

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 14th JULY 2022**

**Present
Councillors:**

D Evans (Mayor)
R Blackburn, C Collins, L Jenkins, L Asman
A Cooke, D Willington, A Brinn, M Phillips, A Mortenson, J Grimes

In attendance:

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

43. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Apologies from Councillors Llewellyn, Bush, Nicholas and Jones. Declarations of Interest given from Councillor Evans & Councillor Willington.

44. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 16TH JUNE 2022

The Minutes of the 16th June 2022 were accepted as an accurate record.

45. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No Members of the public present.

46. MATTERS ARISING FROM THE MINUTES

a) Hybrid Technology Council Chamber (Min 40)

The Clerk informed Council that the Hybrid System was now up and running and gave a demonstration.

b) Letter of thanks

The Clerk read out a letter of thanks addressed to Pembroke Town Council for the donation towards St Mary's Pembroke Bell Restoration Project from Mrs Anne Bunker (on behalf of all the bellringers).

47. PLANNING APPLICATIONS RECEIVED

22/0143/PA

Proposal: Construction of 16 no dwellings with access road and parking on the former A & M Engineering site Pembroke

Site Address: Former A & M Engineering, Lower Lamphey Road, Pembroke, Pembs SA71 4AE

Decision: It was resolved to **object to** the above application, as they felt there was inadequate infrastructure coming out onto the Lower Lamphey Road and joining the Well Hill junction.

22/0242/TF

Proposal: Tree Works

Site Address: Trelit, Upper Lamphey Road, Pembroke

Council would support the application

22/0243/PA

Proposal: Erection of new modern floodlighting system

Site Address: Crickmarren Field, Upper Lamphey Road, Pembroke SA71 4AY

Council would support the application

22/0317/PA

Proposal: New dormer windows in existing roof, new front porch and small single storey extension

Site Address: Treetops, 12 St Michaels Road, Pembroke SA71 5JG

Council would support the application

22/0246/PA

Proposal: Proposed renovation, alterations and extension

Site Address: Rosemary Lane Farmhouse, Taylors Lake, Pembroke SA71 5ER

Council would support the application

48. PLANNING APPLICATIONS DETERMINED

21/0831/LB

Proposal: Alterations

Site Address: Medieval Chapel, 69A Main Street, Pembroke, SA71 4DA

Decision: Conditionally Approved

The above was noted by Council

49. LICENSING

Castle Inn, Pembroke (Sent out via email as closing date 5th July)

No objection from Council.

50. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

55	HMRC	Tax/Ni	£1095.19
56	Wages	Week ending 31.5.22	£635.81
57	Wages	Week ending 6.6.22	£635.81
58	Bernie Scourfield	Internal Audit	£150.00

59	B Shilke	Window Cleaning May & June	£40.00
60	Pembroke Packaging	Toilet rolls, correction fluid & blutack	£27.36
61	Carmarthenshire County Council	Pension May	£2037.40
62	Total Tech	Phone Rental	£55.00
63	Wages	Week ending 13.6.22	£635.81
64	Tesco (Rose)	Refreshments for Mayor Making (£94.72 to be claimed from Mayoral Allowance – 32 private guests at £2.96)	£231.14
65	Watts Digital & Security	CCTV Security Recorder & Maintenance plan for one year	£729.95
66	Pembroke Ladies Lifeboat Guild	Buffet for Mayor Making 46 x £9.00pp	£414.00
67	Mayoral Allowance – Cllr Dennis Evans	Buffet for Mayor Making 32 private invitations	£272.00
68	Green Garage (Rose)	Laundry – Table Cloths for Mayor Making	£22.50
69	Parcelcompare (Suzie)	Returning 2 parcels to Flagpole Express	£27.77
70	Tesco (Suzie) – Mayoral Allowance	Flowers for Mayor Making	£33.33
71	Farm Foods (Suzie)	Tea/coffee/sugar/milk	£28.18
72	Wages	Week ending 20.6.22	£636.01
73	Salaries	June	£2965.36
74	Halsted DIY Ltd	Scrubbing brush	£6.20
75	Total Tech	Microsoft 365 1 year	£118.80
76	ICO	GDPR Renewal Fee	£40.00
77	Paul Sartori	Donation for car park fee (Classic Cars)	£50.00
78	St Mary's Belfry Fund	Donation for church bells	£203.00
79	Emma Clegg & Poppy Cumine	Donation – trip to 25 th World Scout Jamboree	£200.00
80	Mayoral Allowance - Cardcraft of Pembs Ltd	Tea cup floral arrangements	£83.33
81	Hill Farm Nursery as per quotation	Flowers for Pembroke	£1305.00
82	Zoom (Suzie)	Video communication	£11.99
83	Wages	Week ending 27.6.22	£636.01
84	Wages	Week ending 4.7.22	£636.01
85	B&M (Rose)	Stationery	£9.68
85a	B&M (Rose)	Cleaning materials	£20.16
85b	Wilco (Rose)	Cleaning materials	£13.87
86	HMRC	Tax/NI	£1160.36

