

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 11<sup>th</sup> JULY 2019**

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**Present:**

**Councillors:**

G Jones (Mayor)  
L Asman (Deputy Mayor), R Blackburn, A Carey, C Doyle, L Brown,  
M Phillips, A Cooke, D Evans, J Nutting, K Nicholas. J Harvey, C Collins,  
D Bush,

**In attendance:**

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

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

Cllr A Brinn, Rev Stella Hayton

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

No members of the public were present.

**44. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 13th JUNE 2019**

The minutes of 13th June 2019 were accepted as an accurate record, and were moved by Councillor Bush and seconded by Councillor Asman.

**45. MATTERS ARISING FROM THE MINUTES**

**a) Update from Meeting re pavements (Min 18 - Councillor Nicholas)**

Councillor Nicholas gave Council an update regarding the meeting that took place with himself and PCC regarding the bad state of repair of the pavements in Pembroke. All of the minor jobs were promised to be looked at, but obviously with the lack of funds, the replacement of pavers etc would not be done in the immediate future.

**b) Update re Food & Safety Compliance (Minute 38 - Town Clerk)**

The Clerk informed Council that she had met with a representative of PCC regarding advice on Food and Safety compliance. Following on from that, a new tap and seal would have to be put into the kitchen.

**c) Appointment of members to Committees (Minute No 40, schedule attached)**

The Clerk included a list of all committees that councillors are members on.

#### 46. PLANNING APPLICATIONS RECEIVED

**19/0173/LB**

**Proposal:** Minor Alterations

**Site Address:** 35 Main Street, Pembroke

**Council would support the application**

**19/0333/PA**

**Proposal:** Demolition of toilet block, alterations to building and creation of deck area to rear

**Site Address:** The Restaurant, Bankers Walk, Commons Road, Pembroke, SA71 4EA

**Council would support the application**

#### 47. PLANNING APPLICATIONS DETERMINED

**18/1280/PA**

**Proposal:** Pair of Semi-Detached Bungalows including Access Road Improvements

**Site Address:** Land opposite No 5 Woodside Grove, Pembroke

**Decision:** Conditionally Approved

**18/1369/PA**

**Proposal:** Erection of an access ramp and installation of a platform stair lift to facilitate wheelchair access to apartments (partly in retrospect)

**Site Address:** Rocky Park Apartments, 1- 6 Pembroke, SA71 4NY

**Decision:** Conditionally Approved

**The above was noted by Council.**

#### 48. LICENSING

None

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

**To approve the list of payments**

CEF	Lamps	7.22	43.32
Dyfed Alarms	Intruder Alarm Additions & Replacements	22.00	132.00
Total Tech Ltd	Supply & Installation of Phone System & Outlook issues	90.00	539.98
Total Tech Ltd	Line rental monthly	15.67	94.04
Pembrokeshire County Council	Black Horse Toilets Quarter 4	48.85	293.13
Consortium	Cleaning materials	5.66	33.92
Consortium	Cleaning materials	1.02	6.14
B & M (Suzie)	Alcohol Mayor's Allowance	3.65	21.92
Coshaston Garden Centre (Suzie)	Compost		36.00

21C St Oswalds Community Garden	Donation		200.00
Robinson Retailer (Suzie)	Milk		5.35
Pembrokeshire County Council (Suzie)	Food Safety Advice	27.77	166.61
Berndt Shilke	Window Cleaning		20.00
Castle Gifts	2 Flags		7.98
Halsted DIY	Roller Set, Brush, Gloves	1.20	7.19
British Gas	Electricity	23.51	493.84
British Gas	Gas	22.51	472.89
Pembrokeshire County Council	Lease of Land Pembroke Mill		750.00
Sigma Display Ltd	2 Banner Flags	42.80	256.80
SSE Southern Electric	Unmetered Christmas Lighting	81.29	487.77
GGT Thomas & Son Ltd	Service the Boiler	40.00	239.98
Hill Farm Nursery	Hanging Baskets		300.00
Hill Farm Nursery	Window Boxes, troughs		1039.50

**The accounts were agreed unanimously and approved by Councillor Collins and seconded by Councillor Brown. Councillor Carey declared an interest in item 14, Castle Gifts of £7.98.**

## **50. CORRESPONDENCE RECEIVED**

**The following correspondence has been received from Pembroke Open Doors**

Dear Suzie and Pembroke Town Council

Thank you very much for agreeing to waive the fee for our event on Sunday 16th. Best regards.

