

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 11<sup>th</sup> MAY 2023**

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**Present  
Councillors:**

D Evans (Mayor) A Brinn (Deputy Mayor)  
J Grimes, G Jones, L Asman  
A Mortenson, C Collins, L Jenkins,  
M Phillips, D Bush, K Nicholas and A Cooke

**In attendance:**

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

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**1. ELECTION OF MAYOR OF PEMBROKE FOR THE ENSUING YEAR**

It was Proposed by Councillor Gareth Jones, seconded by Councillor Linda Asman that Councillor Aden A Brinn JP be elected Mayor of Pembroke for the year 2023/24

**Resolved: There being no other nominations, and a vote taking place, Councillor Aden A Brinn JP was elected Mayor of Pembroke for 2023/24.**

The Mayor, Councillor Aden A Brinn took the chair, read and signed the Oath of Allegiance to HM The King and the Declaration of Acceptance of Office

The Mayor then made his speech of acceptance of office. He then placed the Mayoress Chain on his Mayoress, Mrs Claire Dufresnoy.

The Mayor then presented the retiring Mayor, Councillor Dennis Evans a framed certificate and Plaque in appreciation for his year in office, with Councillor Nicholas then giving a vote of thanks to Cllr Evans.

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

Apologies from Councillors D Willington, R Cowen and R Blackburn  
There were no Declarations of interest.

**3. ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR**

It was proposed by Councillor Clive Collins seconded by Councillor Linda Asman that Councillor Ann Mortenson be elected Deputy Mayor of Pembroke for the year 2023/24.

**Resolved: There being no other nominations, and a vote taking place, Councillor Ann Mortenson was elected Deputy Mayor of Pembroke for 2023/24.**

**4. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 6<sup>TH</sup> APRIL 2023**

The Minutes of the 6<sup>th</sup> April 2023 were accepted as an accurate record.

**5. TO RECEIVE AND RECORD THE APPOINTMENT OF THE MAYOR'S CHAPLAIN**

Pastor Rob James was duly appointed as the Mayor's Chaplain for the year 2023/24.

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

None received

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

**a) *Reminder of Chaplains invite to Church Service***

The Clerk reminded all councillors of the Songs of Praise Service that was taking place on Sunday evening to which they were all invited.

**b) *Copy of Standing orders sent electronically.***

The Clerk has sent the new revised edition of the Standing Orders electronically to all Councillors. Anyone wishing a hard copy to email the Clerk

**c) *Update from meeting with Mr Richard Staden, Pembrokeshire County Council.***

Councillor Asman & Councillor Jenkins informed Council of the meeting they attended with Mr Richard Staden and Mr Barry McKee of Pembrokeshire County Council of their concerns of the cutting down of trees along the Mill Pond Walk in the Wildlife Corridor.

**8. PLANNING APPLICATIONS RECEIVED**

**22/1178/PA**

**Proposal:** Wooden building to be used as a home gym

**Site Address:** 3A-TY Moivred, The Grove, Grove Hill, Pembroke, SA71 5BP

**Council would support this application.**

PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION TOWN AND COUNTY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (WALES) ORDER 2012 (AS AMENDED) SCHEDULE 1 ARTICLE 4. (4) SCHEDULE 1B ARTICLES 2C & 2D PROPOSED DEMOLITION OF THE EXISTING PUBLIC TOILET, REFURBISHMENT AND EXTENSION OF THE EXISTING LISTED BUILDING FOR A COMMUNITY HUB WITH ASSOCIATED INFRASTRUCTURE WORK 7 NORTHGATE STREET, PEMBROKE, PEMBROKESHIRE, SA71 4NR

**Following a discussion, it was resolved that the Clerk to arrange a meeting to discuss the above to prepare a response by the 26<sup>th</sup> May 2023 and also get a response from the Civic Trust and Pembroke Castle Trustees.**

