

## MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 9<sup>th</sup> FEBRUARY 2023

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### **Present Councillors:**

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

### **In attendance:**

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

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The mayor welcomed everyone to the meeting. The Guest Speakers were Kelly Jordan (River Quality Liaison Manager South West) and Emma Taylor (People & Places Officer) from Natural Resources Wales. Both gave a PowerPoint presentation which was also distributed to Council after the meeting.

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

Apologies Councillor Jenkins and Councillor Willington  
Declarations of interest from Councillor Nicholas and Councillor Jones

### **146. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 12<sup>TH</sup> JANUARY 2023**

The Minutes of the 12<sup>th</sup> January 2023 were accepted as an accurate record, subject to one alteration to note Councillor Asman attended the Activities Committee.

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

Lyn Edwards informed Council of the Launch of “Meet Mabel”. Licensing Officer Nigel Lewis was to attend the meeting, but unfortunately had to submit his apologies. This is a new campaign incorporating Pembrokeshire County Council and Dyfed Powys Police. If the new campaign takes off, it will be the first in the County, originating from Pembroke. The idea is for “Mabel” to attend Night Clubs to offer a listening ear and offer advice to those who may need it.

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

#### **a) Updated Financial Risk Assessment (Town Clerk)**

The Clerk gave Council suggested updates. Following a review, it was resolved to accept the changes and the new Financial Risk Assessment was approved

#### **b) Follow up from Activities Committee meeting (Town Clerk)**

The Clerk went through the planned activities for the forthcoming year, highlighting changes that needed to be implemented this year.

- Mayors Parade required road closure, including the hire of traffic light system
- Landing Craft Service at Freshwater West 80<sup>th</sup> Anniversary – to invite organisations to attend.
- Mayor Making – again Road closure would be required including the hire of traffic light system
- Armed Forces Day – Pembroke’s turn this year, but unfortunately Pembroke Castel unavailable so contact Pembroke Dock Heritage Centre. Service only, not all-day event
- River Rally, due to work still going on South Quay car park, like last year, apply for closure Corn Store side but also include South Quay Car Park this year.
- Fair – Still not had a meeting to discuss last year’s fair.
- Father Xmas comes to town. Due to large crowds, this year keep Father Christmas inside the Castle (arrange carol singing, and lighting of tree in castle) and have separate day when Father Christmas goes around the town on his Sleigh (probably the Sunday)

**c) CWBR Youth Link – Planned**

The Clerk confirmed that Councillor Cowen and Councillor Mortenson had received Emails and confirmation from the above.

**d) Follow up from Consultation with PCC re South Quay Development**

The Consultation that Pembrokeshire County Council held at the Town Hall on Monday 30<sup>th</sup> January 2023 was discussed. Following a lengthy discussion, it was resolved for the Council to set up a meeting to discuss further to send a collective response.

## 149. PLANNING APPLICATIONS RECEIVED

**22/0675/PA**

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

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

**Council would support the application**

**22/0917/PA**

**Proposal:** New domestic garage

**Site Address:** 14 Owen Street, Pembroke, SA71 4EP

**Council would support the application subject to the garage being in keeping with others along the Commons**

## 150. PLANNING APPLICATIONS DETERMINED

**Ref:** 22/0711/PA

**Proposal:** Single storey rear extension and loft conversion

**Site Address:** Am Byth, Long Mains, Monkton, Pembroke

**Decision:** **Conditionally Approved**

**The above was noted by Council**

## 151. LICENSING

None received.

