

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 10th June 2024 at 7:00 pm

PRESENT

The Mayor (Councillor W. D. Elliott BA QTS)
The Deputy Mayor (Councillor E. A. Davies DipSM FJOIFF)

Councillors: D. Abbott	K. Abbott
Mrs N. Beavis-Morrissey	L. J. Bridges
Miss K. F. Gray	N. Harteveld
C. Jones	C. A. Sharp
D. R. Sinnett	Mrs C. Stevens
Miss T. Stevens	
G. Woodham MBA (Open) LL.B (Hons)	
M. Woodward	

Mrs B. J. Fitzgerald, Town Clerk/Financial Officer

Members of the Public:

Mr B. Jenkins (Acting Chair, Milford Haven Business Circle)

Ms J. Gurney (Secretary, Milford Haven Business Circle)

15. APOLOGIES:

Apologies for absence were received from Councillors Miss V. Brown (work commitments) and Mrs Y. G. Southwell (family commitments).

16. DECLARATIONS OF INTEREST:

Councillor K. Abbott declared a personal interest in Agenda Item 10 - *Applications for co-option on to the Central Ward of the Milford Haven Town Council* – as one of the applicants works with someone who is known to him.

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

No questions had been raised from members of the public.

18. NEWS FROM THE MAYOR:

D-Day Commemorations – Thursday 6th June 2024

The Mayor, Councillor W. D. Elliott BA QTS, mentioned the success of the D-Day event and gave thanks to Councillor Miss K. F. Gray and her team for organising the Beacon lighting.

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Citizens' Awards Ceremony – Friday 7th June 2024

The Mayor stated that the Citizens' Awards Ceremony was a very good evening. He thanked Councillor C. Sharp and the Pill Social Centre for hosting the Ceremony.

Milford Haven Founding Day – Saturday 8th June 2024

The Mayor read out an email from the Milford Haven Business Circle, in which the Mayor and Town Councillors were thanked for their support of the event, and the financial contribution made by the Town Council towards the event was also most gratefully acknowledged.

19. MAYOR'S ENGAGEMENTS:

- 19th May - Pembroke Dock Town Council Civic Service
- 20th May - Royal Naval Reserve Recruiting Presentation in Milford Haven
- 20th May - St Katharine's Stratford Players – Small Grant Cheque Presentation
- 21st May - Milford Haven Business Circle Meeting
- 23rd May - Haverfordwest Town Council Annual Meeting and Mayoral Ceremony
- 31st May - Prostate Cymru Awareness & Fundraising with Cllrs Woodham and Sharp at Tesco Milford Haven

- 5th June - Torch Theatre – Precept Grant Cheque Presentation
- 6th June AM - D-Day 80th Proclamation – Milford Haven Cenotaph
- 6th June AM - Royal British Legion D-Day 80th Service on the Rath
- 6th June AM - Royal British Legion D-Day 80th Refreshments at RBL Milford Haven
- 6th June PM - Service & Lighting of the Beacon to Mark the 80th Anniversary of D-Day
- 7th June – Citizens' Awards Ceremony at the Pill Social Centre
- 8th June - Milford Haven Business Circle – Small Grant Cheque Presentation
- 8th June - Founding Day on Charles Street
- 8th June - South West Area Sea Cadets Adult Stewarding Instructors Course – Assessment Meal at Milford Haven
- 9th June - Community 999 Fun Day at Milford United Football Club

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

No questions without debate pursuant to Standing Order No. 6 were received.

21. MINUTES OF THE ANNUAL MEETING OF THE FULL COUNCIL HELD ON 13TH MAY 2024:

RESOLVED THAT: the minutes of the Annual Meeting of the Full Council held on 13th May 2024 be received and that they be signed by the Mayor as a true record.

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22. MINUTES OF A MEETING OF THE FULL COUNCIL HELD ON 22ND APRIL 2024:

RESOLVED THAT: the minutes of the Meeting of the Full Council held on 22nd April 2024 be received and signed by the Mayor as a true record.

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

STANDING ORDERS SUB-COMMITTEE held on 29th APRIL 2024:

RESOLVED THAT: the minutes of the Meeting of the Standing Orders Sub-Committee held on 29th April 2024 be moved and adopted.

SPECIAL MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE held on 29th APRIL 2024:

RESOLVED THAT: the minutes of the Special Meeting of the Public Events Sub-Committee held on 29th April 2024 be received.

PADDLING POOL WORKING GROUP held on 4TH JUNE 2024:

The Chair of the Paddling Pool Working Group, Councillor Mrs N. Beavis-Morrissey, advised that the pool has been painted and will be filled and flushed through in the coming days. A date for the pool to be open will be arranged in due course.

