Minutes of a Meeting of the Milford Haven Town Council

held at the Council Chamber, Town Hall, Milford Haven

on Thursday, 8th June, 2017 at 7:00 pm

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PRESENT

The Mayor (Councillor C. A. Sharp)

The Deputy Mayor (Councillor R. D. Gray)

Councillors: A. E. Byrne W. D. Elliott BA QTS

E. R. Harries B. T. Jenkins

A. H. Miles M. P. Rickard

D. R. Sinnett Mrs. L. E. Turner

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

Youth

Representatives: Miss A. Coaker Miss B. Roberts

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.

16. MINUTE’S SILENCE:

The Mayor, Councillor C. A. Sharp, asked for a Minute’s Silence as a tribute to the victims and the people who have suffered in the recent terror attacks in Manchester and London.

17. APOLOGIES:

Apologies for absence were received from Councillors R. D. Evans and Mrs. Y. G. Southwell.

18. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON THE 24TH APRIL, 2017:

RESOLVED THAT the Minutes of the Meeting of

the Milford Haven Town Council held on the

24th April, 2017, be accepted and that they

be signed by the Mayor as a true record.

19. TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL HELD ON THE 15TH MAY, 2017:

RESOLVED THAT the Minutes of the Meeting of

the Milford Haven Town Council held on the

24th April, 2017, be accepted and that they

be signed by the Mayor as a true record.

20. INFORMATION FROM THE MAYOR:

(a) Mayor’s Engagements:

Members were informed of the Mayor’s Engagements since 16th May, 2017:

16th May - Mothers Union Christian Aid Service.

17th May - MIND Pembrokeshire Quiz Night (also attended by the

Town Council Secretary).

19th May - Mercury Coffee Morning.

19th May - Tenby Mayor Making Ceremony.

21st May - Reception at the Town Hall for participants in the Delton

Pembrokeshire Coastal Park Challenge.

24th May - Vigil for Victims of Manchester Terror Attack in

Haverfordwest.

25th May - Reading for Talking Mercury Paper.

26th May - Powerboat Meeting.

27th May - Opening of new Greenacres shop in Narberth.

29th May - Reception on HMS Pembroke.

31st May - Haverfordwest Mayor Making.

2nd June - PATCH Open Day.

2nd June - Children’s Party at St. Katharine and St. Peter’s Church.

3rd June - 2nd Milford Haven Sea Scouts Fun Day (also attended by

the Deputy Mayor).

6th June - D-Day Service.

6th June - Hosting of a Reception of Retiring Head and Deputy of

Milford Haven Junior School.

8th June - Powerboat Meeting.

(b) Code of Conduct:

The Mayor said that every Councillor had received a copy of the Code of Conduct which stated that a Councillor “must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute”.

He urged Councillors to conduct themselves in public in an appropriate manner as people would identify them as Members of this Council.

(c) Citizens Awards:

The Mayor reminded Members that the presentation of this year’s Citizens Awards would be held in the Council Chamber the next evening (Friday, 9th June). He hoped to see as many Councillors in attendance as possible.

(d) Mayor’s Civic Service:

The Mayor advised that his Civic Service would take place on Saturday, 17th June.

(e) Founders’ Day 2017:

The Mayor explained that there had been some confusion as to whether Founders’ Day was going ahead because of the inclement weather forecast.

The Mayor advised that a meeting had been held earlier this evening and it had been decided to go ahead with Founders’ Day even if the weather was inclement.

(f) Meeting with New Police Commissioner:

The Mayor stated that a Councillor had expressed concerns regarding the reduction in the opening hours of Milford Haven Police Station at night time.

The Mayor advised that Mr. D. Llywelyn, the Police Commissioner, would be in the Town Hall at 9:00 am on Thursday, 22nd June. The Mayor invited all Members to meet with Mr. Llywelyn. He appreciated that some Members would be at work but this was the only time that Mr. Llywelyn was available.