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

271	Consortium	A4 copier paper	£18.30
272	Zoom (Suzie)	Video communication	£11.99
273	Suzie Thomas	Milk	£7.99
274	B&M (Rose)	Cleaning materials	£18.51
275	Farm Foods (Rose)	Coffee, milk & sugar	£28.06
276	D L W Landscaping	Supply & deliver 2 large Christmas trees	£400.00
277	Wages	Week ending 9.1.23	£604.37
278	Wages	Week ending 16.1.23	£604.37
279	Wages	Week ending 23.1.23	£604.37
280	Total Tech	Landline	£55.00
281	British Gas	Gas 2.11.22 – 1.12.22	£172.64
281(a)	B Shilke	Window cleaning	£20.00
282	British Gas	Electricity 10.11.22 – 9.12.22	£289.37
282(a)	Pembrokeshire Fire & Safety Ltd	Annual inspection fire extinguishers	£128.00
283	British Gas	Electricity 10.12.22 – 9.1.23	£217.77
284	Touring Pantos	Deposit payment Panto 6.1.24	£100.00
285	Suzie Thomas	Flags & bunting for Coronation King Charles II	£164.09
286	Suzie Thomas	Broom handles	£14.99
287	B Jones Electrical Contracting	Dismantling Christmas lights	£5075.00
288	Salaries	January	£2719.63
289	Aldi (Rose)	Squash & biscuits for children's visit	£6.74
290	Zoom (Suzie)	Video communication	£11.99
291	Jewson	Multi-purpose silicone white	£8.90
292	Zoom (Suzie)	Video communication	£11.99
293	One Voice Wales	Planning Level 2 course for Cllr D Willington	£35.00
294	Suzie Thomas	Long handled litter picker	£35.70
295	HMRC	Tax/NI January	£823.96
296	Carmarthenshire County Council	Pension January	£1639.92

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

Those marked \* to be recovered

**The above accounts were agreed unanimously**

## 153. UPDATE FROM COUNTY COUNCILLORS

Reports were received from Cllr Grimes and Cllr. Phillips. The Mayor, reminded Cllr. Phillips that reports were not required every month but on a quarterly basis. He also suggested that for ease of reading bullet points would be more than ample.

The Mayor, questioned the use of some of the wording in Cllr. Phillips' report which in his opinion had broken sections of the Code of Conduct and Council's Standing

Orders. He also informed Council that once accepted, the Report would be recorded in the minutes and would then become public knowledge.

Cllr. Grimes also had reservations about the wording used in the Report and sought advice from the Monitoring Officer, who confirmed that the Code of Conduct and Standing Orders may well have been breached. Cllr. Phillips informed the meeting that she also had a conversation with the Monitoring Officer.

The Town Clerk suggested to Cllr. Phillips that to ensure the integrity of the Council, the report should be with-drawn. Cllr. Phillips agreed to this request and informed Council she would no longer be giving Town Council a report.

Council noted the report sent in by Cllr. Grimes.

#### **154. CORRESPONDENCE RECEIVED**

**The following correspondence has been received from Silvia Bothe, Bergen (New twinning contact)**

Dear Sir or Madam,

Now that your previous contact person Cornelia von Zengen has switched to business development, I would like to take this opportunity to briefly introduce myself to you as the new contact person for town twinning.

My name is Silvia Bothe. I grew up in Bergen and have deep roots in my homeland. Since 2020 I have been working for the city of Bergen.

I am very pleased to be able to look after the area of town twinning since the beginning of the year. After a good 2-year corona break, I hope that a lively exchange can take place again. Especially at the present time, cohesion in Europe is more important than ever.

Yours sincerely,  
On behalf of  
Silvia Bothe

**Correspondence received from Ethan Bettany, (See attached)**

**The above was noted by Council**

#### **155. MAYORAL APPOINTMENTS**

23.01.23 Meeting Children from Golden Grove School (Council Chamber)

**The above was noted by Council**

#### **156. AGENDA ITEMS**

#### **157. TO SELECT THE MAYOR ELECT FOR THE YEAR COMMENCING 2023/2024**

The Mayor asked the Clerk if she had received in writing any nominations for Mayor Elect 2023/24. The Clerk replied she had received one nomination from Councillor Brinn. Proposed by Councillor Jones and seconded by Councillor Asman a secret

ballot took place. Following the vote being counted, it was resolved that Councillor Brinn be appointed Mayor Elect for 2023/24.

