

**MINUTES OF THE ANNUAL MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 19th MAY 2022**

**Present
Councillors:**

L Asman (Mayor)
D Evans, R Blackburn, J Grimes, A Mortenson, G Jones, C Collins
A Brinn, D Bush, M Phillips, A Cooke, K Nicholas, P Llewellyn, D Willington

In attendance:

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

1. ELECTION OF MAYOR OF PEMBROKE FOR THE ENSUING YEAR

It was Proposed by Councillor Aden Brinn, seconded by Councillor Jonathan Grimes that Councillor Dennis Evans be elected Mayor of Pembroke for the year 2022/23

Resolved: There being no other nominations, Councillor Dennis Evans was elected Mayor of Pembroke for 2022/23.

The Mayor, Councillor Dennis Evans took the chair, read and signed the Oath of Allegiance to HM The Queen 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 wife Mrs Rita Evans.

The Mayor then presented the retiring Mayor, Councillor Linda Asman a framed certificate and Plaque in appreciation for her year in office, with Councillor Blackburn then giving a vote of thanks to Cllr Asman.

2. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

No apologies or Declarations of Interest given.

3. ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR

It was proposed by Councillor Rose Blackburn seconded by Councillor Linda Asman that Councillor Aden Brinn be elected Deputy Mayor of Pembroke for the year 2022/23.

Resolved: There being no other nominations, Councillor Aden Brinn was elected Deputy Mayor of Pembroke for 2022/23.

The Deputy Mayor then made his speech of acceptance of office and placed the Deputy Mayoress chain on Claire Dufresnoy.

4. 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 2022/23.

5. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 7TH APRIL 2022

The minutes of the 7th April 2022 were accepted as an accurate record.

6. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

A Member of the public was present but requested to speak re planning application when it arised, which was permitted.

7. MATTERS ARISING FROM THE MINUTES

a) Meeting with Licence Inspectors and Police (postponed for one month)

The Clerk informed Council that due to the AGM taking place, she had postponed the guest speakers until the June Meeting.

b) Update from meeting with Mr Peter Howe on 21st April 2022

The Clerk gave Council an update of the meeting which took place on 21st April 2022 with Mr Peter Howe regarding the LPFN Grant on the Castle & Mill Pond

c) Notice Board, Town Hall

The Clerk informed Council that she had received delivery of the notice board, but due to the weight of the board she had asked Pembrokeshire County Council to help erect the board, which would take place in a couple of weeks.

d) The Queens Jubilee and Mayor Making

The Clerk reminded Council that for the Queen's Jubilee, a Beacon would be lit (by the Mayor of Pembroke) in Pembroke Castle on Thursday 2nd June to which all were invited, with free entry into Pembroke Castle after 8pm.

e) Co-option (Monkton Ward)

The Clerk informed Council that the above post had been advertised and that the closing date was 27th May 2022. Following a discussion, it was proposed that candidates be invited to attend an interview at the Town Hall on Tuesday 31st May.

8. PLANNING APPLICATIONS RECEIVED

21/1288/PA

Proposal: Garage & 2 storey extension (bedroom/kitchen) (in retrospect)

Site Address: Triden, Merlins Cross, Lower Lamphay Road, Pembroke SA71 4AG

Council would object to the above application, due to overlooking neighbouring property, and request that Pembrokeshire County Council attend the property for inspection.

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 Ann's Crescent, Pembroke SA71 4QD

Council would support this application

21/1282/PA

Proposal: Erection of dwelling

Site Address: 6, The Grove, Grove Hill, Pembroke, SA71 5BP

Council would support this application

21/0088/PA

Proposal

Site Address: 5 Nicholls Road

Council would support this application

9. PLANNING APPLICATIONS DETERMINED

None received

10. LICENSING

None received

11. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

1	Wages	Week ending 11.4.22	£630.00
2	B&M (Rose)	Cleaning materials	£17.29
3	Total Tech	Phone & Internet rental	£55.00
4	Pembrokeshire County Council	Business Rates	£14177.50
5	Zurich	Insurance Policy	£5923.36
6	Zurich	William Marshal Statue Insurance Policy	£338.78
7	Robinson (Suzie)	Batteries	£5.00
8	Safety Signs (Suzie)	Safety Sign "Please do not climb on the Statue"	£29.80
9	Robinson (Suzie)	Refreshments	£9.15
10	Wages	Week ending 18.4.22	£635.85
11	Jewson	Discs for sander & paint	£70.93
12	B Shilke	Window cleaning	£20.00
13	Pembrokeshire County Council	The Commons & the Green Area Play Areas	£1230.00
14	Citron Hygiene	Slim Line Hygiene Unit 6 April 22-March 23	£59.32
15	Dyfed Alarms	Intruder Alarm Additions & Alterations	£380.00
16	Wages	Week ending 25.4.22	£635.05
17	Salaries	April (including back pay)	£4047.61
18	Zoom (Suzie)	Video communication	£11.99
19	Suzie Thomas	Petrol – Pembroke to Freshwater West for Landing Craft x 2	£7.38
20	HCL Clamping UK/Europe	Tamtorgue sign clamps	£390.00
21	Anchem Laboratories Ltd	Inspection report for asbestos survey	£950.00

