

**MINUTES OF THE ANNUAL MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 16<sup>th</sup> JUNE 2022**

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**Present  
Councillors:**

D Evans (Mayor)  
R Blackburn, G Jones, C Collins, L Jenkins, L Asman  
A Cooke, K Nicholas, D Willington

**In attendance:**

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

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- 20.** The Mayor opened the meeting and welcomed Councillor Liz Jenkins who had been co-opted onto the Monkton Ward to her first meeting. He also congratulated Councillor Rose Blackburn for being awarded BEM Queens Award.

He then welcomed Mr Nigel Lewis (Licensing Officer for Dyfed Powys Police), Sgt Lewis Simpson and Ms Charlotte Mathias (Licensing Officer of Pembrokeshire County Council) who introduced themselves and gave Council a detailed description of their roles.

A lengthy discussion took place of various concerns around Pembroke. A member of the Street Pastors was also present at the meeting, who informed the police and Council of her concerns which the Pastors were seeing around the town. The Mayor thanked them for attending.

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

Apologies from Councillors Brinn, Phillips, Mortenson, Llewellyn, Bush and Grimes.  
Declarations of Interest given from Councillor Evans

**22. TO SIGN AND CONFIRM THE AGM MINUTES OF THE MEETING ON 19<sup>TH</sup> MAY 2022**

The AGM minutes of the 19th May 2022 were accepted as an accurate record.

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

A member of the public was present, who enquired with Council as to why no bunting was erected through the Main Street for the Queen's Jubilee. The Mayor informed the resident that recently we had to remove the banners we had erected as the lampposts in Pembrokeshire County Council's opinion were not designed to hold such banners, and bunting would be the same. The cost of erecting bunting and

installing new itinerary lines to hold bunting would be in the thousands. Councillor Nicholas suggested in hindsight that Union Jack Flags could have been erected in poles where the small Christmas trees are usually placed on the shop premises through the town. Councillor Asman informed the lady that further on in the meeting she would be proposing to set up a Town Team Committee, which would include groups, members of the public and Council which could meet on a regular basis and help with such events.

## **24. MATTERS ARISING FROM THE MINUTES**

### **25. a) CCTV TOWN HALL**

The Clerk informed Council that a new CCTV Box had been installed in the Town Hall. However, when testing, it was found that some of the cameras, due to their age, need replacing. Following a discussion, it was resolved to purchase 5 new cameras out of the 16 installed.

### **26. b) LIFT TENDERS**

The Clerk informed Council that she had sent out 4 copies of the Tenders to Lift Suppliers and the final date for submission is the 1<sup>st</sup> July 2022.

### **27.c) BANNERS**

The Clerk informed Council as in previous dialogue the banners on the lampposts had now all been taken down as per instruction from Pembrokeshire County Council. The Clerk suggested that a small group discuss a way forward with the banners and to invite Mr Mel Stephens of Pembrokeshire County Council for his views once the initial meeting had taken place.

## **28. PLANNING APPLICATIONS RECEIVED**

### **21/0990/PA**

Proposal: Proposed two storey dwelling

**Site Address:** Site to the rear of St Ronans, 117, Main Street, Pembroke

**Council would support the application subject to no objections from neighbouring properties as the site plan was out of date.**

### **22/0075/PA**

**Proposal:** Variation of condition 2 (approved plans) of planning permission 15/0559/PA (Variation of conditions 5, 13, 14 & 15 of planning ref: 13/0291/PA Hybrid application for outline planning approval for 3 building plots and full approval for 2 dwellings)

**Site Address:** Springfield 30 Lower Lamphey Road, Pembroke SA71 4AF

**Council would support the application**

## 29. PLANNING APPLICATIONS DETERMINED

### 21/0935/PA

**Proposal:** Conversion and change of use of existing stone barn to 3 holiday units, including reinstatement of lean-to extension with associated car parking and external works. New agricultural machinery store/workshop and relocation of existing timber outbuilding. Adjustment of existing field entrance re-alignment of existing hedge bank to west of barn to create visibility splay to Highways requirements.

**Site Address:** Kingsfold, Pembroke SA71 5BT

**DECISION:** Conditionally Approved

The above was noted by Council

### 30. 21/1262/PA

**Proposal:** Single storey extension to provide downstairs bedroom and shower room. Ramp at rear to access raised garden area.

**Site Address:** 23, St Anns Crescent, Pembroke, SA71 4QD

**DECISION:** Refused

The above was noted by Council

## 31. LICENSING

None received

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

43	Keesha Haines	Face Painting – William Marshal Event	£200.00
44	B Jones Electrical Contractor	Erection of column mount banners	£2300.00
45	Pembrokeshire County Council	Black Horse Toilets 2021/22 Qtr 3 & 4	£2206.45
46	LITE	Deposit payment 1 of 3 40% of total	£3990.24
47	British Gas	Electricity 10.4.22 – 9.5.22	£128.56
48	Total Tech	Phone rental	£55.00
49	British Gas	Gas 1.4.22 – 1.5.22	£93.44
50	Tesco (Suzie)	Refreshments for AGM meeting	£61.82
51	Wages	Week ending 23.5.22	£635.81
52	Zoom (Suzie)	Video communication	£11.99
53	SLCC	Membership fee	£215.00
54	Salaries	May	£2948.42

Those marked \* to be recovered

**The above accounts were agreed unanimously**

### **33. CORRESPONDENCE RECEIVED**

**The following correspondence have been received from Lieutenant Commander Royal Navy Christopher Chew**

Sir,

On behalf of HMS PEMBROKE, thank you for hosting us on our arrival to Pembroke. It was a pleasure to meet you and your team, learn about the history of the town and welcome you on board with us on Friday.

