

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 13th JUNE 2019**

Present:

Councillors:

G Jones (Mayor)
L Asman (Deputy Mayor), R Blackburn,
A Cooke, D Evans, J Nutting, K Nicholas. J Harvey, C Collins, D Bush,

In attendance:

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

Mr Paul Watkins, Waste Improvement Management, of Pembrokeshire County Council gave Council an update on the Litter Enforcement Contract which had been agreed with the Scrutiny Committee to extend for one year. The Contract was self funding, with any surplus money going into Waste Management. Following a lengthy discussion with Council, regarding various concerns, especially with fly posting and dog fouling, the Mayor thanked Mr Watkins for attending.

24. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Cllrs A Brinn, A Carey, C Doyle, L Brown, M Phillips.

25. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No members of the public submitted any questions.

26. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 16TH MAY 2019

The minutes of 16th May 2019 were accepted as an accurate record, and were moved by Councillor Evans and seconded by Councillor Blackburn.

27. MATTERS ARISING FROM THE MINUTES

a) Eastend Roundabout (Reply from Mr Ian Westley attached)

The response from Mr Westley was discussed. Following on from the discussion it was resolved for the Clerk to write to the Police to see if it would be feasible to have an officer at the roundabout monitoring the traffic.

b) Response from Dr Stephen Jones regarding Link Officers below:

Dear Mayor/Chairman and Town Clerk

I am writing to advise you that following a review overseen by the Council's Partnerships Overview and Scrutiny Committee, the Council's Cabinet decided (at its meeting on Monday 13 May) to terminate the Town Council Link Officer pilot scheme.

The cabinet also resolved to "undertake further work to look at how Pembroke County Council communicates and builds relationships with all town and community councillors".

Further work will be undertaken during the year to progress this resolution as part of the Councils Relationships transformation programme.

Can I take this opportunity to thank you and your Council for participating in the Link Officer pilot scheme.

The above was noted by Council

c) Pembroke Railway Bridge (Response from meeting with Councillor Phillips and Network Rail and PCC)

I refer to our meeting today at your house with Samuel Hadley of Network Rail.

Mr Hadley outlined the response procedure that is followed when a bridge strike occurs. He had the view that there were perhaps one or two instances each year affecting the bridge at Harcourt Terrace. You were able to report more frequent incidents. Some involved vehicles reversing away from the bridge with consequent traffic disruption. Others involved vehicles becoming jammed and requiring tyres to be let down and a recovery vehicle called.

The view was that the bridge is correctly signed at 15 foot with the actual measured height under the bridge being between 15 feet and 15 feet 3 inches. The road signing to warn motorists of the low bridge is a matter for the highway authority. In this case it was confirmed that there are two warning signs on the A477 trunk road and a further warning sign shortly after turning into the A4075 off the A477. Another sign has been placed 130 yards in advance of the bridge at the Twopenny Hay Close junction. Finally there is a height warning sign on the bridge. Mr Hadley felt this signing package was better than in some other locations.

As the first step it was agreed that you would report all bridge strikes with details of what loads were involved and the severity i.e. if the vehicle becomes wedged. After six months or so Mr Hadley would have a better understanding of the problem and would be able to research funding for additional works if appropriate.

Mr Hadley then kindly agreed to visit the bridge at Golden Hill Road. At the bridge he agreed he would investigate the place of that bridge in the ongoing repainting programme.

I trust this correctly summarises our discussion, Thanks, John.

The above was noted by Council

d) The continuation of Cook with Cooke (Councillor Cooke)

Councillor Cooke informed Council that Cook with Cooke, had been a great success, and thanked Council for the 3 months trial period which would end in June. He currently has around 10 gentlemen attending so following on from that he is now in a position to rent the kitchen monthly and has made bookings until the end of the year.

e) Update on the William Marshal Statue (Councillor Asman)

Councillor Asman informed Council that they had now come to an agreement of the design of the William Marshal with the Castle Trustees. The Mayor then read out a letter received from Jon Williams, Manager of the Castle, outlining the conditions which must be agreed by Council to erect the statue on their land. Following a discussion it was agreed to place this as an agenda item for the next meeting.

