

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 5th OCTOBER 2017**

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**Present:**

**Councillors:**

A A Brinn	A Carey	G Jones
J Harvey	C Collins	
Miss MA Phillips	K Nicholas	
Mrs R Blackburn	C Doyle	

**In attendance:** Mrs Suzie Thomas (Town Clerk)  
Mrs Mandy John (Assistant Town Clerk)  
Reverend Roger Jones  
Mr Martin White (Link Officer, Pembrokeshire County Council)

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As apologies had been sent from the Mayor and Deputy Mayor, the Clerk requested that a Chair be voted in. Following a proposal from Councillor Blackburn and seconded by Councillor Doyle, it was resolved that Councillor Nicholas take the Chair.

**146. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST**

D Boswell (Mayor) L Brown (Deputy), L Asman, D Evans, J Nutting, A Cooke

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

No public was present.

**148. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 5th OCTOBER 2017**

The minutes of the meeting held on Thursday 5th October 2017 were accepted as an accurate record.

**149. MATTERS ARISING FROM THE MINUTES( for information only)**

**A) ATTENDANCE SHEETS (SEE ATTACHED)**

The Clerk distributed the attendance sheets as requested by Councillor Nutting.

**B) FREE WI FI IN PEMBROKE**

The Clerk informed Council that she had attended a meeting with regard to the WI FI in Pembroke. Following the meeting the Clerk explained that it would be useful for the Chamber of Trade to also be a login member for them to gather information.

**C) PUBLIC CONSULTATION ON REGENERATION MASTERPLAN OF PEMBROKE**

The clerk informed Council that a meeting had been arranged for 31st October for a public consultation regarding the regeneration master plan for Pembroke. She had enquired as to whether the consultants were going to meet with Council prior to the public consultation and she was still awaiting a reply.

#### D) FREEDOM OF PEMBROKE (MINUTE 142)

The Clerk informed council that she had spoken to PCC regarding the date for the Freedom of Pembroke in 2018 and also some members of the Chamber of Trade asking their opinion re the road closure as it was the day prior to Ironman, and both parties had said they could not foresee a problem. Following a discussion it was resolved for the Clerk to confirm with the Major that this date would be acceptable.

#### 150. PLANNING APPLICATIONS RECEIVED

<b>17/0590/PA</b>	<b>Primrose &amp; Violet Cottages</b>
Mr Sandy Goodman	<b>Pembroke</b>
Offham House, Offham, Lewes	<b>SA71 5QA</b>
<b>Demolition of 2 Existing Semi Detached cottages and erection of 2 new semi detached cottages</b>	

It was resolved to support the application

<b>17/0558/PA</b>	<b>Main Street Service Station</b>
CDF Investments	<b>Pembroke</b>
34 Cefn Coed Road, Cardiff	<b>SA71 4DB</b>
<b>Variation of Condition 4 (windows/doors/shop front) of Planning permission 14/1081/PA (Retail Unit &amp; 7 Apartments)</b>	

It was resolved to support the application.

#### 151. PLANNING APPLICATIONS DETERMINED

None received

#### 152. ACCOUNTS FOR PAYMENT

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

81.	W/W MARITIME HERITAGE	RIVER RALLY	£445.00
82.	KEESHA HAINES	FACEPAINTING R/R	£120.0
83.	TOTAL TECH	EQUIPMENT & MAINTAINANCE	£660.60
84.	MANDY JOHN (Internet)	GAZEBO for River Rally	£45.00
85.	MONDDI PRINT	Certificate (freedom Pembroke)	£70.80
86.	CARM C.C.	PENSIONS	£1028.29
87.	HMRC	NI & TAXES	£1366.89
88.	HALSTED	DIY ITEMS	£132.58
89.	PEM PACK & PRINT	TOILET ROLLS & CLEANING PRODUCTS	£46.18
90.	NEIL THOMAS	IRONMAN COMPERE	£150.00
91.	ROYAL BRITISH LEGION	POPPY WREATHS (x4)	£80.00
92.	JUST GREAT DESIGN	Part payment for new website	£497.50

93. PCC	Blackhorse Toilets	£1036.51
94. SIGNSPEED	New signs for cannons	£ 46.80
95. PEM PACKAGING	Stationery	£ 69.55
96. ADRIAN COOKE	Lunch for Gild of Freemen	£ 990.00
97. SUZIE THOMAS	Shopping for Michaelmas Fair (To be repaid by Fair)	£ 184.50
98. SUZIE THOMAS (Internet)	Snowman fancy dress (xmas)	£ 31.70
99. PEM PACKAGING	Toilet Paper	£ 22.24
100. PCC	CCTV SCHEME	£1705.00
101. WW Heritage	Portable Toilet	£ 100.00