The Mayor said that if any Member had any questions that they wanted raised at this meeting to contact the Clerk and he would ensure that they were brought up at the meeting.

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REPORTS ON COMMITTEES

21. CEMETERY MAINTENANCE AND LAND ACQUISITION GROUP:

The Minutes of the Meeting of the Cemetery Maintenance and Land Acquisition Group held on the 24th April, 2017, were moved by the Chairman, Councillor E. R. Harries.

(a) Minute 284 – Apologies:

A Member commented on the number of apologies given for this meeting. The Member felt that matters relating to the Cemetery should be dealt with directly at Full Council meetings.

RESOLVED THAT this be discussed at a future

Full Council Meeting.

RESOLVED THAT, subject to the above, the

Minutes of the Cemetery Maintenance and

Land Acquisition Group held on 24th April,

2017, be approved and adopted.

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

The Minutes of the Meeting of the Public Events Sub-Committee held on the 24th May, 2017, were moved by the Chairman, Councillor W. D. Elliott BA QTS.

(a) Founders’ Week Celebrations:

Councillor W. D. Elliott BA QTS said that unfortunately he was unable to attend the last meeting of the Milford Haven Town Regeneration Team so a report had not been prepared.

Councillor Elliott suggested that the £350 in the Festivities Week budget could be allocated for Founders’ Week Celebrations as follows:

£150 for the Made in Milford Exhibition for the use of St. Katharine and St. Peter’s Church and associated advertising costs;

£100 for Pill Social Centre for hosting and running the bingo and quiz nights and £100 for the Milford Haven Town Band and the provision of refreshments given by the Milford Haven Women’s Institute.

RESOLVED THAT:

(i) the £350 in the Festivities Week budget

be granted to the Milford Haven Town

Regeneration Team to support the Founders’

Week celebrations as detailed above;

(ii) subject to the above, the Minutes of the Special

Meeting of the Public Events Sub-Committee

held on the 24th May, 2017, be approved and

adopted.

The Mayor, Councillor C. A. Sharp declared a personal interest in this issue as he is a Trustee and volunteer at the Pill Social Centre.

The Chairman, Councillor W. D. Elliott BA QTS declared a personal interest as Chair of the Milford Haven Town Regeneration Team and an occasional volunteer at the Pill Social Centre.

Councillor Mrs. L. E. Turner declared a personal interest as she is organising the Made in Milford Exhibition.

Councillor Mrs. C. T. Williams declared a personal interest regarding the donation being made to St. Katharine and St. Peter’s Church as she is married to the Vicar.

Councillor G. Woodham MBA (Open) LL.B (Hons) personal interest as volunteer at the Pill Social Centre.

23. CO-OPTION OF COUNCILLORS ON TO THE MILFORD HAVEN TOWN COUNCIL:

The Mayor advised that fifteen applications had been received to fill, by co-option, the four vacancies on the Milford Haven Town Council.

The Mayor then asked Members if they wished to exclude the public from the meeting under the terms of this Council’s Standing Order No. 1d. – “Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons”.

RESOLVED THAT:

(a) the public be excluded from the meeting for the

following item of business, under the terms of

this Council’s Standing Order No. 1d in order to

consider, in confidence, the fifteen written

applications for co-option to the Milford Haven

Town Council;

(b) the Mayor asked the Youth Representatives to

leave the Council Chamber as they had not

signed a Declaration of Office to be bound by

the Code of Conduct.

Councillor A. E. Byrne voted against excluding members of the public from the Council Chamber.

Before any discussion took place on the fifteen written applications Councillor G. Woodham MBA (Open) LL.B (Hons) declared a personal interest as one of the applicants, Mr. T. Davies, is his Uncle.

The Mayor, Councillor C. A. Sharp, declared a personal interest as one of the candidates, Mr. T. Davies, is his Uncle by marriage.

