

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 14th FEBRUARY 2019**

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**Present:**

**Councillors:**

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

**In attendance:**

Suzie Thomas (Town Clerk)  
Sinead Henahan (Link Officer)  
Rev Peter Jones

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

Jayne Howes (Assistant Town Clerk)

**176. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

No questions raised.

**177. TO SIGN AND CONFIRM THE MINUTES OF MEETING ON 17th JANUARY 2019**

The minutes of 17th January 2019 were accepted as an accurate record, and were moved by Councillor Brinn and seconded by Councillor Bush.

**178. MATTERS ARISING FROM THE MINUTES**

**A) SAFEGUARDING (MINUTE 94)**

The Clerk informed Council that all staff had now applied and received back a DBS Check which were on file. The Clerk reiterated that any Councillor who did not have a DBS Check and wished to apply for one, should contact her.

**B) CIVIC TRUST - MAINTENANCE ISSUES, PEMBROKE (MIN 144)**

The Clerk informed the meeting that she had met with Pembrokeshire County Council and was working through the list with them.

**C) TO DISCUSS THE FREEDOM OF PEMBROKE TO THE RAF (MIN 172)**

Councillor Brinn informed Council that Pembroke Dock Town Council had still not discussed this at their meeting, but it was placed on the agenda for tonight so he would report back at the next meeting

**D) CIVIC AWARDS (TOWN CLERK)**

The Clerk reminded Council that all nominations should be into the Clerk by Friday 22nd March 2019.

**179. PLANNING APPLICATIONS RECEIVED**

No Planning Received.

**180. PLANNING APPLICATIONS DETERMINED**

**18/0866/PA**

**Proposal:** Single storey bedroom and shower room extension

**Address:** 6 Windsor Road, Pembroke

**Decision:** **Refused**

**18/0853/PA**

**Proposal:** Conversion of loft to create a bedroom with a separate shower room

**Address:** 9 Mansel Street, Pembroke

**Decision:** **Conditionally Approved**

**18/0817/PA**

**Proposal:** Pair of Semi-Detached bungalows

**Site Address:** Land opposite 5 Woodside Grove, Pembroke

**Decision:** **Refused**

**18/0936/PA**

**Proposal:** Addition of 4 No Roof Lights

**Site Address:** 10 Westgate Hill, Pembroke

**Decision:** **Conditionally Approved**

**18/0950/LB**

**Proposal:** Addition of 4 No Roof Lights

**Site Address:** 10 Westgate Hill, Pembroke

**Decision:** **Conditionally Approved**

**18/0961/PA**

**Proposal:** 2 Storey side extension and single storey rear extension

**Site Address:** 1 Bishops Park, Pembroke

**Decision:** **Conditionally Approved**

**The above was noted by Council**

**181. LICENSING**

None

**182. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT**

181	Neil Thomas	Compere - Santa Coming to Town	150.00	
182	B Jones	Dismantling of festive lighting, replace RCDs & test & inspect sockets	9222.00	Bacs

183	PAVS	Delivery of Safeguarding Briefing 3rd October 2018	165.04	Bacs
184	Ocon Fire & Security Ltd Pembroke Packaging & Print Ltd	Emergency Lighting - Installation works C4 White Envelopes	850.92	Bacs
185	Dyfed Pension Fund	Pensions CCC December 2018	1155.23	Bacs
186	Roseanne Howson	Straw for the manger	3.39	Bacs
187	Gov.uk (Suzie)	Basic DBS check	25.00	Bacs
188	Bernd Schilke	Window cleaning	20.00	Bacs
189	Roseanne Howson	Basic DBS check	25.00	Bacs
190	Dennis Evans	Basic DBS check	25.00	Bacs
191	Pitney Bowes	Postage	50.00	Bacs
192	Keith Nicholas	Basic DBS check	25.00	Bacs
193	Inifinity Document Solutions	Photocopier 25.10.18 - 24.01.19	166.14	Bacs
194	Robinson Retail (Suzie)	Milk	1.88	Bacs
195	B & M (Suzie)	Light bulbs	2.99	Bacs
196	Signsbypost (Suzie)	Disabled symbol ring bell for assistance sign	5.99	Bacs
197	Dyfed Pension Fund	Pensions CCC January 2019	1072.67	Bacs
198	Consortium	20ltr Mopping Unit & Mop Heads	57.57	Bacs

### **To approve the list of payments**

The accounts were agreed unanimously and approved by Councillor Cooke and seconded by Councillor Carey.

### **183. CORRESPONDENCE RECEIVED**

Enclosed in their pack was a response from Mr J Jones, Assistant Head Teacher, Ysgol Harri Tudur, regarding the Christmas Card in memory of Mr George Lewis.