### **HYWEL DDA UNIVERSITY HEALTH BOARD**

#### **DEVELOPING TRAUMA SERVICES IN HYWEL DDA UNIVERSITY HEALTH BOARD**

We are proposing to develop Glangwili Hospital in Carmarthen, as our interim Trauma Unit in the years leading up to the building of our new Urgent and Planned Care Hospital. This is alongside work by the national Major Trauma Network to locate a Major Trauma Centre for South Wales at the University Hospital of Wales in Cardiff.

All current acute and emergency services will remain at Bronglais Hospital, Aberystwyth and Withybush Hospital, Haverfordwest and they will continue to deal with less severe traumatic injury.

The engagement period will run from 24 June 2019 to 5 August 2019.

We welcome your views or questions on our plans to improve trauma care.

Please find attached a discussion document on "developing Trauma Services in Hywel Dda University Health Board".

## **A HEALTHIER MID AND WEST WALES - OUR FUTURE GENERATIONS LIVING WELL.**

We have a health and care strategy to guide us through the next 20 years and to support our community to live healthy, joyful lives.

Please find attached a summary of "A Healthier Mid and West Wales" to guide our health and care through the next 20 years so we can so future generations can live well. You can read the whole document on our website [www.hywelddahb.wales.nhs.uk/healthiermidandwestwales](http://www.hywelddahb.wales.nhs.uk/healthiermidandwestwales) or request a copy by calling 01554 899056.

Alternative versions are also available including Easy Read, youth friendly, audio, animation and BSL, and also in Polish and Arabic.

**The above was noted by Council**

### **51. MAYORAL APPOINTMENTS**

8.6.19	4626 Squadron RAF	Brize Norton
9.6.19	Civic Service & Light Refreshments	St Marys Church, Haverfordwest
15.6.19	Pembroke Town Hall	Folk Dance with Mavis Roberts
15.6.19	Civic Service Mayor Milford Haven	St Katharine & St Peter's Church/Pill Social Centre
16.6.19	Civic Service St Davids	St Davids Cathedral/City Hall for refreshments
21.6.19	Mid Summer Concert	St Davids Cathedral/Reception in North Transept
26.6.19	Citizens Advice AGM	Picton Centre, Haverfordwest
29.6.19	Armed Forces Day	Pembroke Dock
29.6.19	St Brides Campsite, Nr Dale	Pembs Scouts AGM

**The above was noted.**

### **52. AGENDA ITEMS**

### **53. UPDATE FROM COUNTY COUNCILLORS**

Councillor Carey, Councillor Harvey and Councillor Brinn (by email) each gave Council an update to what they had been achieving in their respective wards.

**54. CHRISTMAS OPENING HOURS / CHRISTMAS DINNER (TOWN CLERK)**

The Clerk informed Council that she would like to close the Town Hall and break up for the Christmas period on Friday 20th December and return on Monday 6th January. Members of staff to come in-between that period to set up for the Pantomime which would take place on Saturday 4th January. The Town Council Christmas meal would take place on Friday 6th or Friday 13th December at the Kings Arms Hotel, and the Clerk to confirm once confirmation from the Mayor. Following a discussion it was resolved to accept the above.

