a workable solution, as Meetings would have to take place once a week, if not more often. The Member continued by saying that the tragic incident which precipitated this Minute had taken place the day before the Meeting of the Social Media Group. The shared Facebook post informing of Meic Cymru – an advocacy and advice service for children and young people – did not specifically mention this case.

 The Mayor, who is Chairman of this Group, stated that he believed there to be two types of social media. The first type relates to the community and businesses and organisations within the community: i.e. Milford Haven Sea Cadets and Royal Marines Cadets, Torch Theatre, St. Katharine and St. Peter’s Church. Our social media endeavours to support such local organisations by actively sharing their news and events.

 The second type of social media is more concentrated on the Milford Haven Town Council, e.g. the recent “Meet Your Councillor” profiles and information relating to dates of Meetings.

 The Chairman confirmed that he, the Secretary, the Town Clerk and the Deputy Mayor (in a presently limited capacity) had administration access to the Council’s social media pages.

 Another Member stated that it was important to get the balance right. Social media is a fast-paced and vital global construct, and crucial for a progressive Council.

 (b) Minute 223 – Update on Milford Haven Town Council’s Social Media:

 A Member indicated that a proper usage policy and complaints procedure be drawn to which Councillors and Office Staff must adhere.

 Eleven Councillors were in favour of this proposal with one abstention and it was RESOLVED THAT this be discussed at a Meeting before 30th April, 2017.

 RESOLVED THAT, subject to the above, the

 Minutes of the Meeting of the Social Media Group

 held on the 9th February, 2017, be accepted and

 that they be signed by the Mayor as a true record.

234. YOUTH WORKING GROUP:

 (a) Minute 229 – Discussion on Youth Representation on the Milford Haven Town Council:

 A Member asked why the minimum stipulated age of Youth Representatives was fifteen. The Mayor, who is Chairman of this Group, replied that he believes that fifteen is the age specified by One Voice Wales. The Member queried whether there were safeguarding measures in place for the workshop style meeting at the Town Hall on 13th March, 2017, adding that she was happy to help any of those present under the age of eighteen.

 Following a discussion, it was clarified that the two Youth Representatives would not have voting rights at Council Meetings.

 A Member spoke strongly in favour of youth representation on the Council, as the two Youth Representatives will be at the front of any issues that affect their age group.

 Another Member expressed his extreme caution at the proposals. He felt that the participation of two unelected members of the public at Council Meetings was opening a huge can of worms.

 A Member responded that it is a human right for children and young people to voice their views. He spoke of the opportunity that youth representation was providing.

 Another Member, while also expressing caution, opined that this Council’s policy can always be amended in the future.

 It was confirmed that the two Youth Representatives will be residents from the Milford Haven area and that the two Youth Representatives will be co-opted.

 RESOLVED THAT:

 (i) Safeguarding measures are to be put in

 place for the workshop style meeting on

 13th March, 2017;

 (ii) the Youth Working Group will meet on 20th March,

 2017, to discuss the workshop style meeting and

 to discuss the way forward, before returning to Full

 Council with their recommendations on 27th March,

 2017.

 (iii) subject to the above, the Minutes of the Meeting

 of the Youth Working Group held on the 9th February,

 2017, be accepted and that they be signed by the

 Mayor as a true record.

235. STRUCTURE OF COUNCIL MEETINGS:

 Since the municipal year commencing in June 2016 the Milford Haven Town Council has held two Full Council Meetings each month for a trial period. Prior to June 2016, there were two Standing Committee Meetings (Public Works and Planning / Finance and General Purposes) and one Full Council Meeting each month. It was agreed to review this trial period at the end of February 2017.

 The Mayor advised that the Council had three options. The first option was to keep the existing structure of two Full Council Meetings each month. The second option was to revert to the two Standing Committee Meeting structure. The third option was to propose a new structure for Council Meetings.

 A Member suggested that the Council could hold two Full Council Meetings each month on a Monday, as opposed to the current arrangement of Thursday and Monday. Another Member advised that this may be an issue, as many Bank Holidays fall on Mondays, and many Councillors also have personal commitments on Mondays.

