

MILFORD HAVEN TOWN COUNCIL

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 25th March 2024 at 7:00 pm

PRESENT

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

Councillors: D. Abbott	Mrs N. Beavis-Morrissey
Miss V. Brown	Miss K. F. Gray
N. Harteveld	C. Jones
C. A. Sharp	D. R. Sinnett
Miss T. Stevens	M. Woodward

Mrs B. J. Fitzgerald, Town Clerk/Financial Officer
Ms F. K. Galliford, Town Council Secretary

The Deputy Mayor, Councillor W. D. Elliott BA QTS, welcomed everyone to the Meeting of the Full Council.

As the Mayor, Councillor Mrs C. Stevens, is continuing to recover from a period of ill health, the Meeting was chaired by the Deputy Mayor.

348. APOLOGIES:

Apologies for absence were received from Councillors K. Abbott (work commitment), L. J. Bridges (unwell), E. A. Davies DipSM FJOIFF (unwell), Mrs Y. G. Southwell (unwell), and G. Woodham MBA (Open) LL.B (Hons).

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

The Deputy Mayor invited Councillor C. A. Sharp to address the Meeting.

Councillor Sharp advised that his husband, Councillor Woodham, had recently been diagnosed with a serious illness and that Councillor Woodham would be absent from meetings for the foreseeable future.

Councillor Sharp informed Members that Councillor Woodham – a former Mayor and dedicated servant of the town – did not wish to resign his Town Council position.

Councillor Sharp was praised for his courage in addressing Members.

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RESOLVED THAT:

- (i) this information be received;
- (ii) the Milford Haven Town Council pledges unstinting love and support to Councillors Woodham and Sharp at this time.

349. DECLARATIONS OF INTEREST:

No declarations of interest were made.

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

The Town Clerk, Mrs B. J. Fitzgerald, read the following email from Miss J. Gurney, Secretary, Milford Haven Business Circle:

"Dear Milford Haven Town Council.

I hope this email finds you well.

My name is Jaimie and I am the secretary for Milford Haven Business Circle.

It is my understanding that you offer a question and answers forum as part of your monthly meetings, provided questions are submitted beforehand.

If this is the case then if you please I would like to put the following question forward for consideration at your next meeting.

As you know Milford Haven Business Circle is a non for profit organisation set up to help promote economic growth throughout Milford Haven through setting up and running community events helping to improve footfall through our main shopping areas especially Charles Street and Roberts Street whilst increasing community engagement, we have already run several events and have been successful in our fundraising for community life saving equipment and funding.

Our next big event as you are already aware is to run Milford Haven Founding Day in June and plans are going nicely with the organisation of this celebration, with a few fundraising events taking place beforehand.

What we would like to put forward if it was a possibility would be for a member of the town council to join us at meetings, and sit on the circle so to speak to liaise between ourselves and the council as a point of contact. We are aware of 3 council members who also own businesses within the area and it would be advantageous to have a direct point of contact.

Is this something that would be possible?"

RESOLVED THAT:

- (i) this offer be respectfully declined, due to the potential for conflicts of interest between the Town Council and the Business Circle;
- (ii) however, members of the Business Circle are welcome to attend Town Council meetings.

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351. NEWS FROM THE MAYOR:

The Mayor, Councillor Mrs C. Stevens, advised that she was continuing to receive messages of goodwill from neighbouring Councils following her recent experience with ill health.

352. NEWS FROM THE DEPUTY MAYOR:

Mr Martin Jones

The Deputy Mayor, Councillor W. D. Elliott BA QTS, advised that Mr Jones had resigned his position as a Town Councillor for the Central Ward, creating a vacancy that will be advertised shortly.

Citizens' Awards 2024

The Deputy Mayor advised that the nomination period for the Citizens' Awards was open. He encouraged Councillors to share this information on their social media pages.

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

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

354. MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 26th FEBRUARY 2024:

RESOLVED THAT: the Minutes of the Meeting of the Full Council held on 26th February 2024 be received and that they be signed by the Deputy Mayor as a true record.

355. MINUTES OF A SPECIAL MEETING OF THE FULL COUNCIL HELD ON 4th MARCH 2024:

A Member asked whether a letter of thanks could be sent to the Pembrokeshire County Council Representatives for their informative and enjoyable presentation.

Another Member echoed these sentiments, stating that she had been approached by members of the public regarding plans for the outstanding developments.

RESOLVED THAT: a letter of thanks be sent to the Pembrokeshire County Council Representatives acknowledging their presentation.

FURTHER RESOLVED THAT: the Minutes of a Special Meeting of the Full Council held on 4th March 2024 be received and that they be signed by the Deputy Mayor as a true record.

Councillor D. R. Sinnett joined the Meeting at 7:10 pm.

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356. TO RECEIVE REPORTS, RECOMMENDATIONS AND RESOLUTIONS OF THE FOLLOWING COMMITTEES:

Paddling Pool Working Group held on 26th February 2024

The Minutes of the Meeting of the Paddling Pool Working Group held on 26th February 2024 were moved by the Chair of the Working Group, Councillor Miss K. F. Gray.

RESOLVED THAT: the Minutes of the Meeting of the Paddling Pool Working Group held on 26th February 2024 be moved and adopted.

Grant Review Sub-Committee held on 4th March 2024

The Minutes of the Meeting of the Grant Review Sub-Committee held on 4th March 2024 were moved by the Chair of the Sub-Committee, Councillor C. A. Sharp.

RESOLVED THAT: the Minutes of the Meeting of the Grant Review Sub-Committee held on 4th March 2024 be moved and adopted.