Members discussed the process of deciding on the applications for co-option. A Member wished to have the opportunity for Councillors to speak generally about the applications. He thought that there should be the opportunity for Members to state some principles by which they may choose to consider when deciding on four of the fifteen candidates. He said that Members might want to talk about the gender balance on the Council and the service that some people have already given to the town on a voluntary basis.

Another Member said that Councillors had been given the opportunity to read all the applications prior to the meeting and he thought a far more appropriate procedure would be for the Mayor to allow a period of time for Councillors to read and inwardly digest these applications and then vote.

A vote was taken and seven Members voted to discuss the applications in general with four against.

RESOLVED THAT:

(c) Members are to discuss the applications in general;

(d) a general discussion on applications will be

incorporated into the procedure when considering

future Co-options on to the Council;

The Mayor then asked each Councillor to speak generally about the applications.

A Member said that he was pleased to see so much interest in applying for the Council vacancies, with an abundance of talented candidates. Reference was made to the gender and age balance. Another Member said that when projects are being moved forward it is very difficult for people with the time and energy to want to get involved. The Member felt that those people who are already showing an interest in working in the community for the benefit of the town should be given extra consideration. Another Member referred to people who have stood for County Council as they have faced the electorate and knocked on doors.

(e) the Meeting is adjourned for ten minutes to give

Members the opportunity to consider each

applicant’s letter;

(f) a secret ballot be conducted to fill the four vacancies

resulting from insufficient nominations at the last

Election;

(g) a system of eliminating the candidate with the least

votes on each ballot should be adopted until four

successful candidates are selected;

(h) the Chairman of the Public Works and Planning

Committee, Councillor E. R. Harries, and in the absence

of the Chairman of the Finance and General Purposes

Committee, Councillor Mrs. Y. G. Southwell,

the Immediate Past Mayor, Councillor W. D. Elliott

BA QTS, act as scrutineers.

The secret ballot then took place, and following the announcement of the results it was RESOLVED THAT:

(i) the following be elected to fill the four current

vacancies on the Milford Haven Town Council:

* Mr. T. Davies, 17 Mount Pleasant Way, Milford Haven
* Miss K. Gray, 18 Murray Road, Milford Haven
* Mrs. T. Olin, 113 Picton Road, Hakin, Milford Haven
* Mr. J. Thrower, 107 Glebelands, Hakin, Milford Haven

It was FURTHER RESOLVED THAT:

(j) the Mayor and Deputy Mayor be given plenary

powers to allocate the new Members to their Wards.

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

24. MODEL LOCAL RESOLUTION PROTOCOL FOR COMMUNITY AND TOWN COUNCILS:

Members gave consideration to an explanatory email and a copy of a Model Local Resolution Protocol for Community and Town Councils as produced by One Voice Wales.

The email stated that the Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. To date there has not been a common process for Community and Town Councils to follow in dealing with such matters. To assist the sector, One Voice Wales has drawn up a model protocol which any Community and Town Council can use in dealing with such complaints.

Members voted unanimously to adopt the Model Local Resolution Protocol for Community and Town Councils.

RESOLVED THAT the Milford Haven Town Council

adopts the Model Local Resolution Protocol for

Community and Town Councils.

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

Members were advised that it was normal practice for the Chairmen and Vice-Chairmen of the Finance and General Purposes Committee and Public Works and Planning Committee to serve a two-year term of office.

Councillor Mrs. Y. G. Southwell has served two years as Chairman of the Finance and General Purposes Committee. It was normal practice for the Vice-Chairman to be appointed as Chairman, but in this instance the Vice-Chairman, Councillor R. D. Gray, is now the Deputy Mayor.

RESOLVED THAT Councillor D. R. Sinnett be

appointed as Chairman of the Finance and

General Purposes Committee for the ensuing

year.

26. APPOINTMENT OF VICE-CHAIRMAN OF THE FINANCIAL AND GENERAL PURPOSES COMMITTEE.

The Mayor asked if any Member wished to be considered as Vice-Chairman of the Finance and General Purposes Committee. Councillors W. D. Elliott BA QTS, Mrs. L. E. Turner and A. H. Miles expressed an interest but Councillor Miles did not receive a seconder.