Those marked * to be recovered

The above accounts were agreed unanimously

51. CORRESPONDENCE RECEIVED

The following correspondence has been received from Neil Westerman (South Pembrokeshire Rail Action Group)

Dear Ms Thomas,

Following a noticeable decline in the train service to South Pembrokeshire over the last few years a number of individuals have gathered together to form the “South Pembrokeshire Rail Action Group (SPRAG). The group plans to lobby both local and national politicians to campaign for improvements to the rail services provided by Transport for Wales in South Pembrokeshire (Whitland to Tenby and Pembroke Dock).

SPRAG is actively campaigning for the introduction of an hourly train service between Swansea and Pembroke Dock along with improvements to journey times and affordable ticket prices. These improvements would have a positive impact on the local economy, employment opportunities, climate change, social mobility and mental health. We believe that the only way to meet the transport climate change targets is to significantly improve public transport with an increased frequency of services the most important element. This will result in an increase in passenger numbers and a reduction in car journeys.

It would be greatly appreciated if you could bring this letter to the attention of the Pembroke Town Councillors at their next meeting. If the councillors are in agreement with our aims and objectives (see below) we would appreciate a letter of support from the council. We are in the process of contacting all the community councils in South Pembrokeshire seeking their support. The more support we have the more likely our campaign will be a success.

Individual councillors are welcome to support our campaign by joining SPRAG free of charge. Send your name and closest train station to allaboard@sprag.uk

Thank you for your assistance. Working together we believe we can improve public transport for the benefit of locals and visitors.

Following a discussion, it was resolved for the Clerk to write back with a letter of support.

52. MAYORAL APPOINTMENTS

DATE	EVENT	VENUE	TIME	ATTENDNG
10.6.22	Tenby's Mayor Making	De Valance Pavilion, Tenby	5.45pm	Cllr Evans
11.6.22	Milford Haven's Civic Service	St Katherine & St Peter's Church	12.00pm	Cllr Evans
12.6.22	Pembroke's Mayor Making	Town Hall	10.30am	Cllr Evans
20.6.22	Pembroke Food Hub Launch	Foundry House, Pembroke	3.30pm	Cllr Evans
25.6.22	Armed Forces Day	Pembroke Dock	11.00am	Cllr Brinn
26.6.22	Pembs Area Scout AGM	St Bride's Scout Campsite	12.00pm	Cllr Brinn

1.7.22	Youth Recognition Awards	Town Hall	4.30pm	Cllr Brinn
9.7.22	River Rally	Castle Pond	12.00pm	Cllr Evans

The above was noted by Council. Councillor Evans reported to Council that he had received back very good comments about the success of the River Rally, but the Clerk re-iterated again, that she needs help on the day from Councillors, and this event cannot be managed with just 3 staff alone.

53. AGENDA ITEMS

54. UPDATE FROM COUNTY COUNCILLORS (COUNCILLOR EVANS)

Minute No. 39 from the June 2019 minutes:

It was agreed by Council that the Clerk write to our four County Councillors inviting them to give to Council a monthly update of their activities within their respective wards at an appropriate time in the Council meeting.

This was undertaken, but over time the updates became quite spasmodic and eventually tailed off.

We now have two new County Councillors and I believe that it would now be appropriate to re-institute the proposal from the June 2019 minutes.

Proposal: Clerk to write to our four County Councillors asking them for a quarterly update on the activities undertaken in their respective wards.

Following a discussion, it was resolved for the Clerk to write to the County Councillors asking could this report/update now be re-instated.

55. THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021: STATUTORY GUIDANCE FOR COMMUNITY AND TOWN COUNCILS & THE GOOD COUNCILLORS GUIDE, TO INCLUDE TRAINING (TOWN CLERK)

The Clerk informed Council that she had received the above information which she had forwarded to all councillors. The Clerk stressed that this Annual Report would need to be completed by Council as information such as achievements and aspirations needed to be included. Following on from this, a training plan also had to be completed by November, and she will forward training courses out so Council can choose which courses would be relevant to each individual. A bio-diversity plan also to be completed which the Clerk said she could get information from Pembrokeshire County Council.

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

This was postponed until the next meeting as it still had not been received back from the Auditors.

57. TO RAISE CONCERNS OVER TREE FELLING AND DISCUSS THE MEETING ATTENDED BY PEMBROKESHIRE GREEN INFRASTRUCTURE (GI) MEMBERS WORKSHOP ON 1ST JULY (COUNCILLOR ASMAN)

Councillor Asman raised concerns again about the illegal tree felling in and around Pembroke Town and Mill Pond area. She also gave Council an update of the meeting/workshop she and the Clerk attended on Pembrokeshire Green Infrastructure. Following a discussion, it was resolved that Councillor Asman write a letter with her concerns and forward to the Clerk.

58. LIFT TENDERS (TOWN CLERK)

Following on from previous updates, the Clerk informed Council that she had sent out 4 Tenders for quotations on a replacement lift. She had only received one quotation back. Following a discussion, it was resolved to accept the quotation from Ability Lifts.

59. TO APPROVE DATE FOR AWARDS EVENING AND HANDING OVER ROLE OF TOWN CRIER (COUNCILLOR EVANS)

The Clerk suggested a date for the Pembroke Civic Awards for Friday 23rd September 2022. Following a discussion, it was agreed to book that date in the diary, and to advertise accordingly.

60. TO APPOINT A NEW MEMBER OF THE DR JONES CHARITY TRUST (TOWN CLERK)

The Clerk informed Council that Councillor Blackburn had resigned from the Dr Jones Charity Committee, and they were now looking for a new member. Following a discussion, it was resolved that Councillor Darrell Willington take up the position.

61. UPDATE/FEEDBACK FROM COUNTY COUNCILLOR PHILLIPS

Councillor Phillips gave Council an update of what she had been working on as her new role as County Councillor.

62. TO ARRANGE NEW MEMBERS FOR COUNCIL COMMITTEES (TOWN CLERK)

The Clerk went through the various committees and appointed new members for the year 2022/23.

63. ADDITIONAL COMMUNITY GOVERNOR FOR MONKTON PRIORY SCHOOL (TOWN CLERK)

The Clerk had received a letter from Mrs M Williams (Governors Support Services)

I would be grateful if you could put forward a new nomination for the position of Additional Community Governor by 31 August 2022.

The school have been made aware that Mr Jonathan Grimes has expressed an interest in becoming the Additional Community Governor, and we have been asked to write to you in respect of this. The nominee will be appointed as Additional

Community governor at the earliest opportunity, following consultation with the Headteacher/Chair of Governors.

Following a discussion Councillor Ann Mortenson also expressed an interest, along with Councillor Grimes. The Clerk to send both names to Mrs Williams to forward onto the school.

64. TO DISCUSS THE DEFERRED TWINNING POSSIBILITIES BETWEEN PEMBROKE AND BAIN-DE-BRETAGNE, BRITTANY, FRANCE. (COUNCILLOR BRINN)

At a previous meeting of Pembroke Town Council, following representations made from Bain-de-Bretagne in Brittany, to possibly Twin with Pembroke and Pembroke Dock. It was resolved at Pembroke Town Council meeting to defer determination until after the May elections.

I therefore, make a recommendation to Council to consider Twinning with Bain-de-Bretagne. Councillor Brinn also informed Council that he had attended the Pembroke Dock Town Council earlier that evening, for them to make a decision as to whether to Twin with another Town. He would report back after they had made their decision.

Following a discussion taking place, it was proposed by Councillor Brinn and seconded by Councillor Blackburn to look further into the possibility and feasibility of Twinning with this Town. A vote then took place, with 9 in favour, 1 Against, and 1 Abstention.

Mayor