Cemetery Maintenance and Land Acquisition Group held on 11th March 2024

The Minutes of the Meeting of the Cemetery Maintenance and Land Acquisition Group held on 11th March 2024 were moved by the Chair of the Group, Councillor C. A. Sharp.

RESOLVED THAT: the Minutes of the Meeting of the Cemetery Maintenance and Land Acquisition Group held on 11th March 2024 be moved and adopted.

Social Media Group held on 11th March 2024

The Minutes of the Meeting of the Social Media Group held on 11th March 2024 were moved by the Chair of the Group, Councillor N. Harteveld.

Councillor Harteveld also acknowledged an email from Councillor C. Jones that was circulated to Members of the Group after the Meeting: this email will be invaluable when proceeding with the plans for a new Milford Haven Town Council website.

RESOLVED THAT: the Minutes of the Meeting of the Social Media Group held on 11th March 2024 be moved and adopted.

Public Events Sub-Committee held on 13th March 2024

- Minute no. 347 – D-Day 80th Anniversary (6th June 2024)

The Chair of the Public Events Sub-Committee, Councillor Miss K. F. Gray, asked if the Town Council's Parade Marshal, Mr C. Morgan, could be included in any plans for the event.

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The Deputy Mayor, Councillor W. D. Elliott BA QTS, advised that it was too late for the Town Clerk to apply for a road closure, stressing the time-critical nature of the event when mentioning the proposed D-Day 80th Anniversary Sub-Committee.

The Town Clerk, Mrs B. J. Fitzgerald, confirmed that there would be no issue regarding the lighting of the beacon on the day.

RESOLVED THAT: subject to the above, the Minutes of the Meeting of the Public Events Sub-Committee held on 13th March 2024 be moved and adopted.

357. MILFORD HAVEN TOWN COUNCIL'S RISK ASSESSMENT SCHEDULE 2024:

RESOLVED THAT:

- (i) the Town Clerk be thanked for her diligence in producing such a comprehensive document;
- (ii) the Milford Haven Town Council's Risk Assessment Schedule 2024 be received.

358. APPOINTMENT OF INTERNAL AUDITOR:

The Clerk advised Members that she would be meeting Mr I. Eynon on Thursday (28th March 2024) regarding the internal audit process, with a view to completing the process by early April 2024.

RESOLVED THAT: this information be received.

359. CEMETERY REPORT – FEBRUARY 2024:

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

360. PLANNING MATTERS:

Responding to Planning Applications

The Chair of the Planning, Policy and Community Committee, Councillor M. Woodward, urged Members to respond to outstanding planning applications.

The Deputy Mayor advised that the Town Clerk and Town Council Secretary had met with County Councillor Mrs V. Stoddart (Milford Hubberston) last week regarding the Council's planning application process, where it was suggested that a more comprehensive record be kept encompassing whether or not a Councillor has responded.

RESOLVED THAT:

- (i) Councillors are asked to respond to outstanding planning applications by emailing the Town Council following receipt;

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- (ii) a 'nil' response will suffice if no comment, especially in Councillor's Wards;
- (ii) constituents will thus be able to see how their Ward representatives have responded to applications relating to their areas.

(a) Planning Applications (For Information Only)

23/0923/PA	Mr & Mrs Condron, c/o Hayston Developments & Planning Limited, SA62 3HJ	Sec. 73: Variation of condition 2 (Approved Plans) of planning permission 23/0062/PA (Proposed alterations with front, side and rear and extensions (Resubmission)) at 26 Pointfields Crescent, Hakin (Milford Hakin)	RECOMMENDED FOR APPROVAL BY THE CHAIR FOLLOWING COUNCILLOR CONSULTATION
23/0927/PA	Mr & Mrs Caddie, Heart of Oak, 29 Lower Hill Street, Hakin, Milford Haven	F: Change of use from a Public House to a Bed and Breakfast with licensed bar at Heart of Oak, 29 Lower Hill Street, Hakin (Milford Hakin)	RECOMMENDED FOR APPROVAL BY THE CHAIR FOLLOWING COUNCILLOR CONSULTATION
23/0990/PA	Mr T. Fox-Davies, AMP Clean Energy, 1 Dover Street, London, W1S 4LD	F: Construction and operation of a micro energy storage facility at Consort Equipment Products, Thornton Industrial Estate (Milford North)	RECOMMENDED FOR APPROVAL BY THE CHAIR FOLLOWING COUNCILLOR CONSULTATION

RESOLVED THAT: the information above be received.

(b) Planning Notifications (For Information Only)

RESOLVED THAT: the Planning Notifications (as decided by Pembrokeshire County Council following consultation by the Milford Haven Town Council) be received.

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361. MAWG (Milford Haven Multi-Agency Working Group Meeting):

- (a) Minutes of the Meeting held on Thursday 7th March

RESOLVED THAT: this information be received.

- (b) Areas of Concern

RESOLVED THAT: this information be received.

362. REQUEST FOR NOMINATIONS FOR THE KING'S NEW YEAR HONOURS 2025:

Members considered documentation from Llywodraeth Cymru/Welsh Government regarding nominations for the King's New Year Honours 2025 (*Honouring Outstanding People: A guide to completing a nomination form and writing a Citation*).

RESOLVED THAT: this information be received.

363. FINANCIAL MATTERS:

- (a) Schedule of Accounts – February 2024

RESOLVED THAT: the Schedule of Accounts for the month of February 2024 as presented by the Clerk in the sum of £132,811.07 be accepted and approved for payment.

- (b) Statement of Accounts – February 2024

RESOLVED THAT: the Statement of Accounts for February 2024 be received.
