

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 18th JANUARY 2018**

Present:

Councillors:

L Brown (Deputy),	D Evans	A Cooke
R Blackburn	J Harvey	J Nutting
Miss MA Phillips	K Nicholas	G Jones
Mrs L Asman	A Brinn	

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

Mr Mark Elliot (Link Officer, Pembrokeshire County Council)

The Mayor opened the meeting and informed Council that the Clerk had 3 items which Council needed to be aware of, which were not on the Agenda.

1. The Clerk informed Council that she had made an error, which had resulted in a fine from the Pensions Regulator, for not making a declaration by a certain date. The Clerk informed Council that this fine had been sent on the 29th December whilst the office was shut for the Christmas Period and she had not received it until 3rd January. (The fine was implemented at £500 per day) She informed Council that the fine was for not making the declaration and not for doing anything wrong with the pensions, which we had been offering to staff for the last 5 years. The Clerk took full responsibility for this fine, and apologized for this costly mistake. Following a discussion by Council, it was agreed to send a letter to the AM regarding these fines from the Pension Regulator, which were discussed also at the FSB which were putting small business's out of business.

2. The Clerk informed Council that a member of staff would be looking to take 12 months off for Maternity, so a meeting of the Personnel committee would have to be arranged to advertise the post on a temporary contract to fill this position.

3. The Clerk read out a press release, from Argyle Street Medical centre from Judith Scourfield regarding the application submitted to Hywel Dda Local Health Board to close the branch Surgery at Clements, Neyland.

217. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

D Boswell (Mayor), C Doyle, A Carey, C Collins . Cllr Adrian Cooke declared an interest in an Item of Planning (Min 221, Item 5)

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

No public were present.

219. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 7th December 2017

One amendment from Councillor Harvey. The minutes of the meeting held on Thursday 7th December 2017 were accepted as an accurate record.

220. MATTERS ARISING FROM THE MINUTES

A) WEED GROWTH, BUSH HILL, PERSIMMON HOMES (MIN 187)

The clerk read out a response from Mr Luke Davies, Land & Planning Manager of Persimmon Homes

Hi Suzie,

Site are preparing to get a contractor in to undertake the works within the coming weeks. Apologise to committee but with the Christmas and New Year rush it hasn't been able to be programmed in.

Mention to them we still have a worry about spraying the ivy due to chemical run off onto the road etc so believe we will be hand stripping it with a light spray to ensure no re-growth.

B) BOAT HOUSE, SOUTH QUAY (MIN

The Clerk read out a list of questions she had raised concerning the Lease of the Boat House she had received from Pembrokeshire County Council. Following a discussion it was resolved that once changes had been made on the lease, the clerk to bring it back to council for approval.

C) YOUTH REPRESENTATIVE (MIN 211)

The Clerk had distributed two draft copies of advertisements she had prepared in the process of recruiting two representatives to Pembroke Town Council. Following a discussion by Council it was proposed to arrange a meeting to discuss this further, looking to commence at the beginning of May after the AGM.

221. PLANNING APPLICATIONS RECEIVED

17/0958/PA	
	1 Merchants Park
	Pembroke
Single Storey Extension	

Council agreed to support the application

17/0966/PA	
	Upper Longstone
	Watery Lane, Pembroke
2 Storey extension to rear of existing property	

Council agreed to support the application

	St Michaels Church Hall
	Station Road
	Pembroke

17/0919/PA	
Change of use to dwelling house from vacant church hall and associated alterations	

Council would support this application subject to receipt of amended plans showing the removal of PV Panels, Velux's and Flue from the roof on the Western Elevation.