28. PLANNING APPLICATIONS RECEIVED

19/0136/PA

Site Address: 24 Beaufort Road, Pembroke, SA71 4PX

Proposal: Proposed single storey rear dining / playroom & WC Extension

Council would **support** the application

19/0162/LB

Site Address: Springfield House, The Green, Pembroke, SA71 4NN

Proposal: Proposed demolition of conservatory and lean-to kitchen and construction of new single storey kitchen / dining area.

Council would **support** the application

19/0161/PA

Site Address: Springfield House, The Green, Pembroke, SA71 4NN

Proposal: Proposed demolition of conservatory and lean-to kitchen and construction of new single storey kitchen / dining area.

Council would **support** the application

19/0205/TF

Site Address: Pembroke Millpond Bank

Proposal: Tree surgery and felling

Council would object to the application due to the following:

Pembroke Town Council is increasingly concerned about the amount of trees that have been felled in recent years along the Millpond. The trees proposed to be felled have a high amenity value as they form a part of a bold natural background to the Pembroke Millpond. The trees are not currently diseased and their removal as a group, on the basis that they would inevitably succumb to such a disease would create gaps that would have a detrimental impact on the visual amenity of the locality in conflict with the requirements of policy GN.1 of the Local Development Plan for Pembrokeshire

The Trees, (the subject of this application) are within a designated Nature Area (as defined in the adopted Pembrokeshire Local Development Plan) and are covered by a Tree Preservation Order.

The Town Council resolved that the application should be refused for the following

reasons:

1) The reason given for their proposed felling (i.e "as they are elm and ash trees they may get Dutch Elm Disease and Ash Die Back") is not a legitimate reason for their felling.

2) The trees are an important feature along the Millpond when viewed from both the North and South sides. Not only are they covered by Tree Preservation Orders, they are within the Pembroke Conservation Area and within an area designated as a Local Nature Area. As such their removal would be contrary to the protectionist policies contained within the adopted Pembrokeshire Local Development Plan.

29. PLANNING APPLICATIONS DETERMINED

19/0001/PA

Site Address: 4 JALNA, Wades Close, Holyland Road, Pembroke, SA71 4BN

Proposal: Proposed ground floor extension & first floor dormer windows

Decision: **Conditionally Approved**

18/1364/TF

Site Address: 52 Gatehouse View, Pembroke, SA71 4TQ

Proposal: Tree Surgery

Decision: **Conditionally Approved**

The above was noted by Council

30. LICENSING

None

31. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

To approve the list of payments

21.	HMRC	Paye/NI	£ 754.46
22.	Poundstretcher (Suzie)	Coffee, teabags, milk etc	£ 20.78
23.	RNLI	Buffet for Civic Awards	£ 350.00
24.	948 Squadron	Band for Mayor Making	£ 150.00
25.	Robinson Retail (Suzie)	Drinks for Mayor Making	£ 23.96
26.	Way out West	Mayoral Luncheon	£1642.50
27.	Halstead DIY	Paint Brushes, sand pads	£ 16.49
28.	Jewson	Paint	£ 41.98
29.	Mr B Scourfield	Internal Audit fees	£ 136.00
30.	Wisebuys	Bouquets	£ 60.00
31.	Berndt Shilke	Window cleaning	£ 20.00
32.	Tindle Newspapers	Advert	£ 49.44
33.	SLCC	Membership Fees	£ 156.00
34.	Peac	Photocopier Rental	£ 158.63

35.	CSE Catering	Hire of glass/jugs MM	£ 83.04
36.	All White Now (Suzie)	Washing & ironing tablecloths	£ 20.00
37.	Post Office (Suzie)	Posting Audit documents	£ 3.17
38.	ICO (Suzie)	Data Protection Renewal	£ 40.00
39.	Carmarthen County Council	Pensions	£1223.62
40.	Autodromo Ltd	Repaid by Heritage Fund	£2496.00
41.	Robinson Retail (Suzie)	Milk etc	£ 6.16
42.	Peter Stock	Pembrokeshire Flag	£ 5.00
43.	Consortium	Cleaning Materials	£ 33.92

The accounts were agreed unanimously and approved by Councillor Collins and seconded by Councillor Evans.