RESOLVED THAT: the minutes of the Meeting of the Paddling Pool Working Group held on 4th June 2024 be moved and adopted.

24. APPLICATIONS FOR CO-OPTION ON TO THE CENTRAL WARD OF THE MILFORD HAVEN TOWN COUNCIL:

This matter was moved to the end of the Agenda and discussed in private session.

RESOLVED THAT: this matter be discussed in closed session at the end of the Meeting.

It was requested that in future application details are sent out with the Full Council Agenda Packs, and that nominations for Citizens' Awards also be sent out with Agenda Packs.

RESOLVED THAT: the Clerk to seek advice from One Voice Wales regarding this request.

The Clerk is to take advice from One Voice Wales on whether co-option information should be made public, as it is imperative that Council complies with data protection legislation. This matter will be debated at a future Meeting.

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RESOLVED THAT:

- (a) the Clerk is to seek advice from One Voice Wales regarding future co-option information being in the public domain;
- (b) this matter will be debated at a following meeting once information has been received from One Voice Wales.

25. DUTY OF CARE TOWARDS TOWN COUNCILLORS:

A Councillor spoke about a situation that had arisen recently when the Councillor had suffered abuse by members of the public.

The matter had been raised with One Voice Wales and the response was read out at the meeting. It was agreed that the information from One Voice Wales was not wholly accurate and did not take into account the change in the law over 'hate crime'. A Councillor had more information on new legislation that will be shared with the Clerk.

It was noted that in most cases a Councillor is not named during the minutes of a Meeting.

It was suggested that Councillors remove all personal details from the Town Council website, leaving just an email address for contact purposes. Pembrokeshire County Council has a 'blanket' approach on removing addresses from their website.

A Councillor mentioned that they have only the most basic contact information – an email address – on the Town Council website.

It was also advised by Council that any incidents against Councillors should be reported to the Police.

RESOLVED THAT:

- (a) a Councillor will share the new legislation information with the Clerk;
- (b) Councillors are to inform the office if they wish their details to be removed from the website;
- (c) all Councillor email addresses will be changed to use the "gov.uk" domain in the coming months.

26. ISSUE OF COUNCILLORS BEING UNABLE TO CONTRIBUTE TO COMMITTEE MEETINGS UNLESS A MEMBER OF THE COMMITTEE:

A Councillor raised the matter of any member being able to vote at any Committee meeting without being a member of that Committee.

It was explained that if Committees were open to all then there would be an issue with the Committee meetings being quorate. Not every Councillor would wish to attend all Committee meetings.

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Any decision made at a Committee meeting is brought to Full Council for debate and any objection can be raised at that meeting.

A Councillor mentioned that if a councillor had an interest in a subject they are able to speak through the Chair of that Committee.

Any Town Councillor can attend any meeting. There has to be control in Committee meetings and everyone has an opportunity to speak at Full Council on matters raised. Plenary powers can be given to a Chair under rare circumstances. If anyone disagrees with any recommendation the recommendation can be changed. This applies to Full Council meetings only.

The Clerk is to contact One Voice Wales on their advice for Councillor contributions at meetings.

A Councillor stated that there is a loophole that if a Councillor wanted to attend a meeting they could ask to be elected on to that Committee: that way, they could vote on a particular issue. It was explained to the Councillor that it is not viable for a Councillor to join for one or two meetings and then stand down.

Another Councillor stated that it was not right to pick and choose while other Councillors are committed members. It was noted that membership of a Sub-Committee is decided at Full Council.

RESOLVED THAT:

- (a) the Clerk requests guidance from One Voice Wales around the voting element and what Committees can do;
- (b) this matter will be brought back to a future Meeting of the Full Council.

27. WALES AUDIT ANNUAL RETURN 2023 - 2024:

The report was accepted with thanks given to the Town Clerk. The document was signed by the Mayor and the Town Clerk.

RESOLVED THAT: the Annual Return 2023 – 2024 be accepted and forwarded to Wales Audit.

28. INTERNAL AUDITOR'S REPORT:

The report was accepted with thanks.

RESOLVED THAT: the Internal Auditor's report be received with thanks.

29. MILFORD HAVEN TOWN COUNCIL ANNUAL REPORT:

A Councillor mentioned that they had no idea of the full works of the Town Council until reading the Annual Report. They knew that the events mentioned in the Report happened but not that they were run by the Town Council.

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It was noted that if a Town Councillor did not know there would be many members of the public that also would not know. It was agreed that the work of the Town Council must be more widely publicised, and for the Annual Report to be brightened up and more widely publicised.

A formal future plan/objective should be considered; there is not currently a plan in place by the Town Council.

