

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 15th November 2018**

Present:

Councillors:

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

In attendance:

Suzie Thomas (Town Clerk)
Mrs Jayne Howes (Assistant Town Clerk)
Sinead Henehan

Mr Dan Shaw, Corporate Planning Manager of Pembrokeshire County Council discussed the Charter being produced alongside local representatives of One Voice Wales between Town & Community Councils and Pembrokeshire County Council. The Mayor thanked him for the information and the Town Clerk re-iterated to all Councillors to check the charter and if there were any amendments to let her know as soon as possible.

121. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Councillor A Brinn, Councillor J Nutting, Councillor D Evans and Rev P Jones. Declaration of interest given from Councillor M Phillips regarding planning No 18/0764/PA.

122. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public present.

123. TO SIGN AND CONFIRM THE MINUTES OF MEETING ON 4TH OCTOBER 2018

The minutes of 4th October 2018 were accepted as an accurate record and were moved by Councillor Carey and seconded by Councillor Cooke.

124. MATTERS ARISING FROM THE MINUTES

- a) Disabled Lift/ Fire Exit signs/Front entrance doors/Rear wall (Town Hall)
The Town Clerk informed the council that she had received a letter from Snowdrop Mobility that the lift was unrepairable. With regards to the fire exit signs many were now out of date so needed replacing. As there is no disabled access at the front of the hall, the Town Clerk had made enquiries regarding having a door bell mounted on the wall outside. She also informed council that part of a wall had fallen down in the rear car park which would have to be rebuilt.

Councillor Asman announced that she would find out if there was any funding available for the council to apply to help with the costs of updating & improving the building.

Councillor Blackburn informed the council that they had received another invitation from the Heritage Forum to attend a meeting. She stated that she thought in her opinion this was an unnecessary committee as the Regeneration Committee was open to all.

125. PLANNING APPLICATIONS DETERMINED

Ref: 18/0764/PA

Land adjacent to 9 Littlegates, Holyland Road, Pembroke, SA71 4AB

Decision: Approved with one abstention, but ‘application not the landowner’ to be highlighted.

Ref: 18/060782/PA

Site Address: Treclaw, Lower Lamphey Road, Pembroke, SA71 4AB

Decision: Approved with one abstention

18/0558/PA

Site Address: 38 St Davids Road, Pembroke, SA71 5JH

Decision: This decision had already been decided on with PCC

126. LICENSING

None

127. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

To approve the list of payments

111	Pembrokeshire County Council	CCTV Scheme Annual Running Costs	1705.00
112	K & K Insurance Services	Diaries and year planner	10.10
113	Ico (Suzie Thomas)	Data protection fee renewal	40.00
114	Tesco (Suzie Thomas)	Alcohol for Fair	161.40
115	ATS Euromaster (Rose Howson)	Tyre on trolley	22.25
116	SWALEC	Unmetered Christmas Lighting	529.52
117	Spirit of Air Ltd (Linda Brown)	Bunting for Dog Show	48.18
118	Gardeners Dream (Linda Brown)	Safety Fencing for Dog Show	37.04
119	Pembroke Hire Centre (Linda Brown)	Generator	27.00
120	B J Jones	Remove flags from street light columns	840.00
121	Monddi	A3 Certificate - Freedom of Pembroke	70.80
122	Linda Brown	Mayors Allowance	2400.00
123	Gareth Jones	Deputy Mayors Allowance	400.00
124	Nat West	Petty cash	80.53
125	B J Jones	Erect and dismantling fair banner 2017	240.00
126	Samba Doc	Performance Fee - Opening of Fair 2018	275.00
127	Pembrokeshire County Council	Traffic Management Road Closure - Freedom of Pembroke	618.30
128	Bernd Schilke	Window cleaning	20.00
129	BT	CCTV 1.4.18 - 30.3.19 Police Station/Angle Road	1633.75