**The above schedule of payments were approved.**

### **153. LICENSING**

#### **Co-op Main Street, Pembroke**

The purpose the application is due to a refit of the store. There has been a change in the layout of the store with regards to some shelves, units and tills which will be removed, relocated and replaced. In all other respects the licence remains the same. The variation will have no adverse effect of the promotion of any of the licensing objectives.

Council had no objection

### **154. CORRESPONDENCE RECEIVED**

#### **PEMBROKE CIVIC TRUST**

##### ***Henry VII Statue and Mill Bridge Area***

The above was raised at a recent committee meeting and it was the unanimous view that I should write to express the view of the Pembroke Civic Trust that the installation of the statue of Henry VII, the new gates and seating has seen a major transformation to this area of the town.

Since the statue unveiling and upgrading of this area it is evident that it is being used regularly and enjoyed by locals and visitors. Would you please convey to the Town Council the appreciation of the Civic Trust for all their efforts in delivering this for Pembroke.

### **155. PEMBROKE DOCK TOWN COUNCIL**

At a recent meeting of Pembroke Dock Town Council members asked me to write to you to offer their congratulations with regards to the Henry VII Statue.

They commented that they wanted to congratulate you on the vision and fortitude on getting the Henry VII state and the hard work which was put into making the area a very welcoming gateway to the town.

## **156. LEASE OF FORMER WATERSPORTS BUILDING, SOUTH QUAY**

The following correspondence has been received from Steve Dinnick, Pembrokeshire County Council

*Good afternoon Suzie*

*I refer to your discussions with Helen McLeod-Baikie, regarding the proposed grant of a lease of the above building to Pembrokeshire Town Council.*

*Please note that Helen is currently absent from the office on maternity leave and I am attempting to progress this matter. The Council's legal advisor is drafting the lease for your consideration but there is one aspect that requires clarification.*

*When you visited the premises with Helen, I understand it was noted that the balcony area requires repair and the external steps required attention to improve safety for users. The lease will specify that these necessary repairs will be undertaken during the first 12 months of occupation. The reason for writing however, is to enquire whether there are other initial improvement/repair works you are intending to undertake, in order that these also can be recorded.*

*Once this aspect is clarified, we should be in a position to proceed with the necessary documentation.*

*I look forward to hearing from you.*

Following a discussion it was resolved that the Clerk get quotations for the work that is required and report back to council.

## **157. PROPOSAL TO INCREASE DIRECT FEES AND CHARGES**

You are invited to give your views on our proposals to increase direct fees and charges, which may directly affect you.

In common with all local authorities across Wales, the County Council is facing ongoing financial pressures. Council Tax only accounts for a small proportion of the total amount of money spent by the Council on providing local services.

The consultation contains proposals on approximately 40 different direct fees and charges across a very wide range of different service areas.

Cllr Bob Kilmister, Cabinet Member for Finance, said "As part of a wider plan to address the financial pressures, the Council has adopted the principle of seeking to recover the full cost of delivering services through charges where appropriate.

"It is important that those who could be affected by an increase in charges are given the opportunity to provide feedback on the proposals."

The Council is not permitted to charge for certain services. For other services, the amount that can be charged is set by statute and/or is capped so only a set amount can be charged - even where it costs more to deliver services.

For other services, the Authority can charge to recover our reasonable costs for delivery of the service. These are the services that are being reviewed.

You can give your views online at

[http://www.pembrokeshire.gov.uk/content.asp?nav=101,988&parent\\_directory\\_id=646&id=35198&Language=](http://www.pembrokeshire.gov.uk/content.asp?nav=101,988&parent_directory_id=646&id=35198&Language=)

Alternatively please phone our Customer Contact Centre on 01437 764551 to request hard copy documents.

We would also be grateful if you could pass this information on to any other individuals, businesses or organisations for who you think it may be relevant.

The above was noted by council.

