

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
COMPLETED BY EMAIL & VIDEO CONFERENCE ON THURSDAY 13th MAY
2021**

**Sent to:
Councillors:**

G Jones (Mayor)
L Asman (Deputy Mayor), C Collins, A Brinn
D Evans, R Blackburn, M Phillips, D Bush
K Nicholas, A Cooke, J Grimes, L Brown, J Nutting, A Carey, A Mortenson

In attendance:

Suzie Thomas (Town Clerk)
Jayne Howes (Assistant Town Clerk)

Note from the Clerk.....

This meeting took place by email, plus the following took part in a video conference Councillor Jones, Asman, Blackburn, Nutting, Collins, Evans, Nicholas, Phillips, Brinn, Bush, Grimes, Brown, Carey, Mortenson, the Town Clerk and Assistant Town Clerk.

1. ELECTION OF MAYOR 2019/20 (Agenda Item 1)

The Mayor Councillor Gareth Jones informed the meeting;

As per the resolution made on the 13th February 2020, Minute 179, Councillor Linda Asman placed a nomination for Mayor, proposed by Councillor Brinn and seconded by Councillor Blackburn which was voted all in favour of.

So we have been a long time waiting, but I would like to congratulate Councillor Linda Asman of becoming the Mayor of Pembroke for the year 2021/22.

Councillor Asman than read out and signed the Oath of Allegiance to HM The Queen, and then read out and signed the Declaration of Office.

This is a historic occasion as I can claim to be the first Mayor of Pembroke to take office by zoom! But I do hope this state of affairs will not last too much longer and look forward to when we can meet again in the Town Hall.

Covid has changed us all in so many ways and changed our way of doing things. 2 years ago we would be having a mayor making ceremony following this meeting but here we are today conducting business over the Internet. So change is forced upon us – but why have this celebration when taking office? It is easy to make speeches and say what one intends

to do. Actions speak louder than words - perhaps we should hold such an event at the end of a Mayor's term, when achievements can be celebrated.

When relaxation of the rules allow, I am hoping to be able to do just that to properly thank our outgoing mayor Clr Gareth Jones for his extended term as Mayor during these difficult times

This will take place at an event I intend organising for Pembroke's volunteers, a volunteers' evening in honour of Clr Rose Blackburn to thank her for the many years she has been Town Crier. A tremendous commitment to this town, which needs to be acknowledged and celebrated. This would also be an occasion for handing over the bell to Gareth – who qualifies as Town Crier for having quite the loudest voice on the Council!

I became a town councillor 13 years ago – my reason for seeking election was that I wanted to make a difference and during that time I have tried to do just that. I am passionate about this town of Pembroke and, since returning to Pembroke to live some 16 years ago, I have made it something of a mission to promote this town's amazing heritage – I co founded and chair the Pembroke & Monkton Local History Society and have worked closely with PTC to develop heritage projects including Pembroke Museum, town trails and Henry Tudor statue. A statue of William Marshal is currently taking shape and I hope ultimately Pembroke will have a arts trail.

I believe Pembroke's future lies in exploiting its past heritage and that is why I have been such an advocate for the Henry Tudor Centre – which I am delighted to see materialising. What a wonderful thing for our town! Exciting times lie ahead.

But I am also concerned for my ward of Pembroke St Mary's North, working with the Community group, Green Park Pembroke to develop the play park. I feel strongly that not enough is done for the children and young people of this town. I have therefore chosen this as my Mayor's charity and, although last year I was unable to take office because of Covid, I have been working with the group to raise the necessary funding. The Playpark and the William Marshal statue are 2 projects I hope to see completed during this year.

To conclude, as the 642nd Mayor of Pembroke, I promise you that I will be proactive throughout my year of office, organising events and raising money for community projects: this is what I will to do with the prominence that the role of Mayor will give me.

A vote of thanks will be moved to the retiring Mayor Councillor Gareth Jones, proposed by Councillor Keith Nicholas.