It's fair to say the weather was firmly on our side with Pembroke providing the perfect backdrop to welcome several hundred, friendly and enthusiastic visitors on board during Friday's reception and the 'Ships Open to Visitors' on Saturday. The visit has been an overwhelming success, renewing links between HMS PEMBROKE, the Royal Navy and Pembroke both for ourselves and the public.

Again, thank you for making our Hometown visit possible: we hope to have the opportunity to return in the near future.

The above was noted by Council and the Clerk to write to Lieutenant Chew thanking him for his visit.

### **34. MAYORAL APPOINTMENTS**

DATE	EVENT	PLACE	TIME	ATTENDING
27.5.22	HMS Pembroke	Town Hall	12.00pm	Cllrs Evans & Brinn
27.5.22	HMS Pembroke	Pembroke Dock	6.00pm	Cllrs Evans & Brinn
2.6.22	Lighting of Beacon	Pembroke Castle	8.00pm	Cllr Evans
10.6.22	Mayor Making	Tenby	5.45pm	Cllr Evans
11.6.22	Mayor Making	Milford Haven	12.00pm	Cllr Evans
12.6.22	Mayor Making	Pembroke	11.00am	Cllr Evans

The above was noted by Council.

**35. AGENDA ITEMS**

**36. TO REVIEW AND APPROVE THE EXTERNAL AUDIT 2020/21 (TOWN CLERK)**

This was postponed until the next meeting as no correspondence had yet been received back from the external auditors

**37. TO REVIEW AND APPROVE THE INTERNAL AUDIT 2021/22 (TOWN Clerk)**

The Clerk presented Council with the Internal Audit Report from Mr Bernard Scourfield. Following a review and discussion the internal report was approved. The Mayor thanked the Clerk and Assistant Town Clerk for their work concerning the Audit.

**38. TO REVIEW APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Clerk presented to Council three applications for financial assistance. Following a discussion, it was resolved to award the following:

St Marys Church Bell Restoration Fund - £203.00

Emma Clegg & Poppy Cumine (Scouts) - £200.00

Paul Satori - £50.00

**39. TO REVIEW & APPROVE QUARTERLY BUDGET REVIEW (TOWN CLERK)**

The Clerk presented Council with a Balance Sheet and spendings to date. Following a discussion, the Quarterly Budget review was accepted and approved.

**40. TO REVIEW AND APPROVE TENDERS RECEIVED FOR THE INSTALLATION OF HYBRID TECHNOLOGY IN THE COUNCIL CHAMBER, TOWN HALL.**

The Clerk informed Council she had sent enquiries to 4 different companies asking for quotations for the installation of Hybrid technology upstairs in the Town Hall. She received two quotations back, following a discussion it was resolved to accept the quotation from Total Tech.

**41. FORMATION OF A TOWNS TEAM (COUNCILLOR ASMAN)**

Some time ago, I brought up this idea with Council and there was an agreement. But with subsequent Covid restrictions over such a long period, this did not happen.

Back in 2013 we did form a Regeneration Committee, consisting of representatives from Town Council and community groups with the aim of carrying out projects to enhance the town, partly from a 50% PCC Town Centre Support grant and 50% from our own funds. This had a positive effect and resulted in the setting up of the museum, a new Town Trail, signposts, barbecue area enhancement and the Henry VII statue and mill bridge enhancement - of great benefit to the town. There was substantial fundraising for the statue from a specially formed committee with great community support. This in turn led to the campaign for the Henry Tudor Centre.

So much therefore can be achieved with Council and community working together. An example of this is the new William Marshal statue. This was a project of Pembroke & Monkton Local History Society – but it could not have happened without the support of Council.

There are many people in Pembroke who would like the opportunity of contributing to community projects – I was reminded of this in our interviews for co-option to the Monkton Ward. It was a hard choice with excellent applicants who may very well be interested in forming a Town Team. I have spoken to others who have expressed an interest in this.

Together as a community we can present a much stronger voice and provide the community support necessary for undertaking further projects.

I am proposing that we call a public meeting, inviting representatives of local organisations as well as interested individuals to discuss this further and determine a way forward.

Following a discussion, it was resolved that Councillor Asman proceed with the public meeting and look into the formation of a Towns Team.

**42. TO REVIEW & APPROVE THE ANNUAL RETURN (TOWN CLERK)**

The Clerk presented Council with the Annual Return for Pembroke Town Council for the year ending 31 March 2022 for review and approval. Following a discussion, it was resolved to approve the Annual Return for the year ending 31 March 2022

Following the end of the meeting Councillor Asman presented the Mayor with a framed portrait of John Poyer, Pembroke’s most famous Mayor who opposed Cromwell during the Siege of Pembroke 1648.

Mayor .....



