

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 10th NOVEMBER 2022**

**Present
Councillors:**

D Evans (Mayor)
R Blackburn, L Jenkins, L Asman, D Bush, K Nicholas
A Mortenson, G Jones, D Willington

In attendance:

Suzie Thomas (Town Clerk)
Jayne Howes (Assistant Town Clerk)
Pastor Rob James

89.APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Apologies from Councillors Collins, A Brinn (Deputy), M Phillips, J Grimes

**90. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 6TH OCTOBER
2022**

The Minutes of the 6th October 2022 were accepted as an accurate record.

91.QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No Members of the public present.

92.MATTERS ARISING FROM THE MINUTES

a) New Placement from PRP Training (Min 87)

The clerk gave Council an update of the progress of the new placement from PRP Training, who was settling in well and enjoying it.

b) Traffic Management Course (Min 88)

The Clerk informed Council that all staff and councillors had now completed the above course.

c) Pembroke Michaelmas Fair update (Town Clerk)

The Clerk informed Council that she was still waiting for confirmation of dates to hold a meeting to discuss this year's fair.

d)Remembrance arrangements (Town Clerk)

The Clerk reminded Council of the Remembrance Services that were taken place over the weekend.

e)Update on Staff Contracts (Min 120 21/22)

The Clerk informed Council that she had now received up to date contracts back from Mr Barry Rees, of Peoples Programmes and he was now working on updating the Employees handbook.

a) Update on Casual Vacancy – St Marys South Ward

The Clerk informed Council that no election had been called, so co-option had been advertised with a closing date for applications on Thursday 17th November 2022

93. PLANNING APPLICATIONS RECEIVED

22/0603/PA

Proposal: Proposed single storey side extension to bungalow

Site Address: 6 Hywel Way, Pembroke, SA71 4EF

Council would support the application

22/0620/PA

Proposal: Convert existing garage into annexe for family carer and rebuild workshop/garden store.

Site Address: 12 Freemans Walk, Pembroke

Council would support the application

22/0621/PA

Proposal: Variation of condition 1 (time limit for commencement of development) of planning permission 17/1206/PA (Renewal of planning permission 12/1024/PA – Erection of a pair of semi-detached dwellings

Site Address: 8 Herons Reach, Woodbine Close, Pembroke

Pembroke Town Council would object to the application as this is the second time this application has been submitted for an extension of time scale for the implementation of permission and we would like this reviewed. The proposed development would be situated on the Pembroke Mill Pond which lies within the Pembroke Conservation area and is designated a Local Nature Reserve and Wildlife Corridor. Given the status of ecology and biodiversity given in the Welsh Governments “Future Wales National Plan 2040” Pembroke Town Council is of the opinion that this should be refused given its sensitive location adjacent to an area of high ecological and biodiversity value.

22/0603/PA

Proposal: Single storey side extension to bungalow

Site Address: 6 Hywel Way, Pembroke, SA71 4EF

Council would support the application

22/0529/PA

Proposal: Installation of a twin walled flue

Site Address: 12 Buttermilk Close, Pembroke

Council would support the application

22/0278/PA

Proposal: Upgrade existing turkey shed to a new shed in existing position

Site Address: Glan-y-Mor Farm, Bush Hill, Pembroke, SA71 4RL

Pembroke Town Council would support the application subject to the observations set out by Natural Resources Wales

22/0526/PA**Proposal:** New detached 2 bedroom dwelling**Site Address:** 8 Paradise Row, Pembroke**Pembroke Town Council would support the application subject to the observations set out by Welsh Water were met.****94. PLANNING APPLICATIONS DETERMINED****22/0371/PA****Proposal:** New canopied balcony at first floor level**Site Address:** Lake House, 27 The Green, Pembroke**Decision: Conditionally Approved****22/0005/CL****Proposal:** Certificate of lawfulness**Site Address:** Priory Farm, Church Terrace, Monkton, Pembroke**Decision Unconditionally Approved****22/0451/PA****Proposal:** Change of use of building to retail, residential flats and detached dwelling**Site Address:** 27 Main Street, Pembroke, SA71 4JS**Decision: Refused****The above was noted by Council****95. LICENSING**