17/0893/PA	
	Silverdale, 17 Buttermilk Close
	Pembroke
Variation of conditions 2 & 3 (deadline for submission of reserved matters and commencement of development) of permission 14/0965/PA (one dwelling)	

Council agreed to support the application

17/0927/PA	
	21 Merchants Park
	Pembroke
Disabled Extension	

Council agreed to support the application

222. PLANNING APPLICATIONS DETERMINED

17/0782/PA

Water Lane House, Lower Lamphey Road, Pembroke
Alterations and extensions to dwelling

Decision: Approved

The Planning Inspectorate Appeal Decision
Appeal Ref APP/N6845/E/17/3181965

Decision: The appeal is dismissed

17/0356/PA

89 Main Street, Pembroke

Part Demolition, restoration and reinstatement of building to form a dwelling

Decision: Refused

The above was noted by council.

223. ACCOUNTS FOR PAYMENT

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

137.	HALSTED	DIY ITEMS	£14.15
138.	PCC	ROAD CLOSURE	£471.36
139.	MONDDI	CHRISTMAS CARDS	£196.80
140.	PCC	BLACKHORSE TOILETS	£910.28
141.	RNLI	CHRISTMAS PARTY TICKETS (Mayors Allowance)	£24.00
142.	KAYLEE WHITE	CLEANING PRODUCTS	£19.77
143.	HMRC	PAYE	£985.04
144.	TENBY OBSERVER	ADVERTISING	£48.00
145.	AUTODROMO	GOODS FOR MUSEUM (repaid by Museum)	£906.00
146.	NEIL THOMAS	CHRISTMAS ENTERTAINMENT	£150.00
147.	SUZIE THOMAS	ENGRAVING FOR XMAS COMP	£10.00

The above schedule of payments were approved.

224. LICENSING

None

225. CORRESPONDENCE RECEIVED

The following correspondence has been received from Vanessa Walker (P.A.L.C)

We write to inform you that PALC has been approached by OVW with the view to amalgamating for the benefit of Town & Community Councils throughout Pembrokeshire.

Of late, Executive members of both organizations have been working closely together in the drafting of the new Local Government Charter setting out the working relationship between our respective councils and Pembrokeshire County Council.

We have found this partnership to have been of great advantage to both organizations in that we have been so much more effective in putting the Communities case forward during this successful collaborations.

It is the view of the Executive members involved, therefore, that by operating as one united organisation we can represent all the communities of Pembrokeshire much more effectively and by PALC being joined with OVW we will be able to take advantage of its well developed administration, together with the support it receives from Welsh Government.

It is increasing evident that PALC Councils will have a stronger representation within Pembrokeshire and that the expertise within it will be used more effectively with the new amalgamated organisations to be called, "One Voice Wales Pembrokeshire Association of Councils" which as stated, will undoubtedly operate to the benefit of all communities within the County.

As a gesture of goodwill the executive of Once Voice Wales has offered to subsidize the membership subscription for all existing PALC members Council for the coming year which will be reduced further from the proceeds of the current bank balance with PALCS closing bank account.

The executive thus recommends that all constituent communities with PALC agree to the proposed amalgamation either in writing or at a full meeting of PALC to be held as soon as possible.

The above was noted by Council, and would be discussed further as an Agenda Item.

226. WRITTEN STATEMENT BY THE WELSH GOVERNMENT

**The below was forwarded for your information by Angela Burns AM
Delivering a tax cut for small businesses: a permanent small business rates relief scheme for Wales - by Mark Drakeford AM (Cabinet Secretary for Finance) dated 13 December 2017**

The Welsh Government has previously set out our intention to introduce a permanent small business rates relief scheme from 1 April 2018. This will provide certainty and get security for small businesses in Wales, delivering a tax cut to help them drive long-term economic growth. Today, I am pleased to announce the details of the permanent scheme.

In 2017-18, we are providing small businesses with more than £110 million of support in paying their rates bills. Our permanent scheme, which will be in place from 1 April 2018, will maintain this investment from the Welsh Government. In line with our tax principles, the new scheme will target the support more effectively towards the businesses that will benefit most, supporting jobs and growth and delivering wider benefits for our local communities.