## 9. PLANNING APPLICATIONS DETERMINED

### **22/0917/PA**

Proposal: New domestic Garage

Site Address: 14 Owen Street, Pembroke SA71 4EP

**Decision:** Conditionally Approved

### **22/0984/PA**

Proposal: Proposed Disabled bedroom extension to existing dwelling house

Site Address: 23 Laugharne Close, Pembroke SA71 4QX

**Decision:** Conditionally Approved

### **22/0939/PA**

Proposal: Design changes to extension (Re-submission) (partly in retrospect)

Site Address: Triden, Merlins Cross, Lower Lamphey Road, Pembroke

**Decision:** Conditionally Approved

### **22/1002/PA**

**Proposal:** Change of use from 2 x flats to 1 single dwelling house plus rear extension with terrace

**Site Address:** Ty Newydd, Holyland Road, Pembroke, SA71 4BL

**Decision:** Conditionally Approved

### **22/0959/PA**

**Proposal:** Proposed alterations and attic conversion

**Site Address:** Oaklands, Buttermilk Close, Pembroke SA71 4TN

**Decision:** Conditionally Approved

### **22/0916/PA**

**Proposal:** Alterations to Pembroke Castle shop and 8b Castle Terrace in tandem with proposed expansion of shop premises

**Site Address:** 8 Castle Terrace, Pembroke, SA71 4LA

**Decision:** Conditionally Approved

### **22/0960/PA**

**Proposal:** Use of land for the siting of camping pods, a bunkhouse and construction of a building for shower and toilet facilities.

**Site Address:** Henry Tudor School, Bush Hill, Pembroke, SA71 4RL

**Decision:** Conditionally Approved

**The above was noted by Council.**

## 10. LICENSING

None received.

## 11. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

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

353	Pembrokeshire County Council	Installation of William Marshal statue plinth *	£9871.23
354	Audit Wales	Audit Fees 2021-2022	£1210.00
355	Suzie Thomas	Hoover bags	£8.99
356	Forest Traffic Services Ltd	Traffic Management Mayor's Parade	£615.00
357	Grandiflora	Supply & plant Tulip tree *	£215.00
358	Suzie Thomas	Milk	£15.00
359	Lightbulbs Direct	2 x compton lamps	£8.64
360	Clr Dennis Evans	Mayor's Allowance	£413.89
361	Carmarthenshire County Council	Pension March	£1320.37
1	Zurich	Insurance	£6805.25
2	Scribe	Accounts Annual Subscription	£795.00
3	Total Tech	Line rental	£55.00
4	LITE	Festive lighting deposit 1 of 3 40% total cost	£3990.24
5	Wages	Week ending 3.4.23	£535.75
6	Pembrokeshire County Council	Road closure for St Michaelmas Fair 2022*	£759.10
7	HMRC	Tax/NI	£1096.16
8	Suzie Thomas (Tesco)	Refreshments for Mayor*	£13.00
9	Wages	Week ending 10.4.23	£587.54
10	The Sticky Back Plastic Vinyl Shop	Vinyl for kitchen	£11.49
11	Pembrokeshire County Council	Rates	£1363.80
12	Halsted DIY	Cable ties	£8.50
13	Consortium	Notepads	£21.99
14	Wages	Week ending 17.4.23	£587.54
15	B Shilke	Window cleaning	£20.00
16	All White Now (Kevin Thomas)	Service wash, dry & iron	£50.00
17	Salaries	April	£3131.56
18	Wages	Week ending 24.4.23	£587.54
19	Wages	Week ending 1.5.223	£587.54
20	Carmarthenshire County Council	Pension April 2023	£1305.47
21	Suzie Thomas	Flags	£20.00
22	Amazon (Suzie Thomas)	Table place cards	£10.98
23	Paul Bowen Plumber	Supply & fit worktop & kitchen mixer tap/fit new water heating element/fit new cisternmiser	£918.00

Those marked \* to be recovered

**The above accounts were agreed unanimously.**

## 12. UPDATE FROM COUNTY COUNCILLORS

No report due this month

## 13. CORRESPONDENCE RECEIVED

No Correspondence received.

