

MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 7th OCTOBER 2021

Present Councillors:

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

In attendance:

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

Guest speaker - Inspector Reuben Palin, South Pembrokeshire

The Mayor welcomed Inspector Palin to the meeting and informed him of concerns council had about anti social behaviour in and around Pembroke town. The Inspector informed Council that a new system was being instigated with officers based directly with Crime called End to End Project, based in Pembroke Dock, Tenby and Haverfordwest dealing solely with crime. He commented that the Police Force were under immense pressure, with not enough resources. It being the worst for resources in 21 years that he had been in service, but they were doing the best they could to try and change things. Council also raised concerns of young racers with loud exhausts travelling around Monkton Pembroke & Pembroke Dock. Other points also raised were dangerous driving at East End Square, speeding at St Daniels Hill and the role of the PCSO's. Following a lengthy discussion the Mayor thanked Inspector Palin for attending the meeting and it was suggested that perhaps he could be invited once or twice a year.

55. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies from Pastor Rob James & Councillor Linda Brown.

56. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 9th SEPTEMBER 2021

The minutes of the 9th September 2021 were accepted as an accurate record

57. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

A member of the public attended the meeting and also raised concerns regarding anti social behaviour in Pembroke and surrounding areas with Inspector Palin.

58. MATTERS ARISING FROM THE MINUTES

a) Road Safety - The Clerk informed Council that she had received a lengthy reply from Mr Darren Thomas of Pembrokeshire County Council which was sent out to all Councillors. It was agreed to send all comments back to the Clerk, so she could reply to Mr Thomas and then set up a meeting if required.

b) Flag Poles - The Clerk informed Council that she had received 3 quotations as requested. Following a discussion and the quotes read out, a Company was chosen and resolved to order one flag only, for it to be erected to see if it could withstand the weather conditions before ordering a large quantity.

59. PLANNING APPLICATIONS RECEIVED

21/0479/PA

Proposal: Proposed residential development of 6 bungalows

Site Address: Land to the rear of No. 100 South Road, Pembroke SA71 4EL

Council would object to this proposal due to concerns with access in and access out.

21/0520/PA

Proposal: Erection of a dwelling

Site Address: Building plot at Rose Valley, Lower Lamphey Road, Pembroke, SA71 5NJ

Council would support the application

60. PLANNING APPLICATIONS DETERMINED

21/0227/PA

Proposal: Erection of single storey front extension

Site Address: 31 Whitehall Avenue, Pembroke, SA71 4QR

Decision: Conditionally Approved

21/0328/PA

Proposal: Demolition of garage and construction of a granny annexe

Site Address: 1 West Street, Pembroke SA71 4ET

Decision: Conditionally Approved

20/1060/LB

Proposal: Change of use of parts of the existing property, various internal and external alterations, and the construction of a new first floor extension above an existing ground floor area.

