Minutes of the Meeting of the Milford Haven Town Council

held at the Sea Cadets Milford Haven Unit,

Havens Head Business Park, Milford Haven

on Monday 26th February 2024 at 7:00 pm

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PRESENT

The Mayor (Councillor Mrs C. Stevens)

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

Councillors: Mrs N. Beavis-Morrissey L. J. Bridges

E. A. Davies DipSM FJOIFF Miss K. F. Gray

N. Harteveld C. Jones

C. A. Sharp Miss T. Stevens

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

F. K. Galliford, Town Council Secretary

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The Deputy Mayor, Councillor W. D. Elliott BA QTS, welcomed everyone to the Meeting of the Full Council, extending a warm welcome to the Mayor, Councillor Mrs C. Stevens, who was attending her first Meeting following a period of ill health.

As the Mayor is still recovering, the Deputy Mayor chaired the Meeting.

309. APOLOGIES:

Apologies for absence were received from Councillors K. Abbott (work commitment), Miss V. Brown, D. R. Sinnett (County Council engagement), Mrs Y. G. Southwell (unwell), and M. Woodward (unwell). Apologies for absence were also received from the Town Clerk, Mrs B. J. Fitzgerald (unwell). Apologies for absence were not received from Councillors D. Abbott and M. Jones.

310. DECLARATIONS OF INTEREST:

No declarations of interest were made.

311. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC:

No questions were received from members of the public.

312. NEWS FROM THE MAYOR:

*Message of thanks*

The Mayor, Councillor Mrs C. Stevens, thanked everyone for their support during her illness, stating that she had also received messages of support from the Mayors of neighbouring Councils.

*Christmas event at the Conservative Club, Milford Haven*

The Mayor spoke of thoroughly enjoying a Christmas party at the Conservative Club before her period of ill health.

313. NEWS FROM THE DEPUTY MAYOR:

*Cheque Presentations*

The Deputy Mayor, Councillor W. D. Elliott BA QTS, advised that he had recently presented ‘cheques’ (following earlier electronic payments) to the Paul Sartori Foundation and the Milford Haven Sea Cadets and Royal Marines Cadets following their donations from the Town Council.

*In Memory of those Fishermen who lost their lives at Sea – Service on 15th February*

The Deputy Mayor paid tribute to the Mayor’s Chaplain, Father Paul Osunyikanmi, for his wonderful officiating at the Service.

314. QUESTIONS WITHOUT DEBATE PURSUANT TO STANDING ORDER NO. 6:

No questions with debate pursuant to Standing Order No. 6 were received.

315. MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 12th FEBRUARY 2024:

**RESOLVED THAT:** the Minutes of the Meeting of the Full Council held on 12th February 2024 be received and that they be signed by the Deputy Mayor as a true record.

316. CEMETERY MATTERS:

**RESOLVED THAT:** the Cemetery Report for the month of January 2024, detailing expenditure and receipts, be received.

317. PLANNING MATTERS:

Members noted the absence of the Chair of the Planning, Policy and Community Committee, Councillor M. Woodward, and the Vice Chair of the Planning, Policy and Community Committee, Councillor D. R. Sinnett.

*(a) Outstanding Planning Applications*

* 23/0326/PA – Proposed Storage Building and Existing Storage Building in Retrospect at BDS Assets Limited (new plans) (Milford Hubberston) – **RESOLVED THAT:** this application be recommended for approval.
* 23/0863/PA – Replacement of four windows to four new aluminium ventilation louvres on the south elevation at British Telecom Exchange, 4 Priory Road (Milford Central/Milford West) – **RESOLVED THAT:** this application be recommended for approval.
* 23/0944/PA – Change of use of first floor (formerly office space) to self-contained flat together with extension to provide external stairway at Marine House, Nantucket Avenue (Milford West) – **RESOLVED THAT:** this application be recommended for approval.

(b) *Planning Applications (recommended for approval by the Chair of the Planning, Policy and Community Committee following Councillor consultation) (for information only)*

**RESOLVED THAT:** this information be received.

(c) *Planning Notifications from Pembrokeshire County Council (for information only)*

**RESOLVED THAT:** this information be received.

318. FINANCIAL MATTERS:

(a) *Schedule of Accounts – January 2024*

A Member asked why two payments to John Deere Bank for Turfcat Hire were listed. Another Member suggested that this may relate to the dates the payments were processed by the bank.

A further Member queried what he believed to be a high price for the lease of the office photocopier.

**RESOLVED THAT:**

(i) clarification is to be sought regarding the two payments of £503.36 to John Deere Bank for the hire of the Turfcat at the Cemetery;

(ii) the Town Clerk, Mrs B. J. Fitzgerald, is to investigate the Council’s agreement for the lease of the office photocopier.

**FURTHER RESOLVED THAT:** subject to the above, the Schedule of Accounts for the month of January 2024 as presented by the Clerk in the sum of £22,310.16 be accepted and approved for payment.

(b) *Statement of Accounts – January 2024*

A Member asked if more information as to the Statement of Accounts could be provided.

Another Member asked if a breakdown of the accounts could be possible.

**RESOLVED THAT:** this information be received and conveyed to the Town Clerk upon her return to the office.

**FURTHER RESOLVED THAT:** subject to the above, the Statement of Accounts for January 2024 be received.

**The Meeting went into private session.**

**RESOLVED THAT:** the press and public be excluded from the Meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

319. TO RECEIVE REPORTS, RECOMMENDATIONS AND RESOLUTIONS OF THE FOLLOWING COMMITTEE:

*Grant Review Sub-Committee held on 12th February 2024*

The Minutes of the Meeting of the Grant Review Sub-Committee held on 12th February 2024 were moved by the Chair of the Sub-Committee, Councillor C. A. Sharp.

Councillor Sharp advised that the date of the next Meeting (stated on the Minutes as 26th February 2024) had changed so that the Minutes of this Meeting could be ratified by Full Council.

The next Meeting of the Grant Review Sub-Committee will take place at 5:00 pm on Monday 4th March 2024, prior to a Special Meeting of the Full Council on 6:00 pm.

**RESOLVED THAT:** this information be received.

**FURTHER RESOLVED THAT:** the Minutes of the Meeting of the Grant Review Sub-Committee held on 12th February 2024 be moved and adopted.

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