22	Pembroke Packaging	Toilet rolls & photocopying paper	£30.50
23	Amazon (Suzie)	Bunting & flags for Jubilee	£20.40
24	Amazon (Suzie)	Tarpaulin for William Marshal statue	£21.62
25	Blue Sky Marquees	Marquee for William Marshal statue	£1411.72
26	Cllr R Blackburn	Town Crier's Allowance	£250.00
27	Cllr L Asman	Mayor's Allowance	£1793.17
27a	British Gas	Gas 2.3.22-31.3.22	£255.12
28	Wages	Week ending 9.5.22	£635.81
29	Greenbarnes Ltd	Noticeboard	£4073.54
30	G K Beulah & Co Ltd	Shields	£732.00
31	Halsted DIY Ltd	Brushes, scraper, gloves & key	£19.04
32	Total Tech	Line rental	£55.00
33	Farmfoods (Suzie)	Chocolates for children's prizes William Marshal	£9.49
34	Farmfoods (Rose)	Tea/Coffee/Sugar	£13.09
35	Timpson	Keys cut (cylinder & mort)	£23.33
36	Pembroke Packaging	A4 and A5 laminating pouches	£72.20
37	Avast (Suzie)	Anti-virus (To be refunded)*	£74.99
38	Scribe	Annual Subscription	£641.00
39	HMRC	Tax/NI	£2328.44
40	Total Tech	Domain Renewal	£14.39
41	Pembroke Packaging	Pedal liners	£8.55
42	Neil Thomas	Compere Unveiling of William Marshal statue	£200.00

Those marked * to be recovered

The above accounts were agreed unanimously

12. CORRESPONDENCE RECEIVED

The following correspondence have been received from residents of Pembroke

Dear Mayor and Town Council

1. We are loving all the planting and new paths that are being put in. Also looking forward to seeing William Marshal statue in front of the Castle. Well done!
2. Thank you, Town Council, for the lovely initiative to plant wildflower seed, around the Commons and Millponds. They are looking wonderful, and the bees will also be grateful.

13. MAYORAL APPOINTMENTS

23rd April 2022 – Landing Craft Memorial Service

7th May 2022 – Unveiling of William Marshal Statue

18th May 2022 – Classic Car Show, The Commons

The above was noted by Council.

14. AGENDA ITEMS

The Mayor proposed that item 15 & 19 be placed into Private and Confidential. Seconded by Councillor Collins and a vote taking place with all in favour this was agreed.

15. TO DISCUSS THE REVISED QUOTATION FOR PEMBROKE GREEN PLAY PARK (COUNCILLOR ASMAN)

Following our first application to the Enhancing Pembrokeshire Fund for Play equipment for the green park, we held a public consultation to confirm choice of equipment. Concerns were raised, regarding lack of safety fencing for the toddler area and also that there should be equipment suitable for disabled children.

A further application was then made to the EPF requesting additional funding. Pembroke Town Council kindly agreed to match fund 20%. However, unfortunately costs have risen between making the application and placing the order leaving us a shortfall of £1988.80.

I am asking Council to help towards the cost of this, to which I will provide 50% of this from my Mayoral allowance.

Following a discussion, it was resolved that Councillor Asman provide £1000.00 from her Mayoral Allowance, and Pembroke Town Council will contribute £988.80

16. 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

17. TO REVIEW AND APPROVE THE PUBLIC TOILET AGREEMENT FOR BLACKHORSE TOILETS (TOWN CLERK)

The Clerk provided Council with the Public Toilet agreement for Blackhorse Toilets from Pembrokeshire County Council.

Following a discussion, it was resolved for the Clerk to sign and approve and return to Pembrokeshire County Council.

THE MEETING WAS THEN CALLED INTO PRIVATE AND CONFIDENTIAL AND NON-COUNCILLORS LEFT THE ROOM.

Mayor