Site Address: 1 Westgate Hill, Pembroke, SA71 4LB

Decision: Conditionally Approved

The above was noted by Council

61. LICENSING

None received

62. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

144	Wages	Week ending 6.9.21	607.52
145	Carmarthenshire County Council	Pension August	1726.99
146	CEF	Floodlight, Sockets & Connector	£143.08
147	CEF	6ft Triphosphor Tube	£12.60
148	Zoom	Video Communication	£14.39
149	Jewson	Kiln dried C16 Regularised Joist Treated Prem	£31.45
150	Aldi (Rose)	Milk	£3.16
151	Halsted DIY	Cable Ties	£1.80
152	Total Tech	Line Rental Monthly	£66.00
153	B Shilke	Window Cleaning	£20.00
154	Farm Foods (Rose) Clunderwen & Cardiganshire	Milk	£6.25
155	Farmers	Seeds for the Commons	£48.50
156	Ebay (Suzie)	Window Cleaning Pole & Backpack	£249.99
157	Pembrokeshire County Council	Flowers for Pembroke Town	£701.20
158	HMRC	Tax/NI August 2021	£910.43
159	Ocon	5 Emergency Light Bulkheads (LED)	£492.00
160	Ocon	Servicing contract 1/9/21-31/8/22	£78.00
161	Shipton Bulbs	Flower bulbs	£381.75
162	Clocking Systems Ltd	Clocking Time Cards	£60.00
163	British Gas	Gas 2/8 /21-1/9/21	£15.16
164	Robinson Retail (Suzie)	Alcohol & soft drinks for Hospitality	£20.47
165	Wages	Week ending 13.9.21	£607.52
166	B Shilke	Window Cleaning	£20.00
167	Westcoast Web Works	Website hosting for Pembroke Town Guide	£125.00
167a	Wages	Week ending 20.9.21	£607.52
168	B&M (Rose)	Cleaning Materials	£18.93
169	B&M (Rose)	Adhesive Strips for Pictures	£5.38
170	Cllr Linda Asman	Donation to Monkton Community Hall from allowance	£100.00
171	B Jones Electrical Contracting Ltd	PAT testing throughout Town Hall	£451.20
172	B Jones Electrical Contracting Ltd	Dismantle Flags/Banners	£660.00
173	B Jones Electrical Contracting Ltd	External Lighting, LED spot lights & socket	£446.40
174	Farm Foods (Rose)	Coffee, milk & sugar	£16.45
175	Zoom	Video Communication	£14.39
176	Amazon (Suzie)	3 Bulb Planter tool Sets	£29.97
177	British Gas	Electricity 10/8/21 - 9/9/21	£114.79

178	Aquaclear Water Management	Reed Cutting on Mill Pond	£4,200.00
179	Wages	Week ending 27.9.21	£607.72
180	Salaries	September	£2,661.36
181	Carmarthenshire County Council	Pension September	£1,506.34
182	CEF	6ft Triphosphor Tube & Glow Starter 4-65w	£21.84
183	Scottish & Southern Energy	Christmas lighting 1.12.20 - 5.1.21	£615.00
184	Pembroke Packaging	A4 White Paper	£23.94
185	Asda (Rose)	Compost for Daffodil bulbs	£6.00

**Item 155,161 & 185 to be claimed back through Grant
The accounts were agreed unanimously.**

63. CORRESPONDENCE RECEIVED

Hywel Dda Community Health Council are currently listening to the County's concern about access to GP's.

Are you having trouble contacting your GP for an appointment? The Hywel Dda CHC have listened and are now carrying out some detailed work around your views on GP access. The Survey will be available to complete on-line from 6th September 2021 and hard copy surveys will be available from GP surgeries. Surveys will also be left in local libraries. The GP Access online survey link is

here: <http://ow.ly/Vwrv50FTVUX>

The above was noted by Council

64. MAYORAL APPOINTMENTS

3.10.21	Gild of Freemen of Haverfordwest	St Martin of Tours Church
14.10.21	Launch of Pembs Brand	Llys y Fran Country Park Heritage Centre, Pembroke
19.10.21	Heritage Centre Exhibition Opening	Dock

The above was noted by Council

65. AGENDA ITEMS

66. TO REVIEW STANDING ORDERS (COUNCILLOR EVANS)

Over the last few months situations have arisen that do not seem to be covered in our Standing Orders. In order to address that, I have started to list updates and additions that I feel are missing.

I thought it might be a good idea to inform you of some of those changes and also give you the opportunity to add to that list if you see fit.

1. Procedure to invite members of the press and public to virtual meetings.
2. Use of recording equipment at Council meetings.
3. Mayor & Deputy Mayor's expenses – presentation of receipts for payment.
4. Amendment to proposals – correct wording and voting procedure.
5. Procedure for interviewing members of the public for co-option onto the Council.
6. Procedure for holding a secret ballot.

7. Deletion of reference to the European Union – as listed in last paragraph Page 18 Standing Orders – European Union Public Sector Procurement Rules.
8. Procedure update for the election of Mayor & Deputy Mayor.
9. Wearing of Mayoral Robes and Chains.
10. Use of mobile phones during a Council meeting.
11. Office of Mayor if it becomes vacant.
12. Declaration of Interest – Form
13. Agenda item information to go out with packs prior to a meeting
14. Suspension of Standing Orders

If I have left anything out, please let me know and I can add it to the list.

PROPOSAL : To form a SMALL working party to review the list, to add and amend if necessary, before approval by Council.