None Received

96. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

159	Wages	Week ending 3.10.22	£604.37
160	Pembroke Packaging	Laminating pouches & stapler	£52.53
161	B Shilke	Window cleaning	£20.00
162	B&M (Rose)	Cleaning materials	£3.32
163	Cllr Dennis Evans	Mayor's Allowance (travelling expenses)	£191.50
164	RNLI	Finger buffet for 76 Civic Awards Evening	£646.00
165	Westcoast Web Works	Hosting for Pembroke Town Guide	£125.00
166	Wilco (Suzie)	Frames – Civic Awards	£15.00
167	Suzie Thomas	Petrol – Haverfordwest Audit	£11.61
168	Aquaclear	8 days reed cutting on Mill Pond	£6000.00
169	B&M (Rose)	Cleaning materials	£3.50
170	British Gas	Electricity 10.8.22-9.9.22	£170.88
171	British Gas	Gas 2.8.22-1.9.22	£14.44
172	Wages	Week ending 10.10.22	£604.37
173	Tesco (Rose)	Bouquet	£10.00
174	B&M (Rose)	Painting materials	£25.22
175	Tesco (Suzie)	Refreshments for St Michaelmas Fair	£102.41
176	Carmarthenshire County Council	Pension September	£1567.99
177	HMRC	Tax/NI (August)	£891.92

178	HMRC	Tax/NI (September)	£944.60
179	Wages	Week ending 17.10.22	£604.37
180	Tesco (Suzie)	Gift for Showmen's Guild	£22.50
181	Tesco (Rose)	Bouquets for Showmen's Guild (to be reclaimed) *	£40.00
182	Paul Sartori	Teaspoons	£5.00
183	Amazon (Suzie)	24 pairs work gloves	£11.58
184	Dyfed Alarms	Engineer callout on 6.10.22	£36.00
185	One Voice Wales	Courses for 10 councillors (4 free places)	£330.00
186	The Learning Station	10 Traffic Marshal online courses	£333.33
187	Woodenbale	2 round tables & 1 disabled table (To be reclaimed) *	£2475.00

Those marked * to be recovered

The above accounts were agreed unanimously

97. UPDATE FROM COUNTY COUNCILLORS

Councillor Phillips emailed all councillors a written report.

98. CORRESPONDENCE RECEIVED

None received

99. MAYORAL APPOINTMENTS

5.10.22	YAH Harvest Dinner	Pembroke Town Hall	2.30pm	Cllr Evans
27.10.22	Youth Without Limits (Duke of Edinburgh Awards)	Pembrokeshire College	2.45pm	Cllr Evans

The above was noted by Council

100. AGENDA ITEMS

101. FOOTBALL PITCH ON THE COMMONS PARK, PEMBROKE (COUNCILLOR WILLINGTON)

The park field with its goalposts is a well used amenity by local and visiting children and some adults.

Most sports fields today are fenced off to prevent the incursion of dogs, because of the link between dog faeces/urine and bacteria that can cause blindness and other illnesses.

The Commons football area is presently not fenced off, but the play area equipment is, for the same reason above and the safety of young children.

I believe it is only time before there is an incident, potential claim and very negative publicity. Consequently, I strongly suggest that the area around the football posts should be equally well fenced off and signs erected to keep animals out of this area.

Following a lengthy discussion, it was resolved for the Clerk to write to Pembrokeshire County Council, to see if this firstly an option of fencing off as it is common land, and Councillor Willington to explore various funding options that may be available.

102. TO REVIEW AND APPROVE THE EXTERNAL AUDIT FOR 2020/21 (TOWN CLERK)

The Clerk informed Council that she had at long last received the report back from the external auditor which was an unqualified report with no matters arising or recommendations. Council thanked the Clerk and Assistant for their work.

103. TO DISCUSS BENCH INSTALLATION AT THE GREEN PLAY PARK (COUNCILLOR ASMAN)

Councillor Asman informed Council that the Green Play Park was now nearly complete and being well used. The last two benches which were rescued from the mill pond, have been restored and painted, now need to be re-installed. The cost of the concrete plinth for these benches to be installed on is £500.00 each. Councillor Asman stated that all the fundraising had been spent and could Council pay for the last two benches to be installed, finishing the project.

Following a discussion, it was resolved for Pembroke Town Council to pay £1000.00 and the work to be completed by Pembrokeshire County Council.

104. TO DISCUSS “THE INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT FEBRUARY 2023” (TOWN CLERK)

The Clerk emailed the above draft report out to all councillors. Following a discussion, it was agreed for each Councillor to reply individually.

