

## **MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 6<sup>th</sup> APRIL 2023**

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### **Present Councillors:**

D Evans (Mayor) A Brinn (Deputy Mayor)  
R Cowen, J Grimes, G Jones, L Asman  
A Mortenson, R Blackburn, C Collins, L Jenkins, D Willington

### **In attendance:**

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

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The Mayor welcomed everyone to the meeting. The Guest Speaker was Mr Tom Sawyer, CEO of Milford Haven Port Authority and Mrs Anna Mullarkey, Engagement Programme Manager, who gave a detailed update on the Celtic Freeport, a bid consortium consisting of Associated British Ports, Neath Port Talbot Council, Pembrokeshire County Council, and the Port of Milford Haven. A power-point presentation was shown, including an update on the Pembroke Port Developments for the Pembroke Dock Marine which will establish a world-class centre for marine energy and engineering on the Irish Sea.

### **187. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST**

Apologies from Councillors M Phillips, D Bush, K Nicholas and A Cooke  
Declarations of interest from Councillor Jenkins and Councillor Collins

### **188. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 9<sup>TH</sup> MARCH 2023**

The Minutes of the 9<sup>th</sup> March 2023 were accepted as an accurate record.

### **189. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

A resident of Pembroke, who also represented all the residents in the close which she lives, attended the meeting and informed Council of the illegal parking which was happening in Two-Penny Close, Holyland Road. Cars are parking on the junction of the close, making it very difficult to see out onto Holyland Road. It is also very dangerous coming in and going out of the close. Also, people who did not live in the close were parking in the reserved private bay. She had met with Councillor Evans and Councillor Brinn and thanked them for attending an onsite meeting along with PCSO's who had given a letter of support in asking Pembrokeshire County Council to install double yellow lines in the area. She had also been in contact with County Councillor Phillips, who would be representing them on their behalf to Pembrokeshire County Council.

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

### **a) New payroll to accommodate remuneration costs to Councillors (Minute 185)**

The Clerk informed Council that Bevan & Buckland were now contracted to do the payroll and the first payments had been made to staff. The Clerk informed Council that she would be requesting all Councillors PAYE details shortly which would be paid at the end of the financial year.

### **b) New Hotplate/Cupboard (Minute 183)**

The Clerk informed Council that she had purchased a new Hotplate cupboard which had been installed in the Kitchen and was ready for use.

## **191. PLANNING APPLICATIONS RECEIVED**

### **22/1032/PA**

**Proposal:** Creation of living area to the first floor and the installation of a balcony

**Site Address:** 93b Main Street Pembroke, SA71 4DB

**Council would support the application.**

### **22/1140/PA**

**Proposal:** Two storey extension to dwelling and alteration to access and parking arrangements

**Site Address:** 9 Rocky Park, Pembroke, SA71 4NY

**Council would support the application.**

### **22/1103/PA**

**Proposal:** Proposed alterations, extensions and garage conversion

**Site Address:** 1, Croseo Road, Pembroke SA71 4AU

**Council would support the application.**

### **22/1110/PA**

**Proposal:** Proposed Base Station upgrade to the existing 12.5m high monopole

**Site Address:** Co-Loc Orange SF, St Daniels Hill, Pembroke SA71 5PR

**Council would support the application.**

### **22/1065/PA**

**Proposal:** Variation of condition 2 (approved plans) of ref. 06/1674/PA (Replacement house), to allow amendments to the design

**Site Address:** Hilcrest, Taylors Lake, Pembroke SA71 5ER

**Council would support the application.**

### **22/1146/PA**

**Proposal:** Variation of condition 2 (approved plans) of planning permission 21/0653/PA (construction of primary school, MUGA, sports field, car park, landscaping, and associated highways and drainage infrastructure works) to allow design amendments.

**Site Address:** Land adj to Glan-y-Mor Farm, Bush Hill, Pembroke, SA71 4RL

**Pembroke Town Council would support the application; however concerns were raised about the amount of extra traffic leading in and out onto Bush Hill and**

**road works should be completed before any other works. It was suggested that one way systems should be considered.**

**22/0918/LB**

**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

**Council would support the application.**

**22/1063/LB**

**Proposal:** External and internal alterations and repairs to Grade II Listed Building

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

**Council would support the application.**

**192. PLANNING APPLICATIONS DETERMINED**

**22/0919/PA**

**Proposal:** Lower Ground floor change of use from residential to a kitchen / storage area for use associated with Pembroke Castle functions.