Cllr. Dennis Evans (St. Michael's Ward)

The above was discussed and following the proposal, which was seconded by Councillor Nicholas, it was resolved that Councillor Evans set up a small working party to review the standing orders and report back to Council with their proposals of alterations.

67. TOWN COUNCIL CHRISTMAS DINNER (TOWN CLERK)

The Clerk enquired with Council as to whether they wanted to book a venue for a Christmas Dinner. Following a discussion it was resolved to book the Kings Arms Hotel, Pembroke.

68. PEMBROKE GI FUNDING SUPPORT (CLLR EVANS/CLLR NUTTING)

The town of Pembroke is hoping to be awarded substantial funding from Welsh Government. For some-time our Town Clerk and Peter Howe from PCC have been discussing how our "Green Areas" can be improved.

Councillors were invited to join in the discussions and following a recent meeting involving Town Clerk, Peter and Cllrs. Evans. Asman and Nutting, the funding proposal appears to be moving closer.

Unfortunately, because of Welsh Government delays, the original funding application has been reduced to ensure that any funding we receive could be spent by March 2022.

Four areas of the town have been earmarked for improvement – Castle Pond, Millpond, the Commons and the grassed area below Barnard's Tower. Although the finding is for making "Green Improvements", railings, benches and picnic benches etc can also be included.

Funding will come from two sources –

1. Local Places for Nature (LPfN) - £70K
2. Transforming Towns Place Marketing (TRI) - £45K

In order to secure the funding, PTC are being asked to contribute £20K from our reserves.

The GI Matrix Chart, which is attached to this document, gives a brief description of the possible changes to each of the four locations, however these changes are not set in stone and further meetings would be needed before the final changes are made.

Peter indicated that this could be the start of a three- year funding cycle involving Welsh Government and we believe that these are opportunities for the town that we cannot afford to miss.

We do have some concerns about the long- term management and maintenance of the projects and we would be looking to PCC for some commitment in this area. Too many projects in the past have failed because there has not been a management plan in place.

We believe that a modest investment now will reap huge dividends in the future.

Pembroke has been undervalued and improvements because of the funding will benefit residents and visitors alike.

PROPOSAL :

That Council agree for the release of £20K from our reserves in order to secure a Green Funding package from Welsh Government sources.

Following a lengthy discussion and Mr Peter Howe of Pembrokeshire County Council joining the meeting, he explained in detail regarding the funding. The proposal to contribute £20,000 was seconded by Councillor Nutting with all in favour. A meeting to be set up with Mr Peter Howe with an invitation to all Council to attend, to review the plans for this funding.

69. TO REVIEW & 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.

70. THE NEED FOR A TOILET SIGN TO BE PLACED ON EAST END TOILETS (COUNCILLOR PHILLIPS)

Councillor Phillips informed Council that the toilet sign had still not been erected. The Clerk informed Council that she had been in contact with Pembrokeshire County Council, and was told that the sign was due to be manufactured by the end of the week, and hopefully installation not too far behind that. It was also requested that the sign stating closed for winter also be removed.

71. PROPOSED CULTIVATION AND PLANTING OF THE BANK AT THE BOTTOM OF THE PARADE (COUNCILLOR PHILLIPS)

Councillor Phillips informed Council that the above mentioned area was in dire need of tidying and clearing. The whole of the area was full of weeds and was an eyesore, especially when opposite, tourists arrive at the main car park. Following a

discussion it was agreed to try and include this area into the GI Funding and also speak to Pembrokeshire County Council to see if anything could be done.

72. EMERGENCY AGENDA ITEM - FENCING TODDLER AREA, THE GREEN PLAY PARK (Councillor Asman)

Councillor Asman informed Council that she was very concerned that the Toddler Area in the Green Play Park was not fenced off and little ones could run out onto the road. She had spoken to Pembrokeshire County Council where she had been advised that she could apply for the Enhancing Pembrokeshire Grant, which is a 80% Grant with funding required of 20%.

Councillor Asman had obtained some quotations, and the fence would be around £9,000, so she proposed to Council that Pembroke Town Council pay the 20% (£1800.00) if the application for the grant be successful. This was seconded by Councillor Carey, with a vote taken place with all in favour.

Mayor