A Councillor suggested that the matter be discussed at a future meeting of the Standing Orders Sub-Committee and brought back to Full Council.

Another Councillor said the Council must look outwards: what is the vision of the Council? The Council must engage with members of the public and existing groups.

Councillors were reminded that some years ago members of outside bodies were to report back to Council annually. This has not happened due to Councillors changing and the changing of the Clerk. Members on outside bodies should give an annual report on a calendar set by the Clerk.

The Annual Report with aims and objectives of Council and liaising with the public is to go to a future meeting of the Standing Orders Sub-Committee. The information is to include what each Committee and Sub-Committee entails.

The Town Council 'motto' "Our Yesterdays Inspire Our Tomorrows" has not been officially endorsed and is to be discussed.

RESOLVED THAT:

- (a) the aims and objectives of the Town Council will be discussed at a future Meeting of the Standing Orders Sub-Committee, with a plan devised going forward;
- (b) information on each Committee will be prepared;
- (c) the Annual Report is to be more widely publicised.

30. APPOINTMENT OF CHAIRS AND VICE CHAIRS:

Finance, Governance and Projects Committee

Councillor Miss K. F. Gray was nominated as Chair of the Finance, Governance and Projects Committee. The appointment was seconded.

Councillor Mrs N. Beavis-Morrissey was nominated as Vice Chair of the Finance, Governance and Projects Committee. The appointment was seconded.

Planning, Policy and Community Committee

Councillor M. Woodward continues as Chair of the Planning, Policy and Community Committee.

Councillor L. J. Bridges was elected as Vice Chair of the Planning, Policy and Community Committee.

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RESOLVED THAT:

- (i) Councillor Miss K. F. Gray be appointed as Chair of the Finance, Governance and Projects Committee;
- (ii) Councillor Mrs N. Beavis-Morrissey be appointed as Vice Chair of the Finance, Governance and Projects Committee;
- (iii) Councillor M. Woodward continues as Chair of the Planning, Policy and Community Committee;
- (iv) Councillor L. J. Bridges be appointed as Vice Chair of the Planning, Policy and Community Committee.

31. REPRESENTATION ON OUTSIDE BODY – MILFORD YOUTH MATTERS:

Councillors N. Harteveld and C. Jones are both to represent Milford Haven Town Council for Milford Youth Matters.

RESOLVED THAT: Councillors N. Harteveld and C. Jones will both represent Milford Haven Town Council for Milford Youth Matters.

32. PLANNING / LICENSING MATTERS:

(a) Planning Applications (For information only)

- 23/1099/PA – Removal of single skin garage and outhouse and replace with a ground floor bedroom extension at 16 Westhill Avenue (Milford North) – RECOMMENDED FOR APPROVAL BY THE CHAIR OF THE PLANNING, POLICY AND COMMUNITY COMMITTEE, COUNCILLOR M. WOODWARD, IN APRIL 2024, FOLLOWING COUNCILLOR CONSULTATION:

Councillor W. D. Elliott BA QTS – “No objections or comments”
Councillor Miss K. F. Gray – “Looks fine to me”
Councillor C. A. Sharp – “Approval”
- 23/1132/PA – Alterations and extension to dwelling, complete with the erection of the detached double garage at 28 Hayston Avenue (Milford Hakin) – RECOMMENDED FOR APPROVAL BY THE CHAIR OF THE PLANNING, POLICY AND COMMUNITY COMMITTEE, COUNCILLOR M. WOODWARD, IN APRIL 2024, FOLLOWING COUNCILLOR CONSULTATION:

Councillor W. D. Elliott BA QTS – “No objections”
Councillor C. A. Sharp – “As long as no objections from local residents, approval.”
- 24/0012/PA – Installation of a portable building to serve as office space at Priory House, Lower Priory (Milford West) – RECOMMENDED FOR APPROVAL (RECOMMENDATION MADE BY THE PREVIOUS VICE

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CHAIR OF THE COMMITTEE, COUNCILLOR D. R. SINNETT, IN MAY 2024) FOLLOWING COUNCILLOR CONSULTATION:

Councillor W. D. Elliott BA QTS – “No objections”
Councillor N. Hartevelde – “Received & nil comment”
Councillor C. A. Sharp – “Approval”

- 24/0013/PA - New fire exits, ramp and footpath at Milford Haven School (Milford North) - RECOMMENDED FOR APPROVAL (RECOMMENDATION MADE BY THE PREVIOUS VICE CHAIR OF THE COMMITTEE, COUNCILLOR D. R. SINNETT, IN MAY 2024) FOLLOWING COUNCILLOR CONSULTATION:

Councillor E. A. Davies DipSM FJOIFF – “No problem with this application ☺”

Councillor W. D. Elliott BA QTS – “No objections.”
Councillor Miss K. F. Gray – “Anything that improves the safety of pupils/staff gets my approval”
Councillor C. A. Sharp – “Approval”

- 24/0041/PA – New driveway at 33 Marble Hall Road (Milford North) - RECOMMENDED FOR APPROVAL (RECOMMENDATION MADE BY THE PREVIOUS VICE CHAIR OF THE COMMITTEE, COUNCILLOR D. R. SINNETT, IN MAY 2024) FOLLOWING COUNCILLOR CONSULTATION:

Councillor comments:

“No objection to it as such. Not sure where this is in relation to removing parking spaces for a driveway access; in what is a very busy road.”

“Personally, I think they'd be constantly blocked in or out of the drive by people going to the shop or chippie and therefore constantly calling the police or complaining to the council. I really feel for them as it must be an absolute nightmare parking outside their own house!?!”
“Approval”

- 24/0099/PA – Change of use of business unit (Class B1, B2, B8) to leisure hall (Class D2) at Hangar, Units 4 and 6, Maritime House, Thornton Industrial Estate (Milford North) – RECOMMENDED FOR APPROVAL BY THE CHAIR OF THE PLANNING, POLICY AND COMMUNITY COMMITTEE, COUNCILLOR M. WOODWARD, IN JUNE 2024, FOLLOWING COUNCILLOR CONSULTATION: (concerns were expressed, however, regarding noise pollution, building fire safety including a proper and clearly marked emergency assembly point, customer dispersal, maintaining complete access for police armed response unit (and emergency Council vehicles especially during inclement weather))

A Member asked whether the Council’s response to this application (with the application of conditions) was acceptable. This matter is to be checked by the office staff.

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- 24/1016/PA – Proposed two storey rear extension and erection of out building at 24 Blackbridge Crescent (Milford East) - RECOMMENDED FOR APPROVAL BY THE CHAIR OF THE PLANNING, POLICY AND COMMUNITY COMMITTEE, COUNCILLOR M. WOODWARD, IN JUNE 2024, FOLLOWING COUNCILLOR CONSULTATION:

Councillor W. D. Elliott BA QTS – “No objections.”

Councillor C. A. Sharp – “As its two storey, I would grant approval as long as no objections from local residents”

(b) Planning Notifications (For information only)

RESOLVED THAT: the list of planning notifications (decisions made by Pembrokeshire County Council) be received.

(c) Licensing Applications (For information only)

- Outbuilding at Newton Noyes House, Blackbridge, Milford Haven - RECOMMENDED FOR APPROVAL (RECOMMENDATION MADE BY THE PREVIOUS VICE CHAIR OF THE COMMITTEE, COUNCILLOR D. R. SINNETT, IN MAY 2024) FOLLOWING COUNCILLOR CONSULTATION:

Councillor L. J. Bridges – “Application read, understood & supported.”

Councillor W. D. Elliott BA QTS – “No objections”

Councillor C. A. Sharp – “Approval.”

- Milford Waterfront RECOMMENDED FOR APPROVAL (RECOMMENDATION MADE BY THE PREVIOUS VICE CHAIR OF THE COMMITTEE, COUNCILLOR D. R. SINNETT, IN MAY 2024) FOLLOWING COUNCILLOR CONSULTATION:

Councillor L. J. Bridges – “Application read, understood & supported.”

Councillor W. D. Elliott BA QTS – “No objections”

Councillor C. A. Sharp – “Approval”

33. CEMETERY REPORT – APRIL 2024:

RESOLVED THAT: the Cemetery Report for April 2024 be accepted.

34. SCHEDULE OF ACCOUNTS – APRIL AND MAY 2024:

RESOLVED THAT: the Schedule of Accounts for the month of April 2024 as presented by the Clerk in the sum of £64733.24, and the month of May 2024 as presented by the Clerk in the sum of £26030.10, be accepted and approved for payment.

35. STATEMENT OF ACCOUNTS – APRIL AND MAY 2024:

RESOLVED THAT: the Statement of Accounts for the months of April 2024 and May 2024 be accepted.

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Mr Jenkins and Ms Gurney from the Milford Haven Business Circle left the Meeting at this juncture.

36. APPLICATIONS FOR CO-OPTION ON TO THE CENTRAL WARD OF THE MILFORD HAVEN TOWN COUNCIL:

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.

Councillors took a vote on the three applications for the role of Town Councillor for the Central Ward.

The successful applicant is Mrs Leeann McSparron.

RESOLVED THAT: Mrs Leeann McSparron be appointed Town Councillor for the Central Ward.
