

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 17th MAY 2018**

Present:

Councillors:

L Brown (Mayor),	C Collins	A Cooke
R Blackburn	J Harvey	J Nutting
Miss MA Phillips	K Nicholas	D Evans
Mrs L Asman	C Doyle	

In attendance: Mrs Suzie Thomas (Town Clerk)
Mrs Mandy John (Assistant Town Clerk)
Rev Peter Jones

7. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

D Boswell, A Carey, A A Brinn, G Jones. No declarations of interest given.

8. QUESTIONS & ANSWER SESSION WITH MEMBERS OF THE PUBLIC (MAX 10 MINS)

A member of the Street Pastors was present, and suggested to Council that a strategy be set up on the procedure to follow if homeless people need help around Pembroke. The goodwill of people can sometimes hinder the person if the correct procedure is not followed for help. Following a discussion it was agreed that they work with the Clerk to set up a procedure and to advertise it appropriately .

9. TO SIGN AND CONFIRM THE MINUTES OF MEETING ON 12th APRIL 2018 AND THE ANNUAL GENERAL MEETING ON 12TH MAY 2018

The minutes of the meeting held on Thursday 12th April 2018 and Saturday 12th May 2018 were accepted as an accurate record.

10. MATTERS ARISING FROM THE MINUTES

A) TEMPORARY CLEANER (MIN 305)

The Clerk informed Council, that following interviews, a temporary cleaner had been appointed and she would start on the 9th July 2018.

11. PLANNING APPLICATIONS RECEIVED

17/1303/PA

Conversion of 2 no dwellings into 1 no dwelling, extension to dwelling and landscaping works.

Watersedge, 5 Herons Reach, Woodbine Close, Pembroke

Following a discussion it was resolved to **support** the application, subject to appropriate condition being attached to any grant of permission to safeguard any other habitat present or adjoining the site, both now and in the future.

12. PLANNING APPLICATIONS DETERMINED

45 Freemans Walk, Pembroke, SA71 4AS
Decision: Outline Planning Granted

17/1197/PA
Windrush, 9 Upper Lamphey Road, Pembroke
Decision: Granted

17/1110/PA
12 Tenby Court, Monkton, Pembroke
Decision: Granted

17/1141/TF
Riverside Woodbine Terrace, Pembroke
Decision: Refused

17/0986/PA
Conversion of outbuildings to create four units of accommodation (one residential dwelling and three holiday letting units)
Alleston Farm, Lower Lamphey Road, Pembroke
Decision: Refused

The above was noted by council.

13. ACCOUNTS FOR PAYMENT

Set out below is the list of bills for payment and confirmation:

1. CANNON HYGIENE	BINS IN TOILETS	£52.42
2. HMRC	NI & TAX	£730.71
3. JEWSON	DIY ITEMS	£11.70
4. HALSTED	DIY ITEMS	£16.08
5. SIGMA	GOODS FOR MUSEUM	£1436.40
6. PCC	TOILET RECHARGES	£50.17
7. DEPOSIT	MILFORD HAVEN TOWN BAND	£50.00
8. DEPOSIT	MASCOTS FOR RIVER RALLY	£50.00

The above schedule of payments were approved.

14. LICENSING
None

15. CORRESPONDENCE RECEIVED

16. PEMBROKE STREET PASTORS

Dear members of Pembroke Town Council

My apologies for not writing sooner but have been away on holiday. I wish to say a very sincere thanks for your kind and generous donation of £175.00. This will be put towards buying flip-flops which we distribute to the young people who have discarded their shoes and are in danger of cutting their feet with broken glass. We really appreciate the support and back we receive from you.

The above was noted by Council.

17. PEMBROKE CIVIC TRUST

The members of Pembroke Civic Trust are concerned about the deteriorating state of the commemorative carved seat which is situated outside Pembroke Castle.

We were led to believe that the Town Council would take over responsibility for the care and upkeep of the seat. As you can see from the photo it is in need of repair and maintenance.

We hope something can be done soon.