**Site Address:** Richmond, 7 Castle Terrace, Pembroke, Pembs SA71 4LA

**Decision:** Conditionally Approved

**22/0675/PA**

**Proposal:** Change of use from A2 Financial to Nail and Beauty Salon, plus creation of 3 new residential apartments – Reconsultation

**Site Address:** Former HSBC Bank, 65 Main Street, Pembroke SA71 4DA

**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 site, Lower Lamphey Road, Pembroke

**Decision:** Refused

**22/0947/PA**

**Proposal:** Proposed detached garage

**Site Address:** Transport Yard, The Old Conduit, Monkton Pembroke SA71 4LR

**Decision:** Conditionally Approved

**22/0360/PA**

**Proposal:** Proposed demolition of existing garage & construction of a five bedroom bungalow

**Site Address:** 36 Station Road, Pembroke, SA71 4AH

**Decision:** Refused

**The above was noted by Council.**

**193. LICENSING**

None received.

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

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

329	Pembroke Country Market	Gluten free cakes for Mayor's Parade 12.3.23	£5.00
330	Carmarthenshire County Council	Pension – February	£1536.56
331	Jewson	Black gloss paint, masking tape, white spirit & 3 pack brushes	£57.53
332	Jewson	White gloss paint, fold flat respirator valve	£26.36
333	Parts Centre (Suzie)	Vacuum hose	£12.48
334	Dapetz	30 piece broom handles for flags for coronation	£70.17
335	Tesco (Suzie)	Cakes for Mayor's Parade 12.3.23	£60.10
336	Cleaning Supplies 4 U	Disinfectant, bleach & multi-purpose cleaner	£48.40
337	Total Tech	Phone rental	£55.00
338	Amazon (Suzie)	HDMI cable	£13.57
339	B Shilke	Window cleaning	£20.00
340	Audit Wales	Audit fees 2020-2021	£350.00
341	Wages	Week ending 20.3.23	£535.75
342	British Gas	Electricity 10.2.23 – 9.3.23	£270.50
343	British Gas	Gas 2.2.23 – 1.3.23	£256.42
344	Salaries	March	£2926.06
345	Easy Equipment	Hot cupboard	£1243.99
346	Ocon	Servicing component of contract instalment 1 of 2 period 1.1.23-31.12.23	£65.00
347	Pembrokeshire County Council	Annual Licence Charge	£180.00
348	HMRC	Tax/NI	£980.93
349	Parry Catering Equipment Ltd	Pots and Lids set for hot cupboard	£212.50
350	Zoom	Video Communication	£11.99
351	Paul Sartori (Kaylee)	Kitchenware	£3.50
352	Wages	Week ending 27.3.23	£535.75

Those marked \* to be recovered

**The above accounts were agreed unanimously.**

## 195. UPDATE FROM COUNTY COUNCILLORS

**No report due this month**

## 196. CORRESPONDENCE RECEIVED

The following has been received from Pastor Rob James

I trust this finds you well. I am in the process of arranging a united "Songs of Praise" for Sunday evening May 14<sup>th</sup>. This will be held in Tabernacle Church, Pembroke, and I would be very grateful if you would invite the newly installed Mayor & Mayoress to join us on this happy occasion. I would also appreciate it if you would extend this invitation to every member of the Council and their family and friends.

I believe this is a fitting way to conclude what promises to be a momentous week for the nation and our community.

**The above was noted by Council.**

## **197. MAYORAL APPOINTMENTS**

### **MARCH**

03.03.23	Mayors Concert	Monkton Church	7.30pm	Cllr Evans
12.3.23	Mayor's Parade	Pembroke	10.00am	Cllr Evans
20.3.23	Monkton Primary School	Town Hall	10.30am	Cllr Evans
24.3.23	Street Pastors AGM	Town Hall	7.00 pm	Cllr Evans

**The above was noted by Council**

## **198. AGENDA ITEMS**

### **199. INCREASED PARKING CHARGES IN PEMBROKE (COUNCILLOR ASMAN)**

Councillor Asman raised concerns about the increase in parking charges on the Commons to an exorbitant £1.50 per hour. She went on to say in her opinion it was already expensive at £1 per hour, this is hardly going to encourage visitors to stay long in our town which desperately needs to increase footfall.

I would like us, as a Town Council, to publicly challenge this price hike. We need to be doing all we can to support businesses by welcoming people to the town, not deterring them with expensive parking fees.

Following a discussion, where Council did not necessarily agree that the prices were exorbitant, they did agree that we should all be encouraging visitors to stay longer in the towns. They did, however, challenge that Pembroke (Commons) was more expensive/ or on par with parking in Tenby, where there is such a larger footfall. It was resolved for the Clerk to write to Mr Marc Owen of Pembrokeshire County Council to express Council's concern's.