There has been extensive engagement with stakeholders to inform the design of the permanent scheme and taken account of the new from ratepayers, business representatives, other taxpayers and local authorities, I am grateful to all those who provided their valuable and constructive input into this exercise.

In order to enable us to target relief more effectively, the new scheme will limit the number of properties eligible for small business rates relief to two properties per business in each local authority. This releases approximately £7m which will be reinvested in other areas of relief.

These funds will be used to provide support in the following areas

- Additional support for the childcare sector, increasing the upper threshold for rates relief for childcare providers from £12,000 to £20,300. This benefits over 100 childcare providers across Wales.
- Provide £5 million support to continue the High Street Rates Relief scheme into 2018-19

- Providing an additional £1.3m funding to local authorities, for them to use their discretionary powers to provide targeted relief to support local businesses which would benefit most from additional assistance
- Targeted support for small hydropower projects.

While the new relief scheme will be introduced on a permanent basis from 2018, I will continue to develop the scheme to ensure it best meets the needs of Wales.

The areas for further exploration will include:

- Targeting support for certain sectors or types of business which support the delivery of the Welsh Government's policy aims, for example, social care and the priorities identified in the Economic Action Plan
- Targeting support for the childcare sector, including consideration of the Barclay Review of Business Rates undertaken in Scotland earlier this year. This work will assist with the implementation of the childcare, play and early years workforce plan by supporting childcare providers to operate more sustainable, and align to the aspirations of the Economic Action Plan
- Potential to time-limit the general period of relief, in order to redirect resources to provide greater help to businesses in the early period of establishment and growth.
- Assessing the feasibility of linking eligibility for relief with the payment of the living wage
- Work to address non-domestic rates fraud and avoidance
- The consideration of possible exceptions from relief where businesses do not align with Welsh government policy objectives.

My intention is to take a progressive, fair and transparent approach towards local taxation in Wales which continues to provide vital funding for local services. Delivering a permanent relief scheme for small businesses is a key step in delivering this.

The above was noted by Council, and proposed to publicise on the Councils website.

227. EXTREME SPORTS WALES

The following correspondence has been received from Mr Steve Vince, of Extreme Sports Wales

You may recall some time ago I contacted the council with regard to a project I wished to develop involving a cycle race to run from Caernarfon to Pembroke. I later attended a council meeting to explain in more detail what I had planned.

Due to the number of authorities and associated agencies involved and to be frank, negativity in some areas, the window in which it could be achieved time wise was missed and I moved on to other existing projects.

Not being one to quit easily and still believing in the project I have returned to it and am looking to run the first event next year and pencilled in later part of

September as the date to run it. To achieve this goal will take a good deal of intense work over the next couple of months in order to start promoting it in time to potential participants of which potentially there are hundreds if not thousands.

There have been a few tweaks from when I last contacted you. You will note the new business name as per this letter head, which will be the form in which all the proposed projects will be promoted in future.

This letter is just to update you after the long period and keep you in the loop which I will do going forward.

The above was noted by Council

228. THE LICENSING ACT 2003: PEMBROKE TOWN HALL

The following correspondence has been received from Mr Ian Jones, Licensing Compliance team South, Pembrokeshire County Council

I write to confirm my recent visit to the premises in conjunction with the above legislation.

I would like to offer thanks for the co-operation shown.

As a result of the visit, no matters were noted as required attention.

This was a programmed compliance visit, and you should expect to receive similar visits from intervals of between 6-36 months depending on the risk rating currently applied to your premises. You should be aware however that these visits are separate to any re-inspections or visits following complaints.

Should you require any further assistance or advice then please do not hesitate to contact the above named officer.

The above was noted by Council.

229. MAYORAL APPOINTMENTS

No appointments for January

The above was noted by Council

230. AGENDA ITEMS

231. UPDATE FROM LINK OFFICER (MR MARK ELLIOT)

Mr Elliot informed Council of the consultation currently active with Pembrokeshire County Council regarding the proposed Council tax increase.