The Clerk informed Council that she had asked 3 people/companies to look at this bench last year, but unfortunately due to the deterioration of the bench, nobody would take the project on. Councillor Collins suggested to contact another local company to see if anything could be done. Councillor Phillips suggested to Council that if the Bench could not be repaired it would be appropriate to purchase a new bench in memory of WW1, and gave council details of a specialist Bench which was designed with soldiers and poppies and a plaque installed. It was resolved that if the bench could not be restored to purchase the WW1 Bench to replace, which would be fitting for the 100th year anniversary.

18. COMMEMORATIVE PLAQUE, TOWN HALL

The following correspondence has been received from Mrs G Wallace

We were in touch a while ago about the restoration of the plaque commemorating the gift of the cannons outside Pembroke Town Hall from my grandparents, Mr & Mrs Drewett. My mother was recently back in Pembroke and was delighted to see that this has now been replaced. Thank you very much for following up and actioning this, it means a lot to my family.

The above was noted by Council

19. MAYORAL APPOINTMENTS

No appointments for April

The above was noted by Council

20. AGENDA ITEMS

21. UPDATE FROM LINK OFFICER (MR MARTIN WHITE)

Mr White informed the meeting that this would be his last meeting as Link Officer with Pembroke Town Council, as he was retiring from Pembrokeshire County Council at the end of the month. Mr White gave Council an update of the various funding which had been applied for, with Pembroke and Haverfordwest being the two towns allocated to receive some of this funding if successful. Council thanked Mr White for his time as link officer, which had been a great success and wished him a very happy retirement.

22. NEW DATA PROTECTION REGULATIONS GDPR (MIN 304 - TOWN CLERK)

The Clerk informed Council that she had had a meeting with a member of PCC along with Councillor Nicholas and Evans, to talk about the new GDPR Regulations. She had received a quotation for the following:

The service will be priced at £295 per annum (3 year contract), this covers:

- Initial Process Mapping
- Compliance Check and Report (2 checks within the 3 year period, approx. every 18 months)
- Support with templates, policies and training
- Annual allocation of time for advices

The Clerk requested from Council that we accept the above quotation. It was resolved that we agree to the 3 year contract with PCC at a price of £295.00 per annum.

23. TENDERS CHRISTMAS LIGHTS ERECTION (TOWN CLERK)

The Clerk read out the only one tender which had been received for the contract of the erection of the Christmas lights. It was resolved to accept the quotation for the next 3 years, from B Jones Electrical.

24. TO DISCUSS & APPROVE THE FEASIBILITY STUDY FINDINGS OF THE HENRY TUDOR CENTRE AND UPDATE ON REGENERATION MEETING (COUNCILLOR EVANS)

Councillor Evans supplied Council with notes from the last Regeneration meeting, see below.

1. The Pembroke Masterplan was discussed and the Committee voiced mixed opinions. Some felt that it was a good plan and that it would “kick start” the regeneration of the town while others felt that the plan had not gone far enough.
2. Martin White gave a breakdown of all the funding / grant schemes that PCC were looking to access which included grants from the WAG, Europe, Swansea Bay project and from PCC itself.
3. Sinead gave a breakdown on the second home tax, how much was available and the criteria for accessing the funds. There are 115 second homes in the community resulting in a total fund available of £19,562. The main criteria would be for applicants to show evidence that their chosen project would address the impact of second home ownership, for example – increase the economy, safe guard the environment and be self- sustaining.

4. Steven Jardine gave a shortened version of his presentation relating to the Henry VII feasibility study. The presentation was given to ensure that all members of the Regen Committee were up to speed with the findings of the consultation. There are three main outcomes
 - (a) Branding – name change to the “Henry Tudor Heritage Centre”.
 - (b) The Centre would be able to cover its costs
 - (c) The proposed location would be in the Castle Terrace / South Quay area.

SJ suggested that Council should endorse the viability and location of the centre.

5. The main agenda item for the next meeting will be the future direction that the Committee might take in relation to the Masterplan document.
6. Date of next meeting – Thursday 24th May 2018 in the Town Hall at 18.30hrs.

Councillor Evans, then went on to propose, seconded by Councillor Nicholas that they accept the viability and location of the Henry VII Visitor Centre, as outlined from the Feasibility Study. Following a vote, with all in favour it was **resolved** to accept the viability and location of the centre.