### **200. COMMUNITY GARDENS & COMMUNITY ASSETS TRANSFERS (CLLR GRIMES)**

Councillor Grimes gave Council an update on behalf of County Councillor Carey, who had been working with Rose Howard from Pembrokeshire County Council. Pembrokeshire County Council had now agreed to work in partnership with the Community Group and not necessarily do a community asset transfer, but trial it for 12 months with the Community Group. The Community Garden Group will have to cover the costs and be liable for the rent. Pembrokeshire County Council will review in 12 months, so currently no asset transfer will be necessary with Pembroke Town Council.

### **201. UPDATE STANDING ORDERS TO INCLUDE REMUNERATION COSTS TO COUNCILLORS (TOWN CLERK)**

The Mayor and Deputy Mayors' allowances are set by the Independent Remuneration Panel, the Mayor's allowance up to a maximum of £1500 and the

Deputy Mayor's allowance up to a maximum of £500. The exact amount paid to each individual will be agreed at the Precept meeting and endorsed by full Council.

**Following the above it was proposed to add the following to the Standing Orders to Section 10 Page 5**

Section 10.1

Reimbursement for extra costs from working from home:

All Councils must pay their members £156 a year (equivalent to £3 a week) towards the extra expenses (including heating, lighting, power and broadband) of working from home.

Reimbursement for consumables:

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role or Councils must enable members to claim full reimbursement for the cost of their consumables.

The payment of £156 plus the £52 totalling £208 will be paid to each member at the end of the financial year in one payment and there will be no facility for members to claim individual expenses.

An individual may decline part or all of the payments but must inform the Town Clerk in writing.

Councillors claiming the £52 for consumables will forfeit their rite to have the Council meeting packs printed off and posted to them.

**Following a discussion, it was resolved to add the above to the Pembroke Town Council Standing Orders and the Clerk to electronically send out the updated document.**

## **202. TO FORM A NEW TWINNING COMMITTEE FOR BAIN-DE-BRETAGNE (COUNCILLOR BRINN)**

Following the adoption of a Twinning Agreement/Memorandum of Understanding with Bain-de-Bretagne, Councillor Brinn proposed to form an additional twinning committee to comprise of 5 Councillors. **Following a discussion, it was resolved to form another committee with Councillors Brinn, Jones, Mortenson, Asman and Cowen.**

## **203. ROAD SAFETY TWO PENNY CLOSE, PEMBROKE (COUNCILLOR BRINN)**

As mentioned earlier on in the meeting by a resident of the Close, Councillor Brinn informed Council, that County Councillor Mel Phillips was dealing with this issue so would withdraw the agenda item below. However, he did propose to Council to support Councillor Phillips efforts with a letter asking Pembrokeshire County Council to install double yellow lines if so required, which was agreed.

A road safety issue has arisen at Two Penny Hay Close of parking cars dangerously at the junction with Holyland Road, residents are calling for the introduction of double yellow lines from the junction into the estate. Following a site visit on Tuesday 28th March, which I attended with the Mayor, residents and police, the consensus view is for these measures to be introduced in the name of road safety to help resolve this situation. The introduction of double yellow lines is supported by the police. I have received an email from PCSO 8078 Jack Flanagan who attended the site visit and is supporting this initiative.

**204. UPDATE ON CWBR YOUTH, PLANED (COUNCILLOR COWEN)**

Councillor Cowen gave Council a detailed report of the meeting she attended along with Councillor Mortenson

CWBR Youth is a PLANED project funded by the WCVA and National Lottery to encourage more young people to engage with and have representation on Town, City and Community Councils across Pembrokeshire. To help achieve this, PLANED worked with young people at activity days in summer 2022 to find out what thoughts and ideas might encourage young people to get involved. They said that interesting activities and rewards might help, so PLANED applied for funding from the South Wales Police and Crime Commissioner to run a series of graffiti art workshops.

The Police and Crime Commissioner funding is designed to help tackle the impact of Adverse Childhood Experiences (ACES) in our communities. By working together to provide activities and facilities that strengthen and support our communities we can help reduce the likelihood of children experiencing ACES, and help them to overcome them if they do occur.

The Graffiti Art Project aimed to bring young people and councillors together to think about community assets and strengths and what could be improved. PLANED worked with 9 communities across Pembrokeshire, and the project will end with a Celebration and Reward Event at Heatherton on the 6th April, showcasing 18 Graffiti Art boards, created by the young people and the Town Councillors.

Mayor .....