Councillor Nicholas then gave a vote of thanks to the outgoing Mayor, Councillor Gareth Jones.

2. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Councillor Cooke

3. ELECTION OF DEPUTY MAYOR (Agenda item 3)

The Mayor Councillor Linda Asman informed the meeting;

As per the resolution made on the 13th February 2020, Minute 180, where Councillor Nutting was voted to be Deputy Mayor of Pembroke, proposed by Councillor Phillips and Seconded by Councillor Brinn... Congratulations Councillor Nutting for becoming the Deputy Mayor of Pembroke for 2021/22. Councillor Nutting went on to say

I see my job as Deputy Mayor of Pembroke as a great honour for myself and my family.

My main role this year will be to support Linda and make sure she has a highly successful year as mayor

I fully agree with her that we must improve the town so it is better place for the people who call it home. We are guardians of a significant historical town of which we are all proud. Our role is to protect as well as add to its beauty and what it offers.

Employment opportunities within the town for our young people etc will be one of the priority areas I hope to promote. We have an exciting period ahead coming out of the COVID restrictions and the progress of the South Quay Development and Henry VII Centre. These are significant times and will set the towns future development for years to come. Primarily as a place for our residents but also for our visitors to admire, enjoy and spend their money.

4. TO RECEIVE AND RECORD THE APPOINTMENT OF THE MAYOR'S CHAPLAIN (Agenda item 4)

This was deferred until the next meeting.

Guest speaker Councillor Paul Miller and Mrs Rachel Moxey of Pembrokeshire County Council was welcomed to the meeting who then gave an update on the South Quay Development.

Councillor Miller informed Council that a bid was going to be submitted alongside Carmarthenshire County Council to the Welsh Government for funding for the next phase of the project. Pembroke Town Council enquired with Councillor Miller about the plans for Phase 2 in Northgate Street and suggested that Town Council be consulted before the plans were drawn up. Following a lengthy discussion it was resolved that Pembrokeshire County Council would look into the Regeneration Plan for Pembroke which now required updating and also to give an update on further empty buildings in Pembroke.

5. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None present

6. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 15th APRIL 2021

The minutes of 15th April 2021 were accepted as an accurate record.

7. MATTERS ARISING FROM THE MINUTES

a) To discuss the meeting regarding the Regeneration Framework for Pembroke (Minute 374)

The Clerk informed Council that she had a meeting with Mrs Rachel Moxey, Mr Steve Jardine, Councillors Asman and Evans regarding regeneration plans for Pembroke

b) Town Council Meetings - 20th May 2021

The Clerk informed Council, that due to covid restrictions and the AGM taking place by Zoom, the meeting which was going to be deferred to the 20th May would now be cancelled, due to it taking place tonight.

The above was noted by Council

8. PLANNING APPLICATIONS RECEIVED

20/1121/PA

Proposal : Proposed single storey family room

Site Address: 30 South Terrace, Pembroke

Council would support the application

20/1139/PA

Proposal: 2 Storey Rear Extension, Plus New Entrance Porch

Site Address: 23 Coldwell Terrace, Pembroke

Council would support the application

21/0046/PA

Proposal: Replacement rear conservatory with bespoke kitchen extension / dining area

Site Address: Merafield, Holyland Road, Pembroke

Council would support the application

20/1204/PA

Proposal: Retain Windows at First and Second Floor Level

Site Address: Upper Floor Apartments, 6-10 Main Street, Pembroke

Council would support the application

DISCHARGE OF CONDITION CONSULTATION

This is a consultation in relation to a discharge of condition. We should be pleased to have your observations within the next 21 days.