The above was noted by Council.

**The following correspondence has been received from Mr Darren Thomas, Pembrokeshire County Council**

### **NEW TRAFFIC ORDERS, PEMBROKE**

The Council will shortly be advertising proposed changes to waiting restrictions at various locations across the County. Three of these are in your area.

The attached plan illustrates the proposals which are:

1. Golden Hill Road  
Double yellow lines are proposed opposite the junction with St Annes Crescent for a length of 22 metres. These will assist vehicles exiting that road.
2. The Parade  
Double yellow lines are proposed on the south side of the road west of the exit from Long Entry Car Park. This will prevent parking on the footway on this 49 metres length.

3. Main Street

Limited waiting of 30 minutes 8:00 a.m. – 6:00 p.m. is proposed on the south side of the road outside No 113/115. This will provide short term parking for two vehicles. The road at that point is currently unrestricted.

I would appreciate your views by 15<sup>th</sup> March 2019. If you do not reply by that date I will assume you have no adverse comments.

Following a discussion by Council, it was resolved that there were no comments to be made for proposals 1 & 2.

No 3, Main Street with the limited waiting of 30 minutes between 8.00am and 6.00pm, Council disagreed with this proposal and suggested it should remain as it is. Councillor Carey informed Council that he had been in discussion with this as he had received complaints from residents that vehicles were parked there all day and blocking the site entrance coming out of Tudor Apartments. It was resolved that Councillor Carey speak to Mr Darren Thomas with Councils comments.

**184. MAYORAL APPOINTMENTS**

21.02.2019 Wolfscastle Country Spa Hotel Local Hero Awards

**The Above was noted.**

**185. AGENDA ITEMS**

**186. UPDATE FROM LINK OFFICER (SINEAD HENEHAN/ANTHONY MAYNARD)**

Sinead Henehan informed Council that PCC were looking to chase up the Lease on the Henry VII statue and also the Boathouse. The Clerk informed her that this would be discussed at the end of the meeting. Councillor Evans enquired as to whether the E -Learning Course on Safeguarding was now online. Sinead informed the meeting she would chase it up. Councillor Blackburn enquired as to why Council are not brought into the decision making of the grants awarded from the Second Home Tax. She informed the meeting that each applicant/organisation was required to speak to various organisations within the town and she was aware that a proposal would be going before Cabinet to have County Councillors more involved in the decision making of these grants.

**187. THE ELECTION OF MAYOR FOR THE YEAR 2019/20**

The Mayor asked the Clerk had she received any candidates in writing wishing to stand for Mayor for year 2019/20. She had received one nomination from the Deputy Mayor Councillor Gareth Jones. Councillor Jones was proposed by Councillor Rose Blackburn, and seconded by Councillor Keith Nicholas. A Vote was then taken by secret ballot. Following the counting of the vote, Councillor Gareth Jones was successful.

Councillor Gareth Jones accepted the nomination.

## **188. THE ELECTION OF DEPUTY MAYOR FOR THE YEAR 2019/20**

The Mayor asked the Clerk had she received any candidates in writing wishing to stand for Deputy Mayor for year 2019/20. She had received two nominations one from Councillor Linda Asman, who was proposed by Councillor Aden Brinn and seconded by Councillor Jon Harvey. The other nomination received was from Councillor Jonathan Nutting who was proposed by Councillor Melanie Phillips and seconded by Councillor Aaron Carey. A Vote was then taken by secret ballot. Following the counting of the vote, Councillor Linda Asman was successful.

Councillor Linda Asman accepted the nomination.

## **189. REGENERATION UPDATE (COUNCILLOR EVANS)**

Councillor Evans gave an update of the Regeneration Committee held on the 28th January 2019. Summary notes below.

### **REGENERATION & ENHANCEMENT COMMITTEE FEEDBACK FROM THE MEETING HELD ON JANUARY 28<sup>TH</sup>. 2019**

The following topics were discussed, 2<sup>nd</sup>. Home tax, Mill Pond, Castle Terrace & South Quay, Foundry House, Civic Trust maintenance issues and the William Marshal statue project.

**2<sup>nd</sup>. Home Tax** – We were informed that the Town Walls Trust had applied for funding and a decision would be made by PCC very shortly. The amount applied for was just short of the 19K allocated to Pembroke. Sinead informed us that any money left over would be carried forward to this year. The tax would be continued again this year but the money that would be allocated to Pembroke had not yet been decided.

**Millpond Update** – Next meeting of the Millpond group arranged for February 18<sup>th</sup>.

Concerns were raised about the continual flooding of the Commons and it was agreed that a maintenance programme must be put in place in order to keep the barrage gates in working order.