130	Snowdrop	Breakdown call out to repair lift	312.00
131	Pitney Bowes	Franking machine 22.6.18	107.00
132	PEAC	Photocopier 25.10.18 - 24.01.19	158.63
133	Pembrokeshire County Council	Henry VII Project	14850.00
134	Ocon Fire & Security Ltd	Fire Alarm Maintenance	70.16
135	Festive Lighting Company	Christmas Lights	11129.46
136	Festive Lighting Company	Christmas Lights	487.51
144	Barclays Bank	Transfer into new bank account	1000.00
137	Salem Christmas Tree Farm	3 Christmas Trees	600.00
138	B J Jones	Install LED flood lights to rear of Town Hall	216.00
139	Royal Air Force Cadets Enviroventure Waste Solutions Ltd	Mayor Making Parade 13th May 2018	150.00
140		2 Skips Hired for St Michaelmas Fair	396.00

The accounts were agreed unanimously and approved by Councillor Collins and seconded by Councillor Cooke.

128. CORRESPONDENCE RECEIVED

None received.

129. MAYORAL APPOINTMENTS

8th November - Film "Oh what a lovely war" Town Hall

9th November - Veterans Buffet Dance - Town Hall

10th November - Remembrance Service Military Cemetery, P. Dock

10th November - Pembrokeshire Prayer Breakfast, Wolfscastle (DM)

11th November - Remembrance Day - Pembroke & Pembroke Dock

12th November - Freshwater West - Remembrance Service

18th November - Gild of Freeman Dinner - Haverfordwest

23rd November - Scouts Pembrokeshire, Haverfordwest

30th November - Santa Comes to Pembroke

The Above was noted.

The Mayor thanked the Councillors who came to watch the film 'Oh What a Lovely War' hence supporting her charity. She then conveyed the feedback she received from the veterans - they had thoroughly enjoyed the evening but were very disappointed that no councillors had attended the evening. There was also a letter in the Telegraph from Fran and Mick Butler from Lamphey. The Mayor also commented that the Remembrance Day was a success and Councillor Nutting had done a superb job and should be commended

130. AGENDA ITEMS

131. UPDATE FROM LINK OFFICER (SINEAD HENEHAN)

Sinead Henehan gave Council an update of a grant that was available for town councils and that Pembroke, Pembroke Dock and Haverfordwest would be eligible. Some suggestions for the grant were discussed including the Henry VII statue to be lit up with solar power, trees in planters along the Main Street to help with the air pollution, new street furniture and signage, and more open access to the Mill Pond. . Also, to improve the area by the bus stop, and renewing the walkway around the Castle Pond. It was also suggested to change the one-way system back to how it was originally by reversing the Main Street
Sinead informed the Council that more details will be available and will set up a meeting to discuss further.

132. TO REVIEW & APPROVE SAFEGUARDING POLICY

The Safeguarding Policy was reviewed and adopted, carried unanimously, proposed by Councillor Doyle and seconded by Councillor Carey.

133. TO REVIEW & APPROVE LONE WORKING POLICY

The Lone Working Policy was reviewed and adopted, carried unanimously, proposed by Councillor Collins and seconded by Councillor Blackburn.

134. TO DONATE A PRIZE FOR CHRISTMAS CARD COMPETITION & SHOP WINDOW COMPETITION

It was resolved that the winner of the Christmas Card Competition would receive a voucher for £50.00 from the Art Shop in Haverfordwest, together with a shield. With regards to the shop window competition, first prize would be £75.00, second prize £50.00 and third prize £25.00. They were proposed by Councillor Doyle and seconded by Councillor Jones.

135. TO REVIEW AND APPROVE ANNUAL INCREMENT WAGE RISE (TOWN CLERK)

It was resolved the Town Clerk’s pay should rise by one point, proposed by Councillor Collins and seconded by Councillor Jones.

136. TO REVIEW AND APPROVE THE LOCAL GOVERNMENT PENSION SCHEME (LGPS) (AMENDMENT) REGULATIONS 2018 – THE DISCRETIONARY POLICIES

The Town Clerk gave everyone a copy of the Pension Scheme and following discussion it was resolved to accept the Discretionary Policies, proposed by Councillor Collins and seconded by Councillor Carey.

Mayor