 Another Member proposed that she was in favour of two Full Council Meetings each month, with each Meeting falling on a Monday. The Meetings would incorporate the business of each Sub-Committee, meaning that every Councillor present at Full Council Meetings would have input into the Sub-Committee matters. One of these Meetings would last for as long as necessary so that every item could be discussed thoroughly. The Member stressed that there would still be a need for specific Sub-Committee Meetings with the Christmas Lights / Festivities Sub-Committee used as an example. This proposal was seconded, with five Members in favour, seven against, and one abstention.

 Another Member spoke up to say that he had initially been sceptical of the move to two monthly Full Council Meetings but was now in support. He proposed that the current Meeting structure be continued for another six months, and that the Clerk draw up a full list of Meeting dates to be considered by Members at the Council’s Annual General Meeting in May. This proposal was seconded, with seven Members in favour, two Members against, and two abstentions.

 RESOLVED THAT:

 (i) the present Council Meeting structure is to

 continue for another six months;

 (ii) the Clerk is to construct a list of Full Council

 Meeting dates to be considered by Members at

 the Annual General Meeting of the Milford Haven

 Town Council in May;

 (iii) consideration be given to holding a Full Council

 Meeting date in December.

236. REVIEW OF THE MILFORD HAVEN TOWN COUNCIL’S FIDELITY GUARANTEE INSURANCE, FINANCIAL REGULATIONS, AND STANDING ORDERS:

 At the Meeting of the Finance and General Purposes Committee held on 10th November, 2005, Members agreed that consideration should be given every February as to whether this Town Council’s Fidelity Insurance Cover, Financial Regulations and Standing Orders need to be reviewed before the ensuing financial year, so that the Council, as a whole, is satisfied that all risks facing the Council have been identified and safeguards have been put in place to protect these risks.

 (a) Whether the Town Council has adequate Fidelity Guarantee Insurance Cover:

 The Council’s Fidelity Guarantee Insurance Cover was increased to £190,000 in April, 2013.

 RESOLVED THAT the Milford Haven Town Council

 retains its Fidelity Guarantee Insurance Cover

 at £190,000 for the financial year 2017-2018.

 (b) Review of the Council’s Financial Regulations:

 The Council’s Financial Regulations were last amended in October, 2016.

 RESOLVED THAT the Milford Haven Town

 Council’s Financial Regulations be accepted.

 (c) Review of the Council’s Standing Orders:

 The Council’s Standing Orders were last amended by the Standing Orders Sub-

 Committee on 14th April, 2016.

 RESOLVED THAT:

 (i) Section 5a (xvii) – Motions Not Requiring Written

 Notice be corrected to read “To amend a motion

 relevant to the original or substantive motion under

 consideration which shall not have the effect of

 nullifying it”;

 (ii) Section 35a - Dress Code

 “The attire worn at meetings of the Milford Haven

 Town Council should reflect the dignity required and

 expected of the Council” be deleted.

 It was FURTHER RESOLVED THAT the following

 item be placed on the Agenda for the next Full

 Council Meeting to discuss under Section 5a (xxv) –

 Motions Not Requiring Written Notice: *Members on*

 *Outside Bodies are to be encouraged to feedback*

 *their activity to Meetings of the Milford Haven*

 *Town Council.*

237. CONSULTATION ON LOCAL CONNECTION TO PEMBROKESHIRE FOR ALLOCATING HOUSING:

 A Consultation and questionnaire was received from the Pembrokeshire County Council regarding Local Connections to Pembrokeshire for Allocating Housing

 It was RESOLVED THAT Members may

 complete the questionnaire on an individual basis

 if they wish to do so.

238. DATE OF NEXT FULL COUNCIL MEETING:

 As the Town Clerk is absent following an operation, and due to the paucity of time between this evening’s Meeting and the next scheduled Meeting on 9th March, Members considered deferring the next Full Council Meeting until a later date.

 It was RESOLVED that the next Full

 Council Meeting be deferred until Monday, 13th March,

 2017.

239. SCHEDULE OF ACCOUNTS:

 RESOLVED THAT the Schedule of Accounts,

 as presented by the Clerk for the month of

 January, 2017 in the sum of £18,093.39

 be accepted and approved for payment.

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