32. CORRESPONDENCE RECEIVED

The following correspondence has been received from Michael Harries (Environmental Services Manager) Pembrokeshire County Council

Dear Councillors

I am writing to advise you of the forthcoming changes in our Waste and Recycling Centres (WRC'S) in Pembrokeshire.

From the 3rd June 2019, when visiting any of our WRC'S, general waste bags will be checked to see if they contain anything that could be recycled on site. Residents will be asked to place the recyclable items in the right containers and the rest of the non recyclable waste will be disposed of in the general waste container.

The reason behind introducing this process, is to separate the recyclable material, over 40% of waste in general waste bags disposed at WRC's could have been either recycled or reused rather than sent to landfill or for incineration.

It is vital we explore avenues to reduce the volume of recyclable material going to landfill. These changes will help towards improving our environment and support our County in meeting the statutory recycling targets set by Welsh Government. The consequence of not meeting these targets is that we could be fined £140,000 for every 1% of the target missed.

We are asking for your support to assist with these changes by spreading the message within your community and placing the enclosed posters on notice boards with your parish / town.

Should you have any queries, please do not hesitate to contact me.

The following information has come from Sarah Worby of Pembrokeshire County Council.

Review of Polling Districts and Polling Places

The Representation of the People Act 1983, Schedule A1

The Electoral Registration and Administration Act 2006, and the Review of Polling District & Polling Places (Parliamentary Elections) Regulations 2006.

We are carrying out a review of the polling districts and polling places in Pembrokeshire, as we are required to do by law.

The purpose of the review is to ensure that all polling districts and polling places are, as far as possible, suitable and accessible to all voters.

Polling districts

The Council is responsible for dividing its area into polling districts for the purpose of United Kingdom Parliamentary elections. The arrangements made for the United Kingdom Parliamentary elections are also used at all other elections and referendums. Each community in Wales, unless there are special circumstances, must be a separate polling district. When designating polling districts, we seek to ensure that all the electors have such reasonable facilities for voting as far as practicable.

Polling places

The polling place is the geographical area in which the polling station is situated. It is common practice to define each polling district as the polling place, rather than designating a particular building, which allows some flexibility.

Polling stations

The polling station is the physical place in which polling takes place. The (Acting) Returning Officer decides on the location of the polling stations.

Steps for this review

We will give notice of the formal commencement of the review.

We will publish the comments from the (Acting) Returning Officer.

There will be a public consultation period commencing on the 3rd June, 2019 which will end on the 26th July, 2019.

We will consider the representations received when we make the final recommendations.

The final recommendations will be considered by full council in the meeting on the 10th October, 2019.

Timeline for the review

Date	
27 th May	Formal notice of the review
27 th May	Publish (Acting) Returning Officer's comments
3 rd June	Commencement of public consultation period

26 th July	End of public consultation period
10 th October	Final proposals considered at Full Council

Existing Arrangements/Acting Returning Officer's comments

[Existing Arrangements and Acting Returning Officers Comments](#)

Local Democracy and Boundary Commission for Wales review of the electoral arrangements of the County of Pembrokeshire

Where a polling district/place review is to be carried out before the new electoral ward boundaries are fully in force, the review will need to be based on the current electoral ward boundaries, however, any review should also take any new ward boundaries that are not yet in force into account.

The table below sets out the draft proposals made by the Boundary Commission. Where there are currently no polling station arrangements in place, we would welcome your comments on suitable premises.