**Castle Terrace Project & South Quay** - I expressed my concerns relating to PCCs Development Plan and in particular the South Quay carpark and the Mill Bridge statue area. I informed the meeting of the subsequent extra-ordinary Council meeting that was called and the information given to Council by PCC officials at the January Council meeting.

There was a discussion on the Development Trust and I was asked to arrange an informal meeting with Mr. Stephen Thornton to discuss the Trust.

NOTE : Meeting arranged for Monday 11<sup>th</sup> February.

**Foundry House** – Irena Kruszona updated the meeting on the Friends of Foundry House initiative that has been set up. They are looking for volunteers to assist with the running of Foundry House. We were informed that a very successful tea party was held at the Foundry

with a number of people volunteering their services. The meeting was also informed that some of the outstanding invoices had been settled and the situation was now looking a little more stable.

**Civic Trust** – The Trust's maintenance issues were discussed and it was decided that Trust representatives meet with the Town Clerk / PCC in an attempt to develop a priority list.

NOTE : Town Clerk set up meetings with Johnny Sutton and Andrew Price.

**William Marshal** – Cllr. Asman informed the Committee that a public meeting was going to be held in the Town Hall on Saturday February 2<sup>nd</sup> in order to launch the statue project and to unveil the Marquette. NOTE : The meeting was well attended, an excellent presentation was given and the Marquette was well received by the attendees. The meeting was also informed that a grant had been obtained for a scoping study for the dragon fountain in the Mill Pond.

DATE for next Regeneration Meeting – **Monday April 1<sup>st</sup> at 10.30 in the Council Chamber**

**The above was noted by Council**

#### **190. EASTEND ROUNDABOUT (COUNCILLOR COLLINS)**

Councillor Collins informed Council again, that Eastend Roundabout is very dangerous and unless something is done, a serious accident will happen. Large vehicles are pulling out onto the roundabout from Holyland Road and he suggested that ' Stop' signs needed to be placed at the 3 junctions. The Clerk read out an email from the Transportation & Environment Department in PCC as follows:

"The junction at East End Square operates as a roundabout and as such the existing signs and road markings are, as specified in the Traffic Signs Manual and the Mandatory requirements as set out in the current version of the Traffic Signs Regulations and Directions.

In the UK, STOP imposes a mandatory requirement on drivers entering a major road or crossing a railway or tramway. STOP signs other than at junctions with railways or Tramways will be approved **only** at junctions where visibility is so severely restricted, that it is essential for the driver to stop before entering the junction. STOP signs can only be erected at sites approved in writing by the Secretary of State for Transport. Section 79 of the Highways Act 1980 enables the government to improve visibility at junctions, as by removing or shortening walls or hedges, in preference to placing a stop sign.

It is expected that most junctions that satisfy the criteria for STOP signs have already been approved. New junctions should not be constructed with Poor visibility, so new approvals for STOP signs are exceptional."

**Following a lengthy discussion it was resolved for the Clerk to arrange an onsite visit with Councillor Collins and Mr Darren Thomas of Pembrokeshire County Council.**

**191. TO SELECT A COMMITTEE MEMBER FOR THE PEMBROKE & PEMBROKE DOCK TWINNING COMMITTEE & THE PERSONNEL COMMITTEE (COUNCILLOR BRINN/TOWN CLERK)**

Councillor Brinn informed Council that there was a vacancy on the Pembroke & Pembroke Dock Twinning Committee. He then proposed Councillor Rose Blackburn for the vacancy which was seconded by Councillor Doyle. Following a vote it was resolved that Councillor Blackburn be elected onto the Twinning Committee. The Clerk also informed Council that there was a vacancy on the Personnel Committee. Councillor Collins and Councillor Carey put their names forward, and following a discussion and vote, it was resolved that Councillor Carey and Councillor Collins be elected onto the Personnel Committee.

**192. TO DISCUSS THE USE OF THE TOWN HALL FOR "MAN WITH A PAN" (COUNCILLOR COOKE)**

Councillor Cooke informed Council he and the Town Clerk were talking back in October regarding the success of the Pembroke Young at Heart. He had noticed that more ladies attended these get togethers than gentlemen.

Looking at various events that were on around Pembroke he came up with the idea of creating a group solely for men.

This would involve demonstrating basic cooking ideas, where they could learn how to cook themselves a meal, then take it home, and obviously have a chat and a cup of tea.

Pembroke Young at Heart have donated £100.00 towards the cost of the ingredients for this and he asked Council could he use the kitchen for 2 hours once a month for the next 3 months to see what response he had.