21/0112/DC

Proposal: Discharge of conditions 5 (Underground tank) & 6 (gas monitoring) of planning permission 20/0239/PA (Demolition of existing vacant business units (workshop & offices) & erection of 5 residential units (partly in retrospect)

Site Address: Cambrian View, Lower Lamphay Road, Pembroke, SA71 4AE

9. PLANNING APPLICATIONS DETERMINED

20/1035/PA

Proposal: Proposed 2 Storey Garage

Site Address: 22 Freemans Walk, Pembroke

Decision: Conditionally Approved

20/0580/PA

Proposal: Change of Use from D2 (Virtual reality training) to D1 (Veterinary Practice) and A1 (Pet Shop with associated coffee shop)

Site Address: Paul Sartori Shop, Main Street, Pembroke SA71 4DB

Decision: Conditionally Approved

20/1113/PA

Proposal: Variation of condition 1 (approved plans) of planning permission ref 20/0768/PA (Variation of condition 2 (approved plans) of planning permission 18/0555/PA (Redevelopment of the existing petrol filling station) to allow changes to the site layout and installation of an ATM

Site Address: Bush Hill Service Station, Bush Hill, Pembroke, SA71 4QU

Decision: Conditionally Approved

20/1041/AD

Proposal: Advertisements

Site Address: Bush Hill Service Station, Bush Hill, Pembroke

Decision: Conditionally Approved

20/0882/PA

Proposal: Change of use from former amusement arcade (Sui Generis) to board game cafe (A3), former hairdressers (A1) to waffle & crepe takeaway (A3) and insertion of new access doorway to first & second floor residential apartment

Site Address: Waterloo House, 34 Main Street, Pembroke

Decision: Conditionally Approved

20/0869/PA

Proposal: Variation of Condition 3 (Agricultural Occupancy Condition) of planning permission D3/229/93

Site Address: Touchwood, Lower Lamphey Road, Pembroke SA71 5NJ

Decision: Conditionally Approved

20/0822/PA

Proposal: Erection of a dwelling

Site Address: Rose Valley, Lower Lamphey Road, Pembroke

This is to inform you that the application for the above proposal has been withdrawn and our records updated accordingly.

The above was noted by Council

10. LICENSING

None Received

11. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

	Payee	Description	TOTAL
1	Zurich	Insurance	£5,684.49
2	The Green Park	Donation from Valero	£3,000.00
3	Infinity	Photocopies	£23.33
4	Halsted DIY	Gloves	£7.20
5	Wages	Week ending 12.4.21	£608.02
6	Citron Hygiene	Sanitary Disposal Unit	£109.39
7	Screwfix (Suzie)	Sander	£35.17
8	British Gas	Period 2.3.21 to 1.4.21	£208.96
9	DHL Express	Customs Charge for nitrate & phosphate testing kit for Mill Pond	£361.65
10	B Shilke	Window Cleaning	£20.00
11	Tesco (Suzie)	Flowers for HRH Prince Philip	£16.00
12	Scribe	Annual Subscription	£624.00
13	Jewson	Gorilla wood glue	£10.64
296	Autodromo Ltd	Restoration, cleaning & waxing Henry Tudor statue	£714.00
14	Wages	Week ending 19.4.21	£608.02
15	Avast (Suzie)	AVAST Software	£74.99
16	Amazon (Suzie)	3 High Viz Parka Jackets	£69.94
17	Amazon (Suzie)	2 Safety Work Gloves	£13.90
18	Amazon (Suzie)	2 Night Cat Fishing Chest Waders with Boots	£83.23
19	Amazon (Suzie)	2 Night Cat Fishing Chest Waders with Boots	£76.48
20	Amazon (Suzie)	Razor-sharp Little Giant Grass Scythette	£23.35
21	Amazon (Suzie)	Spear & Jackson Scythette	£28.70
22	Amazon (Suzie)	2 Dunlop Pricemastor Boots Size 8	£27.52
23	Amazon (Suzie)	Lopper Shear & Secateurs Set	£22.38
24	Jewson	Masonry Paint	£32.44
25	Jewson	Masonry Paint & Plug & Chain	£49.38
26	Amazon (Suzie)	Decking Oil 5L (Benches)	£36.37
27	Farm Foods (Rose)	Milk	£5.50
28	Amazon (Suzie)	2 Waterproof Fishing Chest Waders Size 8	£61.97
29	Amazon (Suzie)	3 Hi Viz Parka	£86.97
30	Amazon (Suzie)	Four Socket Cable Reel Extension Lead	£49.99
31	Amazon (Suzie)	Lawn Edging Iron 36"	£10.70
32	Amazon (Suzie)	2 Wellington Boots Size 5.5	£22.96
33	British Gas	Electricity 10.3.21 to 9.4.21	£85.75
34	Pembrokeshire C Council	Business Rates	£1,417.30
35	Jewson	Discs for Sander	£4.94
36	Zoom	Video Communication	£14.39