**158. TO SELECT THE DEPUTY MAYOR ELECT FOR THE YEAR COMMENCING 2023/2024**

The Mayor asked the Clerk if she had received in writing any nominations for Deputy Mayor Elect 2023/24. The Clerk replied she had received two nominations, one from Councillor Grimes, proposed by Councillor Brinn and seconded by Councillor Evans. The other from Councillor Mortenson proposed by Councillor Collins and seconded by Councillor Blackburn. A secret ballot took place. Following the vote being counted, it was resolved that Councillor Mortenson be appointed Mayor Elect for 2023/24

**159. TO REVIEW CHARGES FOR LETTINGS AT TOWN HALL (TOWN CLERK)**

The clerk presented Council with proposed costings for a slight increase in the Hiring of the Town Hall. Following a review and discussion, proposed by Councillor Grimes and seconded by Councillor Mortenson it was resolved to accept the increase in charges.

**160. TO REVIEW & APPROVE THE EXTERNAL AUDIT**

The Clerk presented Council with the end of year accounts for 2021/22 which had been completed from the external auditors. Pembroke Town Council received a qualified report, and the Clerk went through the points raised. Following a discussion and review it was resolved to accept the external audit, proposed by Councillor Jones and seconded by Councillor Bush and the clerk to address the points raised.

**161. TO DISCUSS INSURANCE COSTS FOR TOWN TEAM EVENT (COUNCILLOR COWEN)**

**Councillor Cowen** In my role as Deputy Chair for Pembroke Town Team, I am asking Pembroke Town Council for some financial support in order for us to carry out community activities.

We will need robust Insurance covering the following as a minimum:

\*£5 million Public & Products liability

\* £10 million cover for volunteers and paid staff

\* £50,000 to cover legal expenses

\* £1 million Officers/Trustees liability insurance to cover legal costs for those running the town team should anyone try to sue them personally or accuse them of wrongdoing

The quotes received were:

N D Toy - £444.00

Aegis - £399.00

KK Ins - £383.19

I would like to propose that Pembroke Town Council contribute the insurance costs for our first year so that we can really get going with supporting positive actions within the community.

**Following a discussion, it was resolved that Pembroke Town Council pay for the insurance needed to hold this event and to accept the lowest quote from K & K Insurance**

**162. TO DISCUSS THE POSSIBILITY OF PURCHASING SALT BINS (TOWN CLERK)**

Following on from the information given at the last meeting of Council, a discussion took place whether or not to purchase salt bins for the Town. After a lengthy discussion and a proposal from Councillor Blackburn not to proceed with the purchase of salt bins which was seconded by Councillor Nicholas and a recorded vote taking place. (All in favour of the proposal with one abstention from Councillor Bush) it was resolved not to purchase salt bins at this time.

**163. TO REVIEW FLOWER TENDERS RECEIVED FOR FORTHCOMING YEAR (TOWN CLERK) CANNOT ENCLOSE IN PACK AS CLOSING DATE 6<sup>TH</sup> FEBRUARY)**

The Clerk informed Council that she had received two tenders back for the supply/erect/dispose of the flowers for Main Street this year, after sending seven letters out. Following a discussion, it was resolved to accept the quotation from Hill Farm Nurseries, Pembroke.

**164. JOB VACANCY – CARETAKER/CLEANER – RECOMMENDATIONS FROM PERSONNEL COMMITTEE**

Councillor Evans informed the meeting that the Personnel Committee had interviewed five people who had applied for the post of Caretaker/cleaner. Seven people were invited to attend, with two not turning up. He then put forward the recommendation from the Personnel Committee that Mr David Powell be appointed for the role on a 3 month probation period. Proposed by Councillor Phillips and seconded by Councillor Cooke and a vote taking place, with 2 abstentions all remaining were in favour. It was resolved that Mr David Powell be offered the position.

Mayor .....