## **158. PROPOSED SPEED LIMIT TRAFFIC REGULATION ORDER**

The following correspondence has been received from BS Blake (Senior Traffic Engineer)

The Council has recently carried out a review of its current speed limit Traffic Regulation Orders (TROs). At present there are 305 TROs dating back to 1937 some of which have been part revoked, amended, or include imperial measurements or reference points / road layouts that have since changed or been modified. Reference to some of these orders can sometimes be complicated and result in discrepancies in the interpretation of orders and associated schedules.

The purpose of the review is to create a new single TRO which will update and bring together all existing schedules contained in these Orders under one simplified TRO. Due to the number of orders involved it is proposed that a new order incorporating all 30mph / restricted road TROs, which account for approximately 141 of the total number held, is progressed in the first instance. The benefits the new order will deliver include

- it will bring all historic orders under current legislation;
  - schedules updated to reflect new road layouts and any anomalies corrected;
  - time savings - provide a single easy reference order;
  - enable effective enforcement;
  - potential to further consolidate all TROs which could then be digitally mapped.
- It should be noted that the new order will not change the position or extent of any existing speed limit currently found. These will remain unchanged and any requests for new limits, or changes to an existing limit, shall continue to be subject to our normal practice and review accordingly in line with current guidance and legislation following receipt of a request.

Should you have any comment regarding the proposed order I shall be grateful to receive them by 26th October 2017.

The above was noted by Council.

## 159. MAYORAL APPOINTMENTS

OCTOBER

Gild of Freeman

[08/10@11.15am](#)

Portfield Fair

[04/10/17@5.30pm](#)

LB attending

Castlemartin Officers Mess

[13/10/17@7.00pm](#)

LB attending

YAH dinner

[11/10/17@2.00pm](#)

LB attending

Opening of Michaelmas

Fair

[12/10/17@6.00pm](#)

LB attending

**The above was noted by Council**

## 160. AGENDA ITEMS

### 161. UPDATE FROM LINK OFFICER (MR MARTIN WHITE)

Mr Martin White gave Council an update on the meeting which took place of the Town & Community Liaison meeting and also the upcoming meeting with the Local Authority and community councils regarding the future well being act which would take place on 2nd November and suggested that two councillors attend. Following a discussion it was resolved that Councillor Jones and Councillor Harvey attend. Mr White also gave an update of the progress attained for the proposal of the Henry Tudor Visitor Centre, where currently a feasibility study was taking place.

### 162. CHRISTMAS ARRANGEMENTS (TOWN CLERK) CHRISTMAS CARD, WINDOW COMPETITION, SLEIGH, SNOWMAN, SCHOOL COMPETITION

The clerk informed Council of the Window and School Competition she was arranging for Christmas and also the arrangements for the Sleigh when Father Christmas comes to town. She enquired as to whether a Christmas Card is to be sent out this year, or perhaps a donation could be made to charity instead. Following a discussion it was resolved to send a card out, as in previous years.

### 163. HENRY VII STAINED GLASS WINDOW

The Clerk enquired with Council regarding the Henry VII Stained Glass window which had been brought in to Council from Mr Stephen Panell enquiring as to whether Pembroke Town Council would wish to purchase it. Following a discussion it was resolved to submit an offer of £300 to Mr Panell to see if this would be acceptable.

### 164. TO RESOLVE CERTAIN PROBLEMS CONCERNING OUR OFFICIAL HENRY 7 (COUNCILLOR PHILLIPS)

Councillor Phillips suggested to Council that there was some confusion over the "official Henry VII". Following a discussion it was resolved to have 2 volunteers for the role, Mr Malcolm Powell and Mr Craig Brown.

**165. TO REVIEW STANDING ORDERS FOLLOWING THE MEETING ON 21ST SEPTEMBER 2017**

The Clerk went through the Standing Orders with Council, following the amendments from the last meeting. She informed Council that she could not find a Mission statement which had been adopted from Council, and it was resolved to discuss at the next meeting.

**166. STREET FURNITURE (COUNCILLOR BROWN)**

This was postponed until the next meeting

**167. DEPUTY ALLOWANCE/VIREMENT APPROVAL (TOWN CLERK)**

The Clerk enquired with Council as to whether Virement Approval be given of £1000 from the Mayors allowance to the Deputy Mayors allowance, as the Deputy was fulfilling all appointments. It was resolved that Virement Approval be given.

**168. CORRESPONDENCE FROM COUNCILLOR BOSWELL**

The Clerk read out a letter from Councillor Boswell asking for a leave of absence from Council meetings for 6 months. Following a discussion it was resolved to grant Councillor Boswell a 6 month leave of absence.

Mayor .....