37	Amazon (Suzie)	Net & Telescopic Pole	£51.99
38	Amazon (Suzie)	4 Ladies Spades	£43.80
39	Wages	Month April	£2,656.93
40	Wages	Week ending 26.4.21	£608.82
41	Wages	Week ending 3.5.21	£604.12
42	Pension	For April 2021	£1,503.21
43	HMRC	Tax/NI April 2021	£833.90
44	Total Tech	Line Rental Monthly	£66.00
45	Pembroke Packaging	A4 White Paper & 3 Mop Heads	£28.04
46	Pitney Bowes	Franking Machine	£354.00
47	A Jones	Work completed on Town Hall Roof	£1,500.00

Those marked in red (Amazon Payments) have been taken from The Mill Pond Grant Fund.

The accounts were agreed unanimously.

12. CORRESPONDENCE RECEIVED

The following email has been received from Mary Watson of GRWP Pembrokeshire Plots

Please forgive the unsolicited email. I'm hoping you can help me.

I work with Grwp resilience network covering Pembrokeshire. We are an affiliated network of community benefit organizations, businesses and groups. We have a number of community benefit programmes in our remit and are looking to work with communities in your area, and would like to collaborate with you.

One of our projects, Pembrokeshire Plots, covers allotments, community gardens and supporting physical and mental well being with green prescribing in these areas.

A key aspect the project is to address the unmet need for land for growing. We have reported and demonstrated this need to Pembrokeshire Council and despite an obligation to meet this requirement it remains largely unmet.

They have however awarded us a grant to facilitate the location of potential land in towns and areas throughout Pembrokeshire. We've consulted with Haverfordwest town council and are reaching out to other councillors across Pembrokeshire for a collaborated and joined up effort.

To this end I would like to work with you and members of the town council to understand what work has been done in the direction of land research and engagement with land owners previously, and to see any data that exists in this area if available.

We will be publicising our project goals with a direct call to action to land owners, this would include but not be limited to your area.

We would like all our efforts to be collaborative with advice and input from the town council and other relevant organisations to ensure we're being useful rather than intrusive.

Finally, I'm sure you have a wealth of local knowledge and ideas for pieces of land that, in your opinion are ripe for improvement and use in your area, so personal suggestions are also very welcome.

I look forward to hearing from you,

Mary Watson

The following correspondence has been received from Angela Burns

Dear Mrs Thomas

You will be aware that I am not standing for re-election as the Member of the Senedd for Carmarthen West and South Pembrokeshire on 6th May 2021 and I wanted to extend my warmest wishes to you as Pembroke Town Council and through you to the wider community you represent.

It has been a great privilege to have represented Carmarthen West and South Pembrokeshire for the past 14 years. Whilst at times the Cardiff end of the business has been frustratingly tedious or just plain frustrating, I have loved meeting with constituents and have enjoyed the opportunities to become involved in all sorts of issues.

I leave with a raft of memories; a great understanding of the challenges some people face; an admiration for many individuals whom I can only describe as inspirational and an even deeper and more abiding love for this corner of West Wales.

I also want to say that I would not have been able to represent the constituency without the support of my fabulous team, and we wish you and the community you represent all the very best for the future.

The above was noted by Council.