[Draft Proposals](#)

The following wards are not affected by the proposals and therefore do not form part of this table: Burton, Goodwick, Haverfordwest - Castle, Haverfordwest - Garth, Haverfordwest - Prendergast, Haverfordwest - Portfield, Hundleton, Kilgetty/Begelly, Lampeter Velfrey, Lamphey, Letterston, Llangwm, Martletwy, Merlin's Bridge, Milford - Central, Milford - West, Narberth, Narberth Rural, Narberth - East, Neyland - West, Pembroke - St Mary North, Pembroke Dock - Market, Solva, St David's, St Dogmael's, Tenby - North, Tenby - South

For further details on the review of electoral arrangements in Pembrokeshire see - <https://ldbc.gov.wales/reviews/06-18/pembrokeshire>

Commenting on the review

If you are satisfied with the current arrangements, please let us know.

If you are not satisfied, we would welcome your comments and would be particularly interested to know if there are more suitable premises that we could use.

We are particularly interested to know if there are any specific issues in relation to access to our polling stations.

You can make comments via this [Online Response Form](#)

Alternatively, you can complete a [hard copy](#) and return to surveys@pembrokeshire.gov.uk or Pembrokeshire County Council, Policy, 2D County Hall, Haverfordwest, SA61 1TP

The above was noted by Council

33. MAYORAL APPOINTMENTS

03.05.2019 - Tenby Mayor Making	Deputy Attended
07.05.2109 - Hereford Fair Opening	GJ Attended
11.05.2019 - Pembroke Town Council AGM	GJ Attended
12.05.2019 - Civic Parade and Service	GJ Attended
15.05.2019 - Vintage Cars, The Commons, Pembroke	GJ Attended

The above was noted.

34. AGENDA ITEMS

35. TO REVIEW & APPROVE THE QUARTERLY BUDGET REVIEW (TOWN CLERK)

The Clerk presented Council with a quarterly budget, along with a reconciliation for the month. Following a discussion it was resolved to accept the quarterly budget review.

36. TO REVIEW FINANCIAL REGULATIONS FOR THE YEAR 2019/20 (TOWN CLERK)

The Clerk went through the Financial Regulations with Council. Further to discussion, and some changes made it was resolved to review the new changes and adopt the Financial Regulations at the next meeting.

37. TO REVIEW APPLICATIONS FOR FINANCIAL ASSISTANCE

Three applications were considered, with financial assistance being given to the following:

St Oswalds Community Garden - £200

Pembroke Open Doors - £80.00

38. FOOD SAFETY AND STANDARDS COMPLIANCE (TOWN CLERK)

The Clerk suggested to Council that advice be sought regarding food safety and standards compliance now the Town Hall kitchen was being used so frequently. Following a discussion it was resolved for the Clerk to contact the relevant department in Pembrokeshire County Council and seek advice at a cost of £136.00 plus VAT.

39. COUNTY COUNCILLORS MONTHLY UPDATE (COUNCILLOR EVANS)

Councillor Evans proposed to Council that a letter be sent from the Clerk asking our County Councillors to give an update at our Council meetings now that the Link Officer scheme had finished. Following a discussion it was resolved for the

Clerk to write to the 4 County Councillors of Pembroke, asking for a monthly update at the start of the meetings.

40. APPOINTMENT OF MEMBERS TO COMMITTEES FOR THE ENSUING YEAR

Council agreed members to be on the following committees:

Twinning & Tourism - Councillor Blackburn, Brinn, Collins, Jones, Nicholas and Phillips

Regeneration - All Councillors

Personnel / HR - Councillors Asman, Blackburn, Carey, Evans and Nicholas

Outside Bodies:

Trewent Trust - Councillor Jones

Pembroke Museum: Councillors Asman, Blackburn

Louise Saunders Trust: Councillor Nicholas

Dr Jones Charity: Councillor Blackburn

Valero: Councillor Evans

Power Station: Councillor Collins and Evans

Mill Pond to be discussed at the next Meeting

41. INVITATION TO BERGEN SCHÜTZENFEST AND UPDATE FROM TWINNING COMMITTEE

The Clerk read out an invitation to Council from Katharina Hoopman from Bergen, inviting Councillors to join them at this year's Schützenfest. Anyone wishing to attend to make their own travel arrangements, but to let the Clerk know. A copy of the minutes of the last Twinning meeting held on 24th April 2019 was also circulated to Council.

Mayor