232. COMMONS PATH (COUNCILLOR NICHOLAS)

Councillor Nicholas informed Council of the condition of the path leading from Orange Gardens through the Commons, which was constantly being flooded, to which he had received numerous complaints. He had

reported this to County Councillor Aaron Carey, who had now raised a ticket with the maintenance team of Pembrokeshire County Council.

233. HOSTING FOR DIGITAL TOWN TRAIL (TOWN CLERK)

The Clerk informed Council that she had received a request from the Pembroke & Monkton History Society in partnership with the Pembroke Museum to enquire with Council as to whether they would be prepared to pay for the Hosting of the Digital Town Trial which was successfully installed last year. The Society and the Museum had received funding for this project, but to now keep the website running with technical support would cost an annual fee of £170.00 plus VAT. Following a discussion it was **resolved** that Pembroke Town Council to pay for the hosting of the website for the Town Trial, and Council also thanked Councillor Asman for the work she had done to complete this project and make it a success.

234. TO REVIEW AND ADOPT STANDING ORDERS (TOWN CLERK)

The Clerk presented Council with a 3rd copy of the amended standing orders. Following a discussion it was resolved to accept and adopt standing orders as at today's date.

235. COAT OF ARMS, TOWN HALL (TOWN CLERK)

The Clerk read out the following email she had received from Mr Martin Owens

I write in reference to our discussion on Friday 15th December 2017.
Firstly I'd like to thank you for being very pleasant and accommodating to my suggestions about the coat of arms.

In 1991/92 I was work experience at Carrow studios in Milton (No longer there) and the Architect, Claire Julian made a suggestion that she would like the town coat of arms made by someone and installed on the new extension she had designed to the rear of the town hall? I said I would make it and she was delighted. She called my design and technology teacher and it was arranged that I do it as a school project and that Pembroke school would present it to the Town Council as a gift!

After six weeks in the making it was presented one evening to Mayor Clive Collins and several other councillors at a formal evening arranged in the Town hall, friends family and school teachers were also in attendance.

The coat of arms was later located in its present position but it has always been a concern of mine that it would suffer sun/UV damage which it now has! myself and family members have spoken to previous Mayors about relocating it, but to no avail? I would be extremely grateful if it could be moved, I am willing to carry out a restoration of the Coat of arms as I know the exact materials/paints used and would appreciate doing it as I am the original artist!

Following a discussion by Council it was resolved to write back to Mr Owens, thanking him for his kind offer to restore the Coat of Arms, and was agreed to re-place the Plaque once restored to above the doors of the Main Hall.

236. ONE VOICE WALES MEMBERSHIP (COUNCILLOR BLACKBURN)

Further to Minute 225 Councillor Blackburn informed Council that she had attended a meeting of PALC where there were also members of One Voice Wales and had negotiated a fee to join One Voice Wales for the first 12 months. Following a discussion by Council it was **resolved** to join One Voice Wales for 12 months at a fee of £573.

237. FUNDING UPDATE (COUNCILLOR ASMAN)

Councillor Asman gave Council an update of funding she had applied for with regard to the proposal of having a Dragon Fountain in the Mill Pond, the Grant for the update/refurbishment of the Town Hall and also the grant she had put in for towards the Centenary Commemorations in November, which will be able to get schools etc involved. Councillor Asman suggested that small working groups to be set up to complete the above projects, with all in favour.

238. PLANNING IN PEMBROKE (COUNCILLOR ASMAN)

Councillor Asman gave Council a Power Point Presentation on the unsympathetic new builds which in her opinion are destroying the Historic Town of Pembroke especially the new development in Rocky Park and the inappropriate planning consent given around the millpond wildlife corridor. These fall within the conservation area which should have been protected and stringent planning guidelines observed. Councillor Harvey commented that planning permission had already been given for these sites and it was up to our County Councillors to put pressure on and push for good schemes and designs. Councillor Nutting proposed that we invite a member of Cadw to come to a meeting for a discussion. Seconded by Councillor Blackburn, the Clerk to invite a member of Cadw to a Council meeting, within the next few months.