13. MAYORAL APPOINTMENTS

17.4.21	HRH Prince Philip laying of wreath	Cenotaph, Pembroke	3.00pm
25.4.21	Landing Craft Memorial, laying of wreath	Freshwater West	11.00am

14. AGENDA ITEMS

15. CLEANING OF STATUE (COUNCILLOR EVANS)

Councillor Evans put forward to Council the following:

Three basic questions to consider :

1. Do we want to clean our statue?
2. If yes, do we need to get it cleaned professionally?
3. How much are we willing to pay for the cleaning?

The statue of Henry VII must be considered as asset to the town. Many residents and visitors to the town use the area around the statue as a viewing platform for the castle and photograph the statue. Visitors are purchasing refreshments in the town and then using the statue area as a picnic area. Many photographs of the statue are taken and appear on Facebook enhancing the reputation of the town.

The statue has been in situ for nearly four years and as far as I am aware that is the first time it has had a thorough clean and now looks in pristine condition.

Being a Town asset there is an argument that the statue should be cleaned on a regular basis and that it should be cleaned professionally by a Company with a proven track record in cleaning bronze structures.

There are counter arguments that the cleaning of a bronze statue can be accomplished by using mild soapy water and a cloth and then polished with a dry clean cloth. That would certainly cut the cost down as the invoice for the professional clean did raise a few eyebrows.

A suggestion was put forward that we purchase our own scaffolding and use that for future cleaning activities. Anyone working from heights must be adequately trained and covered with the necessary insurance, so in-house cleaning could be carried out but contains an element of risk.

I come back to the three questions.

1. Do we want to clean the statue? I believe that there would be general agreement that the statue should be cleaned on a regular basis.
2. Do we need to have the statue cleaned professionally? Council to decide.
3. How much are we willing to pay? This for Council to decide but we need to take into account that we are spending public money.

Following a lengthy discussion, it was resolved to get various quotations back to Council before anything is put into place.

16. TRAFFIC LIGHTS OUTSIDE GOLDEN GROVE SCHOOL (COUNCILLOR NICHOLAS)

Councillor Nicholas informed Council that he had concerns that the traffic lights outside Grove school were not working correctly.

There is a massive traffic congestion through Main Street morning and night (School Opening and Closing times).

This could be that they are not set up correctly and are not letting enough traffic through before changing to red to allow people to cross.

The traffic congestion does need to be dealt with as a matter of urgency.

The Clerk informed Council that she had sent a message to Pembrokeshire County Council and read the following reply from Mr Anthony Price

We are aware of the issue with the temporary Toucan arrangement, and we have instructed the contractor to amend the crossing timings, which they have done once already, **I have copied the contractor to provide a further instruction to reassess the concern and timings.**

With regard to the permanent infrastructure, this is ordered (and has been since before Christmas), the lead time is extremely long, with current install mid to late May, and hence we retained the temporary arrangement to ensure the facility was as safe as possible during the interim time.

We will continue to chase suppliers for the permanent apparatus again and stress the urgency.

We are working to get this issue sorted. I am on annual leave now until the 10th May, and will contact you to discuss further on my return

The Clerk informed Council that she would chase up a start date with Pembrokeshire County Council and let Council know.

17. FUNDING AGREEMENT BETWEEN PEMBROKESHIRE COUNTY COUNCIL AND PEMBROKE TOWN COUNCIL PLAY PARK (TOWN CLERK)

The Clerk provided the Funding Agreement to Council between Pembrokeshire County Council and Pembroke Town Council from the Pembroke Enhancement Fund, which had been applied for on behalf of the Green Play Park. Following a discussion and confirmation that a consultation of the equipment will be done with residents and council, Council approved to sign the agreement, proposed by Councillor Mortenson and seconded by Councillor Blackburn, with all in favour.

18. TO REVIEW AND APPROVE THE INTERNAL AUDIT FOR YEAR 2020/21 (TOWN CLERK)

The Clerk provided Council with the report from Mr B Scourfield who had completed the Internal Audit for year ending 2020/21. Following a discussion it was resolved to approve the Internal Audit report.

Mayor