**Following a discussion by Council it was resolved that Councillor Cooke could use the kitchen for 2 hours a month for the next 3 months.**

**193. TO GIVE UN UPDATE ON PEMBROKE 21C (COUNCILLOR JONES)**

Councillor Jones informed Council that there were a lot of rumours circulating about 21C. Pembroke 21C Community Association has undergone tremendous difficulties over the past 12 months. This is mainly down to cash flow - with monies owed to us causing terrible problems. We have been and are solvent. These debts to us are now being reconciled and liquidity remains healthy. We have a healthy bank balance and our earnings through Foundry House Community Centre are more than our costs. I have been managing the building as a volunteer during these difficult times and have developed many new income streams through lettings and activities at Foundry House. However we are dealing with the finishing off our commitments to projects and the Legacy of maintenance to the Hollyland Woods etc. We will be dealing with and delivering the outcomes to this list through the year.

We have been late in submitting our Accounts, which has been due to key staff illness. Companies House and the Charity Commission have been informed all along and as a consequence we have Official Authority to extend our submission deadline which we will meet - in fact within days.

Pembroke 21 C Community Association will focus on the Foundry House and Hollyland Woods. Managing these popular community facilities will be delivered and governed by Volunteers. There will be a part-time book keeper at half a day a fortnight. The future of Pembroke 21 C Community Association is now secure. During the next 12 months new additional trustees will be recruited and we look forward to continuing to provide a Vibrant Community Centre for everyone.

**Council thanked Councillor Jones for the update.**

**194. TO DISCUSS ELECTION COSTS FROM PEMBROKESHIRE COUNTY COUNCIL (COUNCILLOR EVANS)**

**RECHARGE FOR THE PROVISION OF ELECTORAL SERVICES**

As you are aware we were sent the details of the repayment costs in relation to the by-election in St Marys North ward in October 2018.

I was of the opinion that the cost of the election, £5,888.95 was too high. I compiled a list of questions and requested that they were sent to the Electoral Services Department for their comments.

We were informed that this was a summary of the costs and not the final invoice.

I was concerned that the summary listed a variety of the services provided but instead of pricing them on an individual basis they were lumped together. For example :

Polling Station : £949.75. – Hire of polling station (if applicable), Presiding Officer, Poll Clerk, and caretaker costs (if applicable) printing cost of ballot signage, transportation of polling booths, preparation of ballot boxes

There were a number of similar entries in the summary showing a cost followed by a number of services.

To understand that we are paying the correct cost I would have expected to see an individual service and the cost for that service and because of that I believe that Council have the right to challenge the contents of the summary.

We have had a reply back from Ms. Sian Waters (Electoral Dept) and I quote – “ I am grateful to you and the Councillor(s) for drawing these matters to my attention. As you will know this is a relatively new process and we have devised a system which would be relevant for the ordinary (five yearly) elections as well as a by-election. However the questions you rightly raise have highlighted the fact that the summary should be clearer and specific to the particular election “ – end quote.

Because of that statement I would like to propose :



that we invite the Head of Electoral Services, Mr Glynne Morgan, to meet with Town Clerk in order to discuss the provision of the services and to explain the justification for the cost of those services.

Note : As yet the cost of the hire of the Scout Hut has not been received, so our final re-payment cost will be nearer to £6,000.

If that is the final figure, then we are already in arrears as we have only budgeted for 5K in next year's precept.

**Following a discussion it was resolved for Councillor Evans and the Town Clerk to meet up with Mr Glynne Morgan of PCC to discuss further.**

**195. TO DISCUSS ADVERTISING IN THE PEMBROKE TOWN GUIDE 2019 (TOWN CLERK)**

The Clerk enquired with Council as to whether they would like to advertise in the Pembroke Town Guide at a cost of £140.00 for a full page. Following a discussion it was resolved to advertise in the guide at a cost of £140.00.

**196. UPDATE ON PUBLIC CONSULTATION - WILLIAM MARSHAL STATUE (COUNCILLOR ASMAN)**

Councillor Asman gave Council an update of the Public Consultation which took place at the Town Hall on Saturday 3rd February 2019. It was very well attended and everyone who attended was in full support of the proposed statue. Following the consultation that took place, it was agreed that the best location for the statue would be at the bottom of Westgate Hill. Councillor Collins confirmed with the Council that this piece of land did belong to Pembroke Castle as the deeds had been checked. It was resolved to write to the Trustees of Pembroke Castle to ask permission to look into the feasibility of erecting the statue there.

**197. IN VIEW OF THE PRIVATE AND CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PRESS AND PUBLIC BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW.**

Mayor .....