**55. MILL POND (COUNCILLOR PHILLIPS)**

Councillor Phillips informed Council of the working group which had been set up and had made a start painting the benches down on the Millpond. Further to the last meeting of the Group it was suggested by those in attendance that the Group be Council led. Councillor Phillips then proposed that the new Mill Pond Group be Council led, and to adopt the new constitution. Councillor Evans made an amendment to this proposal, to accept in principal the above proposal by Councillor Phillips, but to set up a meeting with Natural Resources Wales, PCC, and Crown Estate, to find a way forward and draw up a plan, before Council accept the liability of leading the group. Following a vote taking place, which ended in a tied vote, the chair made his casting vote in favour of the amendment, it was then resolved to set up a meeting with the above so a plan could be developed.

**56. TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS (TOWN CLERK - ATTACHED)**

The Clerk issued Council with the proposed Financial Regulations. Subject to one change on item 18.1 (to change from Review from time to time, to change to Review every 2 years) Council Adopted the Financial Regulations for financial year ending 2019/20.

**57. UPDATE OF REGENERATION COMMITTEE (COUNCILLOR EVANS - NOTES ATTACHED)**

**The points below were discussed from the meeting held on Thursday 20th June at 6.30pm at the Town Hall**

a) Sinead informed the meeting that PCC are in the process of arranging a public drop in session, in order to obtain their ideas or suggestions relating to the Castle Terrace / South Quay development. The event will take place in August at the Town Hall. DATE AND TIME TO BE ADVISED.

b) Development Trust : the meeting was informed that the Charities Commission are still working on the Trust's application, however further deliberations are having to take place, with regard to the inclusion of the library and TIC because they are not charities.

c) Foundry House : Gareth informed the meeting that Foundry House is performing well and is now on a sound financial footing.

d) Mill Pond : No update was available, but Sinead stated that whatever decisions or actions the new group take must involve people or groups that have the relevant experience as mistakes could be quite costly.

e) Chamber of Trade : The Regen group were under the impression that the old Co-op site had been sold, however Claire informed us that it had still not been sold. Claire also informed us that the Chamber was hoping to be nominated for a “Rising Star Award”.

f) William Marshal statue: The meeting was informed that the Castle Trustees and Linda have reached agreement with regard to the position of the statue, subject to Council agreeing certain Trustee requirements e.g. adequate insurance cover, maintenance plan etc.

g) Civic Trust – Town Clerk was asked to write to the Civic trust with regard to the state of the bench outside of the Castle.

**The above was noted by Council**

**58. TO DISCUSS AND AGREE TERMS AND CONDITIONS FOR THE USE OF CASTLE LAND FOR WILLIAM MARSHAL STATUE (TOWN CLERK)**

Further to the letter received from Mr Jon Williams, Manager of the Castle Trust regarding conditions for erecting the Statue of William Marshal on their land, the following items were discussed.

1. A full risk assessment is conducted to assess the safety of the statue.
2. Offer us a written assurance that you take full responsibility for any accidents, personal injury or damage to property that might occur as a result of the state being put in place.
3. Put in place public liability insurance to cover any accidents or incidents that may occur as a result of the statue being there.
4. Put in place a maintenance programme to prevent the statue looking a mess and deteriorating.

Following a discussion it was **resolved** to accept the above conditions.

**59. TO REVIEW AND IMPROVE THE EXTERNAL AUDIT FOR 2018/19 (TOWN CLERK)**

**This was deferred until the next meeting**

**60. TO DISCUSS THE DISABLED PARKING BAYS AT THE COMMONS (COUNCILLOR ASMAN)**

Councillor Asman informed Council that in her opinion there were too many disabled parking bays allocated together down on the Commons Car Park. The Commons is a long way to walk into Town if disabled and she felt that this car park area was not being used as intended as disabled users were not parking there. Following a discussion it was resolved for the Clerk to write to PCC enquiring why so many bays were together so far from town.

**61. TO DISCUSS FINANCE FOR THE DOG SHOW (COUNCILLOR BROWN)**

Councillor Brown informed Council that she would like to hold another Dog Show this year. She was looking for funding of £150, to cover the cost of the Licence and to purchase some fencing to make the Arena. Following a discussion it was resolved to fund £150.00 for the Dog Show Event on the 17th August 2019.

Mayor .....