## 14. MAYORAL APPOINTMENTS

2.5.23	Opening Ceremony of the May Fair 2023	Hereford City Council	Cllr Evans
3.5.23	Service of Blessing & Presentation of Cross of Nails	St Mary's Church, Warren	Cllr Brinn
5.5.23	Presenting Coronation bookmarks	Golden Grove School & Monkton School	Cllr Evans
8.5.23	The Green Park Opening	The Green, Pembroke	Cllr Evans
11.5.23	Coronation – Pembroke Festival	The Commons, Pembroke	Cllr Brinn & Cllr Jones
12.5.23	Coronation – Pembroke Festival Carnival Cnapan	Pembroke Castle	Cllr Brinn

The above was noted by Council

## 15. AGENDA ITEMS

### 16. TO CONSIDER PURCHASING NEW LINKS FOR MAYORAL CHAIN (COUNCILLOR ADEN BRINN)

Councillor Brinn proposed to Council that they look into adding more links to the Mayoral Chain, so past Mayors can be added. Following a conversation and information from the Clerk that adding more links would make the Chain too heavy, it was proposed by Councillor Asman and seconded by Councillor Nicholas to leave the chain as it is.

### 17. MILL POND WALK (COUNCILLOR LINDA ASMAN) Councillor Asman raised concerns with council regarding the state of the Path and pavements around Pembroke

*Pembroke is fortunate in its lovely natural surroundings – few towns can boast of such. Yet why are our footpaths in a disgraceful state?*

*Potholes abound and are deep and dangerous – the one pictured below I measured to be 3 " deep. As you turn into the Millpond walk from the Mill Bridge, the surface is appalling and hazardous particularly for invalid carriages. But nothing has been done about it. The pavements too are in just as bad a state.*

*As for the Castle Pond walk, the paths still need attention after years of complaints.*

*The Millpond Walks are comparable to a promenade were Pembroke by the sea and not a river – can you imagine the outcry if Tenby's promenade was in such a state?*

*So many people enjoy the walks with the views and wildlife – time we started campaigning seriously to improve this situation.*

**Following a conversation, the Clerk was asked to set up a site meeting with Mr Darren Thomas and Mr Anthony Price of Pembrokeshire County Council, along with the County Councillors.**

**18. STATUE CLEANING (COUNCILLOR LINDA ASMAN)**

*We have two lovely statues in Pembroke – greatly admired and photographed.*

*However, they do need upkeep. Henry VII is particularly vulnerable to bird droppings and is looking rather sorry.*

*We do need to put in place a maintenance programme to ensure the statues are cleaned regularly and this should happen before the main tourist season. The statues are a great advert for Pembroke and should look their best when photographs appear on the internet – as they often do!*

**Following a discussion by Council it was proposed by Councillor Nicholas and seconded by Councillor Collins to enquire regarding costs involved and also to see if Simon, could be trained up to clean and wax the statues, and bring back costs to the next meeting.**

**19. TO CONSIDER PURCHASING NEW MAYORAL BOARD FOR THE GEORGE LEWIS HALL (COUNCILLOR JONES)**

Councillor Jones informed Council that the Mayoral Board which was situated on the wall of the George Lewis Hall, had now been filled up with the names of past mayors. He had looked into costs to replace a board online which was quite expensive, so suggested he looked at local carpenters. Following a discussion, it was resolved for Councillor Jones to come back to Council once costs had been prepared.

**20. TO DISCUSS THE INTERNAL REPAIRS TO THE COUNCIL CHAMBER (TOWN CLERK)**

The Clerk informed Council that she had been looking into the costs to get the Chamber stripped back, repaired, and painted. This would cost quite a considerable amount of money and suggested that the Caretaker could paint the walls, if the necessary equipment was hired in. Following a discussion, it was resolved that in the short term, to repaint the walls (leaving the boards as they are) and look into preparing a tender to eventually look at the other works that were required.

**21. TO REVIEW AND APPROVE THE INTERNAL AUDIT (TOWN CLERK)**

This item was deferred until the next meeting as the Clerk had not received the Internal Audit back.

Mayor .....