A vote was taken with Councillor W. D. Elliott BA QTS receiving five votes and Councillor Mrs. L. E. Turner receiving four votes.

RESOLVED THAT Councillor W. D. Elliott BA QTS

be appointed as Vice-Chairman of the

Finance and General Purposes Committee for

the ensuing year.

27. APPOINTMENT OF CHAIRMAN OF THE PUBLIC WORKS AND PLANNING COMMITTEE:

The Mayor stated that Councillor E. R. Harries has served two years as Chairman of the Public Works and Planning Committee.

RESOLVED THAT the current Vice-Chairman,

Councillor M. P. Rickard, be appointed as Chairman

of the Public Works and Planning Committee for

the ensuing year.

28. APPOINTMENT OF VICE-CHAIRMAN OF THE PUBLIC WORKS AND PLANNING COMMITTEE:

RESOLVED THAT Councillor Mrs. C. T. Williams

be appointed Vice-Chairman of the Public Works

and Planning Committee for the ensuing year.

29. APPLICATIONS FOR FINANCIAL ASSISTANCE:

RESOLVED THAT the following donations be

made in relation to the applications for financial

assistance:

(a) Hakin United - £900 (this sum is to be funded

from the Council’s Reserves)

The Deputy Mayor, Councillor R. D. Gray, declared a personal interest as her children play for Hakin United.

*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.*

(b) Hubberston and Hakin - £645.97 (this sum is to be funded

Luncheon Club from the Council’s Reserves)

Councillors A. E. Byrne and the Deputy Mayor, Councillor R. D. Gray, declared a personal interest as they are members of the Hubberston Community Centre.

Councillor M. P. Rickard abstained from voting on this issue.

*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.*

(c) P1 Powerboat Welsh Grand Prix of the Sea:

Councillor W. D. Elliott BA QTS said that he brought this issue for discussion to the Council Chamber earlier this year.

He stated that, as Chairman of the Public Events Sub-Committee, he had been advised by the Clerk that the Port Authority was no longer giving a donation that they had made for a number of years towards the visit of Father Christmas to the Town Hall. The donation had been utilised to provide free rides for children during the afternoon of Santa’s visit. Councillor Elliott BA QTS then expressed his disappointment at the Port Authority’s decision.

The Port Authority asked for consideration in sponsoring the following - Volunteer Clothing at £3,000 and Park and Ride at £5,000.

A Member noted that the application stated that with both of these packages Milford Haven Town Council would enjoy branding on-site, tickets to the welcome function, VIP tickets for the weekend, PA announcements over the weekend and advertising in the official event programme. The Member questioned whether it would be appropriate for the Council to receive tickets to this event.

Another Member said that on previous occasions tickets received for sponsorship for the Milford Fish Festival had been given to the Milford Haven School.

The Mayor said that he was very involved with discussions regarding the P1 Powerboat. He informed Members that he and his Consort have been invited to attend a day’s event.

It was agreed that as a Town Council Members wished to support this event.

RESOLVED THAT:

(i) the Town Council does not wish to fund a specific

package but £2,000 (from the £2,300 allocated in

this year’s precept requirements for the Milford Fish

Festival) be granted to support this event;

(ii) the Port Authority is to be informed that Members

would like recognition for the Town Council’s

contribution.

*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.*

30. NOTIFICATION OF DEVELOPMENT OF NATIONAL SIGNIFICANCE (DNS) PRE-APPLICATION CONSULTATION:

Members discussed a letter from the Associate Director of Lichfields in which she asked if the Council wished to make comments on the proposed development of a 49.9MW Cogeneration Plant and associated development at the Valero Pembroke Refinery.

The Mayor reminded Members that as well as the presentation to Council, representatives from Valero had held open days for public consultation.

The Mayor asked if Members wished to confirm that they accepted Valero’s proposals.