25. TO DISCUSS LATEST DEVELOPMENTS AT WITHYBUSH HOSPITAL (COUNCILLOR EVANS/COUNCILLOR HARVEY)

Councillor Evans presented to Council

1. The Health Board has put forward three proposals, but all three indicate that Withybush Hospital will be down- graded to a Community Hospital status.
2. The HB has stated that “no change was not an option” and that the current service situation was unsustainable.
3. “ONCE IN A LIFETIME CHANGE TO GET THIS RIGHT
4. The consultation period is 12 weeks, using a variety of methods to get involved.
5. Social Media is very loud and very active and the local papers have featured details of the proposed changes
6. With the down grade featured in all of the three options, has the final outcome already been decided and therefore the HB consultation is a non-starter.
7. The main area of protest is the decision to take away the Accident and Emergency facility at Withybush.
8. Apart from getting involved on an individual basis I firmly believe that we as a Council must add our weight to the protests and I would encourage all other Town and Community Councils to follow suit.
9. I propose that we write a letter showing our total disapproval to the proposed changes to Withybush to the Health Minister in Cardiff Bay, CEO HB Bernadine Rees, Angela Burns AM and our two MPs Simon Hart & Stephen Crabb.

Councillor Harvey presented to Council

Hywel Dda Health Board Proposals for Withybush Hospital

Proposal A

A new urgent care and planned care hospital between Narberth and St Clears
Community Hospitals at Glangwili, Prince Phillip Hospital in Llanelli and Withybush
A general hospital in Aberystwyth on the Bronglas Hospital site

Proposal B

A new urgent care and planned care hospital between Narberth and St. Clears
Community Hospitals at Glangwili and Withybush
General hospital at Prince Phillip Hospital in Llanelli and Aberystwyth on the
Bronglas Hospital site

Proposal C

A new urgent care and planned care hospital between Narberth and St. Clears
A planned care hospital at Glangwili
A community hospital at Withybush
General hospital at Prince Phillip Hospital in Llanelli and Aberystwyth on the
Bronglas Hospital site.

The people of Pembrokeshire need an option that does not involve us losing our A&E Department at Withybush. This is our last chance to save our A&E Department. Our hospital care is already fragmented and spread over a massive area. We have no Special Care Baby Unit, no consultant led pediatrics and maternity services along with a plethora of other services. In some cases we are expected to travel over 100 miles for treatment.

Putting it simply, losing our A&E Department will result in the loss of life!

Councillor Harvey proposed to Council to oppose all 3 of the above options and write in the strongest terms to the Health Board stating that an alternative option that keeps an A&E Department at Withybush is the only option for Pembrokeshire.

I would also ask that, if the above recommendation is supported by Council, we also write to all Town and Community Councils in Pembrokeshire asking them to support our stance and write in similar terms to the Health Board.

Following a lengthy discussion and information from Councillor Doyle that he had written to Angela Burns and Simon Hart, to which he read out their replies, it was resolved that Council write to the Health Minister, CEO of the Health Board, Am & MP and Town & Community Councils that and A & E department at Withybush must be kept open.

- 26. TO REVIEW AND APPROVE THE INTERNAL AUDIT (TOWN CLERK)**
The Clerk read out a copy of the internal audit received for this years audit for 2017/18. Due to the lack of time given to present Council with a hard copy it was resolved that an electronic copy be sent to all councillors on Friday. Subject to recommendations given it was resolved by Council to accept the internal audit for 2017/18.
- 27. TO REVIEW TOWN HALL LETTINGS POLICY (TOWN HALL)**
The Clerk requested to Council that the fees for the Letting of the Town Hall, remain the same and are not increased for this financial year. Following a discussion it was resolved not to increase the fees for this financial year.
- 28. TO REVIEW & APPROVE THE ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2018 (TOWN CLERK)**
The Clerk presented Council the annual return for the year ending 31st March 2018. Following a discussion and review it was proposed by Councillor Blackburn and seconded by Councillor Cooke to approve the annual return for the year ending 31st March 2018.
- 29. TO DISCUSS A PROPOSAL FOR STAFF AT PEMBROKE TOWN HALL (TOWN CLERK) P & C**

The above was taken in P & C

Mayor