105. TO REVIEW & UPDATE STANDING ORDERS (COUNCILLOR EVANS)

Councillor Evans forwarded the below to all councillors, to add and amend the current standing orders to comply with new regulations that had been instigated.

STANDING ORDER 63

Temporary changes to meetings introduced in the Local Authorities (Coronavirus) (Meetings)(Wales)Regulations 2020 allowing meetings to be held virtually were made permanent by the Welsh Government in the 2021 Act.

Section 2 of the Act – Multi-location meetings :

Allows meetings to be held face to face, from multi – locations using hybrid technology which gives the opportunity for councillors, members of the public and the press to attend from various locations.

Standing Orders need to be updated and the changes need to be advertised in different formats eg. website, Facebook and on the monthly report.

STANDING ORDER 63A

Members of the public are welcome to attend the meeting of Pembroke Town Council at the Council Chamber, Town Hall Pembroke or join the meeting by Hybrid by contacting the Town Clerk at enquiries@pembroketowncouncil.co.uk

a minimum of 24hrs. prior to the start of the meeting.

The above wording will also be included on the Town Council website and Facebook page.

STANDING ORDER 77 – Co-option of a member of the public to become a councillor

Change the wording in paragraph 2

Applicants will be asked to complete a Co-option Application Form stating their reasons for applying to become a member of the council.

Change the wording in paragraph 3

Candidates will be called in for an interview which will normally be held with full council present but there may be an occasion when this may not be possible. If this situation arises a smaller group (the group must be quorate) of councillors will be given the authority to conduct the interviews and final selection.

STANDING ORDER 10 – MAYOR’S & DEPUTY MAYOR’S ALLOWANCES

In order to show consistency, the Deputy Mayor and Town Crier’s allowances should be handled using the same process for the Mayor’s allowance i.e. the allowance should not be paid out in a lump sum and receipts and invoices must be presented to the Town Clerk.

Change wording to Section 4 – Deputy Mayor & Town Crier

Although smaller in value, the allowance will not be paid out as a lump sum and receipts and invoices must be presented to the Town Clerk either at the end of the term of office or earlier if requested. Re-imburement will be made using the BACS system and a running total will be made available.

Following a discussion, it was resolved to accept the above changes to the Standing Orders. The Clerk to send out new revised copies by email.

106. TO DISCUSS THE WELSH GOVERNMENT CONSULTATION THAT SETS OUT AN AMBITIOUS LONG-TERM AGENDA FOR MODERNISING ELECTORAL ADMINISTRATION AND WIDER ELECTORAL REFORM IN WALES. (TOWN CLERK)

Following a discussion, it was resolved that as above, Councillors to reply individually.

107. TO DISCUSS PEMBROKE MUSEUM (COUNCILLOR ASMAN)

Pembroke Museum was set up in 2013 at the request of the Regeneration Committee – a committee of councillors and community groups formed to suggest and undertake projects to enhance the town. Achievements included the sign posts, BBQ area, Town Trail, statue of Henry VII and enhancement of the Mill Bridge.

A Museum had long been an aspiration – for such a historic town, a real omission. I was given a start up grant of £5K in order to buy the necessary display boards and materials, IT equipment etc. and, with a band of volunteers, assembled a pop up museum in a matter of couple of weeks.

Over the years, the Museum display has changed significantly. We had started from scratch with no artefacts but it has proved such a popular community project that this is no longer the case. Donations came flooding in and we have now a museum full of interesting artefacts with some important collections. It has exceeded all my expectations. I have successfully applied for the museum to begin the accreditation process, which I hope to complete next year.

Combined with the lovely Murals of George and Jeanne Lewis, the Museum is proving to be a popular visitor attraction with average visitor numbers for July/August numbering 372 per week, 74 per day (weekdays only). It is self sustaining – with no funding other than visitor donations and fundraising by the History Society. Most importantly, we have a dedicated group of volunteers with varied skills to make improvements with little or no cost.

The museum, such as it was at the outset, could fairly easily be dismantled and it was agreed that the courtroom would be cleared once a year for the Mayor Making. However, the development of the museum has been such that dismantling is now impractical and the Courtroom has been used for this purpose only once in the past 5 years.

I am now asking Council to put the Museum on a secure footing and rescind the original agreement in order to allow the Courtroom to permanently house Pembroke's Museum.

Following a lengthy discussion, it was resolved to place again on the Agenda, once the letting policy had been reviewed.

Mayor