Members considered that they needed additional discussion before accepting these

proposals.

RESOLVED THAT the Mayor writes to Valero

Pembroke Refinery to advise of the Council’s

decision.

31. PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY:

(a) Updates on Local Development Plan Land Allocations and Larger Development sites in the National Park:

A letter was received from the Planning Officer (Park Direction) giving information on the 6-monthly updates on larger residential sites in the National Park.

RESOLVED THAT the letter be received.

(b) Pembrokeshire Coast National Park Local Development Plan (Replacement Preferred Strategy):

Members discussed a letter from the Head of Park Direction in which she explained that the Pembrokeshire Coast National Park Authority has prepared pre-deposit proposals documents for the above. This will, upon adoption, replace the current development plan and be the basis for decisions on land use planning for the Pembrokeshire Coast National Park.

Copies of the documents are available for public inspection at various locations and online on the Authority’s website. Comments can be made online.

RESOLVED THAT the letter be received.

32. GREAT COUNCIL BAKE OFF:

The Mayor asked one of the Youth Representatives, Miss Bethany Roberts, to provide further information on this topic.

Miss Roberts highlighted the previous initiatives instigated by the Milford Haven Youth Council.

Miss Roberts said that the Milford Haven Youth Council has come up with a new idea to involve the community. The Youth Council has decided to host a Great Council Bake Off, which will be held on 23rd August at Milford Haven Youth Centre from 11:00 am to 2:00 pm.

The Youth Council will elect one baker and the Youth Council is asking the Council to elect one baker – the Youth Council and Town Council working together.

The Mayor said that he hoped that as many Councillors as possible would support this event.

RESOLVED THAT Councillor Mrs. C. T. Williams

be appointed as the Town Council’s representative

on the Great Council Bake Off.

Councillor Mrs. C. T. Williams left the meeting at this point.

33. NEW OPPORTUNITY TO RESCUE ‘LOST’ COMMONS IN WALES:

A letter was received from the Case Officer, Open Spaces Society, in which she stated that on 5th May, 2017, for the first time in 47 years, the public can claim ‘lost’ commons in Wales. The Welsh Government will bring into force legislation which ensures that any commons which failed to make it to final registration under the Commons Registration Act 1965 can now be rescued.

The writer advised that Part 1 of the Commons Act allows landowners to apply to remove commons from the register if they can prove an error was made in the past, or that the land is within the curtilage of their properties. The writer asked the Council to contact the Open Spaces Society if they were notified of any applications so that the Society can object if it believes that the land is still common.

RESOLVED THAT the letter be received.

34. STATEMENT OF INCOME:

Members gave consideration to the statement of income for the financial year 2016-2017.

RESOLVED THAT the Statement of Income

for the financial year 2016-2017 be received.

35. SUMMARY OF EXPENDITURE:

Members gave consideration to the Summary of Expenditure for the financial year 2016-2017.

RESOLVED THAT the Summary of Expenditure

for the financial year 2016-2017 be received.

36. FINAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2017:

(a) Summary Income and Expenditure Account:

RESOLVED THAT the Summary Income and

Expenditure Account for the financial year 2016-

2017 be received.

(b) Accounting Statements 2016-2017

RESOLVED THAT the Accounting Statements

for the financial year 2016-2017 be approved.

(c) Annual internal Audit Report:

RESOLVED THAT the Annual Internal Audit

Report be received.

37. REPRESENTATION ON OUTSIDE BODIES:

The Mayor advised that there was a vacancy for a representative from this Council to be appointed to Valero Pembroke Refinery Advisory Panel, which resulted from the resignation of former Councillor J. W. Cole.

It was proposed and seconded that Councillor C. A. Sharp, in his role as an individual Councillor and not as Mayor, be appointed as this Council’s representative on this Group.

A vote was taken and it was RESOLVED THAT

Councillor C. A. Sharp be appointed as this Council’s

representative on the Valero Pembroke Refinery

Advisory Panel.

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