239. UPDATE OF LDP MEETING (COUNCILLOR EVANS)

Councillor Evans informed Council of the Local Development Plan meeting he had attended on 13th December 2017, see attached.

Points Covered :

1. "A definition of planning ... Planning manages the development of the use of land for the public interest
2. Influences on the LDP : Housing, industry, heritage, transport, business, leisure, language, countryside, community facilities, National Park Policy.
3. Why a review of the LDP is needed?
 - (a) Statutory requirement after 4 years
 - (b) Is the Plan performing well
 - (c) Identify areas where the Plan is not performing as anticipated
 - (d) Updates to National guidance
4. LDP review Timetable :

(a) Stage 1 – Review Report	November 2017
(b) Stage 2 – Delivery Agreement	November 2017
(c) Stage 3 – Candidate Sites	March – June 2018
(d) Stage 4 – Preferred Strategy	December 2018
(e) Stage 5 – Deposit Plan	October 2019
(f) Stage 6 – Submission	July 2020

- (g) Stage 7 – Examination & Stage 8 Adoption 2021
5. How development sites are identified – promoted by landowners, public and private developers, sites identified by Authority Officers and undeveloped sites in the LDP that may not have planning permission.
 6. Potential criteria to consider :
 - (a) Site size (b) Site location (c) Accessibility (d) Economic viability (e) Flood risk (f) Contamination (g)Landscape and nature impacts
 7. NEXT STEPS – January 5th. 2018 closing date for comments
 - January / February 2018 Draft candidate site assessment
 - March – June 2018 – call for candidate sites
 - Summer 2018 – Second set of CTC workshops

The above was noted by Council.

240. UPDATE ON STREET PASTOR MEETING (COUNCILLOR EVANS)

Councillor Evans gave Council an update of the meeting he had attended with the Pembroke Street Pastors. The Street pastors had asked for a list of events for the forthcoming year, which the Clerk would forward to them, once ratified at the next council meeting. They also gave their thanks for all those who attended and gave their support for the Carol Service in December.

241. OBJECTIVES & ACHIEVABLE AIMS FOR 2018 (COUNCILLOR HARVEY)

Councillor Harvey agreed that due to the length of time this would take it would be better to defer this item to the next Regeneration Committee, which Councillor Evans said would take place as soon as they had received the consultation back from Pembrokeshire County Council.

242. TOWN HALL CAR PARK (COUNCILLOR BROWN)

Councillor Brown informed Council that she had come to the Town Hall on quite a few occasions where she was unable to park in her reserved parking bay. She proposed to Council that a bollard be placed in all reserved bays, so no other cars could park in the allocated space. Councillor Nicholas suggested that reserved bays were not required, only for the employed staff

243. TO DISCUSS THE FUTURE OF PEMBROKE LIBRARY

Following on from the meeting which took place on Tuesday 9th January with Mr. Mike Cavanagh of Pembrokeshire County Council, as this was such a lengthy Agenda Item that a separate meeting to be arranged, to discuss proposals and ideas for the future of the Library in Pembroke (again with Mr Cavanagh). The Clerk to arrange a meeting and inform Council

244. PANTOMIME 2018 (TOWN CLERK)

The Clerk informed Council that the Pantomime that took place just after Christmas in the Town Hall, was once again a great success. She had received information and costings for next year's pantomime which would be Sleeping Beauty at a cost of £600.00. Following a discussion by Council it was **resolved** to book the pantomime for next year at a cost of £600.00.

245. PARKING BAYS, MAIN STREET, PEMBROKE (COUNCILLOR CAREY)

This was adjourned until the next meeting

Mayor

